

# Demobilisation checklist for employers

This checklist is based on the Pacific Australia Labour Mobility (PALM) scheme Approved Employer Guidelines and will help employers to prepare workers for departure from Australia at the natural end of an employment contract.

If employment ends due to termination or resignation, please refer to section 7.1 in the guidelines.

For long-term workers, we recommend planning demobilisation 6 months prior to contract end.

6 months prior to worker's return (for long-term workers)	
Flights and transport arrangements (refer to section 3.4 in the guidelines) <b>Note:</b> return flights for short-term workers should already be booked and paid for. For long-term workers, it is recommended to research travel and transfers and arrange for payment well before departure to ensure affordable transport costs.	Complete
Check current repatriation fact sheet available on the PALM scheme website: <a href="https://www.palmscheme.gov.au/resources/worker-repatriation-factsheet">https://www.palmscheme.gov.au/resources/worker-repatriation-factsheet</a> .	<input type="checkbox"/>
Check costs of international airfares (employers may pay for flights that workers pay back through agreed payroll deductions – this must be agreed in writing with workers before flights are booked).	<input type="checkbox"/>
Check costs of domestic flights and transfers to Australian international airports (you may pay for these which workers pay back via agreed payroll deductions – this must be agreed in writing before booking).	<input type="checkbox"/>
Check costs of in-transit accommodation if needed.	<input type="checkbox"/>
Advise workers in advance of the costs of excess baggage and baggage allowances.	<input type="checkbox"/>
Advise the Department of Employment and Workplace Relations (DEWR) of travel dates and details within 2 business days of booking flights.	<input type="checkbox"/>
Discuss travel and planning arrangements with workers to ensure they understand timing and costs for them to return home.	
3 months prior to worker's return	
Checklist for workers	
Provide workers with a printed copy of the demobilisation checklist for workers which can be found on the PALM scheme website: <a href="https://www.palmscheme.gov.au/resources/demobilisation-checklists">https://www.palmscheme.gov.au/resources/demobilisation-checklists</a>	<input type="checkbox"/>
COVID-19 vaccinations and travel restrictions	
Ensure workers are aware of COVID-19 restrictions, vaccination and testing requirements in their home country. For assistance, contact the relevant country liaison officer (CLO): <a href="https://www.palmscheme.gov.au/contact">https://www.palmscheme.gov.au/contact</a> or check the repatriation fact sheet on the PALM scheme website.	<input type="checkbox"/>
Help workers to book vaccinations and boosters if necessary. While everyone in Australia can access free COVID-19 vaccinations, only some clinics provide them for people without a Medicare card. For more information, please visit the Department of Health website: <a href="https://www.health.gov.au/our-work/covid-19-vaccines/getting-your-vaccination/no-medicare-card">https://www.health.gov.au/our-work/covid-19-vaccines/getting-your-vaccination/no-medicare-card</a> .	<input type="checkbox"/>
Refer to airline websites to confirm the most current requirements for travel.	<input type="checkbox"/>

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<b>Advise sending countries and DEWR of returning workers</b>	
Provide names, contract completion date, return date and flight details for all returning workers.	<input type="checkbox"/>
Apply for workers' approval to travel if required. For assistance, contact the PALM scheme support service line on 1800 51 51 31 or email (palm@dewr.gov.au).	<input type="checkbox"/>
Prepare a summary for each worker with future employment recommendations.	<input type="checkbox"/>
<b>One month prior to worker's return</b>	
<b>Conduct demobilisation briefing using the demobilisation briefing guide (refer to pages 3, 4 and 5 of this document).</b>	<b>Complete</b>
Provide evidence of worker participation in demobilisation departure briefings.	<input type="checkbox"/>
Workers should sign to indicate they have attended and received all the required information.	<input type="checkbox"/>
<b>Check worker's visa status</b>	
Advise the Department of Home Affairs if a worker on a multi-year visa will not be returning for another work season (this is a temporary activities sponsor (TAS) obligation).	<input type="checkbox"/>
Advise workers of their obligations under a multi-year visa.	<input type="checkbox"/>
Advise workers of visa end dates (this is needed for superannuation claims).	<input type="checkbox"/>
<b>Workers' portfolio of achievements</b>	
Provide original copies of certificates, units of competency, licences and tickets for workers to include in their portfolio of achievements.	<input type="checkbox"/>
<b>One week prior to worker's return</b>	
<b>If applicable, arrange worker's pre-flight COVID-19 polymerase chain reaction (PCR) tests</b>	
This is usually required 48-72 hours prior to flight. Each country has a different entry requirement for PCR results, however most countries will not accept SMS results prior to travel. Please speak with DEWR or relevant CLO for details about these requirements.	<input type="checkbox"/>
<b>After worker has left</b>	
<p>Within 14 calendar days, advise DEWR of returned workers by submitting a departure report. Refer to section 8.7 of the guidelines.</p> <p>The departure report must include the following:</p> <ul style="list-style-type: none"> <li>the names and dates of departure for the workers</li> <li>details of any workers who did not leave as expected and why</li> <li>superannuation account payments (or details on the contribution obligation if payment is still pending)</li> <li>confirmation the workers were given a departure briefing.</li> </ul>	<input type="checkbox"/>





# Demobilisation briefing guide

This guide is designed to help employers with the worker demobilisation briefing session as outlined in the PALM scheme employer guidelines.

