

From: s 47F
To: s 22
Cc: s 22 s 47F
Subject: Re: FOR ACTION: Updated draft contract SRC005236 (Workplace relations legislative compliance services) [SEC=OFFICIAL]
Date: Thursday, 23 January 2025 11:31:01 AM
Attachments: [image001.png](#)
[image002.png](#)

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Wonderful- thanks!

Kind regards

s 47F

From: s 22
Date: Thursday, 23 January 2025 at 11:06 am
To: s 47F
Cc: s 22
Subject: RE: FOR ACTION: Updated draft contract SRC005236 (Workplace relations legislative compliance services) [SEC=OFFICIAL]

Hi s 47F ,

A high-level project plan would be fantastic – we can walk through this at our first meeting if you like.

I'll start a 'chat list'!

Kind regards,

s 22

s 22 (she/her)
Director | Strategic Priorities
Enabling and Regulation Group
s 47F

From: s 47F
Sent: Thursday, 23 January 2025 10:34 AM
To: s 22
Cc: s 22
Subject: Re: FOR ACTION: Updated draft contract SRC005236 (Workplace relations legislative compliance services) [SEC=OFFICIAL]

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Good morning s 22 ,

Thanks this speedy confirmation! I will get the contract back to you shortly.

We are currently drafting a project plan to support the delivery of this work- would you like us to share it with you and s22 [REDACTED] It's relatively high-level (we have another one that goes into more granular detail which would be no use to you) but the high-level one allows a quick visual on where the moving parts are up to as we work together. We treat it as a live document and it gets updated regularly as the project progresses.

Kind regards

s 47F

From: s 22 [REDACTED]
Date: Thursday, 23 January 2025 at 10:14 am
To: s 47F [REDACTED]
Cc: s 22 [REDACTED]
Subject: RE: FOR ACTION: Updated draft contract SRC005236 (Workplace relations legislative compliance services) [SEC=OFFICIAL]

Good morning s 47F ,

You're right – as you'll only have access to Official (and potentially Official: Sensitive) information as part of this work, no security clearances are required.

Kind regards,

s 22

s 22 [REDACTED] (she/her)
Director | Strategic Priorities
Enabling and Regulation Group

s 47F

From: s 47F [REDACTED]
Sent: Wednesday, 22 January 2025 9:30 PM
To: s 22 [REDACTED]
Cc: s 22 [REDACTED]
Subject: Re: FOR ACTION: Updated draft contract SRC005236 (Workplace relations legislative compliance services) [SEC=OFFICIAL]

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Hi s 22 ,

Tomorrow could you please advise if the consultants working on this project s 47F and I) are required to hold an active security clearance for the project?

I note the contract asks for what level clearance we hold as part of general information – and in the response to the RFT I noted I hold a neg vet 1 (which is currently inactive – which I noted) as our other consultancy work has not required re-activation to date).

I note that AGSVA advises a security clearance is **not** required to access information that does not have a security classification, including Official or Official: Sensitive information. <https://www.agsva.gov.au/about/security-clearance-definitions>

On this advice, I would assume that we do not need to hold active clearances given the resources we will be reviewing are workplace relations policies that are unlikely to be classified, or marked higher than official or official sensitive- But I wanted to confirm prior to returning the contract to ensure we have populated the fields correctly and everything is in order.

Grateful for your advice.

-Also you're spot on about the 'gah' reaction to the ASIC/bank palaver! An issue that women in business seem to face....

Kind regards

s 47F

s 47F

Managing Director and Founder
Rise Coaching Canberra Pty Ltd

s 47F

s 47F

www.risecoachingcanberra.com.au

Rise
COACHING
CANBERRA

From: s 22

Date: Wednesday, 22 January 2025 at 3:29 pm

To: s 47F

Cc: s 22

Subject: RE: FOR ACTION: Updated draft contract SRC005236 (Workplace relations legislative compliance services) [SEC=OFFICIAL]

Thanks s 47F !

Tomorrow is great for the contract.

Gah - what a pain you are working through with ASIC and the bank.

I realised after we spoke that there is no major urgency from our side in relation to the

bank account details. You can provide these with your first invoice, and I can update your creditor information then.

Kind regards,

s 22

s 22 (she/her)

Director | Strategic Priorities

Enabling and Regulation Group

s 47F

From: s 47F

Sent: Wednesday, 22 January 2025 3:15 PM

To: s 22

Cc: s 22

Subject: Re: FOR ACTION: Updated draft contract SRC005236 (Workplace relations legislative compliance services) [SEC=OFFICIAL]

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Hi s 22

It was great to catch up with s 22 and yourself today. Exciting times ahead!

Thank you very much for sending through the draft contract, I will review and get this back to you tomorrow.

In regard to the company bank account- As I mentioned we recently restructured the business into a private company so I have had to update all our bank accounts accordingly at the start of January. I am still waiting on confirmation of the new accounts (unfortunately there was an issue with ASIC combining my maiden and married name in error when listing the company director- so this has caused a flow on delay with the accounts opening). I have been in meeting with our company consultant at the bank today and they are in the process of resolving this and understand the urgency. I'm hoping you will have it end of week but wanted to flag it just so this is on your radar (and you don't think I have forgotten to provide it as requested!)

Talk soon and have a great afternoon

Kind regards

s 47F

From: s 22

Date: Wednesday, 22 January 2025 at 12:55 pm

To: s 47F

Cc: s 22

Subject: FOR ACTION: Updated draft contract SRC005236 (Workplace relations legislative compliance services) [SEC=OFFICIAL]

Dear S 47F ,

Thank you for your time earlier.

Please see attached updated contract to reflect the information provided in your RFQ response.

I have highlighted updates/key focus areas for your specific attention.

Please reach out anytime if you have questions, otherwise, we look forward to receiving the signed contract in return.

Kind regards,

S 22

S 22 (she/her)

Director | Strategic Priorities

Enabling and Regulation Group

S 47F

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