



Swan Hill
District Health
my hospital

RELOCATION GUIDE



*Swan Hill District Health will provide appropriate services in the right setting by
dedicated people with and for our community*

Welcome to Swan Hill District Health Service

The following guide has been tailored to international employees joining Swan Hill District Health Service, and provides information and resources to ensure relocation to Australia and commencement with this service is an exciting and rewarding journey.

At Swan Hill District Health Service, our vision is that Swan Hill District Health will provide appropriate services in the right setting by dedicated people with and for our community.

Our values are:

- **Respect**...this means that you interact with others as you would expect them to interact with you
- **Professionalism**...this means we deliver services with integrity, honesty and competence
- **Caring**...this means that we provide a standard of service and support which we would expect for ourselves
- **Committed**...this means that we are dedicated to the promotion and success of the organization
- **Collaboration**...this means working together in a positive, supportive manner

and we look forward to you joining with us on our journey to provide the best standards of healthcare for our customers.



NOTE: While we make every effort to ensure that the material in this guide is accurate and up-to-date when we publish it, you should exercise your own independent skill and judgement before you rely on it. In any important matter, you should seek professional advice relevant to your own circumstances.

The listing of a person or organisation in any part of this guide does not imply any form of endorsement by Swan Hill District Health Service of the products or services provided by that person or organisation. Similarly, links to other web sites have been inserted for your convenience and do not constitute endorsement of material at those sites, or any associated organisation, product or service.

CONTENTS

Must haves for working at Swan Hill District Health Service	Page
1. Valid Australian Work Visa	4
2. Professional Registration	5
3. Criminal History Check	5
4. Australian Health Insurance	6
5. Tax File Number	6
6. Australian Bank Account	6-7
Living in Swan Hill and surrounds	
1. Location	7
2. Housing	8
3. Education	8
4. Transport	10
5. Spouse Employment	11
Benefits of working for SHDH	
1. Salary Packaging – reduce your tax and increase your take home pay!	11
2. Other Benefits	12
3. Pension Scheme – Superannuation	12
4. Assistance with relocation	12
Moving to Swan Hill Handy Links	13 - 14
Relocation Checklist	14 - 16

Must haves for working Swan Hill District Health Service



1. Valid Australian Work Visa

With the exception of New Zealand citizens, anyone wishing to enter Australia must obtain a visa prior to arriving in the country. Visas are issued by the Australian Department of Immigration and Citizenship (www.immi.gov.au) and two of the most popular and accepted by WDHS are the 457 Temporary Business (Long Stay) Business Sponsored Visa and the 119/857 Regional sponsored migration visa

457 Temporary Business (Long Stay) Business Sponsored Visa

The 457 Temporary Business (Long Stay) Business Sponsored Visa is the most commonly used program for employees to work for an Australian organisation on a full-time basis. The 457 visa allows holders to work for an organisation for a period of between three months and four years. Eligible secondary applications (dependants) may be included in the visa, allowing them to work and study within Australia. There are no restrictions on the number of times a holder can travel in and out of the country for the duration of the visa.

All 457 visa holders must work full time, 76 hours per fortnight

For more information on the 457 Temporary Business (Long Stay) Business Sponsored Visa, visit the Australian Department of Immigration and Citizenship website www.immi.gov.au and enter "Temporary Business Long Stay" into the search function on the top right side of the home page.

Regional Sponsored migration Scheme (Visa 119/857)

The Regional Sponsored Migration Scheme (RSMS) allows employers in regional or low population growth areas of Australia including Western District Health Service, to sponsor employees who are foreign nationals for a permanent visa to work in Australia.

The employees applying for a visa can be either of the following:

- skilled workers from overseas
- skilled temporary residents currently in Australia.

Visa applicants who are currently living and/or working in Australia on a qualifying visa can apply for the onshore RSMS (subclass 857) visa. If you do not hold a qualifying visa, you may still be eligible to apply in Australia if you last held a qualifying visa no more than 28 days prior to lodging an application.

The offshore RSMS (subclass 119) visa is for applicants who are outside Australia.

