

## Sir Roland Wilson Foundation – 2021 SRW Pat Turner Scholarship

In 2018, partnering with the Australian Public Service (APS), the Sir Roland Wilson (SRW) Foundation has established the SRW Pat Turner Scholarship for Indigenous APS employees at the APS4 to Senior Executive Service (SES) Band 1 levels. This scholarship program offers up to six postgraduate scholarships per year, at either The Australian National University (ANU) or Charles Darwin University (CDU), for any approved postgraduate course of study, including a Doctor of Philosophy (PhD) or Master of Philosophy (MPhil). Indigenous employees are encouraged to apply for either of the Foundation's scholarship programs.

### 1. Eligibility criteria

To be eligible for the SRW Pat Turner Scholarship, applicants must:

- be a substantive APS 4 to SES Band 1 level employee;
- have at least three years' service in APS; and
- have been admitted to a postgraduate coursework or Higher Degree Research (HDR) program at the ANU and CDU.

### 2. Scholarship program selection process overview

Agencies are responsible for communicating the scholarship opportunity to eligible employees and their APS supervisors.

#### Stage 1 – ANU and CDU Application

- Interested candidates must apply for admission into an ANU or CDU postgraduate or HDR program
- *For HDR Applications:* Develop research proposal - The research topic should be of national significance, and strategic importance or immediate relevance to specific agencies, or the APS more broadly
- *For HDR Applications:* Identify and contact an academic supervisor
- Notify the SRW Foundation of your intention to apply for the scholarship

#### Stage 2 – Agency Internal Selection Process

Upon receiving a letter of offer, candidates should apply through their agency process.

#### Stage 3 – SRW Scholarship Selection Process

Agency supported nominations will be received by the SRW Foundation and the scholarship selection process will commence. Shortlisted candidates will be invited to interviews in Canberra.

#### Stage 4 - Outcomes

Successful candidates will be offered a SRW Pat Turner scholarship to commence in February 2021.

### **3. Internal selection process**

Each agency is responsible for the internal selection of candidates who meet the selection guidelines. Agencies are required to nominate a selection panel to identify candidates to be put forward to the SRW scholarship selection panel for shortlisting. Agency selection panels should include at least one Senior Executive Service (SES) member.

Agencies should consider the following when selecting applicants for shortlisting:

- Applicants must have outstanding potential for senior leadership in the APS generally and/or for specialised professional or technical leadership in their field
- Applicants must have a record of high performance and be considered in the top 5% of their cohort
- Applicants must have been accepted into an approved postgraduate or HDR program at ANU or CDU.

### **4. Scholarship duration**

Scholarships are for one to three years. In accordance university guidelines, scholars studying a PhD program may request an extension of up to 12 months; however, they must also apply for agency approval.

### **5. Number of scholarships awarded**

Up to six scholarships will be available to commence study in 2021.

### **6. Administrative arrangements**

Scholars and their agency enter into a Deed of Agreement stipulating the conditions under which the scholarship will proceed (see [Appendix B](#) and [Appendix C](#))

Scholars are paid their normal salary by their agency. Taxation, superannuation and other employment conditions continue to apply (as per the Deed of Agreement). The Australian Public Service Commission (APSC) provides advice regarding the Deeds of Agreement to scholars' agencies. SRW Pat Turner scholarships are awarded in accordance with ANU or CDU Conditions of Award.

### **7. International study program**

PhD scholarship holders have access to a travel stipend of up to \$40,000 (funded by the SRW Foundation) and are expected to complete international travel during the course of their studies.

### **8. APS Mentoring program**

It is expected that scholars will be provided with an SES Band 3 mentor from within their agency for the duration of their studies. Mentors play a significant role in ensuring scholars' work contributes to their agency and the wider APS. They also play a role in keeping scholars connected to their agency during their scholarship and might facilitate access to appropriate development and career advancement opportunities during and after their studies.

