



Australian Government

Department of Climate Change, Energy, the Environment and Water  
Australian Antarctic DivisionAUSTRALIAN  
ANTARCTIC  
PROGRAM

## Onboarding Declaration

### External Expeditioner (Non-AAD employed)

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1. I acknowledge that all information acquired or material accessible to me, by reason of my time as an Australian Antarctic Program expeditioner or otherwise engaged to perform work for the department, is confidential, and it is my duty not to disclose under a law of the Commonwealth, not to be communicated in any form either during or after my service in or with the Commonwealth. *\*see note below*
2. I undertake to the Department that I will;
  - a. use, disclose and communicate such information or material only as is required or necessary to undertake duties as an expeditioner or work for the department; and
  - b. not disclose, publish or communicate to any person or otherwise make public any such information or material, whether during my duties as an expeditioner or work for the department, except as required.
3. I consent to the department having access to personal information about me which I understand will assist in the assessment of my suitability to undertake duties as an expeditioner and authorise the communication of such information and records to the department.
4. I confirm that I have obtained a copy of the [APS Values](#) and [Code of Conduct](#) through the [APSC website](#) and I understand that I am required to be familiar with them and that any breach of them may result in misconduct action being taken against me that may result in a sanction being applied.
5. I understand that I must cooperate with any reasonable instruction, policy or procedures given to me by the department which relates to health and safety in the workplace. I must also take reasonable care for my own health and safety while at work and ensure my acts or omissions do not adversely affect the health and safety of other persons in my workplace.
6. I am aware that access to the department's computer network is granted to authorised users only, and;
  - a. Individual usage may be monitored as part of the department's Information Security Strategy;
  - b. Disciplinary and/or criminal sanctions may apply for misuse or unauthorised use;
  - c. Usage logs may be provided to authorised Agencies investigating such use; and
  - d. All activities undertaken using a particular login name are considered to have been undertaken by the individual assigned that login name.
7. I am aware of my responsibilities not to cause or assist in a breach of security and agree to abide by security procedures currently in form affecting the use of the information system resources within the network. A 'Breach of Security' includes, but is not limited to:
  - a. Using, or attempting to use, the User ID and password of another person;
  - b. Providing your password to any other persons;
  - c. Leaving a computer terminal unattended whilst logged on;
  - d. Logging onto any system and then allowing another person to use the machine unsupervised;

- e. The careless or negligent use of any system resulting in the destruction or corruption of corporate data;
- f. The unauthorised and/or unnecessary browsing of the network and associated systems;
- g. Installing or attempting to install any privately-owned software, and form of public domain, shareware, freeware or privately produced software or any software in breach of the manufacturer's licensing conditions;
- h. The handling of offensive material on any departmental infrastructure including the copying, transferring, storing and/or displaying of offensive electronic images or text;
- i. Circumventing or attempting to circumvent security controls.

I declare that I have read and will comply with the onboarding declarations for non-AAD employed expeditioners.

I, (Name in BLOCK letters)
Of (Complete address in BLOCK letters)
In the State of

<b>SIGNED by</b>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Name of expeditioner/crew member (print)  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Signature of expeditioner/crew member  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Date	<b>in the presence of</b>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Name of witness (print)  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Signature of witness  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Date
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**\*Note:**

**Criminal Code Act 1995**

#### **Part 5.6 – Secrecy of Information**

122.4 Unauthorised disclosure of information by current and former Commonwealth officers etc.

- (1) A person commits an offence if:
- (a) the person communicates information; and
  - (b) the person made or obtained the information by reason of his or her being, or having been, a Commonwealth officer or otherwise engaged to perform work for a Commonwealth entity; and
  - (c) the person is under a duty not to disclose the information; and
  - (d) the duty arises under a law of the Commonwealth.

Penalty: Imprisonment for 2 years.

- (2) Absolute liability applies in relation to paragraph (1)(d)