

NON-AAD EMPLOYED EXPEDITIONER CHECKLIST

March 2025 version 3

Timing	Task	Steps	Yes	AAD contact
6 months + prior to departure	Project Approved in Season Plan	<ul style="list-style-type: none"> Science Planning and Coordination (SP&C) inform the Chief Investigator (CI) or Project Lead (PL) that the project is approved for seasonal support. The CI or PL then provides their expeditioner names to SP&C. 	<input type="checkbox"/>	AAD Project Lead or Science Planning & Coordination planning@aad.gov.au
5 months prior to departure	Antarctic Applications Online (AAO)	<ul style="list-style-type: none"> Expeditioners must complete an online personal profile in the Antarctic Applications Online (AAO) portal. This captures important information like passport and visa details, dietary needs, clothing sizes, emergency contacts etc and is required to progress through your onboarding steps. Expeditioners who have previously registered and completed a profile must ensure information is updated. 	<input type="checkbox"/>	ICT Service Desk aad servicedesk@dcceew.gov.au
4 months prior to departure	Service Level Agreement (SLA)	<ul style="list-style-type: none"> A Service Level Agreement (SLA) outlines the operational support the project will receive. The SLA is developed in consultation with the CI or PL, Operations Planning and the Project Team. SLA development takes several months. 	<input type="checkbox"/>	Operations Planning opsplanning@aad.gov.au
3 months prior to departure	Personal Qualities Assessment	<ul style="list-style-type: none"> Expeditioners deploying for more than 2 weeks must participate in a Personal Qualities Assessment in accordance with the Australian Antarctic Service Code of Personal Behaviour. This is done at an Assessment Centre or with an individual Behavioural Interview. The PQ Assessment will be arranged by the Expeditioner Services team in conjunction with your CI or PL. 	<input type="checkbox"/>	Expeditioner Services jobs@antarctica.gov.au
3 months prior to departure	Antarctic Medical Screening and Clearance	<ul style="list-style-type: none"> Expeditioners must be medically assessed by the Polar Medicine Unit (PMU). For completion of medical screening, domestic expeditioners should allow 6 weeks and international expeditioners 12 weeks. Complete and return the Confidential Checklist of Medical History form (January 2024 version) to PMU as soon as possible. 	<input type="checkbox"/>	Return the Confidential Checklist of Medical History to this secure email polarmedscreening@aad.gov.au

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		<ul style="list-style-type: none"> Your Project is responsible for the payment of costs associated with medical examinations. 		
3 months prior to departure	Psychological (Adaptability) Assessment	<ul style="list-style-type: none"> Expeditioners deploying for 3 months or longer, or who will be in a deep field environment for any duration, must complete a Psychological (Adaptability) Assessment. This assesses an expeditioners ability to effectively adapt and respond to the unique demands of living and working on an Antarctic or sub-Antarctic station, on voyage, or in a field camp. The assessment includes the completion of an online personality questionnaire and an individual interview with a registered psychologist. The AAD's organisational psychology team will contact you to organise the assessment. 	<input type="checkbox"/>	Organisational Psychologist psychologyHR@aad.gov.au
3 months prior to departure	Police Check	<ul style="list-style-type: none"> The Australian Government has mandatory requirements for accessing government facilities (such as RSV <i>Nuyina</i>, Head Office and stations) and IT networks. You require; <ul style="list-style-type: none"> ➤ A legitimate business need for access, and ➤ Baseline (or above) security clearance, OR a police check. You are responsible for obtaining a Nationally Coordinated Criminal History Check or National Police Certificate (Police Check). Depending on whether you are an Australian citizen or foreign national the process you go through to obtain these will be different. <ol style="list-style-type: none"> <u>Australian citizen or resident;</u> <ul style="list-style-type: none"> ➤ If you have a federal government security clearance, send confirmation of this through to Expeditioner Support. ➤ If you need to obtain a Police Check, work with your CI or PL to apply for this through an accredited body. ➤ More information on getting Police Check can be found here. ➤ The AAD uses the Australian Government agency Australian Criminal Intelligence Commission (ACIC). <u>Foreign nationals;</u> <ul style="list-style-type: none"> ➤ If you have a security clearance from your country of residence, send confirmation through to Expeditioner Support and this will be checked with Australian Government security. ➤ If you need to obtain a Police Check or equivalent do this through your country of residence. <u>Foreign nationals residing in Australia;</u> 	<input type="checkbox"/>	Expeditioner Support expeditionersupport@aad.gov.au

