



## Australian Government

### Department of the Environment and Energy

#### Australian Antarctic Division

### Expeditioner Accommodation – Australian Antarctic Division (AAD)

Dear Expeditioner,

I would like to draw your attention to an important point regarding accommodation provided by the AAD. Whilst you are engaged with the AAD, and if you have been placed in accommodation that has been arranged with one of our contract providers, the contract provisions contain strict requirements that are required to be adhered to.

The AAD contract currently provides for self contained twin share accommodation which is to be shared between two (2) expeditioners only. However the AAD is aware that some expeditioners may wish to invite a visitor to Hobart during the pre-departure period. If you wish to do this, then this is acceptable for occasional visits of a weekend or a few days. The upper limit for a visitor is up to a week if they stay in your accommodation with you.

However before you make any arrangement to invite a visitor you must obtain the prior agreement of the person who you are sharing with before proceeding.

As the contract only covers the cost of two AAD expedition members you **must** make arrangements with the contract provider for payment for the additional person. Failure to do so may result in your accommodation arrangement being terminated.

If you wish to bring more than one person, even for just a few days then you are required to organise and pay for your own separate accommodation. Pets are not permitted at any time.

A reimbursement is available of up to \$90.00 per day if you arrange your own accommodation. This will not apply for short term vacating of rooms such as a weekend. Receipts will need to be supplied before reimbursement is paid.

There are two issues here. Firstly, our accommodation providers have made it quite clear that they will not tolerate breaches of this contract as they provide a service based upon the fees we pay for expeditioners in twin share accommodation. Secondly, expeditioners are provided with an equitable accommodation system whilst in a twin share arrangement.

Long term visitors, sharing AAD supplied accommodation, are not permitted.

For further assistance please contact Personnel Services on 1800 030 755.