Note: Applicants who do not hold a qualifying visa can apply for the offshore RSMS visa (subclass 119) and lodge their application in Australia. However, applicants must be outside Australia at the time of visa grant.

This visa allows you and any dependent family members included in your visa application to live as permanent residents in Australia. Under this visa, you are required to live in a rural or remote location (such as Swan Hill) for 2 years.

Australian permanent residents can:

- live and work in Australia on a permanent basis
- study in Australia at school or university
- receive subsidised healthcare through Medicare and the Pharmaceutical Benefits Scheme (PBS)
- access certain social security payments (subject to waiting periods)
- be eligible for Australian citizenship (subject to the residency eligibility criteria)
- sponsor people for permanent residence.

Swan Hill Health Service is happy to support employees to apply for permanent residency if they meet the Department of immigration and Citizenship's requirements

2. Professional Registration

The processes for professional registration are constantly changing and it is important that you check the information directly with the relevant registration board. You are also welcome to contact us to request further advice and we will assist where we are able. In 2010, Australia is moving to a National Registration process which should facilitate quicker processing but may slow things down whilst the change is being undertaken.

Potential emigrants need to be aware that the costs associated with gaining your professional registration are not generally covered by WDHS. In some cases, these costs can be considerable. In addition Registration can take up to 4 months with some professions. You commence your application for registration as soon as you consider emigrating to Australia.

Nurses Board of Victoria – www.nbv.org.au

Australian Medical Council – www.amc.org.au

Australian Physiotherapy Council – www.physiocouncil.com.au

Australasian Podiatry Council – www.apodc.com.au

Australian Dental Council – www.dentalcouncil.net.au

<http://www.nhwt.gov.au/index.asp>

Please contact us for details relating to professional registration for other professions.

3. Criminal History Check

Your employment with Swan Hill District Health Service is subject to an acceptable criminal history check. You must obtain a clearance check in your home country and provide a certified copy prior to commencement.

If you have previously resided or worked in Australia a second criminal history check must be obtained. SHDH will assist you and pay the cost with obtaining a current Australian police check on commencement with the service.



4. Australian Health Insurance

If sponsored by SHDH, we can arrange private health insurance coverage for you and your dependants, for the term of your sponsorship. If you wish to obtain health insurance through another provider, you must ensure it meets the requirements of the Department of Immigration and Citizenship and WDHS for the visa category that you have.

A standard template for use by health insurers is available from the Department's website at: http://www.immi.gov.au/skilled/_pdf/hi-template.pdf

DIAC does not recommend a particular product. Further information about private health insurers in Australia can be found on the following website: <http://www.privatehealth.gov.au>

For each year that Swan Hill District Health Service continues to sponsor you, payments can be deducted from your pay over a 12 month period in equal amounts, or by lump sum payment if requested. However the candidate will be responsible for continuing health insurance payments.

NB. This health insurance covers you for the Medicare scheduled fee when you attend a Doctor in addition to a number of other services. Most Doctors charge above this fee and you will be responsible for costs not covered by your insurance, in a similar way to Australians who need to pay the gap not covered by Medicare. Non-payment of Health insurance will result in termination of employment.

5. Tax File Number (TFN)

A Tax File Number (TFN) is a unique number issued by the Australian Taxation Office (ATO). Only one TFN is issued to an individual for their lifetime and all workers need to apply for a TFN in order to undergo taxation deductions at the appropriate rate.

Number and is also used to:

- Lodge a tax return
- Apply for some income assistance or support payments such as pensions or benefits from either
- Centrelink
- Claim Family Tax Benefit
- Make personal contributions to your superannuation account
- Make or receive payments under the pay as you go (PAYG) withholding system

How to Apply for a TFN

Overseas residents who are visiting or working in Australia temporarily, can apply for a TFN online. To apply online, a valid passport or relevant travel documents are required, and the applicant must have a current working visa. Please contact the Human resources department to assist you in applying online or you can apply online at www.ato.gov.au You can only apply for a tax file number once you arrive in Australia. . There is no cost associated with a taxfile number. Please note that until you receive your Tax file number WDHS is obliged to tax you at the highest marginal rate

Apply online:

<http://www.ato.gov.au/individuals/content.asp?doc=/content/38760.htm&pc=001/002/001/008/002&mnu=1187&mfp=001/002&st=&cy=1>

6. Australian Bank Account

Bank accounts are relatively easy to open in Australia, with a number of banks allowing accounts to be opened prior to arriving in the country.

