

# Communication Guidance Materials – Loss of Eligibility Redeployment



Published date: 1/10/2021

Issued by: WhoG IR&PSE, WCAG, CMTEDD

## Purpose

1. The information provided in this guide is for educational and informational purposes. The following examples of possible communication to employees provide suggestions and guidance to directorates as they step through the loss of eligibility redeployment process set out in the Loss of Eligibility Redeployment Policy. Directorates may like to adapt these examples to meet their particular agency needs. These examples do not replace the requirement for directorates to read and understand their obligations under legislation and the Loss of Eligibility Redeployment Policy.

## Communication Guidance Materials

1. Attachment 1 - Warning possible loss of eligibility s30 PSM Standards
2. Attachment 2 - Warning possible loss of WWVP eligibility s30 PSM Standards
3. Attachment 3 – Loss of eligibility redeployment commencing s122 PSM Act
4. Attachment 4 – Letter of offer of suitable vacant position s122(2)(b)(i) PSM Act
5. Attachment 5 – Confirmation of transfer s122(2)(b)(ii) PSM Act
6. Attachment 6 – Letter to officer referring redeployment to HoS s122 PSM Act
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10. Attachment 10 – Unattached and reduction of classification s123(2)(a)(ii) PSM Act
11. Attachment 11 – Retirement s123(2)(b) PSM Act

## Further Information

2. If you have further questions about producing communication material for individual loss of eligibility matters, please contact the Whole of Government Industrial Relations and Public Sector Employment team, Workforce Capability and Governance, Chief Minister, Treasury and Economic Development Directorate on [EBA@act.gov.au](mailto:EBA@act.gov.au)

## Review

3. This guide is due for review in line with the Loss of Eligibility Policy, 12 months from the last issued or reviewed date, or earlier where there are changes that affect the operation of this guide.

Document name: Communication Guidance Materials – Loss of Eligibility Redeployment	Prepared by: Whole of Government Industrial Relations and Public Sector Employment team, Workforce Capability and Governance, CMTEDD
Policy Number: 8/2021	Feedback to: Whole of Government Industrial Relations and Public Sector Employment
Issue Date: 1/10/2021	Review Date: 1/10/2024

## Attachment 1 – Warning possible loss of eligibility s30 PSMS

[title] [first name] [surname]  
[agency name]  
[postal address]  
Email:

Dear [title] [surname]

### Notice of your possible loss of eligibility for your position

I am writing because I hold concerns that you are unable to perform the functions of your position as [position title], [business unit], [administrative unit] (position number) as you may no longer be an eligible person.

The *Public Sector Management Act 1994* (PSM Act) requires that to be engaged, appointed or employed in the ACT Public Sector and remain in employment, you must meet the requirements of being an eligible person.

Under section 29 of the *Public Sector Management Standards 2016* (PSM Standards), you are required to advise the Head of Service (or delegate) in writing if you become aware that you are no longer an eligible person.

I hold the belief that you no longer meet the requirements of being an eligible person because **[you must provide the basis for this belief]**

**[Provide further evidence to demonstrate the employee's reduced capacity to perform the functions of their position e.g. document the duties that are required in the position, assess the relevance of the proportion of duties that cannot be performed]**

In accordance with section 30(b) of the PSM Standards, I invite you to provide me with evidence that demonstrates that you are still an eligible person for your position. Kindly please provide me this information within fourteen (14) days from the date of this letter and I will review and consider any further evidence provided by you. If further evidence is not provided within this timeframe, or if the evidence you provide does not satisfy me that you are able to perform the functions of your role, you will be deemed to have lost eligibility for your position.

If you are deemed to be no longer an eligible person for your position *[for an officer: you will be taken to be ineligible under part 6 of the PSM Act and will go through the redeployment process. Or for a temporary employee or officer on probation: your employment/appointment may be ended.]*

You should be aware that giving false supporting evidence or failing to disclose information about your change in circumstances relating to your eligible person status may constitute misconduct. Further, should you provide false supporting evidence your employment may be ended.

This may be a difficult time and I encourage you to seek support during this process. Should you require any additional independent support in relation to this matter, the Employee Assistance Program (EAP) offers free, professional and confidential services to support you and your immediate family members through both personal and work-related issues.

The ACT Government has contracted a primary provider for you to contact as follows:

Service	Phone	Website
Converge International	1300 687 327	<a href="http://www.convergeinternational.com.au">www.convergeinternational.com.au</a>

Should you have any questions in relation to this matter, please contact [name] on [phone number] or [email]. I look forward to receiving any further evidence you may wish to provide about your ability to perform the functions of your position.

