

From: s22
To: [Rachael Spalding](#)
Cc: s22
Subject: RE: FOR APPROVAL | SRC005236: Workplace relations legislative compliance services – Due by COB THURSDAY 16 JANUARY 2025 [SEC=OFFICIAL]
Date: Friday, 17 January 2025 9:41:00 AM
Attachments: [image001.png](#)

Thanks very much, Rachael

For completeness, here is a link to the [Response to RFQ](#).

I confirm the FAD check has come back fine.

And yes, you are the person to connect with in relation to PID issues as you are an Authorised Officer (snip below).

Strategic Sourcing are currently conducting final compliance checks and this should come through to you in TechOne shortly.

Making a public interest disclosure

Where a public official is considering making a disclosure, they should, in the first instance, contact one of the AEC's Authorised Officers to get information about making a PID under the PID Act.

The AEC's other Authorised Officers are the:

- Deputy Electoral Commissioner
- First Assistant Commissioners
- State managers, who hold the statutory appointment of Australian Electoral Officer for each state and the Northern Territory.

PIDs can be made by a public official. This includes:

- any person who is, or was, employed by the Australian Government
- individuals employed by any Commonwealth companies, authorities and statutory agencies, the Parliamentary service, statutory officeholders
- service providers under contract to the Commonwealth and anyone employed by them

PIDs can be made orally or in writing:

- by an employee to their supervisor
- to an Authorised Officer
- via PID@aec.gov.au
- in very limited circumstances, to a person outside the government other than a foreign official

s22

Director | Strategic Priorities
Enabling and Regulation Group

s47F

From: Rachael Spalding s22
Sent: Thursday, 16 January 2025 8:46 AM
To: s22
Cc: s22
Subject: RE: FOR APPROVAL | SRC005236: Workplace relations legislative compliance services – Due by COB THURSDAY 16 JANUARY 2025 [SEC=OFFICIAL]

Hello s22,

Thanks for the early look at this. I will approve the procurement, subject to conformance with the FAD check requirements, in the system when it comes through.

In the interim, the contract names me as the person to connect with in relation to PID issues. Can you please double check if that's right? If it's right, then I'm presuming that means that I am an Authorised Officer for the purposes of the PID Act?

Thanks very much.

Rachael.

From: S22

Sent: Tuesday, January 14, 2025 9:52 AM

To: Rachael Spalding S22

Cc: S22

Subject: FOR APPROVAL | SRC005236: Workplace relations legislative compliance services – Due by COB THURSDAY 16 JANUARY 2025 [SEC=OFFICIAL]

Dear Rachael

In the interests of time, I am sending this through for your consideration via email while I wait for the FAD search and second pass Strategic Sourcing Review of the **workplace relations legislative compliance services** procurement. I am not expecting either of these steps to return any issues. We are at Stage 2 of this procurement, and the highlighted documents below are available for your consideration. The two documents to focus on are the **green highlights** – evaluation summary and delegate checklist.

- Stage 1 – Strategic Sourcing > Delegate
- Stage 2 – Strategic Sourcing > Finance > Delegate
 - Offline delegate approval for negotiations - Strategic Sourcing > Negotiation Team > Delegate

To support the approval process, please see a snapshot of key information regarding this contract.

- Reason for delegate approving:

☒ Delegate threshold (value) – FAC approval is required due to the perceived conflict of interest, and the risk that this procurement could identify non-compliance with legislative obligations

☐ Future year commitment (crossover to new financial year)

- Stage:

☒ Stage 1 – Approval to Approach the Market – 1. Business case details - Objective and 2. Procurement and contract risk assessment details - Objective

☒ Stage 2 – Approval to Commit Relevant Funds – 1. RFQ questions from supplier and 2. Response to supplier questions and 3. Evaluation summary and 4. Draft contract and 5. Delegate Checklist

- *2a. Offline delegate approval to enter negotiations (insert objective procurement file link)*

☐ Variation to existing contract – (insert objective procurement file link - procurement variation request form)

Who has endorsed this to date:

☒ Director: s22 at the request of the Chief People Officer s22 to assess the AEC's workplace relations legislative compliance.

I confirm:

☒ that funds are available for this contract under the **5100** cost centre and have discussed the status of the budget with the finance team prior to submitting this for approval.

Kind regards,

s22

s22

Director | Strategic Priorities
Enabling and Regulation Group

s47F

From: s22

Sent: Monday, 16 December 2024 9:25 AM

To: Rachael Spalding s22

Cc: s22

Subject: RE: FOR APPROVAL | SRC005236: Workplace relations legislative compliance services – Due by 9am MONDAY 16 DECEMBER 2024 [SEC=OFFICIAL]

Hi Rachael

Thanks very much. I have updated the business case as per the below.

~~OLD: Given the legislation is new, it is assumed that all APS agencies are all in the process of assessing their maturity and compliance, and as such, it is unlikely the market is not yet ready to offer suitably experienced suppliers.~~

RS COMMENT: I think there is an unintended double negative here. Grateful for confirmation that we are saying that the market of suitably experienced suppliers is assessed to be shallow ie the market is unlikely to have the capacity and capability at this time.

NEW: Workplace relations legislation has undergone change in the last 12 months; the market of suitably experienced suppliers is assessed to be shallow and therefore unlikely to have the capacity and capability at this time.

Kind regards,

s22

s22

Director | Strategic Priorities
Enabling and Regulation Group

s47F

From: Rachael Spalding S22

Sent: Saturday, 14 December 2024 8:08 AM

To: S22

Cc: S22

Subject: RE: FOR APPROVAL | SRC005236: Workplace relations legislative compliance services – Due by 9am MONDAY 16 DECEMBER 2024 [SEC=OFFICIAL]

Morning S22

I intend approving this proposal. Before I do, I've sought one clarification in the business case please.

Thanks very much.

Rachael.

From: S22

Sent: Friday, December 13, 2024 3:08 PM

To: Rachael Spalding S22

Cc: S22

Subject: FOR APPROVAL | SRC005236: Workplace relations legislative compliance services – Due by 9am MONDAY 16 DECEMBER 2024 [SEC=OFFICIAL]

Dear Rachael

An approval through TechOne for **Workplace relations legislative compliance services** has been submitted through TechOne and is expected to workflow to you as delegate in the below order:

- Stage 1 – Strategic Sourcing > Delegate
- Stage 2 – Strategic Sourcing > Finance > Delegate
 - Offline delegate approval for negotiations - Strategic Sourcing > Negotiation Team > Delegate

To support the approval process, please see a snapshot of key information regarding this contract.

-
Reason for delegate approving:

☒ Delegate threshold (value) – FAC approval is required due to the perceived conflict of interest, and the risk that this procurement could identify non-compliance with legislative obligations

☐ Future year commitment (crossover to new financial year)

Stage:

☒ Stage 1 – Approval to Approach the Market – [1. Business case details - Objective](#) and [2. Procurement and contract risk assessment details - Objective](#)

☐ Stage 2 – Approval to Commit Relevant Funds – ([insert objective procurement file link – Evaluation report](#))

- *2a. Offline delegate approval to enter negotiations ([insert objective procurement file link](#))*

☐ Variation to existing contract – ([insert objective procurement file link - procurement variation request form](#))

-
Who has endorsed this to date:

☒ Director (insert name): **s22** on behalf of a request from Chief People Officer **s22** (see attached)

-
I confirm:

☒ that funds are available for this contract under the **5100** cost centre and have discussed the status of the budget with the finance team prior to submitting this for approval.

Kind regards,

s22

s22

Director | Strategic Priorities

Enabling and Regulation Group

s47F