Most banks and ATMs (cash machines) will allow withdrawals from international bank accounts, however, all earnings from Swan Hill District Health Service must be paid into an Australian account.

Prior to leaving, it is recommended that individuals check with their financial institution to see if international banking is provided within their account structure.

It is advisable to open a bank account within six weeks of arrival in Australia, as a passport is usually the only identification required to open an account. After six weeks, additional information is required and opening an account may be more difficult. For more information on banking in Australia visit the Australian Bankers Association website: www.bankers.asn.au.

The Human Resource department can assist you with opening bank accounts locally.

Personal loans and credit cards

It is important to note that personal loans and credit cards can be accessed by 457 visa holders within the first 6 weeks of arrival. After this time, applicants will need to provide three months worth of payslips to access credit.

Living in Swan Hill

1. Location & About Us

Swan Hill District Health is located on the Murray River. Our City and surrounding population of 30,000 enjoy a temperate climate and excellent educational and sporting opportunities. Outstanding golfing, tennis and aquatic sporting facilities are easily accessible and along with our natural river environment, facilitate a relaxing lifestyle among very friendly people. We offer a range of general and specialist acute care services, residential aged care and primary health care services.

Founded by a group of concerned squatters of the district in the 1860's Swan Hill District Health has today become a symbol of the hopes and strivings, the courage and generosity of the community it has served for more than a century. Beset with difficulties from the outset, the health service has managed to overcome constant financial and staffing problems with the help of the surrounding community. Recently we received a gift of \$480k towards a 16 Slice CT Scanner from the Percy Baxter Charitable Trust managed by Perpetual Trustees. The scanner will provide better and faster services than the single scanner that is currently leased and patients can be seen in Swan Hill instead of travelling to Bendigo. The quality of the images and the ability to detect spinal or organ damage will be a significant improvement to our services.

In 2008 our services encompass:

- 144 beds - includes 65 in Hospital, 64 in Extended Care and 15 in hostel beds;
- 2006/07 we treated 16,500 E.D. presentations;
- 7,436 Hospital In-Patients;
- 114 Extended Care Unit Patients and
- 34 Hostel Patients.
- Our Total Occasions of Service including Community and Primary Care was 60,548.
- We have 467 staff which equates to 306 equivalent full time workers.
- Our average length of stay for hospital admissions was 2.3 days.
- Our WIES (Weighted Inlier Equivalent Separations) was 3,878 and our Total Equity was \$31.213m.

Our Primary Health emphasis is in line with best practice nationally and internationally we are concentrating on keeping people out of hospital by influencing behavior change that will improve health, e.g. diet and exercise and non-smoking and assisting more illness susceptible patients and their families to take action that will reduce hospital admissions. We have several programs to support the community such as the Steps Challenge, Mallee Women on the Move, Men of the Mallee, etc.

SHDH is constantly looking at opportunities for developing new services to address the health of our community. The recent programs/initiatives we have implemented are:

1. Hospital Admission Reduction Program (HARP)
2. Long Stay Older Persons Initiative
3. Transitional Care Program
4. Loddon Mallee Integrated Cancer Service (LMICS)
5. Virtual Critical Unit
6. Pharmaceutical Benefit Scheme (PBS)

2. Housing

Renting a house or flat

Most houses and flats in Australia are rented through real estate agents that act on behalf of landlords. Rental properties are advertised on a variety of websites (see Handy Links), in newspapers and directly through real estate agent offices.

Houses and flats are generally rented through a written agreement called a 'lease' or a 'residential tenancy agreement' that is a written contract between a tenant and a landlord and will usually be for a fixed period of 6 or 12 months.

NOTE: Real Estate agents will ask for reference checks when applying to rent a house/unit. SHDH will provide you with a reference upon request, however, you are encouraged to bring copies of Rental References and Mortgage Agreements from your home country.