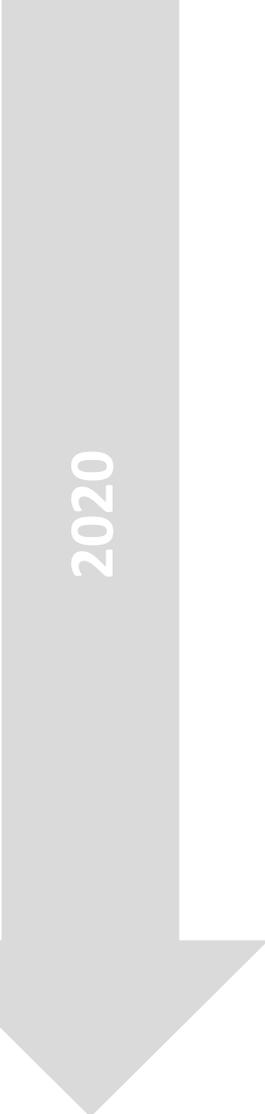
## 9. Application process timelines



2019

### October (2019)

- Info sessions at ANU and at agencies
- **Applications open:** Prospective scholars to apply for Semester 1, 2021 intake, if available. If unavailable, apply for Semester 2, 2020 intake and defer enrolment.



2020

### March (2020)

- **15 March:** HDR (MPhil and PhD) applications close  
Prospective scholars must have submitted their complete HDR application and provide their application number to [srw.foundation@anu.edu.au](mailto:srw.foundation@anu.edu.au)

### May

- **15 May:** Postgraduate coursework application deadline
- **31 May:** SRW Foundation to inform agencies of successful prospective scholars and programs

### May - July

- Internal agency selection processes commence

### July

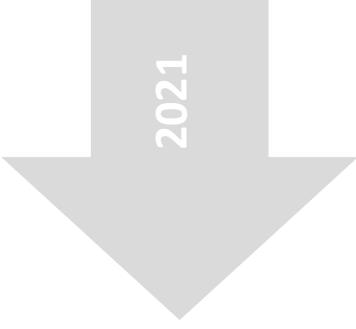
- **15 July:** Supported agency nominations due to the SRW Foundation
- Nominations put forward to the SRW selection panel

### August

- SRW selection panel to shortlist scholarship candidates
- Selection interviews take place in Canberra
- Candidates and agencies are notified of the outcomes

### November

- 2021 Scholar orientation



2021

### February (2021)

- Commencement of studies and scholarship program

## 10. Applying for a postgraduate program at ANU

ANU postgraduate coursework programs include Master Degrees, along with a range of Graduate Certificates and Graduate Diplomas. Some coursework programs may involve a research component or large project. Please refer to the [Programs and Courses](#) page for further information.

Submit your postgraduate program application through the [Universities Admissions Centre \(UAC\)](#). Applications generally take between 4-6 weeks to assess.

The following programs are not available through UAC and a direct application to ANU needs to be submitted:

Master of Legal Practice – [Apply here](#)

All Crawford School of Public Policy programs – [Apply here](#)

Master of Science Communication Outreach – [Apply here](#)

## 11. Applying for a postgraduate program at CDU

CDU postgraduate coursework programs include Master Degrees, along with a range of Graduate Certificates and Graduate Diplomas. Some coursework programs may involve a research component or large project. Please refer to the [Study with CDU](#) page for further information.

Submit your postgraduate application through the [South Australian Tertiary Admissions Centre \(SATAC\)](#).

## 12. Developing a Research Proposal (PhD and MPhil applicants)

You are strongly encouraged to discuss your proposed research project with your APS supervisor, SES and any other relevant APS employees before applying.

Your research proposal will not only be crucial to receive a place in a PhD or MPhil program, but will also be used as an indicator to assess the quality and originality of your ideas, your skills in critical thinking and the feasibility of the project. It will also be used to determine whether the project is of national significance, and relevant to the APS.

Your research proposal should be viewed as a starting point for your PhD or MPhil project. In your first year of candidature you will develop a refined research proposal through detailed literature reviews, coursework, and supervisory input.

Please find some initial guidance about writing an ANU research proposal here:

<https://www.anu.edu.au/students/academic-skills/research-writing/research-proposals>

Information on CDU PhD applications is available here:

<https://www.cdu.edu.au/research/ori/prospective-students>

## 13. Research Topics (PhD and MPhil applicants)

Your research topic should be of national significance and strategic importance or immediate relevance to specific agencies, or the APS more broadly.

