



RELOCATION GUIDE



Creating healthier communities

Welcome to Western District Health Service

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

At Western District Health Service, our mission is to meet the health needs of the residents of the Western District by delivering valued, high quality primary care, health promotion and illness prevention, acute care, extended care and community based services.

ORGANISATIONAL MISSION, VISION AND VALUES:

Our Mission

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

Our Vision

Creating healthier communities

Our Values

Integrity

- We will be open and honest and will do the right thing for the right reason.

Innovation

- We will be an industry leader by breaking new ground and improving the way things are done.

Collaboration

- We will actively work together in teams and partnerships.

Accountability

- We will take personal responsibility for our decisions and actions.

Respect

- We will value all peoples' opinions and contributions.

Empathy

- We will endeavour to understand other peoples' feelings and perspectives.

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 Western 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 Western District Health Service.....	5
1. Valid Australian Work Visa	5
2. Professional Registration	5
3. Criminal History Check	7
4. Australian Health Insurance.....	7
5. Tax File Number (TFN).....	8
6. Australian Bank Account	8
7. Getting from Melbourne to Hamilton on your arrival.....	10
Living in Hamilton.....	11
8. Location.....	11
9. Housing.....	12
10. Education - <i>Schooling</i>	13
11. Transport.....	14
12. Spouse Employment.....	15
Benefits of working for Western District Health Service.....	15
13. Salary Packaging - increase your take home pay!	15
14. Other benefits	16
15. Superannuation (Pension) Scheme	16
16. Assistance with relocation	17
17. Cultural Events and Venues	17
Moving to Hamilton - Handy Links	20
Relocation Checklist.....	22

Must haves for working at Western 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 (DIAC) (www.immi.gov.au). WDHS will support 457 applicants where there are no suitable Australian applicants for a role. Please note that applying for a visa and if necessary Australian registration can take considerable periods of time, sometimes up to a year.

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 up to 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.

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.

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 several months with some professions. You should commence your application for registration as soon as you consider immigrating to Australia.

[Australian Health Practitioner Regulation Agency – www.ahpra.gov.au](http://www.ahpra.gov.au)

[Australian Medical Council – www.amc.org.au](http://www.amc.org.au)

[Australian Physiotherapy Council – www.physiocouncil.com.au](http://www.physiocouncil.com.au)

[Australasian Podiatry Council – www.apodc.com.au](http://www.apodc.com.au)

[Australian Dental Council – www.dentalcouncil.net.au](http://www.dentalcouncil.net.au)

[Australia's Health Workforce Online - http://www.nhwt.gov.au/index.asp](http://www.nhwt.gov.au/index.asp)

3. Criminal History Check

Your employment with the Western 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. Please note that if you intend to apply for permanent residency in Australia you will need police checks from any other countries that you have worked in. Please check the Department of Immigration and Border Control website for more information.

If you have previously resided or worked in Australia a second criminal history check must be obtained. WDHS will assist you with obtaining a current Australian police check upon commencement with the Service. It is your responsibility to maintain a current police check every three years. These must be obtained at your cost.

4. Australian Health Insurance

In order to get a 457 visa you are required to take out suitable health insurance. You must ensure it meets the requirements of the Department of Immigration and Citizenship for the visa category that you have. Health Insurance is at your own cost.

A standard template for use by health insurers is available from the Department's website at: [Health Insurers Information and Template](#)

DIAC does not recommend a particular product. Further information about private health insurers in Australia can be found on the following website: [Private Health Insurers in Australia](#)

For each year that Western 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.

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 your visa and subsequently your 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.

The Tax File Number allows you 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 People, Culture & Development department to assist you in applying online or you can apply via the link below. You can only apply for a tax file number once you arrive in Australia. . There is no cost associated with a tax file number. Please note that until you provide your Tax file number WDHS is obliged to tax you at the highest marginal rate.