Accommodation can be limited in Swan Hill. We will make arrangements to ensure you have somewhere to live on your arrival, but usually this is just a short term arrangement. It is your responsibility to find permanent accommodation. The Human Resources Department will assist you where possible.

Managing the Utilities

At the beginning and the end of your leases you will be responsible for ensuring that utilities are either connected or disconnected and accounts finalised.

Within Victoria you have a choice of Electricity, Gas and Telephone companies you can choose from. The website below will help you work out which company's best suit your needs Companies on this list are not endorsed by SHDH in any way.

When looking for telephone companies, especially mobile phones and internet companies, it is important to realise that telecommunication coverage is not always satisfactory by all companies outside of major cities within Australia. We suggest you ask work colleagues for advice before signing up for phone plans.

Choice Utilities <http://www.yourchoice.vic.gov.au/>

Buying a house or flat

Houses and flats for sale are also generally sold through real estate agents on behalf of owners. They are advertised through a variety of websites, in the local newspapers and directly through real estate agent offices. The Australian Government, through the Foreign Investment Review Board (FIRB), regulates the sale of Australian Property to overseas persons and corporations. To buy property within Australia, non Australian citizens must gain approval through FIRB. See www.firb.gov.au for more details. In Australia, when buying a property, people usually use a solicitor or conveyancer to check the title deeds and organise the necessary paperwork. For more information on buying a house or flat in Swan Hill visit the Real Estate Institute of Victoria website – www.reiv.com.au

3. Education

Schooling

Under Australian law, children between the ages of 5 and 17 must attend school. The school-aged dependants of permanent resident, business skills, provisional and temporary resident visa holders are generally able to access mainstream schooling without the need to pay tuition fees.

The Swan Hill school year is divided into two semesters and usually runs from late January to mid- December. There are two terms in each semester, with holiday breaks for Easter (usually one week), winter (usually two weeks), spring (usually two weeks) and summer (usually six weeks). State primary and high schools generally run from 9:00am to 3:00pm, Monday to Friday except for public holidays, school holidays and student free days.

Swan Hill and surrounds are very well equipped with education facilities. Please access the following website for more information www.swanhillonline.com.

Swan Hill & District Schools

Primary Schools

Beverford District Primary School	http://www.beverfordps.vic.edu.au/	5037 6622
Lake Boga Primary School	http://www.lakeboga.vic.edu.au/	03 5037 2286
Nyah District Primary School	Allan Street, Nyah West VIC 3595	5030 2548
Piangil Primary School	High Street, Piangil	03 5030 5466
Son Centre Christian School	http://www.sccs.vic.edu.au/SCCS/Home.html	03 5032 4199
St Mary's Primary School	Murlong Street, Swan Hill	5033 2541
Swan Hill North Primary School	http://www.shnps.vic.edu.au/default.htm	5032 4577
Swan Hill Primary School	Gray Street, Swan Hill	5032 1336
Swan Hill Specialist School	http://swanhillspec.vic.edu.au	5032 3683
Ultima Primary School	Cnr Cameron & O'Connor Streets, Ultima	5039 6101
Woorinen District Primary School	http://www.woorinendistrictps.vic.edu.au/	5037 6514

Secondary Schools

MacKillop College		03 5032 9771
Swan Hill College	http://www.shc.vic.edu.au/	03 5032 9360

Consolidated Schools (Prep-12)

Manangatang P-12 College	http://www.manang.vic.edu.au/	03 5035 1270
Payika Campus Victorian College of Koori Education	Murray Valley Highway	03 5032 4585
Tooleybuc Central School	Lockhart Road	03 5030 5422

Tertiary and Further Education

Murray Adult Community Education (Murray ACE)	http://www.macesh.vic.edu.au/	03 5032 3719
Murray Mallee LLEN	Level 1 Swan Hill Region Information Cen	03 5033 2017
Sunraysia Institute of TAFE Swan Hill Campus	http://www.sunitafe.edu.au/default.aspx	03 5036 0220
Swan Hill Community House	Uniting Church Hall, 314 Beveridge Stree	03 5032 1549
Swan Hill Hair & Beauty College		
Swan Hill International College	http://www.shic.com.au/	03 5033 1334

4. Transport

Transport to, from and within the region is convenient and efficient. Local bus and taxi services are in operation, and there are also daily bus and train services to and from Melbourne, Bendigo, Sydney and Adelaide. Swan Hill has a high standard provincial airport providing access throughout Australia

Public Transport

Swan Hill public transport is coordinated by a Community Town Bus that services the entire town.