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		<ul style="list-style-type: none"> ➤ You will need to get a security clearance or Police Check from your home country and Australia. • Security Clearances or Police Checks must be sent to Expeditioner Support. 		
3 months prior to departure	Access Card	<ul style="list-style-type: none"> • If you require unescorted access to AAD facilities, you will need an access card. • You must fill in a Security Pass Request Form, available from Expeditioner Support. • You will also need a security clearance or Police Check (see previous section) and a passport style photo when submitting the Security Pass Request Form. 	<input type="checkbox"/>	Expeditioner Support expeditionersupport@aad.gov.au
3 months prior to departure	First Aid Certificate	<ul style="list-style-type: none"> • You must hold a current First Aid Certificate (HLTAID011 3-year validity) including CPR competency (HLTAID009 1-year validity). • The CPR competency needs to have been reviewed in years 2 and 3 of the First Aid Certificate validity period. • International equivalents will be accepted. • Provide your certificates to Expeditioner Capability and Training (ECT). 	<input type="checkbox"/>	Expeditioner Capability and Training (ECT) expeditionertraining@aad.gov.au
3 months prior to departure	Passports and Visa	<ul style="list-style-type: none"> • Expeditioners need a current passport valid for at least 6 months after your scheduled return date. • International expeditioners require a visa allowing for multiple entries to Australia. • Enter your passport information in the Antarctic Applications Online (AAO) portal. 	<input type="checkbox"/>	
3 months prior to departure	Non-citizen access	<ul style="list-style-type: none"> • If you are a non-Australian citizen you may be required to undergo a DCCEEW Chief Security Officer approval process. • Please contact Expeditioner Support for more information. 	<input type="checkbox"/>	Expeditioner Support expeditionersupport@aad.gov.au
3 months prior to departure	ICT access form	<ul style="list-style-type: none"> • Expeditioners will require AAD network access and must complete the ICT Systems Access Form. • This will give you an AAD email address for communications during your expedition. • This will also give you access to the AAD intranet Blizz Line. 	<input type="checkbox"/>	Send form to operations.support.group@aad.gov.au Queries to AAD ICT Service Desk aadservicedesk@dcceew.gov.au
3 months prior to departure	Informed Consent and Liability form	<ul style="list-style-type: none"> • Expeditioners who are not employed by a Commonwealth government agency must complete the Informed Consent and Liability form and return it to Operations Support Group. 	<input type="checkbox"/>	Operations Support Group operations.support.group@aad.gov.au
3 months prior to departure	Onboarding Declaration	<ul style="list-style-type: none"> • All expeditioners must complete the Onboarding Declaration form and return it to Expeditioner Support. 	<input type="checkbox"/>	Expeditioner Support expeditionersupport@aad.gov.au
3 months prior to departure	Insurance	<ul style="list-style-type: none"> • Ensure you and/or your organisation are appropriately insured to cover costs associated with, or arising from, injury or illness whilst participating in the AAP and following return to Australia. 	<input type="checkbox"/>	