For ideas, please consult the following:

- APS Research Priorities 2017 (see [Appendix A](#))
- Visit [science.gov.au](http://science.gov.au) for an outline of Australia's strategic science and research priorities
- Please also consult your agency for information on their priorities.

## 14. Choosing an ANU academic supervisor (PhD and MPhil applicants)

Once you have decided on your research topic, you will need to identify a potential supervisor using the ANU Researcher Database.

The ANU has seven academic Colleges, which you may also wish to contact directly:

- ANU College of Asia and the Pacific
- ANU College of Arts and Social Sciences
- ANU College of Business and Economics
- ANU College of Engineering and Computer Science
- ANU College of Law
- ANU College of Health and Medicine
- ANU College of Science

Follow the College instructions in order to make contact with potential supervisors. Please see each Colleges' website for the best way to contact potential supervisors.

It is possible there may be a number of academics at ANU who have similar research interests, but they are located in different Colleges. It is important to discuss with these academics where they think your project would be best supervised.

## 15. Choosing a CDU academic supervisor (PhD and MPhil applicants)

All CDU HDR candidates will need a panel of three supervisors, however your focus should be on finding a principal supervisor to guide you through your candidature.

There are some projects and supervisors advertised on our [HDR landing page](#). This list does not include everything available and you may need to do some investigation to see whether there are researchers available in your preferred field of research. The CDU [Researcher Portal](#) can help direct you to other areas that our researchers are working in. Each staff profile also indicates if the researcher is listed on our supervisor register and is eligible to supervise a HDR.

Email CDU HDR inquiries to [hdrsupport@cdu.edu.au](mailto:hdrsupport@cdu.edu.au)

## 16. Flexible Arrangements

If you are interested in the scholarship program, but think that you may require flexible arrangements, please contact [srw.foundation@anu.edu.au](mailto:srw.foundation@anu.edu.au) to discuss.

## 17. Roles and Responsibilities

A number of partners support the SRW Foundation scholarships. These include:

APS agencies

- advertise the program and information sessions to employees within the agency
- develop and conduct an internal selection process
- provide the SRW Foundation a maximum of three candidates per scholarship
- provide support to candidates to assist in the preparation of the application and interview process (e.g. interview training)
- provide financial support to candidates (as per Deed of Agreement)
- ensure successful candidates receive case management support for their careers, and oversee reintegration to their agencies on completion of their studies
- provide successful candidates with access, office space or other support as needed
- assist successful candidates to identify an SES mentor.

## Scholarship recipients

- will complete an international study program as agreed with their academic supervisor and the Foundation
- will attend SRW Foundation events when appropriate
- will fulfil their return to service obligation as outlined in their Deed of Agreement with the APS. Where possible, candidates will return to their home agency on completion of the program. However candidates can also complete their return to service obligation in a different agency. Scholars are encouraged to discuss their return to service with their agency and mentor 12 months prior to completion.

## Mentors

Mentors play an important role connecting the scholar and their work with their agency and the wider APS. Mentors support scholars to access appropriate development and career advancement opportunities during and after their studies. Mentors will:

- be a member of the SES (ideally an SES Band 3)
- act as the scholar's champion in their agency, including:
  - maintain regular contact with the scholar, including arranging for presentations by the scholar of their work to the appropriate audience; inviting scholars to important events in your agency; and holding regular mentoring meetings
  - attend mentor meetings and/or events hosted by the SRW Foundation
  - ensure scholars have access to career advice, particularly during the last year of their studies
  - support the scholar's reintegration with their agency or APS.

## The SRW Foundation

- coordinates the selection process and confirms applicants' academic credentials
- assists with the development of key research areas
- manages the overseas travel component of the program
- coordinates and facilitates contacts with ANU and other academic bodies to support the program's operations and outcomes
- assists to coordinate supervisors at ANU where required
- provides care and support to scholars and maintains links with Alumni network
- monitors and tracks scholarship holders and conducts end of cycle reviews of the program's operations, costs and outcomes
- provides annual reports to ANU Council and the SRW Board.