Apply online:

[Apply online for Tax File Number](#)

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 Western 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. Please note that 457 visa holders are also able to take out a personal loan with greater ease (subject to bank approval) within the first six weeks of their arrival in Australia. 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: [Australian Bankers Association Website](#).

The People, Culture & Development department can assist you with opening bank accounts locally.

7. Getting from Melbourne to Hamilton on your arrival

Generally, WDHS will make arrangements for you to stay a night in a motel near the airport on your arrival, depending on your time of arrival and the distance you have travelled. In the morning you will be booked on the airport shuttle bus to Ballarat where you will meet the coach through to Hamilton. The Shuttle leaves from the central island outside the international terminal at 7.50am. The Shuttle then arrives at Ballarat at 9.20am and the connecting coach leaves Ballarat at 10:10am to arrive at Hamilton at 12:30pm. You will be met at the Hamilton Bus Station and taken to your accommodation. This journey sounds more complicated than it is in reality. It usually is a fairly smooth journey.

We know that it's a long journey that you have come on and we want to make it as easy as possible, so please advise us if there is anything we can do to make your journey more successful.





Living in Hamilton

8. Location

Western District Health Service Location and Campuses

Western District Health Service (WDHS) is based in Hamilton, Coleraine and Peshurst, in the Western District of Victoria. WDHS incorporates [Frances Hewett Community Centre](#), [Grange Residential Care Service](#), [Hamilton Base Hospital](#), [Coleraine and District Health Service \(CDHS\)](#), [Peshurst and District Health Service \(PDHS\)](#) and [Youth4Youth](#). The entity provides in total 96 acute beds, 170 high and low level extended care and residential aged care beds, 35 Independent Living Units, community health and youth services.

WDHS was established in 1998, with the amalgamation of Hamilton Base Hospital and Peshurst and District War Memorial Hospital, now PDHS. In 2005 CDHS amalgamated with WDHS.



Hamilton Base Hospital and Benevolent Asylum was established in 1862. The most recent changes have seen a major acute hospital refurbishment in 1996 and redevelopment of allied health, extended care and education facilities in 1999/2000.

The Birches extended care facility is on the HBH site and provides 45 beds for mainly high-care use and caters for people with special needs.

The Peshurst Hospital was built in 1957 and provides acute care, residential aged accommodation and community services, and manages independent living units at Peshurst and Dunkeld.

The Coleraine and District Hospital was opened on its present site in 1935. It provides acute care, residential aged accommodation and community services, manages independent living units in Coleraine and has a Bush Nursing Centre at Merino.

Frances Hewett Community Centre (FHCC) was established in 1987. The centre is now managed by WDHS and provides a broad range of community-based services. FHCC is located in Roberts Street, next to Hamilton Base Hospital.

The Grange was built as a private hospital in 1927 and became an aged care hostel in 1956. Its recent three-stage redevelopment was completed in 2002 and provides 45 beds of modern, high and low-level aged care accommodation and 20 Community Aged Care Packages.

9. 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.

For more information on renting in Hamilton visit the following website – [Real Estate Rentals](#)

Below is a list of agents in Hamilton who specialise in rentals

Kerr & Co Town & Country 89 Gray Street Hamilton 55 722644 www.kerrco.com.au/
K.P Lanyons Gray Street Hamilton 55 722018 www.lanyonsrealestate.com.au
Gary McFarlane 140 Thompson Street Hamilton 55 711440 www.garymcfarlanerealestate.com.au

NOTE: Real Estate agents will ask for reference checks when applying to rent a house/unit. WDHS 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 Hamilton. We will make arrangements to ensure you have somewhere to live on your arrival, but usually this is only a short term arrangement. It is your responsibility to find permanent accommodation. The People, Culture & Development 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 companies best suit your needs. Companies on this list are not endorsed by WDHS 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 [Your Choice Website](#)

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 [FIRB Website](#) 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 Hamilton visit the Real Estate Institute of Victoria website – [REIV Website](#)

10. 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 Hamilton 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.