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		<ul style="list-style-type: none"> More information on this can be found in the Informed Consent and Liability form. 		
3 months prior to departure	Cargo	<ul style="list-style-type: none"> Transport of goods and equipment to Antarctica is managed by Supply Chain Operations. They can provide advice on the electronic consignment system (Econ), transport of Dangerous goods, and cargo timeframe requirements. Please note, the acceptance of cargo can close up to a month prior to departure. All cargo must be clean and free of any biosecurity risk material. 	<input type="checkbox"/>	Supply Chain Operations Cargo.planning@aad.gov.au
3 months prior to departure	Permits	<ul style="list-style-type: none"> All activities south of 60°S (including land, water and ice shelves) need to have an environmental authorisation. Some activities also require a permit. Your CI or PL will work with the Antarctic and Environmental Regulator and Operations Planning to ensure permitting requirements are met. See the Environmental Approval Requirements webpage for more details. 	<input type="checkbox"/>	Antarctic and Environmental Regulation (AER) Section eia@aad.gov.au
Up to 3 months prior to departure	Transport Information Pack	<ul style="list-style-type: none"> You will receive a detailed Transport Information Pack from Operations Support Group up to 3 months prior to departure. Read this information carefully and finish any uncompleted tasks. 	<input type="checkbox"/>	Operations Support Group operations.support.group@aad.gov.au
2 months prior to departure	Training	<ul style="list-style-type: none"> Pre-departure training is mandatory for AAP expeditioners. Training is delivered online, face-to-face and at the Expeditioner Summit. Expeditioner Capability & Training will develop your individual training program, depending on role and project requirements. This will be included in your SLA and emails will be sent to you about your training schedule. For online courses an automated email is sent 28 days prior to scheduled departure. There are various Expeditioner Summit dates and you will be registered to attend one of these, depending on your schedule. 	<input type="checkbox"/>	Expeditioner Capability and Training expeditionertraining@aad.gov.au
2 months prior to departure	Antarctic Clothing Kit	<ul style="list-style-type: none"> All expeditioners will be issued with an Antarctic clothing kit tailored to your project needs. The AAD Clothing Team will contact you once your ticket has been approved and you have entered your details in AAO. There are 3 options to collect your kit: <ol style="list-style-type: none"> At a face-to-face kitting appointment at the AAD clothing store in Kingston, where the kit is tried and exchanges arranged (preferred option) Pick up from the AAD clothing store. Any exchanges will then need to be organised after you have tried the kit on Deliver to accommodation (if option 1 or 2 not possible). 	<input type="checkbox"/>	Clothing Team clothing@aad.gov.au

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		<ul style="list-style-type: none"> It is your responsibility to try on your kit and ensure it fits and arrange for exchanges as required. Kitting should occur a minimum of 3 working days prior to transport. You need to check off clothing declaration in AAO profile once kit is received and deemed suitable. 		
Week of departure	Travel and accommodation	<ul style="list-style-type: none"> Your CI or PL is responsible for organising and funding your travel and accommodation in Hobart pre-departure and post Return to Australia (RTA). It is advisable to purchase flexible travel. Airport transport arrangements for A319/C17 flights are advised by Operations Support Group. Back-up expeditioners can only be substituted up to a week before departure. 	<input type="checkbox"/>	Your CI or PL
Start day	Orientation	<ul style="list-style-type: none"> There is an optional orientation session for expeditioners accessing AAD Head Office. You can get assistance with logging onto ICT systems and attend a cargo briefing. Please get in touch with Expeditioner Support if you require this service. 	<input type="checkbox"/>	Expeditioner Support expeditionersupport@aad.gov.au
2 days prior to departure	Pre-flight/voyage brief	<ul style="list-style-type: none"> If you are flying south, you must attend an online pre-flight briefing 2 days before your scheduled departure. The Operations Support Group will send through an invitation to a Teams meeting for you to attend. If you are travelling on the ship, you must attend a pre-voyage briefing on the ship the day before, or on the day of departure. 	<input type="checkbox"/>	Operations Support Group operations.support.group@aad.gov.au or Maritime.Operations@aad.gov.au
Return to Australia (RTA)	Return clothing kit	<ul style="list-style-type: none"> When you RTA you will be required to hand back all returnable kit items, which are listed on your clothing agreement. This can be handed back to an AAD representative at the airport or on RSV <i>Nuyina</i>. 	<input type="checkbox"/>	Clothing Team clothing@aad.gov.au
For any queries please contact expeditionersupport@aad.gov.au				