



# Relocations for school leaders and heads of program

---

This document is issued for general guidance only. It does not constitute professional advice. The issues with which it deals are complex and the document necessarily deals only with general principles. No reader should rely on this document for the purpose of making a decision as to action but should seek the appropriate advice from the Union on the particular circumstances of that reader. The Union accepts no responsibility for the consequences should any person act in reliance on this document without obtaining the appropriate advice from the Union.

---

## Introduction: definitions, reasons for applying

Relocation is the term used to reflect transfer at level of school leaders, heads of program and guidance officers (hereafter referred to as officers).

Relocations for eligible officers are offered in order of priority. The priority order first looks at over-entitled and unattached officers within their substantive region and compassionate requests (exceptional hardship (EH)), then all other requested relocations (including compassionate or pressing personal circumstances (PPC)). Consideration of relocation or requested transfers occurs through a suitability assessment process. Relocation of over-entitled, unattached officers and those with EH may occur as a placement outside the relocation process.

An eligible classified teacher may be recommended for relocation to any school within their nominated geographic preferences following participation in a suitable assessment process. An extensive list of location preferences will enhance an officer's prospects for relocation, with the requirement that the employee nominates at least three geographic areas and, by doing so, understands the participation expectation and impact on their application status should they decline to participate in suitability assessment processes.

Applications can be submitted at any time and will continue to be considered until the employee withdraws their application, receives relocation, or the department deactivates the application. The application may be deactivated by the department if the employee does not provide a copy of their current CV when requested or declines three times in a 12-month period to participate in suitability process for a vacancy in any one of their listed geographic areas.

Officers in classified positions become eligible to apply for relocation on the basis of one of the following criteria being met:

- a. six years' service in a school with a transfer rating level of 1, in the same role; or four years' service in a school with a transfer rating level of 2 or 3, in the same role; or three years' service in a school with a transfer rating level of 4 or 5, in the same role; or two years' service in a school with a transfer rating level of 6 or 7, in the same role
- b. two years' service in any school in the same role, where the requested relocation is to a transfer rating 4 to 7 school
- c. displacement as a result of a school's loss of entitlement to a position.

The service period for criteria (a) to (c) must be in a single school location.

An officer will not be relocated outside of their current geographic area if:

- an unsatisfactory work performance process is in progress
- a case is before the Board of Review (unless the relocation will provide opportunities for professional development)
- a formal investigation is in progress
- a disciplinary action is in place
- the officer is on extended sick leave.

Officers who agree to be unattached from their position are required to return to duty in the region from which they were unattached. Where the officer nominates location preferences outside their substantive region, they are considered with requested status for those

locations, with priority for placement in geographic areas in their substantive region.

## Department procedures

You can find the department's relocation procedure at

<https://ppr.qed.qld.gov.au/attachment/relocation-of-classified-teachers-school-leaders-and-heads-of-program-procedure.pdf>

## Responsibility of applicants

- Ensure eligibility criteria have been met prior to applying for relocation.
- Discuss relocation preferences/issues with relevant supervisor.
- Provide all relevant documentation as requested or, if circumstances or preferences change, provide updated information.
- Ensure you nominate a minimum of three geographic areas.
- Provide additional documentation when requested.
- Participate in the relocation process, including responding to all invitations to participate in suitability assessment process.

## Compassionate relocations (exceptional hardship)

The applicant review panel (see below) has standard criteria for determining the eligibility of applicants who apply for relocation on compassionate grounds.

Officers may apply for a compassionate transfer because of exceptional hardship in respect to themselves or a member of their immediate family. Exceptional hardship includes:

- serious medical circumstances and/or disabilities affecting a teacher and/or a member of their immediate family
- a demonstrated hostile environment arising from factors such as potential religious, racial or sexual persecution or harassment.

Supporting specialist medical evidence is essential for requests on exceptional hardship grounds, and medical evidence from a general medical practitioner is not considered sufficient. Examples of relevant supporting documentation include written specialist evidence regarding a medical condition that requires a teacher to live in a particular location, or documented specialist medical evidence that the existing location's environmental conditions are a catalyst for a chronic medical condition.

Transfer expenses are not provided to a transfer applicant in these circumstances.

## Compassionate (pressing personal circumstances)

Officers may apply for a compassionate transfer because of pressing personal circumstances, including:

- separation from partner
- lengthy travel arrangements arising from a departmental transfer over an extended period
- medical conditions that do not meet the definition of exceptional hardship
- partner's relocation for employment purposes.

Transfer expenses will only be granted if the teacher has completed the minimum service period required at their current base location prior to transferring.

If you are experiencing problems in your current location, you should check the criteria for eligibility on compassionate grounds in the department's procedures for relocation.

## Applicant Review Panel

The Applicant Review Panel (ARP) comprises departmental officers (central office), principal association representatives and three QTU nominees.

The panel considers and makes recommendations on:

- cross sector requests
- requests for transfer to other role types
- compassionate requests (determining category of EH or PPC).

The panel meets early in Term 1 and late in Term 2. The panel requires all the necessary information before it meets. If you are unsure what information the panel requires, contact the QTU.

## Verification sheet

Applicants for relocation must complete a verification sheet when applying for relocation to any position that differs from their substantive position. For instance, if an officer is wanting to be relocated to a position at or below their current band level, but in a different sector (e.g. primary to special), then that officer will need to complete a verification sheet. A secondary head of department would also need to complete a verification sheet if they wanted to be considered for a position different to their substantive head of

department position (e.g. HOD maths to science). The ARP will assess each application and make recommendations to the vacancy review panel.

While the applicant's supervisor is responsible for completing and submitting the verification sheet, there is a space provided for applicants to make a statement advising of skills, competencies and other relevant information that will support their application for relocation to these positions.

### **Vacancy Review Panel**

The Vacancy Review Panel (VRP) comprises departmental officers (central office), a regional director and the QTU General Secretary or nominee.

The role of the VRP is one of oversight, and it meets quarterly to ensure the integrity of the department's classified teacher relocation process.

### **QTU advocacy**

The QTU will advocate for a relocation on behalf of members. Contact the QTU for more information about relocations and the advocacy role of the Union.

*We recommend that any officer seeking a relocation sends a copy of their relocation application and supporting documentation (e.g. verification sheet, specialist medical advice, other relevant information) to the QTU.*

Applicant responsibility checklist:

- Assess eligibility for relocation.
- Complete relocation application form.
- Attach supporting information and a completed verification sheet if necessary.
- Email or fax completed relocation form to the regional director, with a copy to the regional HR contact, by last day of November in any year. Late applications will be accepted at any stage during the year; however, a late application may limit opportunities for relocation as the school year progresses. Applications will remain current unless written advice to withdraw is received by the department, however applications should be renewed every 12 months.
- Email or fax completed relocation form and supporting information to the QTU.

### **Further information**

Queensland Teachers' Union  
P O Box 1750  
MILTON LPO QLD 4064  
Telephone: (07) 3512 9000  
Facsimile: (07) 3512 9050  
Email: [qtu@qtu.asn.au](mailto:qtu@qtu.asn.au)

Department of Education  
Workforce, Recruitment and Employment  
P O Box 15033  
CITY EAST QLD 4002  
Telephone: (07) 3237 9718  
Facsimile: (07) 3280 1088

If you are applying for relocation, you should contact the QTU for advice and assistance.