## The SRW Foundation Board

- participates in the scholarship selection process
- provides support to candidates through professional networks
- regularly monitors scholar progress
- oversees the management, functions and activities of the Foundation.

## The Australian Public Service Commission

- coordinates and facilitates APS support of the program
- helps agencies to establish mentoring and other support arrangements
- facilitates engagement between scholars and senior agency representatives
- assists with the evaluation of scholarships and the program
- provides advice on Deed of Agreements between scholars and agencies.

## 18. Key Contacts

### Sir Roland Wilson Foundation Secretariat

Foundation Manager: Dr Fiona Scotney, T 02 6125 4938

Email enquiries:

E [srw.foundation@anu.edu.au](mailto:srw.foundation@anu.edu.au)

W <https://srwfoundation.anu.edu.au/>

Connect on Social Media:



SRW Foundation



@SRW\_ANU



The Sir Roland Wilson Foundation

### ANU HDR Admissions

E [hdr.admissions@anu.edu.au](mailto:hdr.admissions@anu.edu.au)

W [Admissions Pre-candidature](#)

T 02 6125 7166

### ANU Research Training

W [HDR Candidates Research Training](#)

### CDU HDR Admissions

E [hdrsupport@cdu.edu.au](mailto:hdrsupport@cdu.edu.au)

W [Perspective research students](#)

T 1800 061 963

### ANU Domestic Admissions (coursework)

E [domestic.admissions@anu.edu.au](mailto:domestic.admissions@anu.edu.au)

T 02 6125 5595

### CDU Domestic Admissions (postgraduate coursework)

W [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au)

T 1800 061 963

### Australian Public Service Commission

T 02 6202 3933

E [development@apsc.gov.au](mailto:development@apsc.gov.au)

W [APSC Development](#)

## Appendix A

### Australian Public Service research priorities

These research priorities were developed in consultation with APS Portfolio Secretaries during 2016-2017. They are intended as a guide for applicants and agencies, however it is recognised that some agencies may have their own research priorities which do not align closely with any of the priorities listed below.

#### 1. Global challenges, domestic implications

The World Economic Forum 'Global Risks Report 2017'<sup>1</sup> identifies key challenges facing the world that also are impacting on and reflected in national social, political and economic trends. Research focused on understanding, predicting and analysing changes at the global and domestic levels will support the APS to identify effective policy options and responses and improve preparedness.

#### 2. Social cohesion

Social cohesion is 'the willingness of members of a society to cooperate with each other in order to survive and prosper'. Research into the development and maintenance of social cohesion could include the optimal economic settings for a cohesive society, the impact of demographic change on cohesion within and between communities, and the application of public policy levers to influence social attachment.

#### 3. Intergenerational disadvantage

Intergenerational disadvantage is unlikely to be solved through short-term interventions. Research into intergenerational disadvantage will enable the APS to design interventions to reduce it. This research might include the conditions under which intergenerational disadvantage is perpetuated, and those which enable individuals, families or communities to break the cycle.

#### 4. Institutions and governance

It is crucial that Australia has the most appropriate governance institutions for the 21<sup>st</sup> century. In a period characterised by increasing connectivity and digitization, what is the optimal structure of Australia's governance institutions? Trust in institutions and the future of the Westphalian system are possible research topics.

#### 5. Data and technology

The availability and use of data as well as the positive and negative impacts of technological advancement pose significant questions for the APS. Research could include the interaction between data and citizen privacy, data and national security, and the use of data to influence social change.

#### 6. Future of work and what this means for the APS

Supporting Australia to thrive as the world undergoes the 'fourth industrial revolution' is a key role for the APS. The future of work and its implications for Australia and the APS are important areas of research. Possible research could include the capacity of institutions to accommodate change, labour substitution versus labour supplementation, and the impact of new forms of work on the structure and hierarchy of organisations.