Hamilton and surrounds are very well equipped with education facilities. Please access the following website for more information

Hamilton Schools

Baimbridge Secondary College – www.baimbridge-co.vic.edu.au

Good Shepherd College Primary and Secondary School - www.gsc.vic.edu.au

George Street Primary School – www.georgestham-ps.vic.edu.au

Gray Street Primary School – www.hamiltonps-grayst.vic.edu.au

Hamilton and Alexandra College (Primary and Secondary) - www.hamiltoncollege.vic.edu.au

Hamilton North Primary School – www.hamiltonnorthps.vic.edu.au

Monivae Secondary College – www.monivae.com

RMIT Hamilton Campus – www.rmit.edu.au

St Mary's Catholic Primary School – www3.smhamilton.catholic.edu.au

Transport

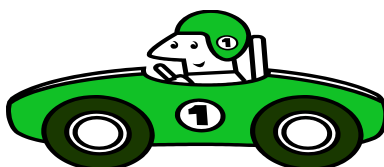


Public Transport

Hamilton public transport is coordinated by a Community Town Bus that services the entire town. Western District Health Service conveniently has a bus stop directly out the front of the Hamilton Campus.

Private Transport

Hamilton is easily accessible by road and private vehicles are a great way to explore the greater southwest region. Western 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.

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. Western 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).

11. 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 WDHS. Hamilton is not a large town and although some employment is 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 same career 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. Please make arrangements to have spouse's qualifications recognised in Australia prior to your arrival where possible.

Benefits of working for Western District Health Service

12. 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 and Entertainment
- Additional superannuation payments
- Novated car leases

How does Salary Packaging work – An Example?

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 per fortnight 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		+ \$ 349.80
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**.

13. 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 acknowledged 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
- Onsite staff gym
- Discounted pharmacy items at the hospital pharmacy
- Active social club

14. Superannuation (Pension) Scheme

What is Superannuation?

The Australian 'Pension Scheme' is known as 'superannuation'. By law, employers must pay a minimum of 9.5 % 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 [First State Super](#) (formally Healthsuper) or [HESTA](#) as the two approved superannuation schemes.

Entitlements

- Western District Health Service will contribute a minimum of 9.5 % 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 – The superannuation fund staff can assist with this.

15. Assistance with relocation

At Western 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 Director, 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 Application for Relocation expenses form contained in your commencement pack.
- c. Your claim must be supported by original receipts securely attached to the claim form.
- d. Your claim must be submitted to the Manager, People, Culture & Development or Unit Manager within one month of commencing employment

16. Cultural Events and Venues

Hamilton Art Gallery and Gallery of Modern Art

One of the finest galleries in Australia, the Hamilton Art Gallery is famous for its outstanding collections of fine and decorative arts. Silver, glass and porcelain, oriental ceramics, furniture, paintings and prints are featured in six modern galleries. Many of the treasures came from gracious country homesteads around Hamilton, the first area of pastoral settlement in Victoria.

Hamilton Performing Arts Centre

For **performing arts, conferences, expos or functions**, the Hamilton Performing Arts Centre, conveniently located in the centre of town is the premier choice within the Southern Grampians region.

Hamilton Botanic Gardens

Set in 4 acres (1.6ha), the gardens are distinguished by rare botanic species, a superbly restored rotunda, a small zoo and the ornate Thomson Fountain. The National Trust of Australia classified the gardens in 1990 with eight tree species listed on the Register of Significant Trees in Victoria.

Sheepvention

A wool related trade show and exhibition is held in the Hamilton Showgrounds in the first Monday and Tuesday of August each year and attracts up to 20,000 visitors. It has a similar feel to an Agricultural show but is focused on wool and sheep.

The Sir Reginald Ansett Transport Museum

Celebrates the founding of Ansett Australia in Hamilton in 1935 and displays items from the early days of the Ansett Airlines' operation.

Wannon Falls and Nigretta Falls

Just 20km west of Hamilton lays two exceptional waterfalls, Nigretta and Wannon Falls.

