

PROCEDURE



Rural and Remote Relocation Support Payment

Approved by: *Executive Director, School Workforce*

Approval date: *3/02/2023*

Brief Description:

A teacher, school counsellor or school psychologist relocating to work in a rural or remote incentive school may be eligible for the Rural and Remote Relocation Support Payment.

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1. Introduction

1.1 The department is committed to supporting the recruitment and retention of rural and remote school workforce staff. The department has a range of rural and remote benefits and incentives and further information is available at the [Choose Rural Benefits and Incentives](#) page.

1.2 As a part of these incentives, the department may provide a Rural and Remote Relocation Support Payment of \$5,000 or \$8,000 to teachers, school counsellors and psychologists at rural and remote incentive schools, where conditions as specified in this procedure are met.

1.3 The purpose of this procedure is to outline eligibility requirements and the payment process for the Rural and Remote Relocation Support Payment.

1.4 For further information contact RandRworkforce@det.nsw.edu.au.

2. Audience and application

2.1 This procedure is intended for the use of eligible permanent or temporary classroom teachers, school counsellors and psychologists who have been assigned to 4 ,6 or 8 point rural and remote incentive school. The procedure is also for the use of relevant School Workforce, Human Resources (HR) Operations and Shared Services units.

3. Responsibilities and delegations

3.1 The department's School Workforce, HR Operations and Shared Services areas are responsible for ensuring that eligible recipients are paid consistent with this procedure.

4. Eligibility

4.1 To receive the Rural and Remote Relocation Support Payment, a recipient must meet all eligibility requirements listed below:

4.1.1 The recipient is appointed at or after 8 February 2023 as a permanent or temporary classroom teacher or member of the school counselling service at a 4, 6 or 8 point rural and remote incentive school listed in Appendix 1

4.1.2 the recipient is appointed to a position on a permanent or temporary basis for two consecutive terms or more

4.1.3 the recipient is required to relocate to a new primary residence at least 50km from their current residence to fulfil the requirements of their new appointment

4.1.4 the recipient's new place of residence is within 100km of their new place of employment

4.1.4 the recipient has not received a relocation payment for an equivalent position within the previous three calendar years

4.1.5 the recipient has not received a Priority School Recruitment Relocation Payment for the same appointment.

4.2 For clarity, classroom teachers, school counsellors and school psychologists who are appointed to work within a hub and spoke model such as the Teachers in the Field program, and are assigned to a 4, 6 or 8 point rural and remote incentive school as either a 'hub' or 'spoke' school meet the requirements of 4.1.1.

4.3 Applications that do meet the eligibility requirements at 4.1 may be considered and approved by the Director, Program Delivery, School Workforce or Director, School Recruitment and Placement, School Workforce on a case-by-case basis.

5. Payment

5.1 Payment amount to be determined by the recipient's individual relocation circumstances.

5.1.1 A recipient relocating with 0-3 additional family members will receive a gross payment of \$5,000 less tax.

5.1.2 A recipient relocating with more than 3 additional family members will receive a gross payment of \$8,000 less tax.

5.2 Family members can include the partner, dependent children and/or dependent relatives of the recipient, when they will be cohabiting with the recipient in the new location.

6. Payment process

6.1 The steps below must be followed to process the Rural and Remote Relocation Support Payment for eligible staff.

Steps for payment
1. Applicant emails RandRworkforce@det.nsw.edu.au and states their intention to apply for the Relocation Support Payment.
2. Applicant will be sent an eligibility and payment amount assessment form to complete and submit to RandRworkforce@det.nsw.edu.au
3. Program Delivery to assess and confirm applicant's eligibility and payment amount. Applicant to receive confirmation of assessment outcome via email.
4. Program Delivery to instruct Shared Services to action the payment in the next payroll period.
5. Recipient notified via their payslip that payment has been made.

6.2 If payment is made, and the recipient does not relocate, the recipient may be required to return payment amount to department. The Director, Program Delivery will consider the individual circumstances to determine if payment will be recovered.

7. Monitoring, evaluation and reporting requirements

7.1 Information on records management can be found in the department's [Records Management Policy](#) and [Records Management Procedures Manual](#), which are available on the Intranet.

