

## 10 AAD SERVICE CONDITIONS

### 10.1 Introduction

Expeditioners travelling to and working at the stations are often employed by a range of organisations, with different terms of employment and conditions of service. However, all expeditioners must comply with the provisions of the *Antarctic Service Code of Personal Behaviour*. (See Chapter 15 for a complete copy of the Code.)

Information on specific conditions, salaries and entitlements for other expeditioners should be directed to the relevant area in the employing organisation. For AAD employees this will have been provided with the Notice of Engagement.

Expeditioners will have satisfied requirements for participation, including the possession of the necessary professional or technical skills and appropriate personal qualities. They will also have been assessed as being physically fit by the Polar Medical Unit (PMU), following a medical examination by a nominated medical adviser, currently Health For Industry and where necessary, have been accepted as suitable for Antarctic service by the Defence Force Psychology Organisation (DFPO).

### 10.2 Terms of Participation

As previously mentioned, all expeditioners are required to sign the document *Acceptance of Conditions for Participation in Australia's Antarctic Program* as a pre-condition for passage to the Antarctic or subantarctic. **Document to be completed and returned to the AAD - Form 2/AAD 'in Attachment F of this Handbook or on AAD website.**

Expeditioners who are not AAD employees at the time of their participation in AAP must sign a *Release and Indemnity Agreement* acknowledging that the AAD will not accept liability for these expeditioners should an injury, illness or death occur. **Document to be completed and returned to the AAD - see Form 1/AAD in Attachment F of this Handbook or on AAD website.** These expeditioners are advised to clarify their worker's compensation rights with their employer and to take out private insurance if necessary.

The agreements described above are normally forwarded to prospective expeditioners well in advance of their departure. Expeditioners are not permitted to travel to the Antarctic or the subantarctic unless these documents have been signed and returned to the AAD.

The AAD reserves the right to terminate an expeditioner's participation at any time prior to the end of the expedition. If factors emerge that indicate an expeditioner's unsuitability, an expedition may be cancelled or shortened.

All expeditioners, both AAD and non-AAD employees, must be in possession of a valid passport when travelling to the Antarctic or subantarctic. The expiry date of the passport must be greater than that of your intended stay. It is the responsibility of expeditioners to meet all costs associated with the issuing of a passport.

### 10.3 Hours of Duty

In Australia, expeditioners are required to work the normal hours of their employing organisations. While in Australia, AAD expeditioner employees usually work 36.45 hours a week from Monday to Friday. However, the employment package provides

for them to work longer hours and on weekends for specific purposes, such as training.

From the day of departure, all expeditioners are required to work extended hours to undertake their primary duties for which they were employed and those duties in the common good as directed by the relevant leader.

Additional tasks may need to be performed at any hour of the day or night. There may be rostered station duties or urgent work arising from ship unloading, breakdowns and emergency situations or similar.

Meal breaks and rest days are required and will be determined by the relevant leader. While the nominal work hours in Antarctica are 36.45 hours per week, expeditioners are expected to work reasonable additional hours to ensure program requirements are met and essential services are maintained.

Public holidays will normally be observed but there may be occasions when employees will be required or requested to work on these days for operational reasons. The SL and affected employees will agree on another day being substituted. Due to local operating requirements, it is not always possible to observe public holidays in Antarctica, however, a limited number may be observed at the discretion of the relevant leader.

On marine science voyages, expeditioners involved with such activities, should anticipate being involved in a 24 hour rotating watch system. *See Chapter 15: Antarctic Service Code of Personal Behaviour.*

#### **10.4 Discipline and Responsibility**

After leaving Australia, expeditioners become responsible to the voyage leader (VL) aboard the ship, or to the station leader (SL) at stations, or to the field leader (FL) at field camps. On voyages where SLs are on board, information and instructions to all expeditioners will normally be channelled through SLs.

On board the ships, the conduct of operations and the allocation of duties and general administration are under the control of the VL. At the station, the control of these matters is the responsibility of the SL. Expeditioners report to the station leader or the field leader and are expected to participate in general duties associated with the operation of the station or field program.

Questions of a technical or scientific nature concerning projects are referred to the supervising authorities in Australia, through the station leader or field leader.

In all matters of program administration, allocation of duties, control of equipment at stations and general personal conduct, expeditioners are responsible to and are required to comply with all lawful and reasonable directions and instructions from the AAD's Director, Support and Co-ordination Manager (SACOM), station leader, field leader, voyage leader or technical/professional supervisor as appropriate.

Expeditioners are reminded of their obligations to the *Antarctic Service Code of Personal Behaviour (The Code)* (see Chapter 15).

### **10.5 Expeditioner Travel Arrangements**

During the pre-departure training period transport is provided for expeditioners to travel to and from their accommodation to the AAD each week day. Please ensure that you are at the appointed pick-up areas on time.

Please note that because the AAD also provides transport to attend training, cab charge vouchers will be issued by the training coordinator as required. Cab charge vouchers will not be issued for any travel costs associated with reunion trips and expeditioners found to be using cab charges for personal use can expect to receive an account for the costs.