Getting to the Swan Hill Region

With increased services and reduced fares, getting to and around the Swan Hill region by public transport couldn't be easier.

VLine operates two daily train and bus services to and from Melbourne.

Once in Melbourne VLine tickets can be used for free travel on trams/trains/buses (zones one and two) in Melbourne as well as local buses in the larger cities like Bendigo, Geelong and Ballarat.

For train, coach and local bus including timetables, fares, ticketing, maps and travel information check out www.viclink.com.au or www.vline.com.au or phone VLine on 136 196. Check out the public transport services network - Linking Northern Victoria Map - <http://www.swanhillonline.com/uploads/files/Linkingnorthernregionmap.pdf>.

Local Bus Service

Swanlink Coachlines operates 6 days per week providing intra-city public transport on a northern & southern route. A limited service also operates to municipal towns including: Piangil, Wood Wood, Nyah/Nyah West & Woorinen South. For further information on this service please contact Swanlink Coaches, phone: (03) 5032 1747.

Taxi

<u>Swan Hill City Taxis</u>	20 Pascoe Street	Office/Fax 03 50321897
<u>Taxi Cabs Swan Hill</u>	Garden Road	131 008

Car/ Bus Hire

<u>Hertz Hire</u>	McNeil Court	5032 2107
<u>Swan Hill U-Drive Mini Bus Hire</u>	183 Karinie Street	5033 1912
<u>Taxi Cabs Swan Hill</u>	Garden Road	131 008

Chartered Flights

<u>Mid-Murray Flying Club</u>	Aerodrome	50322444
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Private Transport

Swan Hill is easily accessible by road and private vehicles are a great way to explore the Region. Swan Hill District Health Service has extensive staff parking which is free.



As public transport is not extensive, it is advisable for staff moving to the area to consider purchasing a car. It is advisable that you bring an international drivers licence with you. Further information about obtaining a Victorian driving licence can be found at Vicroads website,

<http://www.vicroads.vic.gov.au/Home/Licensing/NewResidentsVisitors/OverseasDriversLicences.htm>

Vicroads

New and used private vehicles are advertised for sale on a variety of websites, in newspapers and through new car showrooms and second-hand car dealerships. The purchase price of a car does not usually include the cost of registration, stamp duty and compulsory insurance.

NOTE: Car Dealerships will ask for reference checks, especially if you require finance. Swan Hill District Health Service can provide you with a reference upon request.

In every state and territory there are motorists' associations that provide services such as vehicle inspections for potential buyers of second hand vehicles, touring information, insurance and road services. Victoria's motoring association is the Royal Automobile Club of Victoria (RACV).

5. Spouse Employment

Your spouse or partner is able to freely work in Australia if they are named as a secondary applicant on your visa. It is important that they consider how they intend to manage their career whilst you are employed at SDHS. Swan Hill is not a large town and although employment is usually reasonably available, some spouses have found that it may be several months before they can find suitable employment and, in many cases, it may not initially be in the area that they have previously worked. The advice is to be flexible, it is often a useful time for spouses to consider further training or study whilst they are settling in.

Benefits of working for Swan Hill District Health Service

1. Salary Packaging - increase your take home pay!

What is Salary Packaging?

Salary Packaging is a legal, Australian Tax Office (ATO)-approved agreement allowing employees of Western District Health Service to pay some of their living expenses pre-tax, thereby reducing the overall amount of tax they pay. By arranging to pay some expenses from an employee's gross wage before the tax is taken, it is possible to lower the tax paid and increase take home pay.

