Chapter 10. Succession

10.1 Introduction
This procedure outlines how the ATDP will ensure the orderly and timely retirement and replacement of CFMG, RIG and CoP Mentors.

10.2 Purpose of Success Planning
The purpose of this procedure is to ensure that the CFMG, RIG and CoP will sustain momentum and revitalise the continuous improvement processes that are crucial to the Program’s contributing fully to the objectives of VCR and meeting the needs of DVA’s client base.

10.3 Principles
Succession planning will be guided by the following principles:

- ideally, one-third of office-holders will retire at the end of each calendar year;
- except for the variations in initial and subsequent term shown on the diagrams at Annex A, the standard term in office will be three years;
- except for those volunteering to serve for an initial term of one year, one term in office may be followed by one further term;
- those serving for an initial term of one year, may serve for a further two terms of two and/or three years totalling not more than six years’ in office;
- younger veteran who volunteer to understudy an office, will serve in that capacity for twelve months before assuming the responsibilities of office;
- when a younger veteran is appointed to an office, the prior incumbent will provide twelve months mentoring support in a non-executive ex officio role; and
- should an office-holder retire early, the person assuming the office will complete the term, and then be eligible for one further term in office.

10.4 Younger Veterans
Of necessity, the transition from TIP to ATDP has been undertaken largely by ex-TIP, Vietnam-era advocates and trainers.

The ATDP Blueprint, s6.1.1, stipulates (amongst other things, a ‘focus on inclusion of younger veterans’ to ‘improve the effectiveness of the program’. Discussion with members of the cohorts of younger veterans have highlighted their wish to understudy their predecessors.

In combination, the Blueprint requirement and younger veterans’ wish represent a key practical element in early succession planning.
10.5 Establishment of Retirement Stagger
The responsible member will:

- request members of the Tier to nominate whether they wish to volunteer for an initial term of one, two or three years;
- should the request not elicit a practicable distribution of terms:
  - prepare three sets of ballot papers of one, two and three years, each set being one-third of the total number of offices,
  - have each person draw a ballot, and
  - the term drawn will be the person’s initial term in office;
- apply the terms in office in the diagrams below as follows:
  - directly where the request for volunteers elicits a practicable response, or
  - adjusting the relationship between office and initial term where a ballot is used.

10.6 Appointment Process
The appointment processes promulgated by the SGB in October 2017 are at Library 4, Chapter 6, Annexes C and D.

10.7 Participants’ Responsibilities
The responsibilities of CFMG, RIG, Task Group and CoP members are detailed in Library 4, Chapters 3-6 inclusive.