

Annex 3.6.A: Deliberately differentiated offer form

Note: This form is an approved form for the purposes of Chapter 1 Part 2 section 1.2.5, Forms.

This form provides information about the offer. It also provides for your formal acceptance of the offer and your agreement to serve until the end of the agreed period of service for which the benefits are paid. Please keep a copy and return the signed original.

Offer and information

This Part provides information about the deliberately differentiated offer being made to you, and is for you to keep.

If you fill in and sign the acceptance form, you are accepting the deliberately differentiated offer made to you and authorised under Chapter 3 Part 6 of Defence Determination 2016/19, *Conditions of service*, made under section 58B of the *Defence Act 1903*.

Offer

The offer made is as follows:

.....[member's name] is hereby offered the following package of benefits by Director General Navy People/Director General Personnel – Army/Director General Personnel – Air Force [delete whichever is irrelevant] for the **agreed period of service** starting on

.....[day/month/year] and ending on[day/month/year].

The offer is made in relation to the following position that has been identified as a **position critical to capability**: [delete if offer not directly associated with a position critical to capability]

The offer is made in relation to the skills, knowledge and qualifications required to address the following **workforce capability gap**: [delete if offer is directly associated with a position critical to capability]

This deliberately differentiated offer has been approved by the CDF or his authorised person. The package of benefits provided in this offer includes the following:

[Delete all rows or dot points that do not form a part of this offer.]

[Complete all details as required. Delete any terms that do not apply.]

Item	Description of Benefit	Benefit available from...	until...
1.	<p>Home purchase and sale assistance that includes the following:</p> <ul style="list-style-type: none"> • Reimbursement of the costs of sale of a home after the two year time period in subsection 7.3.23.1 has lapsed. • Reimbursement of costs of purchasing a home after the four year time period in paragraph 7.3.23.5.b has lapsed. 	<i>[insert date specified by CDF.]</i>	<i>[insert date of expiry of the agreed period of service.]</i>
2.	<p>Removal assistance that includes the following:</p> <ul style="list-style-type: none"> • A removal and associated benefits to [a personal location/another residence within location] • It is not limited to compassionate circumstances. • It is not cost limited. 	<i>[insert date specified by CDF.]</i>	<i>[insert date of expiry of the agreed period of service or a date specified by CDF.]</i>
3.	<p>Allocation of a [<i>service residence/rent band choice home</i>] that [<i>is/has</i>] [<i>insert the approved rent band or additional bedroom(s)</i>].</p> <p>Note: The higher contribution scheme set out in section 7.6.43 will not apply.</p>	<i>[insert date specified by CDF.]</i>	the earlier of the following dates. a. The date the member vacates the residence. b. <i>[insert date specified by CDF.]</i>
4.	Increased rent ceiling to the amount of \$ <i>[insert monetary amount]</i>	<i>[insert date specified by CDF.]</i>	the earlier of the following dates. a. The date the member vacates the residence. b. <i>[insert date specified by CDF.]</i>
5.	<p>Additional number of travel trips for the following types of travel: <i>[delete types of travel to which the member is currently not eligible for or not included as part of this offer]</i></p> <ul style="list-style-type: none"> • <i>[Insert number]</i> of additional reunion travel under Chapter 9 Part 3 Division 4. • <i>[Insert number]</i> of additional student reunion travel under Chapter 9 Part 3 Division 5. • <i>[Insert number]</i> of additional recreation leave travel under Chapter 9 Part 4 Division 1. • <i>[Insert number]</i> of additional remote location leave travel under Chapter 9 Part 4 Division 4. 	<i>[insert date that the agreed period of service begins].</i>	the earlier of the following dates. a. <i>[insert date that is the expiry of the agreed period of service]</i> b. <i>[insert date specified by CDF.]</i>

Item	Description of Benefit	Benefit available from...	until...
6.	<p>[Insert number] days of paid leave per calendar year in addition to the member's normal leave accrual.</p> <p>Note: This leave is not accruable and expires at the end of each 12 month period. It will not be paid in lieu.</p>	[insert date that the agreed period of service begins].	<p>the earlier of the following dates.</p> <p>a. [insert date that is the expiry of the agreed period of service]</p> <p>b. [insert date specified by CDF].</p>
7.	<p>Flexible working arrangements provided by Defence. [Insert specific details of agreed flexible working arrangements]</p>	[insert date that the agreed period of service begins].	<p>the earlier of the following dates.</p> <p>a. [insert date that is the expiry of the agreed period of service]</p> <p>b. [insert date specified by CDF].</p>

A retention bonus may also be offered under Chapter 3 Part 5 Division 2, Bonus framework, at the same time as this deliberately differentiated offer. A retention bonus is separate from this offer. [delete as appropriate]

Signed by:

Name:.....Rank:.....Date:.....
 Director General Navy People/Director General Personnel – Army/Director General Personnel – Air Force
 [delete whichever is irrelevant].

Information about the deliberately differentiated offer

I understand that my acceptance of this offer is subject to the following terms and conditions.

1. If I accept the deliberately differentiated offer under this Part, I agree to serve for the period specified in this offer. This period is called my '**agreed period of service**'. The **agreed period of service** could be for either of the following circumstances:
 - a. In a specified **position critical to capability**.
 - b. In relation to an identified **workforce capability gap**, where retention of my skills, knowledge and qualifications is essential to ADF strategic or operational capability.
2. I am entitled to the benefits listed in deliberately differentiated offer that was offered to me, until the day I cease serving toward my **agreed period of service**. This could happen when I complete it or if I leave before I complete it.
3. I am aware that Defence will treat the information in this acceptance form as my personal information covered by the *Privacy Act 1988* and I consent to Defence using it in de-identified form for reporting and statistical purposes. I am aware that if I publish this information to others, I may make the protections provided to me by the Privacy Act ineffective.

Full details of the deliberately differentiated offer framework can be found in Chapter 3 Part 6 of Defence Determination 2016/19, *Conditions of service*.

This acceptance form, and the related parts of Defence Determination 2016/19, is the whole agreement between us about the nature of this framework. It overrides any other prior understanding or agreement about the framework. This would include, for instance, things I may have been told about the framework or things I may have read elsewhere.

Acceptance of offer and undertaking to serve an agreed period

I,.....
 (Rank) (Last name) (Given name)

..... ,
 (Service number) (Employee ID)

accept the deliberately differentiated offer and undertake to serve for the **agreed period of service** starting on

..... [day/month/year] and ending on[day/month/year].

I acknowledge that the provisions of Chapter 3 Part 6 of Defence Determination 2016/19, *Conditions of service*, have been brought to my notice.

Please tick the boxes that apply below.

I have read and understood this form.	Yes []	No []
I have sought independent legal advice in relation to this undertaking.	Yes []	No []
I have sought independent financial advice in relation to this undertaking.	Yes []	No []

Dated this day of 20

 Signed

 Printed name

Witness
(This person must be above the applicant in the chain of command)

 Signed

 Printed name and rank

I,

 (Rank) (Last name) (Given name) (Employee ID)

verify that the member has met all requirements of the deliberately differentiated offer.

 Approved
 Administrator authorised for and on behalf of the member's Service