

# Demobilisation checklist for workers

This checklist outlines the things you need to prepare before returning home at the end of your employment through the Pacific Australia Labour Mobility (PALM) scheme. Employers should provide you with a copy of this checklist and discuss it with you. Set reminders in your phone or calendar to check this list 6, 3, 2 and one month prior to leaving Australia.

6 months prior to leaving	
Check your passport expiry date	
Each sending country has specific rules about passport expiry dates and validity. It is important to be aware of your home country's requirements and ensure your passport has enough time left to travel home, usually 6 months from the time of travel.	<input type="checkbox"/>
Check your savings balance	
<ul style="list-style-type: none"> <li>• Ensure that you have enough money saved to cover travel and other expenses for returning home.</li> <li>• Talk to your employer if you believe you will have difficulties saving for your return.</li> <li>• Your employer may be willing to pay for your flight home, which you would then pay back through agreed payroll deductions.</li> </ul>	<input type="checkbox"/>
Research returning travel options and costs	
<p>Long-term workers should consider these items and any associated costs:</p> <ul style="list-style-type: none"> <li>• travel options</li> <li>• current flight schedules and the cost of airfares (talk to your employer or country liaison officer (CLO) for assistance) <ul style="list-style-type: none"> <li>- if you agree in advance, your employer may pay for your flights which you pay back through agreed payroll deductions</li> </ul> </li> <li>• domestic flights or transfers to international airports in Australia, if needed</li> <li>• cost of airport transfers on arrival at home</li> <li>• cost of in-transit accommodation if needed</li> <li>• baggage allowances and the cost of excess baggage (excess baggage can be very expensive, so know your baggage allowance before you leave)</li> <li>• duty free allowances in your home country</li> <li>• costs of home country quarantine (if required).</li> </ul>	<input type="checkbox"/>
3 months prior to leaving	
<p>Talk to your family about your return home. Things to discuss might include:</p> <ul style="list-style-type: none"> <li>• the goals you set with your family before coming to Australia</li> <li>• the savings you hope to bring with you</li> <li>• what you might do and how you might celebrate on your return home</li> <li>• any products that your family would like you to bring home (remember excess baggage is expensive)</li> <li>• how you will get to your home from the airport.</li> </ul> <p>If you have concerns, discuss them with your CLO. An up-to-date list of CLOs can be found on the PALM scheme website: <a href="https://www.palmscheme.gov.au/contact">https://www.palmscheme.gov.au/contact</a>.</p>	<input type="checkbox"/>

## Demobilisation checklist for workers: page 2

Check with your employer that they have applied for approval for you to travel home	Complete
<ul style="list-style-type: none"> <li>This includes COVID-19 restrictions and testing requirements.</li> <li>For further assistance about approvals to travel contact the PALM support service line on 1800 51 51 31 or email (palm@dewr.gov.au).</li> </ul>	<input type="checkbox"/>
Check your visa status	
<ul style="list-style-type: none"> <li>Ask your employer to advise you of your visa status and end date. Your employer can find this information in their immi.gov.au account at Department of Home Affairs: <a href="http://www.homeaffairs.gov.au/immiaccount">http://www.homeaffairs.gov.au/immiaccount</a>.</li> <li>You will need to know this to claim your superannuation when you return home and after your visa expires.</li> </ul>	<input type="checkbox"/>
Prepare your portfolio of achievements	
<p>This may include:</p> <ul style="list-style-type: none"> <li>a resume outlining your jobs and work duties, including employer references</li> <li>certificates or units of competency achieved in Australia</li> <li>machinery tickets and drivers' licences</li> <li>other achievements, such as community memberships and sporting achievements.</li> </ul>	<input type="checkbox"/>
2 months prior to leaving	
Learn how to claim your superannuation after you return home	
<ul style="list-style-type: none"> <li>Go to the Australian Taxation Office (ATO) website: <a href="https://www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Claimingyoursuper">https://www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Claimingyoursuper</a>.</li> <li>Or go to the PALM scheme website for the superannuation fact sheet: <a href="https://www.palmscheme.gov.au/resources/superannuation-pacific-workers">https://www.palmscheme.gov.au/resources/superannuation-pacific-workers</a>.</li> <li>Talk to your employer if you need further assistance.</li> <li>Remember that you may need to leave your Australian bank account open to receive your departing Australia superannuation payment. Contact your superannuation provider to find out how they deposit funds.</li> </ul>	<input type="checkbox"/>
Learn how to complete your Australian tax return after you return home (long-term workers only)	
<ul style="list-style-type: none"> <li>Go to the ATO website: <a href="https://www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Lodgingyourtaxreturn">https://www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Lodgingyourtaxreturn</a>.</li> <li>Or go to the PALM scheme website for the lodging a tax return fact sheet: <a href="https://www.palmscheme.gov.au/resources/lodging-tax-return">https://www.palmscheme.gov.au/resources/lodging-tax-return</a>.</li> <li>Talk to your employer if you need further assistance.</li> </ul>	<input type="checkbox"/>



