**Email Template to Job Agency – My Right to One Month Waiting Period before Signing Job Plan**

To whom it may concern,

During a recent correspondence, I was informed by you that my Newstart entitlement will be suspended as a result of my alleged failure to sign my job plan.

After looking into this matter more closely, I have discovered that according to the employment services system, I can only be penalised for not signing my job plan after the second refusal.

Below is a quote from the Job Seeker Compliance Framework:  
  
*“A Failure to enter into or vary a Job Plan (CFEP PR) is submitted when the job seeker attended their Appointment but did not enter into a Job Plan or did not accept their Job Plan on their Job Seeker Dashboard on the jobactive powered by JobSearch website or Job Seeker App in the required timeframe. DHS will investigate the incident with the job seeker and will book another Appointment with their Provider for them to sign the Job Plan. If the first failure is applied by DHS and the job seeker again refuses to enter into/vary their Job Plan, an ongoing failure to meet a condition of their payment may exist. If DHS confirms this, the job seeker’s payment may be cancelled from the date of the second refusal”*

As is my right, I wish to assert my right to sign my job plan at my second appointment at which it is presented to me. This will be at my normally scheduled job agency appointment, as indicated in my job plan.

I look forward to your written reply as soon as possible.  
  
On a broader note, I am deeply concerned that Centrelink has failed to uphold the deed.

If you continue to not respect my rights under social security law, I will feel obliged to take further steps with your head office, the Department of Employment, the Commonwealth Ombudsman, my local member of parliament and the Australian Unemployed Workers’ Union.  
Sincerely,

[INSERT NAME AND DATE]