**Date Issued: 1/10/2021**

**Issued by: WhoG IR&PSE, WCAG, CMTEDD**

Yours sincerely

[name]

[position title]

August 2022

## Attachment 2 – Warning possible loss of WWVP eligibility s30 PSMS

[title] [first name] [surname]  
[agency name]  
[postal address]  
Email:

Dear [title] [surname]

### Notice of your possible loss of eligibility for your position

I am writing because I hold concerns that you are unable to perform the functions of your position as [position title], [business unit], [administrative unit] (position number) as you may no longer be an eligible person.

The *Public Sector Management Act 1994* (PSM Act) requires that to be engaged, appointed or employed in the ACT Public Sector and remain in employment, you must meet the requirements of being an eligible person.

I hold the belief that you no longer meet the requirements of being an eligible person because your Working With Vulnerable People (WWVP) registration has been (suspended/cancelled/surrendered/refused/made conditional - *delete non-applicable reasons*).

[Provide further evidence to demonstrate the employee's reduced capacity to perform the functions of their position e.g. document the duties that are required in the position, assess the relevance of the proportion of duties that cannot be performed]

[If appropriate: In accordance with section 30(b) of the *Public Sector Management Standards 2016* (PSM Standards), I invite you to provide me with evidence that demonstrates that you are still an eligible person for your position. Kindly please provide me this information within fourteen (14) days from the date of this letter and I will review and consider any further evidence provided by you. If further evidence is not provided within this timeframe, or if the evidence you provide does not satisfy me that you are able to perform the functions of your role, you will be deemed to have lost eligibility for your position.]

If you are deemed to be no longer an eligible person for your position [*for an officer*: you will be taken to be ineligible under part 6 of the PSM Act and will go through the redeployment process. *Or for a temporary employee or officer on probation*: your employment/appointment may be ended].

You should be aware that giving false supporting evidence or failing to disclose information about your change in circumstances relating to your eligible person status may constitute misconduct. Further, should you provide false supporting evidence your employment may be ended.

[Optional for officers with suspended registration:

Suspension [with/without] pay

**choose either a warning** - Please note under section 32(2)(a) of the PSM Standards, the head of service can suspend an officer with or without pay until the day the WWVP suspension ends and becomes either unconditionally registered or registered subject to a condition that does not prevent you performing your duties.

**Or activation of suspension** - In accordance with section 32(2)(a) of the PSM Standards, you are suspended (with/without pay - *delete non-applicable option*) until the day the WWVP suspension ends and becomes either unconditionally registered or registered subject to a condition that does not prevent you performing your duties.]

This may be a difficult time and I encourage you to seek support during this process. Should you require any additional independent support in relation to this matter, the Employee Assistance Program (EAP) offers free, professional and confidential services to support you and your immediate family members through both personal and work-related issues.

The ACT Government has contracted a primary provider for you to contact as follows:

<b>Service</b>	<b>Phone</b>	<b>Website</b>
Converge International	1300 687 327	<a href="http://www.convergeinternational.com.au">www.convergeinternational.com.au</a>

Should you have any questions in relation to this matter, please contact [name] on [phone number] or [email]. I look forward to receiving any further evidence you may wish to provide about your ability to perform the functions of your position.

Yours sincerely

[name]  
[position title]

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## Attachment 3 – Loss of eligibility redeployment commencing s122 PSMA

[title] [first name] [surname]  
[agency name]  
[postal address]  
Email:

Dear [title] [surname]

### Loss of eligible person status

I refer to my previous letter dated [date] where I advised you that I held concerns you may no longer be an eligible person for your position.

#### Determination of incapacity

Having reviewed the evidence in relation to your eligibility, in accordance with Part 6, section 122 of the *Public Sector Management Act 1994* (PSM Act), I am satisfied on reasonable grounds that you are ineligible for your position as a [position title], [business unit] [classification, position number]. Under the PSM Act, an officer is ineligible for an office if the officer ceases to be an eligible person for the office.

#### Redeployment

I advise that the redeployment process will now commence under section 122 of the PSM Act. For your reference, I have attached sections 120-124 of the PSM Act which provide information about how this process is applied.

In summary, the director-general (or delegate) must take reasonable steps to find a vacant office that you are eligible for. Eligibility for redeployment will be assessed according to your skills, work experience and capacity to work. You will be provided with further advice about vacant offices within the directorate.

