

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 discuss this checklist with you at your departure briefing.

SIX MONTHS BEFORE YOU LEAVE

Check your passport expiry date

- Make sure you have a valid passport so you can clear your home country's immigration on your planned return date.
- If your passport has less than 6 months validity, you should check your country's requirements to make sure you will be able to get home.
- Pacific and Timor-Leste high commissions, embassies and consulates in Australia can provide advice about expired or lost passports and provide updated entry requirements.

Returning travel options and costs

You should discuss return travel arrangements with your employer.

Short-term workers: your employer has already purchased your flight for your travel from Australia to your home country. Your tickets will be provided to you at least 5 days before your flight. For further assistance about approvals to travel contact the PALM scheme support service line on (1800 51 51 31) or email (palm@dewr.gov.au).

Long-term workers: you may choose to arrange and pay for your own travel costs to get home. You should discuss with your employer and consider:

- current flight schedules and the cost of airfares
- domestic flights or transfers to international airports in Australia, if needed
- baggage allowances and the cost of excess baggage (excess baggage can be very expensive, so know your baggage allowance before you leave)
- cost of accommodation for your trip home, if needed
- cost of airport transfers when you get home
- duty-free allowances in your home country.

Check your savings balance

If you would like to pay for your own travel costs, make sure that you have enough money saved. You should check you have enough money saved to cover other costs during your trip home, such as food and drinks.

THREE MONTHS BEFORE YOU LEAVE

Talk to your family about your return home

You might like to talk about:

- the goals you set with your family before coming to Australia
- the savings you hope to bring with you
- what you might do and how you might celebrate on your return home
- any products that your family would like you to bring home (but remember excess baggage is expensive)
- how you will get to your home from the airport.

If you have concerns, discuss them with your country liaison officer (CLO) or labour attaché. An up-to-date list of CLOs/labour attachés can be found on the [PALM scheme website](http://www.palmscheme.gov.au): (www.palmscheme.gov.au/contact).



Check your visa status

- Ask your employer to tell you your visa status and end date. Your employer can find this information in their immi.gov.au account via the [Department of Home Affairs website](http://www.homeaffairs.gov.au): (www.homeaffairs.gov.au/immiaccount).
- You will need to know this information so you can plan when to claim your superannuation savings once you return home. You can only claim your superannuation saving after your visa expires.

Prepare your portfolio of achievements

You may like to prepare a portfolio of achievements from your time in Australia.

This may include:

- a resume/CV outlining your jobs and work duties, including employer references
- certificates or units of competency achieved in Australia
- machinery tickets and drivers' licences
- other achievements, such as community memberships and sporting achievements.

TWO MONTHS BEFORE YOU LEAVE

Learn how to claim your superannuation after you return home

You can apply to access your superannuation savings after you have left Australia through the Departing Australia Superannuation Payment (DASP).

- The DASP is managed by the Australian Taxation Office (ATO). The DASP online application can be accessed on the [ATO website](http://www.ato.gov.au): (www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Claimingyoursuper).
- You can start the DASP application process while you are in Australia, and finalise and submit the DASP claim once you have returned home, and once you meet the eligibility requirements.
- Information about DASP eligibility, the application process, and the information you will need to submit a DASP claim is available in the 'Understanding your superannuation' fact sheet on the [PALM scheme website](http://www.palmscheme.gov.au): (www.palmscheme.gov.au/resources/superannuation-pacific-workers).
- Check to see what information is needed for your DASP claim. Most of this information will be easier to collect while you are still in Australia. You may need to get certified copies of some documents. Talk to your superannuation fund about what supporting documentation you will need to provide.
- It is recommended that you leave your Australian bank account open for your DASP to be paid into.
- Talk to your employer if you need further assistance. Your employer may be able to support your participation in in-person or virtual information sessions on the DASP.

Learn how to complete your Australian tax return after you return home (long-term workers only)

If you are a long-term worker, you might need to complete a tax return.

For information:

- go to the [ATO website](http://www.ato.gov.au) (www.ato.gov.au/individuals-and-families/coming-to-australia-or-going-overseas/coming-to-australia/returning-to-your-home-country#Lodgingyourtaxreturn)
- read the lodging a tax return fact sheet on the [PALM scheme website](http://www.palmscheme.gov.au) (www.palmscheme.gov.au/resources/lodging-tax-return).

Talk to your employer if you need further assistance.

