



Expeditioner Important Notes

This document should not be regarded as comprehensive and should be read in conjunction with all documentation supplied in your offer of employment package.

If you would like further information regarding any aspect of your employment conditions, please call Personnel Services on 1800 030 755.

EMPLOYMENT STATUS

The authority for your employment is the *Public Service Act 1999 (the Act)*.

You will be engaged to participate in the Australian Antarctic Program (AAP) in one of the following categories.

Temporary Movement

If you are currently an ongoing APS employee engaged under the Act, you will be employed under temporary movement provisions. The Australian Antarctic Division (AAD) will have arranged a release with your home department for the period of temporary transfer, and you will return to your original department on completion of your AAP participation.

On commencement with the AAD you will adopt the conditions of service which apply to AAD employees. These conditions of service may be quite different to those that apply in your home department.

Non-ongoing Engagement

If you are not included in the above category, you will be employed as a non-ongoing employee. This covers the majority of expeditioners and includes employees of state government agencies or government business enterprises who have arranged leave without pay from their home department. Please note that the AAD will not accept liability for any conditions of service in your home department that may be affected by you taking leave without pay.

DRUG AND ALCOHOL TESTING

If, in the course of your employment, you may be involved in safety sensitive activities, you may be required to participate in drug and alcohol screening of urine and/or saliva samples in accordance with AAD Drug and Alcohol policy.

ENTERPRISE AGREEMENT NEGOTIATIONS

The current Enterprise Agreement will nominally expire on 30 June 2011. This means that employment conditions including salary rates and allowances may change during your period of employment with the AAP as a result of future agreement making processes. You will be advised of these changes as and when they occur.

PASSPORT

It is a requirement that all expeditioners be in possession of a valid passport when traveling to the Antarctic or sub-Antarctic. The expiry date of the passport must be greater than that of your intended stay in the Antarctic or sub-Antarctic. It is the responsibility of expeditioners to meet all costs associated with the issuing of a passport.

SALARY

Method of Payment

Salaries are paid directly into a bank, building society or credit union account. There is no facility for cash or cheque payment. You will be paid fortnightly for duty performed in the preceding 14 days.

Taxation

Taxation is deducted fortnightly from your gross salary (normal Australian PAYG rates). For taxation purposes, Antarctica and Macquarie Island are classified as special Zone A. You are therefore entitled to a special deduction of \$1,173pa for each financial year during which you are stationed for more than six months at any Australian Antarctic Station. This rebate may also be claimed for an aggregate of 6 months service in a remote locality during consecutive financial years. You may claim the rebate on either a fortnightly basis, or in total, on lodgement of an annual taxation return.

Other Deductions

Arrangements can be made through Personnel Services staff for other deductions to be made. Some examples are life assurance premiums, hospital and medical benefit fund contributions, union dues and allotments to a range of banks, credit unions and building societies. While you are absent from Australia, you may incur costs for personal phone calls or for flowers ordered from Interflora through the AAD. In such cases, a tax invoice will be raised and appropriate salary deductions will be made.

TAXATION RETURN

If you are wintering in Antarctica you may need approval from the Australian Taxation Office for an extension of the period required to submit your next taxation return.

You have from 1 July to 31 October to lodge your return unless it is prepared by a registered tax agent. If you don't have a tax agent you may be able to lodge your tax return from Antarctica via ATO E-Tax at www.ato.gov.au. Due to technical issues the AAD cannot guarantee successful ATO E-Tax return submission on each occasion.

If you don't have a tax agent and don't believe you will be able to lodge your return via E-Tax the AAD will be able to apply for an extension on your behalf.

SUPERANNUATION

The Public Sector Superannuation Accumulation Plan (PSSAP) is the normal default fund for persons employed under the Public Service Act 1999. This scheme provides an employer contribution rate of 15.4% which includes the mandatory 9% employer contribution and has optional employee contributions.

Under SUPER CHOICE eligible new employees have the right to choose a different superannuation fund provided that the fund is a complying fund. Optional employee contributions usually also apply.

Current APS employees who are members of either the Commonwealth Superannuation Scheme (CSS) or the Public Sector Superannuation Scheme (PSS) must remain with their scheme. Current APS employees who are members of PSSap can remain with their scheme.

Former APS employees who have a preserved benefit in either the PSS or CSS are ineligible to join PSSAP. These people usually retain eligibility to rejoin their previous scheme, however with effect from 1 July 2008 former members who rejoin PSS are eligible to opt out of that scheme in order to join PSSap.