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<sup>1</sup> World Economic Forum Insights Report 'The Global Risks Report 2017 12<sup>th</sup> Edition'  
<http://reports.weforum.org/global-risks-2017/>

## Appendix B

### Deed of Agreement

^insert date^

^insert scholarship recipient's name and address^

Dear ^insert^

#### The Pat Turner PhD Scholarship - Deed of Agreement

1. The Australian Public Service Commission (**APSC**) and the Sir Roland Wilson Foundation are pleased to offer you a scholarship to undertake postgraduate studies at the Australian National University (**ANU**) or Charles Darwin University (**CDU**) (the **Scholarship**).
2. The aim of the Scholarship is to support high-performing Indigenous Australian Public Service employees for three years. You will receive financial assistance equivalent to your current salary which is paid by ^insert name of employing agency^ (**Agency**). In addition of this financial assistance, you will also receive an additional stipend to conduct a component of your research overseas.
3. The assistance granted is conditional on your future contribution to the Australian Public Service. You will be provided with assistance via the Scholarship according to the terms and conditions set out below which you agree to comply with.
4. Details of study and assistance:

|                                       |   |
|---------------------------------------|---|
| <b>Name of qualification</b>          | PhD   |
| <b>Area of study</b>                  | ^insert area of study^  |
| <b>Period of study</b>                | Date Commenced:<br>Expected Date of Completion:   |
| <b>Name of study institution</b>      | ^insert name of institution^  |
| <b>Amount of Financial Assistance</b> | An amount of \$^insert amount^ from ^insert name of employing agency^. “<br><br>An additional amount of up to \$40000 stipend to undertake an international component to your PhD provided by the Sir Roland Wilson Foundation. |

5. Payment of the Financial Assistance will commence when the Agency receives proof of your enrolment at your chosen university in the chosen area of study as set out in paragraph 4. Payment will be made in the instalments and at the times determined by the Agency and agreed with you.

6. Payment of the Financial Assistance will cease at the end of the of the three year period or, in the event that you discontinue your study, on and from the date on which you discontinue your study.
7. You may, before the end of the three year period, negotiate with the Agency for an additional year within which to complete your PhD. The Agency may, in its sole discretion:
  - agree to an extension for an additional year
  - agree to pay an additional amount of Financial Assistance (the amount of which is to be determined by the Agency) during the extension period.
8. The extension will not take effect until a variation to this deed setting out a renegotiated date of return to employment and additional Financial Assistance (if any) is duly executed and annexed to this deed.
9. Payment of Financial Assistance will be made directly into the bank account into which remuneration from your Commonwealth employment is currently paid, unless you advise the Agency of an alternative bank account. This type of Financial Assistance is generally a taxable allowance. You are advised to seek advice from the Australian Taxation Office or an independent taxation adviser regarding your personal taxation arrangements.
10. The payment of Financial Assistance is conditional. You agree to repay to the Agency the full amount of Financial Assistance paid to you less any amounts contributed by the Sir Roland Wilson Foundation in the following circumstances:
  - You complete your study but you do not return to employment with the Australian Public Service on the date specified by your employing Agency (or on an alternative date agreed in writing by the Agency); or
  - You fail, are unenrolled or otherwise discontinue your study (in which case you must notify the Agency of such an event immediately) and you do not return to employment with the Australian Public Service immediately (or on an alternative date agreed in writing by the Agency).
11. If you return to employment with the Australian Public Service on the date specified (or an alternative date agreed in writing by the Agency) but you leave your employment with the Australian Public Service for any reason, including dismissal by an agency (except by machinery of government change or where that agency declares your position to be excess to requirements) before the end of the period (commencing on your return to work) that is equal in length to the period of the Financial Assistance provided to you, you agree to repay to the Agency on a pro-rata basis the amount of Financial Assistance paid to you less any amounts contributed by the Sir Roland Wilson Foundation.
12. In determining the pro-rata repayment, the Agency will base its calculation on the number of working days you return to work for the Agency (including days on which you were on authorised leave) and the number of working days during the period in which you were provided Financial Assistance by the Agency.
13. In making repayments to the Agency, you agree to commence repayment within 30 days of being provided with a notice by the Agency setting out the amount of the repayment. You must make the repayments according to the repayment schedule and in the instalments set out in the notice. You may make full repayment of any remaining amount of Financial Assistance at any time in advance of when that amount would otherwise be due under the repayment schedule.