7.2 The Executive Director, School Workforce, or nominee, is responsible for the revision of the procedure, as required.

7.3 The efficacy of the payment will be evaluated and the payment revised if required.

Terms and Definitions

Term	Definition
Connected Communities	a whole-of-government reform to drive improved education outcomes for Aboriginal children and young people in some of the state's most complex and disadvantaged communities.
Department	means the NSW Department of Education.
Dependant children	A child of the recipient including an adopted child, stepchild, a foster child who will be living in the new place residence and is under the age of 18 or completing their school studies up to, and including year 12.
Dependant relative	A person who is substantially reliant upon the recipient for financial, caring or medical support.
Incentive School	a school in a rural or remote area which offers a range of incentives designed to attract and retain teachers and leaders to rural and remote schools.
Partner	A spouse of the recipient, who will be living with the recipient at the new place of residence.
Recipient	The teacher or member of the school counselling service deemed eligible to receive the relocation payment support
School Counselling Service	School-based counselling staff including Leader Psychology Practice, Senior Psychologist Education/District Guidance Officer, School Counsellor and School Psychologist.
School Executive	includes Head Teacher, Assistant Principal, and Deputy Principal.
Teacher Position	classroom teacher (including teacher librarians, careers advisers, learning and support teachers and itinerant teachers), school executive and principal positions in a school.

Appendix 1 – Schools eligible for the relocation support payment

School name	School code	Transfer points	Location information
Alma Public School	1028	6	Broken Hill area
Ardlethan Central School	1051	4	West Wyalong area
Ariah Park Central School	1055	4	West Wyalong area
Balranald Central School	1115	6	Balranald area
Baradine Central School	1130	4	Warrumbungles area
Barellan Central School	1131	4	East Griffith area
Barham High School	8461	6	Edward River area
Barham Public School	1135	6	Edward River area
Barwon Learning Centre	5762	4	Moree area
Beckom Public School	1160	4	West Wyalong area
Bellata Public School	1175	6	Narrabri area
Berrigan Public School	1207	4	Edward River area
Binnaway Central School	1237	4	Warrumbungles area
Blighty Public School	1261	4	Edward River area
Boggabilla Central School	1275	6 (CC)	Far North area
Bombala High School	8486	4	Snowy Mountains area
Bombala Public School	1288	4	Snowy Mountains area
Bonshaw Public School	1296	6	Far North area
Booligal Public School	1303	8	Hay area
Boomi Public School	1307	8	Far North area
Boree Creek Public School	1318	4	Wagga Wagga area
Bourke High School	8355	6 (CC)	Bourke area
Bourke Public School	1326	6 (CC)	Bourke area
Bourke-Walgett School of Distance Education	4644	8	Bourke area
Brewarrina Central School	1350	8 (CC)	Brewarrina area
Brocklesby Public School	1363	4	North Albury area

Broken Hill High School	8105	6	Broken Hill area
Broken Hill North Public School	1371	6	Broken Hill area
Broken Hill Public School	1369	6	Broken Hill area
Bullarah Public School	4228	8	Moree area
Bunnaloo Public School	1425	4	Edward River area
Burke Ward Public School	1432	6	Broken Hill area
Buronga Public School	1688	6	Sunraysia area
Burren Junction Public School	1447	8	Lightning Ridge and Walgett area
Cabramurra Public School	3928	6	Snowy Valleys area
Carinda Public School	1507	8	Lightning Ridge and Walgett area
Carrathool Public School	1517	8	Hillston area
Clare Public School	4565	8	Hay area
Cobar High School	8356	6	Cobar area
Cobar Public School	1578	6	Cobar area
Coleambally Central School	4348	4	Murrumbidgee area
Collarenebri Central School	1589	8	Lightning Ridge and Walgett area
Conargo Public School	1606	4	Edward River area
Condobolin High School	8346	6	Condobolin area
Condobolin Public School	1609	6	Condobolin area
Coomealla High School	8494	6 (CC)	Sunraysia area
Coonamble High School	8451	6 (CC)	Coonamble area
Coonamble Public School	1631	6 (CC)	Coonamble area
Croppa Creek Public School	3717	6	Moree area
Dareton Public School	1732	6 (CC)	Sunraysia area
Darlington Point Public School	1736	6	Murrumbidgee area
Delegate Public School	1745	4	Snowy Mountains area
Deniliquin High School	8218	4	Edward River area
Deniliquin North Public School	4281	4	Edward River area
Deniliquin South Public School	4112	4	Edward River area
Edward Public School	4418	4	Edward River area