There are a wide range of items available to be paid pre-tax through salary packaging, including, but not limited to:

- Mortgage and rental payments
- Meals, Venue and Entertainment
- Private travel expenses and public transport
- Additional superannuation payments
- Novated car leases

How does Salary Packaging work?

Craig is working full time and is married with two children.

How much can Craig salary package?

As a full time employee, Craig can salary package up to a maximum amount of \$349.80 PLUS items such as novated leases, rental payments etc which are additional salary packaging items

- His gross salary is \$2500 per fortnight

How much will Craig's take home pay increase?

CRAIG'S EXAMPLE	No salary packaging	WITH salary packaging
Gross salary per fortnight	\$2,500.00	\$2,150.20
Tax Paid	- \$556.00	- \$440.00
Salary packaging reimbursement		+ \$ 349.70
Take home pay per fortnight	\$1,944.00	\$2,060.00

If Craig salary packages the above combination of benefits, he will increase his take home pay by \$116.00 per fortnight, a difference of **\$3,016.00 per year**.

2. Other benefits

Remuneration Benefits

- 38 hour working week or 40 hour week with one day off per month
- Flexible rostering
- Annual leave minimum of 4 weeks per annum, nurses and other shift workers receive between 5-6 weeks annual leave per year depending on their hours and position
- Paid professional development leave in accordance with the relevant Enterprise agreement

Other Benefits

- An award winning regional hospital acknowledges for its innovative programs and practices
- Excellent educational facilities and support for post graduate education
- FREE car parking
- Employee assistance program providing counselling support for employees and families
- Active social club

3. Superannuation (Pension) Scheme

What is Superannuation?

The Australian 'Pension Scheme' is known as 'superannuation'. By law, employers must pay a minimum of 9% of Ordinary Time Earnings into a superannuation fund for eligible employees. This amount is paid in addition to the employee's salary. Employees can also make personal contributions.

Superannuation can be accessed at retirement as either a lump sum or through a pension (often called an 'Income Stream').

Finance staff are available to assist with any superannuation enquiries either in person, via email or telephone. You have a choice between HealthSuper or HESTA as the two approved superannuation schemes.

Healthsuper – www.hesta.com.au

HESTA – www.healthsuper.com.au

Entitlements

- Swan Hill District Health Service will contribute a minimum of 9% of ordinary time earnings (over and above an employee's salary) to the Scheme.
- Employees may make additional contributions to the Scheme on either a pre or post-tax basis.
- Pre-tax contributions are often referred to as being made on a 'salary sacrifice' basis.
- Eligible temporary resident visa holders may be able to access their superannuation when departing Australia – Scheme staff can assist with this.

4. Assistance with relocation

At Swan Hill District Health Service, our overseas candidates are offered relocation assistance as a part of their employment. This is determined on an individual basis.

A decision on the reasonableness of any expense will be made by the relevant Executive Officer at his / her complete discretion. Such a decision will be final. Additionally, you may be entitled to salary sacrifice various other items associated with your relocation (referred to as Salary Packaging).

Procedure to Claim

- a. All relocation expenses, for which reimbursement is sought, must be made as one claim.
- b. Your claim must be made by completing the Staff expenses form.
- c. Your claim must be supported by original receipts securely attached to the claim form.
- d. Your claim must be submitted to the Human Resources Manager or Unit Manager within one month of commencing employment.

Resignation

If you resign within the first year of your employment, you will be required to repay a proportionate amount of the expenses paid by SHDH in recruiting and relocating you to SHDH (based upon your length of service.)

For example:

- if the termination date occurs 20% into the 12 months period, you must repay 80% of the reimbursement value;
- if the termination date occurs 50% into the 12 months period, you must repay 50% of the reimbursement value;
- if the termination date occurs 80% into the 12 months period, you must repay 20% of the reimbursement value;

Moving to Swan Hill - Handy Links

Location

Swan Hill Rural City Council– www.swanhill.vic.gov.au and www.swanhillonline.com

Swan Hill based website which provides up-to-date information that enriches the experience of people who live in and visit the city.

Victoria Holidays – www.victoria.com.au

Comprehensive travel information to help prepare for a great holiday in Victoria.