If you do not consent to be transferred into a vacant office or a suitable vacant office cannot be found, your redeployment will be referred to the Head of Service to find a vacant office in the ACT Public Service. At this time, further advice will be provided to you about vacant offices in the ACT Public Service.

If the Head of Service cannot find a suitable vacant office to which you consent to be transferred, the Head of Service must refer your unsuccessful redeployment back to the director-general (or delegate), who will consider a reduction in classification or retirement will be considered under section 123 of the PSM Act.

This may be a difficult time and I encourage you to seek support if you feel you need assistance with this process. Should you require any additional support in relation to this matter, the Employee Assistance Program (EAP) offers free, professional and confidential services to support you and your immediate family members through both personal and work-related issues, including financial counselling, career assistance and vocational counselling.

The ACT Government has contracted a primary provider for you to contact as follows:

Service	Phone	Website
Converge International	1300 687 327	<a href="http://www.convergeinternational.com.au">www.convergeinternational.com.au</a>

If you have any questions in the meantime regarding the redeployment process, please contact [name] on [phone number] or [email].

Yours sincerely

[name]  
[position title]

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**Attachments:**

- Sections 120 – 124 of the *Public Sector Management Act 1994*

## **Attachment 4 – Letter of offer of suitable vacant positions122(2)(b)(i) PSM Act**

[title] [first name] [surname]  
[agency name]  
[postal address]  
Email:

Dear [title] [surname]

### **Letter of Offer – Redeployment under section 122 of the *Public Sector Management Act 1994***

Further to my letter dated [date] advising that the redeployment process under section 122 of the *Public Sector Management Act 1994* (the PSM Act) has commenced as you were deemed to be an ineligible person for your position, I am writing to advise you that a suitable vacant office has been identified for your redeployment. I am pleased to offer you the position of [position title], [business unit], [administrative unit] (position number). This position is offered to you in accordance with section 122(2)(b)(i) of the PSM Act.

I have attached a position description for your consideration. The position description provides an overview of the position including a description of your role and responsibilities. For further information about this position, please contact [name] on [phone] or [email].

Pursuant to section 122(2)(b)(ii) of the PSM Act, if you accept this offer, arrangements will be made to transfer you to the vacant office. If you choose to decline this offer, your redeployment will be referred to the Head of Service for consideration in accordance with section 122(3) of the PSM Act.

I note that under section 23 of the Public Sector Management Standards 2016, you may, at any time, ask the head of service, in writing, to reduce your classification by:

- a) transferring you to an office with a lower classification; or
- b) declaring you to be an unattached officer with a lower classification.

Please advise me in writing whether you agree to transfer into the position of [position title], [business unit] (position number) no later than [DATE].

Should you require any further information, please contact me on (02) \_\_\_\_\_ or email \_\_\_\_\_.

Yours sincerely

[name]  
[Position]

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### **Attachments:**

- Position description



## Attachment 5 – Confirmation of transfer s122(2)(b)(ii) PSM Act

[title] [first name] [surname]  
[agency name]  
[postal address]  
Email:

Dear [title] [surname]

### **Transfer to vacant office – Redeployment under section 122 of the *Public Sector Management Act 1994***

I refer to your letter/email dated [date] in relation to the offer to transfer you into the position of [position title], [business unit], [administrative unit] (position number) in accordance with section 122(2)(b)(i) the *Public Sector Management Act 1994* (the PSM Act).

I am pleased that you have accepted the offer to be transferred into this position.

An **Instrument of Permanent Transfer** will shortly be processed in accordance with section 122(2)(b)(ii) of the PSM Act.

Please contact [name] on [phone] or [email] to confirm the commencement date of the transfer and to make the necessary arrangements for starting your new position.

I would like to confirm that this is the end of the redeployment process. I wish you well in your new position.

Should you require any further information, please contact me on (02) \_\_\_\_\_ or email \_\_\_\_\_.

Yours sincerely

[name]  
[position title]

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## Attachment 6 – letter to officer referring redeployment to HoS s122(2)(b)(iii) or 122(2)(c)

[title] [first name] [surname]  
[agency name]  
[postal address]  
Email:

Dear [title] [surname]

### Redeployment under section 122 of the *Public Sector Management Act 1994*

I am writing to you in relation to the redeployment process under section 122 of the *Public Sector Management Act 1994* (PSM Act) and the offer to transfer you into a suitable position in accordance with section 122(2)(b)(i) of the PSM Act. I note your reply dated [date] advising that you do not accept the offer to transfer into the recent position of [position title], [business unit], [administrative unit] (position number).