14. The repayment schedule will require that full payment of the outstanding amount be made by you within a period equivalent to the period in which the Financial Assistance was paid to you. The Agency may specify a shorter repayment period:
  - on your request; or
  - if the circumstances of the assistance actually provided to you would make a shorter repayment period equitable considering the interests of both parties.
15. You agree that, except where contrary to law, the Agency may deduct any amounts repayable by you under this deed from any final money (including unpaid salary, leave entitlements and any other benefits) owing to you in connection with your cessation of employment with the Agency.
16. If you fail to pay an instalment of the repayment within 7 days of that instalment becoming due, the Agency may forward you a notice requiring immediate payment of the instalment. If you fail again to pay that instalment within 10 days of the date on the notice, the whole of the remaining amount of the repayment will become immediately due. Interest will be levied from that date on the outstanding amount of the repayment at the Australian Taxation Office statutory interest rate until the outstanding repayment amount is discharged.
17. In extraordinary or compassionate circumstances, an Agency may, at its sole discretion, agree to waive all or part of the repayment required under this deed and/or extend the period for repayment.
18. The Agency strongly advises you to seek appropriate, independent and qualified financial, taxation and legal advice before entering into this deed so that you are fully aware of the implications of signing this deed and your obligations under it.
19. If you agree to the terms contained in this deed, please sign and complete the Recipient declaration below and return this signed deed to the Agency at **^insert contact details^**. Retain the attached duplicate of this deed for your records.

Yours sincerely

**^Insert relevant address block^**

**Recipient declaration**

I have sought or have had the opportunity to seek relevant professional financial, taxation and legal advice on the implications of entering into this deed. I agree to be legally bound by the terms and conditions set out in the paragraphs of this deed.

**Signed, Sealed and Delivered by <sup>^</sup>Insert Full Name of Employee<sup>^</sup> as a deed poll in favour of the Commonwealth as represented by the <sup>^</sup>insert name of employing agency<sup>^</sup>:**

Signature: \_\_\_\_\_  
Signature of Recipient

Address for Notices: \_\_\_\_\_

\_\_\_\_\_  
Insert Recipient's Address for Notices

Witnessed by: \_\_\_\_\_  
Insert Name of Witness

Signature \_\_\_\_\_  
Signature of Witness

Address of Witness \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Appendix C

Deed of Agreement

^insert date^

^insert scholarship recipient's name and address^

Dear ^insert^

### The Pat Turner Scholarship - Deed of Agreement

20. The Australian Public Service Commission (**APSC**) and the Sir Roland Wilson Foundation are pleased to offer you a scholarship to undertake postgraduate studies at the Australian National University (**ANU**) or Charles Darwin University (**CDU**) (the **Scholarship**).
21. The aim of the Scholarship is to support high-performing Indigenous Australian Public Service employees for the duration of their study. You will receive financial assistance equivalent to your current salary which is contributed by ^insert name of employing agency^ (**Agency**). In addition of this financial assistance, if you are studying a PhD you will also receive an additional stipend to conduct a component of your research overseas.
22. The assistance granted is conditional on your future contribution to the Australian Public Service. You will be provided with assistance via the Scholarship according to the terms and conditions set out below which you agree to comply with.
23. Details of study and assistance:

|                                       |  |
|---------------------------------------|--|
| <b>Name of qualification</b>          | ^insert qualification^   |
| <b>Area of study</b>                  | ^insert area of study^   |
| <b>Period of study</b>                | Date Commenced:<br>Expected Date of Completion:                        |
| <b>Name of study institution</b>      | ^insert name of institution^   |
| <b>Amount of Financial Assistance</b> | An amount of \$^insert amount^ from ^insert name of employing agency^. |

24. Payment of the Financial Assistance will commence when the Agency receives proof of your enrolment at your chosen university in the chosen area of study as set out in paragraph 4. Payment will be made in the instalments and at the times determined by the Agency and agreed with you.
25. Payment of the Financial Assistance will cease at the end of the study period or, in the event that you discontinue your study, on and from the date on which you discontinue your study.
26. Payment of Financial Assistance will be made directly into the bank account into which remuneration from your Commonwealth employment is currently paid, unless you advise the Agency of an alternative bank account. This type of Financial Assistance is generally a taxable

allowance. You are advised to seek advice from the Australian Taxation Office or an independent taxation adviser regarding your personal taxation arrangements.