REMOVALS AND STORAGE

All transport and storage is arranged by the AAD and you should NOT make private arrangements. Please contact the AAD as soon as possible to arrange freight/storage. If you make private arrangements without consultation with the AAD you will meet any resulting costs.

Personal Goods/Effects

If you intend to request the AAD to arrange for personal items (to a maximum of 250kg) to be moved by surface transport to the AAD Hobart Cargo Facility please note:-

- Costs associated with transport of personal effects in excess advised maximums or in excess of the AAD's special freight rates will be your own responsibility.
- As bulk delivery can take a few weeks we recommend that belongings you require straight away in Hobart be brought as excess baggage.
- Please keep receipts for any excess baggage for reimbursement on arrival in Hobart.
- If you are recruited from outside Hobart and choose to remain here at the completion of your current contract, you may not be entitled to removal expenses if you are later re-engaged.

Household Effects/Motor Vehicles

If you intend to request storage of household effects and or a motor vehicle please complete the relevant application forms as soon as possible. No provision is made for the storage of boats, caravans, second vehicles, trailers etc.

ACCOMMODATION

The AAD provides self contained twin share accommodation for expeditioner employees from outside Southern Tasmania. If you do not wish to live in share accommodation, or choose to bring your partner or family members, then you will be required to make your own accommodation arrangements and be reimbursed up to \$70.00 per day.

Employees from outside Southern Tasmania receive a miscellaneous expenditure allowance (paid with salary). The current rate is \$16.85 per day.

TRAVELLING ALLOWANCE

If you are required to perform duties (or attend courses) away from headquarters you are entitled to payment of travelling allowance. This allowance covers costs of accommodation, meals and incidentals.

WORKERS COMPENSATION

When you commence employment you are covered by the provisions of the *Safety, Rehabilitation and Compensation Act 1988* which is administered by Comcare, a Commonwealth Statutory Authority established under the Act. You can claim compensation for injury sustained at work, illness or disease caused or contributed to by work, or death arising out of or in the course of Commonwealth employment. Benefits include lump sum payments, payment of medical expenses and payment for time off work.

Due to the unique nature of employment in Antarctica, you are generally covered for compensation 24 hours per day, 7 days per week while serving in Antarctica. This coverage includes the periods travelling to and from the Antarctic.

Although most work-related injuries or diseases are payable under the Act there are some exclusions, including, if abnormal risks were taken, an injury is intentionally self-inflicted, and an injury that is caused by serious and wilful misconduct (except where the injury results in death or serious and permanent impairment). A person who is under the influence of alcohol or a drug other than a prescribed drug correctly taken "shall be taken to be guilty of serious and wilful misconduct".

Accidents/incidents resulting in personal injury or illness should be reported immediately and lodged on the incident reporting system as soon as possible after the event. If it is necessary to lodge a claim for compensation on return to Australia claim forms and advice are available from the Workforce Strategies Group. Completed claims are forwarded to Comcare for assessment. All claims are examined on their merits and it should not be assumed that every claim arising from Antarctic service will automatically be accepted.

If you lodge a claim for compensation and it is accepted by Comcare, you may be eligible for payment for time off work after returning to Australia if you are unable to work as a result of the injury or illness. Normal weekly earnings for these payments will be restricted to salary only unless, as a result of the injury, you are returned to Australia before your scheduled return date. In this case the Antarctic Service Allowance will be included with salary for the period it was expected to be received. Incapacity payments will be based on 100% of normal weekly earnings for the first 45 weeks of incapacity, and reduced thereafter.

DENTAL CERTIFICATES

Wintering expeditioners must be certified as dentally fit within three months of travelling to Antarctica. The AAD meets the costs associated with the provision of the certificate (usually the examination and x-rays) but you must meet costs of any treatment or work required.

Summer expeditioners are not required to produce evidence of dental fitness prior to departure. However, it is considered to be in your best interests to have a thorough dental examination prior to departure. The AAD does not meet any costs associated with this examination or treatment.

PROTECTING CAREER INTERESTS

You may find it useful to provide a friend or work colleague with a resumé in case suitable vacancies arise while you are in Antarctica. This may be particularly useful if you are a member of the Public Service or a large corporation. In this way career interests may be protected.

GENERAL PRE-DEPARTURE REMINDERS

There are a number of matters to which you should attend prior to departure for Antarctica. The following items are by no means exhaustive:

- ensure you have a Passport that is valid for the duration of your stay in Antarctica;
- change in method of payment of salary;
- return keys, library books, other issues;
- settle up bills;
- organise car registration if vehicle is required on RTA;
- write a Will and arrange Power of Attorney for someone to handle your financial and business affairs.