Tourism Australia – www.australia.com

Tourism Australia is a statutory authority of the Australian Government, which promotes Australia as a tourism destination internationally and domestically and delivers research and forecasts for the sector.

Housing

Realestate.com.au – www.realestate.com.au

Real estate and property listings for sale and to rent, includes information on buying and selling, tips on building, an auction timetable and other helpful resources.

Residential Tenancies Authority – www.rta.gov.au

The Residential Tenancies Authority assists tenants, lessors, agents, residents and service providers in regards to rental bond custody, tenancy information and education, dispute resolution and investigations.

Foreign Investment Review Board – www.firb.gov.au

Foreign purchasers intending to acquire real estate in Australia must seek prior approval from the Government through the Foreign Investment Review Board unless specifically exempted by the Foreign Acquisitions and Takeovers Regulations.

Transport

Victoria Transport – www.transport.vic.gov.au

Administers and regulates Victoria's vehicle registration and driver licencing.

Carsales – www.carsales.com.au

Lists over 150,000 new and used cars for sale from private car sellers and car dealers.

Red book – www.redbookasiapacific.com/au

Great tool to find used car values, buy or sell a car online, compare vehicles, find new car prices, research new models and reviews and find motorcycle values.

Royal Automobile Club of Victoria – www.racv.com.au

Motoring organisation providing breakdown assistance, insurance, travel and road condition information.

Australian Taxation

Australian Taxation Office – www.ato.gov.au

The Australian Taxation Office (ATO) is the Government's principal revenue collection agency. The ATO issues Tax File Numbers, manages income tax returns and regulates small business taxation.

Healthcare

Medicare – www.medicare.gov.au

The Australian Government provides assistance with medical expenses through Medicare. The government also subsidises the cost of most medicine under the Pharmaceutical Benefits Scheme (PBS). Both Medicare and the PBS are administered by Medicare Australia.

Visas and Immigration

Department of Immigration and Citizenship – www.immi.gov.au

The Department of Immigration and Citizenship (IMMI) manage the lawful, orderly entry and stay of people in Australia and promote a society which values Australian citizenship, appreciates cultural diversity and enables migrants to participate equitably. All visa applications and immigration enquiries must be lodged through IMMI.

Migration Agents Registration Authority – www.themara.com.au

The Migration Agents Registration Authority (MARA) is appointed by the federal government to help consumers and maintain high standards of knowledge, ethics and professionalism in the migration advice profession. MARA can help consumers with finding a migration agent and provide advice about the fees that migration agents might charge.

Relocation to Swan Hill

Grace Removals – www.grace.com.au

Grace International Removals provide specialist removal through their extensive service partner network.

Kent Removals – www.kentmoving.com

Kent provides a complete removal, storage and relocation service to individuals, families and business. They have over 60 years of experience moving individuals, families and organisations throughout Australia and internationally.

Stutley Removals Swan Hill – Ph: 1800 086 211

Murray Valley Removals Swan Hill – Ph: 5033 2407 Email: swanhillremovals@bigpond.com

Relocation Checklist

12 months to go	Completed
If possible, plan a visit to Swan Hill to investigate the city and surrounding area. If this is not an option, start researching Swan Hill and districts via the web, purchase a book on moving to Australia and contact any friends or relatives that you know in Australia. A good book on relocating to Australia is "Living and Working in Australia" by David Hampshire ISBN 978 1 905303 10 6.	<input type="checkbox"/>
Decide when you will tell friends and family that you are moving to Swan Hill. Older children may need a bit of time to get used to the idea	<input type="checkbox"/>
Partners should ensure they have all documentation applicable for them to gain employment within Australia. Including seeking any mutual recognition for Qualifications etc	<input type="checkbox"/>
Assess your current finances and plan how you can best repay debt and save for the move, It will cost more than you think it will.	<input type="checkbox"/>
Apply for Professional Registration. This can take up months and you cannot apply for your visa without it.	<input type="checkbox"/>
Plan to sell or rent your house	<input type="checkbox"/>
Check the currency of your passports - they need to be valid for at least two years, if you do not have a passport, begin the process of applying for one	<input type="checkbox"/>

