

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

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

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

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

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