## Demobilisation checklist for workers: page 3

Keep your employment records safe	Complete
<p>This includes:</p> <ul style="list-style-type: none"> <li>• your Australian tax file number</li> <li>• name of your Australian superannuation fund, and the fund Australian Business Number (ABN)</li> <li>• your superannuation member number</li> <li>• my.gov website registration details.</li> </ul> <p>You will need these for claiming your superannuation, lodging a tax return and if you return to work in Australia.</p>	<input type="checkbox"/>
Book and pay for your flights (long-term workers only), airport transfers, and in-transit accommodation.	
<p>You may have agreed in advance that your employer will pay for these and you will pay back via payroll deductions.</p>	<input type="checkbox"/>
One month prior to leaving	
Finalise unpaid expenses	
<p>This could include things like mobile phone bills and fines.</p>	<input type="checkbox"/>
Consider how you will send final savings home	
<ul style="list-style-type: none"> <li>• Go to <a href="https://sendmoneypacific.org/">https://sendmoneypacific.org/</a> to research the best transfer rates for sending money to your home country. Or go to the Facebook page for more information: <a href="https://www.facebook.com/SendMoneyPac">https://www.facebook.com/SendMoneyPac</a>.</li> <li>• Check with your Australian bank about any costs of transferring final funds home.</li> </ul>	<input type="checkbox"/>
Participate in the departure briefing provided by your employer	
<ul style="list-style-type: none"> <li>• The departure briefing may be with a group, or it may be a single conversation with you.</li> <li>• Ensure you sign a proof of participation in a departure briefing document.</li> <li>• Arrange a meeting with your employer if you wish to discuss possible future work opportunities.</li> </ul>	<input type="checkbox"/>
Check any medical clearances you may need to return home.	
<p>Consider:</p> <ul style="list-style-type: none"> <li>• country-specific medical checks such as tuberculosis and human immunodeficiency virus (HIV)</li> <li>• a full health check including sexual and reproductive health</li> <li>• refilling any prescriptions including contraception and medical aids such as contact lenses or glasses that might not be readily available upon return.</li> </ul>	<input type="checkbox"/>
Make final health insurance claims for medical events in Australia.	
<ul style="list-style-type: none"> <li>• Check with your employer if you have any questions and check out the PALM scheme health insurance fact sheet for more information: <a href="https://www.palmscheme.gov.au/resources/health-insurance">https://www.palmscheme.gov.au/resources/health-insurance</a>.</li> </ul>	<input type="checkbox"/>