Keep your employment records safe

This includes:

- your Australian tax file number (TFN)
- the name of your Australian superannuation fund, including the superannuation fund's Australian Business Number (ABN)
- your superannuation member account number

- your employer's details, including your employer's business name and address, and their ABN
- [MyGov](https://my.gov.au) website (my.gov.au) registration details
- your bank account details and a copy of your Australian bank statement for the account that you would like your DASP to be paid into.

You will need these for claiming your superannuation savings through the DASP, submitting a tax return, and if you return to work in Australia.

ONE MONTH BEFORE YOU LEAVE

Finalise unpaid expenses

This could include:

- mobile phone bills
- any fines you may have.

Consider how you will send final savings home

- You can visit money transfer websites such as Western Union, Send Money Pacific, or Rocket Remit to identify the best option for you.
- Check with your Australian bank about any costs involved to transfer funds home.

Participate in the departure briefing provided by your employer

- The departure briefing may be with a group, or it may be a one-on-one conversation with you.
- Ask for a meeting with your employer if you want to talk about future work opportunities or returning to Australia.

Check any medical clearances you may need to return home

Consider:

- Country-specific medical checks such as tuberculosis and human immunodeficiency virus.
- A full health check including sexual and reproductive health.
- Refilling any prescriptions including contraception and medical aids such as contact lenses or glasses that might not be readily available upon return.

Make final health insurance claims for medical events in Australia

- Check with your employer if you have any questions and check the [PALM scheme health insurance](https://www.palmscheme.gov.au/resources/health-insurance) fact sheet for more information: (www.palmscheme.gov.au/resources/health-insurance).

ONE WEEK BEFORE YOU LEAVE

Check your final pay and deductions

- Talk with your employer if you have any concerns about your final pay.
- Make sure you have enough money to travel home.

Prepare to leave your accommodation

Check your requirements with your employer. You may need to:

- thoroughly clean the accommodation
- disconnect electricity and other utilities
- disconnect internet
- return your keys
- arrange to have your bond refunded.

Make a list of relevant phone numbers and emails (see table at the bottom of this document)

Make a note of phone numbers and email addresses that you may need after you return home:

- PALM scheme support service line – call (1800 51 51 31) or email (palm@dewr.gov.au)
- your employer, manager, colleagues
- your CLO or labour attaché
- other people you met and want to stay in contact with when you get home.

Australian mobile phone and SIM card

- Keep your phone connected until you are ready to leave Australia.
- 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).
- Disconnect the phone and cancel your SIM or phone plan, if that is your decision.

Travel arrangements

- Ensure that your employer has provided you with your flight tickets and itinerary at least 5 days prior to departure.

Provide your home country contact details (phone number and email address)

Provide your home country phone number and contact details to:

- your employer
- the Department of Employment and Workplace Relations via email: (palm@dewr.gov.au).

ON THE DAY YOU LEAVE AUSTRALIA

What to take on the plane

Carry the following with you in your carry-on luggage (not in your checked baggage):

- this checklist with necessary phone numbers
- a valid passport
- flight itinerary and tickets and any accommodation bookings
- prescription medicine (if you have any) and a letter from your doctor that says you need the medicine
- a small amount of cash for meals and expenses during travel
- any personal or identification documentation to assist your DASP claim.

Important tips

- You may need to keep your bank account open if you want to deposit funds such as final pay, tax returns and superannuation savings. Otherwise, you may close your account. Please check with your bank about fees and charges to keep your account open.
- Arrange excess baggage before you leave Australia and know the costs. It is usually cheaper to arrange excess baggage before you get to the airport.
- Do not carry large amounts of cash with you while travelling home.
- Always discuss any problems with your employer or with your CLO or labour attaché.
- An up-to-date list of CLOs/labour attachés can be found on the [PALM scheme website](http://www.palmscheme.gov.au/contact): (www.palmscheme.gov.au/contact).

KEY CONTACTS

Use the table below to list your key contacts in Australia. We've provided a few suggestions to start with – you can add more to this list as you go

NAME	PHONE	EMAIL
Your employer		
PALM scheme support service line	1800 51 51 31 (business hours only, unless an emergency)	palm@dewr.gov.au
Your CLO/labour attaché		
The Fair Work Ombudsman	(13 13 94) or (13 14 50) if you need an interpreter	
Your country's high commissions, embassies and consulates		
