

Teacher Transfer Information Sheet – Reviews and Appeals

1. Purpose

This is a reference guide for teachers who have concerns about their transfer outcome and should be read in conjunction with the [Teacher Transfer Guidelines](#) and other supporting documentation.

2. Key Dates

Event	Time Period
Local level (school) review process finalised	Within 28 calendar days from official notification of transfer
Lodgement of request for internal review by Teacher Transfer Review Panel	Within 7 calendar days from local level review being finalised
Notification of outcomes from Teacher Transfer Review Panel	Within 14 calendar days from internal review being finalised
Queensland Industrial Relations Commission (QIRC) notice of appeals due	Within 21 calendar days from receipt of the outcome of the Teacher Transfer Review Panel

3. Process

Teachers are to discuss concerns with a transfer decision with their base school principal in the first instance.

If the matter cannot be resolved following these discussions, the teacher may submit a written request for review to their base school principal when:

- a request to transfer has not been granted or
- the department requires a teacher to transfer, but the teacher believes that there are reasonable grounds to preclude the transfer¹.

The following formal review process applies to requested and required transfer decisions and must be taken in line with the above time periods. The teacher may choose to be represented by an officer of the Queensland Teachers' Union (QTU) or member of a professional association, or involve a support person of their choice during the process.

¹ Objections against a required transfer are made in accordance with section 134 of the [Public Service Act 2008](#)





3.1 Local action

During the first step in the review process, the base school principal will attempt to resolve the matter at the local level in consultation with their regional human resource consultant. The teacher's written request for a review must include sufficient information to enable their concerns to be resolved, including any action that the teacher would like to be taken.

A meeting or teleconference will be held with the teacher, a member of school administration and regional human resource consultant to discuss the teacher's concerns. The teacher may invite a representative of the QTU, professional association or other support person to attend.

The teacher is to be advised in writing of the outcomes of the discussions, including the action taken to manage the concerns and information considered, reasons for the decision, any further action to be taken, and the next steps in the review process.

3.2 Internal review – regional review panel

If the teacher's concerns are not resolved at the local level, the teacher may request that the decision be reviewed by the Teacher Transfer Review Panel.

On receipt of a request for review, the region will convene a review panel comprised of at least 2 members, excluding the original decision maker. Requests for review will not be considered if lodged outside of the published review and appeal timeframes. The panel is required to consider the grounds of review and all supporting documentation against the Teacher Transfer guidelines in a thorough, fair and impartial manner and with regard to protecting teachers' privacy. The panel may make a recommendation to:

- confirm the decision not to grant a transfer request (requested transfer)
- confirm the decision requiring a transfer to a particular location (required transfer)
- set aside the original decision and substitute another (requested or required transfer).

The teacher will receive written notification of the review decision, including the reasons for the decision, information considered and the next steps in the review process.

Please note that the original decision remains in effect during the appeals process, unless it is a geographic relocation requiring a change of residence (ie transfer expenses are involved)





3.2.1 **Review upheld**

Teacher transfer request: If the original decision is set aside and it is determined that a requested transfer should occur, regional HR teams will work together to identify a school into which the teacher will be transferred. Consideration is given to a suitable vacancy arising within any of the geographic areas/regions nominated in the original application, or deemed to be within reasonable distance from those nominated. Notwithstanding the commitment to find a suitable vacancy, the teacher will remain in their current position and location until a suitable transfer can be effected.

If the panel confirms that a transfer cannot be determined at this time, the teacher will be advised of this decision, and the transfer application will continue to be considered within the teacher transfer pool for vacancies as they arise. The teacher will continue to be formally notified each 12 months from the term they submitted their application, until a transfer is confirmed.

Required transfer: If the original decision is set aside and it is determined that a required transfer should not occur because reasonable grounds exist, the teacher will remain at their current school, or if necessary, be accommodated at another school in the same geographic area. This does not exclude the possibility of a subsequent transfer to another location.

3.3 **External review – Queensland Industrial Relations Commission**

A teacher may lodge an appeal against the outcomes of the internal review process with the QIRC.

Further information regarding reviews or appeals please refer to the [Public Service Commission Directive 07/20 - Appeals](#) and [Public Service Appeal Guide](#) or contact your [regional HR team](#).

Other Resources

[Teacher Transfer Guidelines](#)

[Transfer Rating Guidelines](#)

[Public Service Commission Directive 07/20 – Appeals](#)

Document Ownership

Talent Unit, Human Resources