## Demobilisation checklist for workers: page 4

Get a copy of your COVID-19 international vaccination certificate	Complete
<p>There are 3 ways for PALM scheme workers to obtain their certificate:</p> <ul style="list-style-type: none"> <li>• Call the Australian Immunisation Register on 1800 653 809 to receive your certificate by mail (it can take up to 14 days to arrive).</li> <li>• Visit a Services Australia Centre. Go to <a href="https://findus.servicesaustralia.gov.au/">https://findus.servicesaustralia.gov.au/</a> to find your nearest centre.</li> <li>• Apply online through your my.gov.au account. You will need an Individual Healthcare Identifier. Visit Services Australia to learn how to get your certificate online if you are not eligible for Medicare: <a href="https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/online">https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/online</a>.</li> </ul>	<input type="checkbox"/>
One week prior to leaving	
Check if you require a pre-flight COVID-19 polymerase chain reaction tests or rapid antigen test	
<ul style="list-style-type: none"> <li>• This is usually required 72 hours prior to your flight.</li> <li>• Ask your employer for assistance, or visit the Department of Health website to find testing clinics: <a href="https://www.health.gov.au/health-alerts/covid-19/testing#where-to-get-tested">https://www.health.gov.au/health-alerts/covid-19/testing#where-to-get-tested</a>.</li> </ul>	<input type="checkbox"/>
Check your final salary and deductions	
<ul style="list-style-type: none"> <li>• Talk with your employer if you have any concerns about your final pay.</li> <li>• Ensure you have enough money to travel home.</li> </ul>	<input type="checkbox"/>
Prepare to leave your accommodation	
<p>Check your obligations with your employer. You may need to:</p> <ul style="list-style-type: none"> <li>• thoroughly clean the accommodation</li> <li>• disconnect electricity and other utilities</li> <li>• disconnect internet</li> <li>• return your keys</li> <li>• arrange to have your bond refunded.</li> </ul>	<input type="checkbox"/>
Make a list of relevant phone numbers and emails (see table at the bottom of this document)	
<p>Make a note of phone numbers and email addresses that you may need after you return home:</p> <ul style="list-style-type: none"> <li>• PALM scheme support service line - call 1800 51 51 31 or email (palm@dewr.gov.au)</li> <li>• your employer, manager, colleagues</li> <li>• your CLO (if your country has one)</li> <li>• others.</li> </ul>	<input type="checkbox"/>
Australian mobile phone and SIM card	
<ul style="list-style-type: none"> <li>• Keep your phone connected until you are ready to leave Australia.</li> <li>• If you know you will be returning, you may wish to keep the phone and SIM card (however make sure you understand any costs that apply).</li> <li>• Disconnect the phone and cancel your SIM or phone plan, if that is your decision.</li> </ul>	<input type="checkbox"/>



## Demobilisation checklist for workers: page 5

<b>Provide your home country phone and email address</b>	Complete
<ul style="list-style-type: none"> <li>To your employer</li> <li>To the Department of Employment and Workplace Relations via email (palm@dewr.gov.au).</li> </ul>	<input type="checkbox"/>
<b>On the day of departure</b>	
<b>What to take on the plane</b>	
<p>Ensure you carry the following with you in your carry-on luggage (not in your checked baggage):</p> <ul style="list-style-type: none"> <li>this checklist with necessary phone numbers</li> <li>valid passport</li> <li>flight itinerary and tickets and accommodation bookings</li> <li>COVID-19 international vaccination certificate</li> <li>prescription medicine (if you have any) and a letter from your doctor</li> <li>a small amount of cash for meals and expenses during travel.</li> </ul>	<input type="checkbox"/>
<b>Important tips</b>	
<ul style="list-style-type: none"> <li>You can keep your bank account open if you wish to deposit funds such as final income, tax returns and superannuation. Otherwise, you may close your account. Please check with your bank about fees and charges to keep your account open.</li> <li>Arrange excess baggage before you leave Australia and know the costs.</li> <li><b>DO NOT</b> carry large amounts of cash with you while travelling home.</li> <li><b>ALWAYS</b> discuss any problems with your employer or with your CLO (if your country has one). An up-to-date list of CLOs can be found on the PALM scheme website: <a href="https://www.palmscheme.gov.au/contact">https://www.palmscheme.gov.au/contact</a>.</li> </ul>	<input type="checkbox"/>

## Key contacts

Use the table below to list the your key contacts in Australia. We've provided a few suggestions to start with.

Name	Phone	Email
Your employer:		
PALM scheme support service line	180 51 51 31 (business hours only, unless an emergency)	(palm@dewr.gov.au)
Your CLO		

