

Administrative Circular

Canberra ACT 0221

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Subject: Voluntary Redundancy – Expressions of Interest

The department is currently facing a number of complex challenges, including ensuring our staffing profile supports integration of foreign affairs, trade and development functions, supporting a \$5 billion aid program (rather than an \$8 billion aid program), as well as meeting efficiency dividends and Budget constraints.

2. While we will continue to look for savings in areas across all our business, it is unlikely that we will meet these challenges by natural attrition alone. As such, there will be some use of voluntary redundancies (VRs) across the department. A dedicated VR unit (VRU) has been established within Corporate Management Division (CMD) headed by Deputy Secretary Gary Dunn, to oversight the VR process.

3. If you would like to express your interest in a VR, please take the following steps:

- Gain an understanding of your current financial situation. There is information on the [intranet page here](#) to answer questions you may have, as well as links to the Comsuper and Australian Tax Office websites to help you estimate your own indicative entitlements;
- Consider seeking preliminary financial advice to assist with making an informed decision;
- If you are still interested, complete the Expression of Interest (EOI) template available on the intranet and email it to vr@dfat.gov.au by 5pm AEDT on Friday 29 November 2013.

4. There will also be two information sessions on the VR process held next week to provide an opportunity for interested staff to ask questions. Details of these sessions will be sent out shortly.

5. Your expression of interest in a VR in no way obliges you or the department in any way – it is simply an indication of your interest. However you should be aware that EOIs will remain current for the period up until 30 June 2014. Potential offers may occur in tranches drawn from these EOIs during the period to 30 June 2014, as integration progresses. Therefore, due to this phasing, there is no guaranteed need for a second round of EOIs. EOIs will be treated confidentially, although relevant senior managers may be consulted about the operational impact of possible VRs.

6. DFAT staff who had registered their interest in voluntary redundancy with CMD prior to 15 November 2013, and who remain interested in a VR, will need to put in a new EOI in response to this offer.

What will happen with your VR application?

7. In the first instance, the VRU will collate all EOIs for consideration by senior management. The Executive will consider affordability and the impact on ongoing business of the organisation in making its decisions.

What are the criteria for VR approval?

8. The DFAT and AusAID Enterprise Agreements provide three circumstances where employees will be considered excess and these will be used to determine eligibility of those who express an interest in a VR:

- a. the duties performed by the employee are no longer necessary for the efficient and economical working of the department; or
- b. the services of an employee cannot be effectively used because of technological or other changes in the work methods of the department, or structural or other changes in the nature, extent or organisation of the functions of the department; or

e. the duties usually performed by the employee are to be performed in a different locality, the employee is not willing to perform the duties at the other locality and no suitable alternative duties can be identified at the current locality and the Secretary has determined that these provisions will apply to that employee.

9. The overriding criterion for determining which employees are made offers is ensuring the department continues to be able to deliver on business outcomes and retain the corporate knowledge, capabilities and experience needed to do so. Again, if you express an interest in receiving an offer of VR, there is no guarantee that one will be offered and there is no obligation for you to follow through.

Summary

10. In summary, if you would like to express your interest in a VR offer, please send your expression of interest to vr@dfat.gov.au by 5pm AEDT Friday 29 November 2013. The department expects to make offers progressively from January 2014.

11. If you have any questions, please email vr@dfat.gov.au.

Gary Dunn
Deputy Secretary