1. Leaving accommodation	
<p>Advise workers of their responsibilities when leaving their accommodation, which may include:</p> <ul style="list-style-type: none"> <li>• providing appropriate notice period to the landlord or agent</li> <li>• disconnecting utilities if necessary, e.g., electricity, gas, internet</li> <li>• retrieving bonds.</li> </ul> <p>Provide workers with receipts for all on-charged costs such as bond clean.</p>	<input type="checkbox"/>
2. Keeping employment records	
<p>Remind workers of the importance of keeping records of their employment including:</p> <ul style="list-style-type: none"> <li>• Australian tax file number</li> <li>• superannuation account number</li> <li>• My.gov website registration details.</li> </ul> <p>These will be needed to claim superannuation, submit tax returns and to use again if returning to Australia to work.</p>	<input type="checkbox"/>
3. Banking	
<p>Advise workers:</p> <ul style="list-style-type: none"> <li>• they will need to keep their Australian bank account open to claim a departing Australia superannuation payment (DASP)</li> <li>• they may need to maintain a minimum balance to keep the account open, and that fees may continue to apply</li> <li>• how to close a bank account, if necessary</li> <li>• to cancel recurring bills or payments if they are closing their bank accounts.</li> </ul>	<input type="checkbox"/>
4. Final pay and deductions (refer section 2.15 of the guidelines)	
<p>Discuss the following:</p> <ul style="list-style-type: none"> <li>• advise workers of their final pay and any deductions</li> <li>• agree in writing, in advance, how any remaining money owed to you will be repaid from final pays</li> <li>• ensure workers have sufficient funds for any final living expenses for the remainder of their stay in Australia</li> <li>• remind workers of travel costs to return home</li> <li>• employers must comply with Fair Work Ombudsman requirements when withholding any money.</li> </ul>	<input type="checkbox"/>



# Demobilisation briefing guide

## 5. Superannuation

- Remind workers to keep superannuation records and details, including:
  - superannuation fund name
  - superannuation fund ABN
  - member number.
- Explain how to claim superannuation payments once back home and after their visa has expired.
- Remind workers on multi-year visas that they will only be able to claim their superannuation once their visa has expired or is cancelled. Do not cancel visas between work seasons.
- Explain how much Australian taxation will be paid on superannuation claimed on return home.
- Direct workers to the Australian Taxation Office (ATO) website: <https://www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Claimingyoursuper>.
- Refer to the superannuation fact sheet for workers on the PALM scheme website: <https://www.palmscheme.gov.au/resources/superannuation-pacific-workers>.



## 6. Lodging a tax return

- Explain that long-term workers must lodge an Australian tax return on arrival home.
- Short-term workers are not required to lodge a tax return.
- Go to the ATO website: <https://www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Lodgingyourtaxreturn>.
- Refer to the lodging a tax return factsheet on the PALM scheme website: <https://www.palmscheme.gov.au/resources/lodging-tax-return>.



## 7. Remitting money home

Remind workers they can remit home any savings they have in their Australian bank account. Consider:

- using Send Money Pacific to compare money transfer providers: <https://sendmoneypacific.org>.
- how the worker can access Australian bank accounts once they are home.



## 8. Australia Post

If workers have been receiving mail:

- Explain how to cancel or redirect mail.
- Advise that the cost to redirect mail is at the worker's expense.
- Suggest that workers cancel post office boxes.
- Suggest that workers use their email address as the primary contact for superannuation and banking.





# Demobilisation briefing guide

<b>9. Health insurance</b>	
<ul style="list-style-type: none"><li>• Explain when workers' health insurance will end.</li><li>• Explain how to make a claim, if they have not claimed for a health issue that arose while in Australia.</li></ul>	<input type="checkbox"/>
<b>10. Transport arrangements</b>	
<ul style="list-style-type: none"><li>• Discuss domestic and international transport arrangements.</li><li>• Provide tickets and an itinerary if they are available.</li></ul>	<input type="checkbox"/>
<b>11. Unpaid expenses and fines</b>	
<p>Advise workers to resolve unpaid fines and the consequences of not paying these, which may include:</p> <ul style="list-style-type: none"><li>• legal action</li><li>• warrants for arrest</li><li>• impacts on future work in Australia.</li></ul>	<input type="checkbox"/>
<b>12. Mobile phone</b>	
<ul style="list-style-type: none"><li>• Explain about keeping SIM and phone numbers if workers intend to return to Australia, and any costs associated with this.</li><li>• Remind workers to provide home country phone numbers to DEWR after they return home. Workers may update phone numbers and email addresses through their home country agency or by emailing (palm@dewr.gov.au).</li><li>• Explain that workers may be asked to participate in PALM scheme research studies requiring mobile and email contacts at a later date.</li></ul>	<input type="checkbox"/>
<b>13. Mandatory offshore period (refer to section 7.3 of the guidelines)</b>	
<ul style="list-style-type: none"><li>• Remind short-term workers (up to 9 months) of the requirement to spend at least 3 months at home before returning to Australia for their next short-term placement. This includes workers on a multi-year visa.</li><li>• Remind long-term workers (one to 4 years) of the requirement to spend 6 months at home before returning to participate in the PALM scheme again.</li></ul>	<input type="checkbox"/>
<b>14. Visas and returning for future work (refer section 7.4 of the guidelines)</b>	
<p>Do not promise work for future seasons, as employers must demonstrate labour needs for each recruitment.</p> <ul style="list-style-type: none"><li>• Advise workers to keep and care for any work wear they bought and bring back with them if future work opportunities arise.</li><li>• For short-term workers on multi-year visas, explain that:<ul style="list-style-type: none"><li>- returning to Australia outside of their short-term work placement is a breach of visa conditions and their visa may be cancelled</li><li>- granting of another type of visa such as a visitor visa will cease their short-term work visa.</li></ul></li></ul>	<input type="checkbox"/>