6 months to go	Completed
Investigate which Australian visa would be most suitable for your needs and begin the application process	<input type="checkbox"/>
Inform your children's school/s that your children will be moving, giving them the opportunity to help them adjust	<input type="checkbox"/>
Collect quotes from a number of freight companies for moving personal effects and furniture	<input type="checkbox"/>
Research schools in Swan Hill and read their websites. Contact Victoria Education regarding schooling options and requirements	<input type="checkbox"/>
Find out what you need to do to ship your pets successfully, or find a new home for them	<input type="checkbox"/>
Complete any medical examinations and police checks required for entry and employment in Swan Hill	<input type="checkbox"/>
Sell any unwanted furniture and belongings	<input type="checkbox"/>
Ask your employer for your P45, and give formal notice of your resignation (UK residents only)	<input type="checkbox"/>
Request credit references from your banks and/or lending institutions	<input type="checkbox"/>
Confirm temporary accommodation to bridge the gap between selling your house and leaving for Swan Hill	<input type="checkbox"/>
Research cost of living in Swan Hill and where you would like to live	<input type="checkbox"/>
2 months to go	Completed
Register your children at their new schools in Australia	<input type="checkbox"/>
Begin goodbye functions and social occasions	<input type="checkbox"/>
Give notice to your landlord if necessary	<input type="checkbox"/>
Start packing any non-essential items	<input type="checkbox"/>
Sell your car	<input type="checkbox"/>
If your house has not sold then arrange to rent it	<input type="checkbox"/>
Collect the following original documents – file them and keep them with you when you fly to Melbourne (in your hand luggage if possible). Make copies and leave them with an appropriate person	<input type="checkbox"/>
• All FULL birth certificates	<input type="checkbox"/>
• All marriage (and divorce if applicable) certificates	<input type="checkbox"/>
• All qualifications you have from school onwards with English translations(if applicable)	<input type="checkbox"/>
• Job/employment references, Statements of Service	<input type="checkbox"/>
• Proof of no claim bonus for insurance	<input type="checkbox"/>
• Copies of all life and other insurance documents	<input type="checkbox"/>
• Your Will	<input type="checkbox"/>
• Evidence of all your investments	<input type="checkbox"/>
• Evidence of your children's school records, immunisation certificates, academic qualifications/results	<input type="checkbox"/>
• Current medical prescriptions (and sufficient supply to last at least your first month in Australia)	<input type="checkbox"/>
• Medical and dental records	<input type="checkbox"/>
• Eye prescription from optician/optometrist	<input type="checkbox"/>

1 month to go	Completed
Give a forwarding address to all official contacts including your bank, passport office, Inland Revenue and accountants. If SHDH hasn't given you an address, then forward it to human resource department, SHDH, PO Box 483, Swan Hill, Vic, 3585, Australia	<input type="checkbox"/>
Cancel accounts for TV, Internet, phone and insurance	<input type="checkbox"/>
Update all utility accounts and taxes	<input type="checkbox"/>
Give away or sell any remaining personal effects	<input type="checkbox"/>
Pay off any outstanding debts	<input type="checkbox"/>
Arrange for your post to be redirected	<input type="checkbox"/>
Confirm bookings with travel agents and freight companies	<input type="checkbox"/>
Cancel direct debits coming from your bank account	<input type="checkbox"/>
Arrange a web-based email address (such as Hotmail or Google Mail) to make it easy to stay in touch with your family and friends.	<input type="checkbox"/>

Last month	Completed
Cancel milk and newspaper delivery	<input type="checkbox"/>
Cancel car insurance	<input type="checkbox"/>
Finalise packing and ensure possessions are ready to be sent	<input type="checkbox"/>
Arrange thank you gifts for friends and family who have helped with the move	<input type="checkbox"/>
Organise transport to the airport leaving yourself plenty of time	<input type="checkbox"/>
Change sufficient cash into Australian dollars for spending when you first arrive	<input type="checkbox"/>
Purchase treats/games for children to keep them entertained on the flight	<input type="checkbox"/>