**Email Template to Job Agent – Work for the Dole While Receiving Reduced Newstart**

To whom it may concern,

During a recent correspondence, you informed me that I am required to do Work for the Dole despite the fact that I am already receiving a reduced Newstart payment due to the income test.

After looking into this matter more closely, I have discovered that according to the *jobactive* deed and guidelines, I am *not required* to do any “approved program of work”. Please see the below quote from the Mutual Obligations Requirement and Job Plan Guideline:  
  
*In a Job Plan, Providers* ***must not*** *include participation in Work for the Dole (or these other Approved Programs of Work) as a compulsory activity in the following circumstances:*

* *for job seekers receiving less than the full rate of Newstart Allowance, Youth Allowance (other) or Parenting Payment Single, where the rate is reduced due to the income test (a reduced rate can result from the job seeker’s own income and/ or their partner’s income)*

Please respect my right as per the *jobactive* deed not to do Work for the Dole or other approved programs of work while receiving a reduced Newstart.

In future, please refer to the Department’s IT system which details my employment situation. Below is an relevant excerpt from the Mutual Obligation Requirements guideline:

*“Providers can view a job seeker’s previous four fortnights’ income support payment rate on the Department’s IT system Notification screen (that is, whether they received a full rate on a reduced rate due to the income test). This will help providers to determine if a job seeker is in receipt of a part or nil rate of payment and therefore if they should be undertaking Work for the Dole on a compulsory basis”.*jo

I would like to renegotiate my job plan at my next monthly appointment to ensure that it reflects my minimum mutual obligation requirements as stated in the *jobactive* deed and guidelines.

I look forward to your written reply before my next appointment.  
  
On a broader note, I am deeply concerned that you have tried to pressure me to do something that is, strictly speaking, a voluntary activity.   
  
If you continue to not respect my rights under the *jobactive* deed, 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]