OR

I am writing to you in relation to the redeployment process under section 122 of the *Public Sector Management Act 1994* (PSM Act).

Under section 122(2) of the PSM Act, the Director-General (or delegate) is required to take reasonable steps to find a vacant office that you are eligible for. Unfortunately, the Director-General (or delegate) has not been able to find a suitable vacant position for you in the directorate.

As a result, under section [122(2)(b)(iii) or 122(2)(c)] I will be referring your proposed redeployment to the Head of Service for consideration in accordance with section 122(3) of the PSM Act. Under this provision, the Head of Service is required to take reasonable steps to identify a vacant office in the ACT Public Service that you are eligible for.

I note that under section 23 of the Public Sector Management Standards 2016, you may, at any time, ask the head of service, in writing, to reduce your classification by:

- a) transferring you to an office with a lower classification; or
- b) declaring you to be an unattached officer with a lower classification.

I understand this continues to be a difficult time. Should you require any support in relation to this matter, the Employee Assistance Program (EAP) offers free, professional and confidential services to support you and your immediate family members through both personal and work-related issues, including financial counselling, career assistance and vocational counselling.

The ACT Government has contracted a primary provider for you to contact as follows:

Service	Phone	Website
Converge International	1300 687 327	<a href="http://www.convergeinternational.com.au">www.convergeinternational.com.au</a>

If you have any questions in relation to this process under the PSM Act, please contact [name] on [phone number] or [email].

Yours sincerely

[name]

[Position]

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## Attachment 7 – Seeking comments from officer s123(2)(a)(i) PSM Act

[title] [first name] [surname]

[agency name]

[postal address]

Email:

Dear [title] [surname]

I refer to previous advice that the Head of Service has referred your unsuccessful redeployment under section 122 of the *Public Sector Management Act 1994* (PSM Act) back to the director-general (or delegate).

The next stage of the process is that a reduction in classification, unattachment or retirement will now be considered in accordance with section 123 of the PSM Act. I have attached section 123 of the PSM Act for your information.

Under section 123, the Director-General (or delegate) may:

- a) reduce your classification by:
  - (i) transferring you to an office with a lower classification; or
  - (ii) declare, in consultation with the Head of Service, you to be an unattached officer of a lower classification; or
- b) retire you from the ACT Public Service.

I note that division 5.9 of the PSM Act deals with unattached officers. Unattachment is an internal process which severs the link between you and a particular position, but your employment relationship remains in place. If you are declared an unattached officer, you can choose to take any paid leave entitlements or alternatively take unpaid leave.

Under section 31 of the *Public Sector Management Standards 2016*, you may make a written request that the Head of Service retire you from the ACT Public Service.

To assist me with consideration of this matter, I am seeking your comments and any further information you may wish to provide in relation to the proposed options under section 123 of the PSM Act.

The Employee Assistance Program (EAP) remains available to you to provide free, professional and confidential services to support you and your immediate family members through both personal and work-related issues, including financial counselling, career assistance and vocational counselling.

I ask that you kindly please provide me with your comments in writing within fourteen (14) days of the date of this letter.

Should you require any further information in relation to this matter, please contact [name] on (02) \_\_\_\_\_ or email \_\_\_\_\_.

Yours sincerely

[name]

[position title]

August 2022

### Attachments:

- Section 123 of the *Public Sector Management Act 1994*

Date Issued: 1/10/2021

Issued by: WhoG IR&PSE, WCAG, CMTEDD



## **Section 123 *Public Sector Management Act 1994 (ACT)***

### **123 Reduction in classification or retirement**

- (1) This section applies to an officer whose unsuccessful redeployment is referred to the director-general under section 122 (4).
- (2) The director-general may, with written notice to the officer—
  - (a) reduce the officer's classification by—
    - (i) transferring the officer to an office with a lower classification; or
    - (ii) declaring, in consultation with the head of service, the officer to be an unattached officer of a lower classification; or
  - (b) retire the officer from the service.
- (3) A decision under subsection (2) is an appellable decision.
- (4) If the officer agrees to a reduction in classification or retirement, the date of effect of the action is—
  - (a) for an incapacitated officer—a day agreed, in writing, between the officer and the director-general; or
  - (b) for an ineligible or an excess officer—any day after the day the notice was given that is agreed, in writing, between the officer and the director-general.
- (5) If the officer does not agree to a reduction in classification or retirement, the date of effect of the action is—
  - (a) if an industrial instrument applies to the officer and states a retention period for the circumstances—the day after the end of the retention period; or
  - (b) if paragraph (a) does not apply—the latest of the following:
    - (i) the day stated in the notice;
    - (ii) the day 1 month after the day the notice was given to the officer;
    - (iii) if the officer appeals, but then withdraws the appeal—the day the appeal is withdrawn;
    - (iv) if the officer appeals and the appeal upholds the giving of the notice—the day the appeal is decided.