The Wannon Falls, created by lava flows that surged upstream to the Wannon River, feature a spectacular thirty metre vertical precipice of hardened basalt lava over which water cascades into a deep plunge pool below. Further downstream, rapids wind their way around large blocks of basalt, dislodged over time down the embankments of the narrow valley.



Facilities at the Falls

The facilities at the falls are of an excellent standard, with camping facilities also available at the Wannon River. A cantilevered viewing platform at the Wannon Falls offers spectacular views and a rotunda features interpretative signage for visitors, covering geology, flora and fauna, Koori history and details of colonial artists who painted in the area.

Nigretta falls has excellent viewing areas, river walks, barbeque facilities with red gum picnic tables, toilets, fishing areas and a jarrah timber stairway leading to the base of the falls.

Sport – Hamilton Indoor Leisure and Aquatic Centre

The Hamilton Indoor Leisure and Aquatic Centre was officially opened by Minister for Sport and Recreation, Justin Madden MP on March 5, 2006.

The facility cost approximately \$9.7 million to construct. The Centre is an expansion of existing facilities and has created a sporting hub for the region with the Centre known to many residents as HILAC.



Visit www.hilac.com.au for more information.

Facilities include:

- Eight lane heated indoor 25 metre pool
- Heated indoor leisure/program pool with beach entry
- Fully equipped gymnasium/dry program area
- Timber floored multipurpose stadium
- Café and social facilities
- Multi-use table tennis arena
- Squash/racquetball facilities
- Meeting Space
- Crèche
- Off street parking

N.B. WDHS employees are entitled to a 20% discount on a full access membership (regardless of whether you pay by direct debit or upfront) or a discount on Gym Plus membership, Group Exercise Plus and aquatic memberships. You just need to present your ID card to the staff at the HILAC reception.

There are many sporting clubs and leagues in the Hamilton area. Football, Netball, field hockey, basketball, baseball, cycling and cricket are other popular sports in town.

Moving to Hamilton - Handy Links

Location

Shire of Southern Grampians – www.sgsc.vic.gov.au

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

Victoria Holidays – www.visitvictoria.com

This website provides 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 Information – [Tenancy Information Web Sites](#)

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 licensing.

Carsales – www.carsales.com.au

This page 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

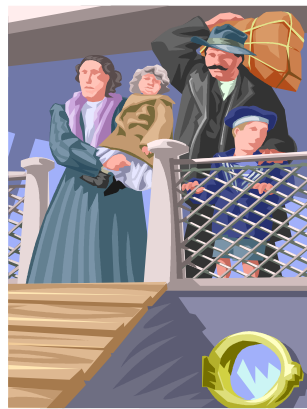
The Australian Taxation Office (ATO) is the Government's principal revenue collection agency. The ATO issues Tax File Numbers, manages income tax returns and regulates small business taxation.

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 Border Control – www.immi.gov.au

The Department of Immigration and Border Control 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.

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 Hamilton

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.

Western Van Lines and Storage – Ph: 0407 649 413

Western Van Lines provide moving throughout Australia and internationally. WDHS has a good relationship with this firm and can help you obtain a quote.

Relocation Checklist

12 months to go	Completed
If possible, plan a visit to Hamilton to investigate the city and surrounding area. If this is not an option, start researching Hamilton and the western 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 Hamilton. 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 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 Hamilton 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 Hamilton.	<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 Hamilton.	<input type="checkbox"/>
Research cost of living in Hamilton and where you would like to live.	<input type="checkbox"/>
Arrange Police Check from your current country. If you are considering permanent residency in Australia. You will need a police clearance for any country where you have resided in the past 10 years.	<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). Some professionals will be eligible for qualification allowance for post graduate studies. You need to present a copy of your certificate at PC&D on arrival.	<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 WDHS hasn't given you an address, then forward it to People, Culture & Development department, WDHS, PO Box 283, Hamilton, Vic, 3300, 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 you 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"/>