27. The payment of Financial Assistance is conditional. You agree to repay to the Agency the full amount of Financial Assistance paid to you less any amounts contributed by the Sir Roland Wilson Foundation in the following circumstances:
  - You complete your study but you do not return to employment with the Australian Public Service on the date specified by your employing Agency (or on an alternative date agreed in writing by the Agency); or
  - You fail, are unenrolled or otherwise discontinue your study (in which case you must notify the Agency of such an event immediately) and you do not return to employment with the Australian Public Service immediately (or on an alternative date agreed in writing by the Agency).
28. If you return to employment with the Australian Public Service on the date specified (or an alternative date agreed in writing by the Agency) but you leave your employment with the Australian Public Service for any reason, including dismissal by an agency (except by machinery of government change or where that agency declares your position to be excess to requirements) before the end of the period (commencing on your return to work) that is equal in length to the period of the Financial Assistance provided to you, you agree to repay to the Agency on a pro-rata basis the amount of Financial Assistance paid to you less any amounts contributed by the Sir Roland Wilson Foundation.
29. In determining the pro-rata repayment, the Agency will base its calculation on the number of working days you return to work for the Agency (including days on which you were on authorised leave) and the number of working days during the period in which you were provided Financial Assistance by the Agency.
30. In making repayments to the Agency, you agree to commence repayment within 30 days of being provided with a notice by the Agency setting out the amount of the repayment. You must make the repayments according to the repayment schedule and in the instalments set out in the notice. You may make full repayment of any remaining amount of Financial Assistance at any time in advance of when that amount would otherwise be due under the repayment schedule.
31. The repayment schedule will require that full payment of the outstanding amount be made by you within a period equivalent to the period in which the Financial Assistance was paid to you. The Agency may specify a shorter repayment period:
  - on your request; or
  - if the circumstances of the assistance actually provided to you would make a shorter repayment period equitable considering the interests of both parties.
32. You agree that, except where contrary to law, the Agency may deduct any amounts repayable by you under this deed from any final money (including unpaid salary, leave entitlements and any other benefits) owing to you in connection with your cessation of employment with the Agency.
33. If you fail to pay an instalment of the repayment within 7 days of that instalment becoming due, the Agency may forward you a notice requiring immediate payment of the instalment. If you fail again to pay that instalment within 10 days of the date on the notice, the whole of the remaining amount of the repayment will become immediately due. Interest will be levied from

that date on the outstanding amount of the repayment at the Australian Taxation Office statutory interest rate until the outstanding repayment amount is discharged.

34. In extraordinary or compassionate circumstances, an Agency may, at its sole discretion, agree to waive all or part of the repayment required under this deed and/or extend the period for repayment.
35. The Agency strongly advises you to seek appropriate, independent and qualified financial, taxation and legal advice before entering into this deed so that you are fully aware of the implications of signing this deed and your obligations under it.
36. If you agree to the terms contained in this deed, please sign and complete the Recipient declaration below and return this signed deed to the Agency at **^insert contact details^**. Retain the attached duplicate of this deed for your records.

Yours sincerely

**^Insert relevant address block^**

**Recipient declaration**

I have sought or have had the opportunity to seek relevant professional financial, taxation and legal advice on the implications of entering into this deed. I agree to be legally bound by the terms and conditions set out in the paragraphs of this deed.

**Signed, Sealed and Delivered by <sup>^</sup>Insert Full Name of Employee<sup>^</sup> as a deed poll in favour of the Commonwealth as represented by the <sup>^</sup>insert name of employing agency<sup>^</sup>:**

Signature: \_\_\_\_\_  
Signature of Recipient

Address for Notices: \_\_\_\_\_

\_\_\_\_\_  
Insert Recipient's Address for Notices

Witnessed by: \_\_\_\_\_  
Insert Name of Witness

Signature \_\_\_\_\_  
Signature of Witness

Address of Witness \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_