## Attachment 8 – Transfer and reduction of classification s123(2)(a)(i) PSM Act

[title] [first name] [surname]

[agency name]

[postal address]

Email:

Dear [title] [surname]

As you would be aware, the Head of Service has referred your unsuccessful redeployment under section 122 of the *Public Sector Management Act 1994* (the PSM Act) back to the Director-General (or delegate).

I refer to my letter on [date] seeking your comments in relation to the options available under section 123 of the PSM Act. I have considered the comments you provided in your letter dated [date] together with information relating to the steps that have been taken to redeploy you. **Please find attached an outline of the attempts made to redeploy you under section 122.**

Having considered all relevant information and your circumstances, I have decided that your classification will be reduced to [insert classification], in accordance with section 123(2)(a)(i) of the PSM Act.

A suitable vacant office has been/will be identified with a lower classification that is consistent with your skill set and work experience. *If applicable:* I am pleased to advise that you will be transferred into the position of [position title and classification], [business unit], [administrative unit] (position number).

I have attached a position description for your reference. The position description provides an overview of the position including a description of your role and responsibilities. For further information about this position, please contact [name] on [phone] or [email].

Please contact [name] on [phone] or [email] to make the necessary arrangements for the commencement of your new position.

I advise that this decision is appealable under section 123(3) of the PSM Act. This means that you may apply to the ACT Civil and Administrative Tribunal for a review of the decision.

Further, you may make a written request that the Head of Service retire you from the ACT Public Service under section 31 of the *Public Sector Management Standards 2016*.

If you agree to this reduction in classification, the arrangement will take effect on **[a day agreed, in writing, between the officer and the director-general]**

I advise that if you choose not to agree to a reduction in classification, the arrangement will take effect on the latest of the following:

- the day stated in this notice;
- the day 1 month after the day this notice was given to you;
- if you appeal the decision and withdraw the appeal, the day after the appeal is withdrawn; or
- if you appeal the decision and the appeal upholds the giving of the notice, the day the appeal is decided.

Should you require any additional support in relation to this matter, the Employee Assistance Program (EAP) can provide you with free, professional and confidential services to support you and your immediate family members through both personal and work-related issues.

The ACT Government has contracted a primary provider for you to contact as follows:

Service	Phone	Website
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Converge International	1300 687 327	<a href="http://www.convergeinternational.com.au">www.convergeinternational.com.au</a>
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Please advise me in writing by [date] whether you agree to the reduction in classification and transfer into the above position. Should you require any further information in relation to this matter, please contact me on (02) \_\_\_\_\_ or email \_\_\_\_\_.

I look forward to hearing from you.

Yours sincerely

[name]

[position title]

August 2022

**Attachments:**

- Outline of the attempts made to redeploy Officer under section 122
- Position description



## **Attachment 9 – Confirmation of transfer and reduction of classification s123(2)(a)(i) PSM Act**

[title] [first name] [surname]

[agency name]

[postal address]

Email:

Dear [title] [surname]

### **Reduction in classification – Redeployment under section 122 of the *Public Sector Management Act 1994***

I refer to your letter/email dated [date] in relation to the decision to reduce your classification and transfer you into the position of [position title], [business unit], [administrative unit] (position number) in accordance with section 123(2)(i) of the PSM Act.

I am pleased that you have consented to be transferred into this position.

An **Instrument of Permanent Transfer** will shortly be processed in accordance with section 123(2)(a)(i) of the PSM Act.

Please contact [name] on [phone] or [email] to confirm the commencement date of the transfer and to make the necessary arrangements for starting your new position.

I would like to confirm that this is the end of the redeployment process. I wish you well in your new position.

Should you require any further information, please contact me on (02) \_\_\_\_\_ or email \_\_\_\_\_.