Emmaville Central School	1838	6	Glenn Innes area
Enngonia Public School	3626	8	Western Plains area
Euabalong West Public School	1867	6	Condobolin area
Euston Public School	1885	6	Balranald area
Fairfax Public School	1894	6	Narrabri area
Finley High School	8360	4	Edward River area
Finley Public School	3945	4	Edward River area
Garah Public School	1956	6	Moree area
Girilambone Public School	1986	6	Western Plains area
Gol Gol Public School	2027	6	Sunraysia area
Goodooga Central School	2033	8	Brewarrina area
Goolgowi Public School	2035	6	Hillston area
Gralee School	5730	4	Narrandera area
Gravesend Public School	2068	6	Moree area
Gulargambone Central School	2094	6	Coonamble area
Gwabegar Public School	2115	8	Narrabri area
Hay Public School	2145	6	Hay area
Hay War Memorial High School	8119	6	Hay area
Hermidale Public School	2155	6	Western Plains area
Hillston Central School	2165	6	Hillston area
Ivanhoe Central School	2213	8	Central Darling area
Jerilderie Public School	2226	4	Murrumbidgee area
Khancoban Public School	4270	6	Snowy Valleys area
Lake Cargelligo Central School	2359	6	Condobolin area
Leeton High School	8156	4	Leeton area
Leeton Public School	2386	4	Leeton area
Lightning Ridge Central School	2395	8	Lightning Ridge and Walgett area
Louth Public School	3594	8	Western Plains area
Mallawa Public School	4262	8	Moree area
Marra Creek Public School	4454	8	Western Plains area

Mathoura Public School	2500	4	Edward River area
Mayrung Public School	2508	4	Edward River area
Mendooran Central School	2522	4	Western Plains area
Menindee Central School	2523	8 (CC)	Central Darling area
Moree East Public School	4118	4 (CC)	Moree area
Moree Public School	2618	4	Moree area
Moree Secondary College Albert St Campus	8325	4 (CC)	Moree area
Moree Secondary College Carol Ave Campus	8471	4 (CC)	Moree area
Morgan Street Public School	4232	6	Broken Hill area
Moulamein Public School	2632	6	Balranald area
Mungindi Central School	2675	8	Far North area
Naradhan Public School	2701	6	Hillston area
Narrandera East Infants School	4214	4	Narrandera area
Narrandera High School	8157	4	Narrandera area
Narrandera Public School	2710	4	Narrandera area
Niangala Public School	2748	6	Mid North area
North Star Public School	2765	6	Far North area
Nyngan High School	8353	6	Nyngan area
Nyngan Public School	2785	6	Nyngan area
Oaklands Central School	2791	6	Wagga Wagga area
Palinyewah Public School	3912	6	Sunraysia area
Pallamallawa Public School	2827	4	Moree area
Parkview Public School	4413	4	Leeton area
Pilliga Public School	2870	8	Narrabri area
Pomona Public School	2893	6	Sunraysia area
Pooncarie Public School	2895	8	Sunraysia area
Quambone Public School	2919	8	Coonamble area
Quandialla Central School	2920	4	Grenfell area
Railway Town Public School	4233	6	Broken Hill area

Rankins Springs Public School	2935	6	Hillston area
Rowena Public School	3580	8	Lightning Ridge and Walgett area
School of the Air	5302	6	Broken Hill area
Tallimba Public School	3153	6	West Wyalong area
Tibooburra Outback Public School	3211	8	Tibooburra area
Tingha Public School	3218	6	Glenn Innes area
Tooleybuc Central School	3235	6	Balranald area
Toomelah Public School	3239	8 (CC)	Far North area
Tottenham Central School	3249	6	Condobolin area
Trangie Central School	3254	4	Nyngan area
Trundle Central School	3259	6	Parkes area
Tullamore Central School	3270	6	Parkes area
Tullibigeal Central School	3272	6	Condobolin area
Tulloona Public School	4225	8	Far North area
Ungarie Central School	3311	6	West Wyalong area
Urana Public School	3314	6	Wagga Wagga
Wakool Burraboi Public School	3336	6	Edward River area
Walgett Community College - High School	8475	8 (CC)	Lightning Ridge and Walgett area
Walgett Community College - Primary School	3342	8 (CC)	Lightning Ridge and Walgett area
Walhallow Public School	3343	6	Mid North area
Wamoon Public School	3364	4	Leeton area
Wanaaring Public School	3365	8	Bourke area
Warren Central School	3392	4	Nyngan area
Wee Waa High School	8270	4	Narrabri area
Wee Waa Public School	3416	4	Narrabri area
Weethalle Public School	3415	6	West Wyalong area
Weilmoringle Public School	4305	8	Brewarrina area

Wentworth Public School	3421	6	Sunraysia area
West Wyalong High School	8392	4	West Wyalong area
West Wyalong Public School	3519	4	West Wyalong area
White Cliffs Public School	3435	8	Central Darling area
Whitton-Murrumbidgee Public School	3438	4	Leeton area
Wilcannia Central School	3442	8 (CC)	Central Darling area
Willyama High School	8491	6	Broken Hill area
Wyalong Public School	3518	4	West Wyalong area
Wyalalpa Public School	4556	6	Glenn Innes area
Yanco Public School	3536	4	Leeton area
Yetman Public School	3559	6	Far North area

* CC – Connected Communities school.