Yours sincerely

[name]

[position title]

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## Attachment 10 – Unattached and reduction of classification s123(2)(a)(ii) PSM Act

[title] [first name] [surname]

[agency name]

[postal address]

Email:

Dear [title] [surname]

As you are aware, the Head of Service has referred your unsuccessful redeployment under section 122 of the *Public Sector Management Act 1994* (the PSM Act) back to the Director-General (or delegate).

I refer to my letter on [date] seeking your comments in relation to the options available under section 123 of the PSM Act. I have considered the comments you provided in your letter dated [date] together with information relating to the steps that have been taken to redeploy you. **Please find attached an outline of the attempts made to redeploy you under section 122.**

Having considered all relevant information and your circumstances, and in consultation with the Head of Service, I have decided to provide you notice that in accordance with section 123(2)(a)(ii) of the PSM Act, I declare you to be an unattached officer at the lower classification of [insert classification]. An unattached officer is an officer who does not hold an office. For administrative purposes, the unattached position number will be [insert number] and you will become an unattached officer on [date].

Unattachment is an internal process which severs the link between you and a particular position, but the employment relationship remains in place. You will perform duties at a lower classification (consistent with your skill set) and will be paid at the applicable lower classification rate. You continue to have the option to access your paid leave entitlements or alternatively take unpaid leave.

Section 123(3) of the PSM Act provides that this decision is appealable. This means that you may apply to the ACT Civil and Administrative Tribunal for a review of the decision.

Further, under section 31 of the *Public Sector Management Standards 2016*, you may request, in writing, that the Head of Service retire you from the ACT Public Service.

[The next step in the process is that a suitable vacant office will be identified with a lower classification that is consistent with your skill set and work experience. **Provide further information on this process.**

OR

A suitable vacant office has been identified with a lower classification that is consistent with your skill set and work experience. I am pleased to advise that you will be transferred into the position of [position title and classification], [business unit], [administrative unit] (position number).]

Should you require any additional support in relation to this matter, the Employee Assistance Program (EAP) remains available to provide you with free, professional and confidential services to support you and your immediate family members through both personal and work-related issues.

The ACT Government has contracted a primary provider for you to contact as follows:

Service	Phone	Website
Converge International	1300 687 327	<a href="http://www.convergeinternational.com.au">www.convergeinternational.com.au</a>

Should you require any further information, please contact me on (02) \_\_\_\_\_ or email \_\_\_\_\_.

Yours sincerely

[name]

[position title]

August 2022

**Attachments:**

- Outline of the attempts made to redeploy Officer under section 122

## Attachment 11 – Retirement s123(2)(b) PSM Act

[title] [first name] [surname]  
[agency name]  
[postal address]  
Email:

Dear [title] [surname]

As you would be aware, the Head of Service has referred your unsuccessful redeployment under section 122 of the *Public Sector Management Act 1994* (PSM Act) back to the Director-General (or delegate).

I refer to my letter on [date] seeking your comments in relation to the options available under section 123 of the PSM Act. I have considered the comments you provided in your letter dated [date] together with information relating to the steps that have been taken to redeploy you. **Please find attached an outline of the attempts made to redeploy you under section 122.**

Having considered all relevant information and your circumstances, I have decided to retire you from the ACT Public Service in accordance with section 123(2)(b) of the PSM Act.

**[Outline reasons for retirement – required under s42 PSM Standards]**

Section 123(3) of the PSM Act provides that this decision is appealable. This means that you may apply to the ACT Civil and Administrative Tribunal for a review of the decision.

If you agree to retirement, the arrangement will take effect on a date agreed in writing between us.

If you choose not to agree to retirement, under section 123(5) of the PSM Act, the arrangement will take effect on the day one (1) month after the day this notice was provided to you, unless you choose to appeal this decision.

Should you require any additional support in relation to this matter, the Employee Assistance Program (EAP) can provide you with free, professional and confidential services to support you and your immediate family members through both personal and work-related issues.

The ACT Government has contracted a primary provider for you to contact as follows:

Service	Phone	Website
Converge International	1300 687 327	<a href="http://www.convergeinternational.com.au">www.convergeinternational.com.au</a>

I ask that you please advise me in writing whether you agree to being retired from the ACT Public Service by [DATE].

Should you require any further information, please contact me on (02) \_\_\_\_\_ or email \_\_\_\_\_.

I would like to take this opportunity to thank you for the contribution you have made to the ACT Public Service and the ACT community. I wish you well for the future.

Yours sincerely

[name]  
[position title]

August 2022

**Attachments:**

- Outline of the attempts made to redeploy Officer under section 122