

From: s 47F
To: s 22
Cc: s 22
Subject: Re: QUESTIONS: Request for quote - AEC workplace relations legislative compliance services [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 17 December 2024 4:54:31 PM
Attachments: [image001.png](#)
[image002.png](#)

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Thanks s 22

Kind regards

s 47F

From: s 22
Date: Tuesday, 17 December 2024 at 4:35 pm
To: s 47F
Cc: s 22
Subject: RE: QUESTIONS: Request for quote - AEC workplace relations legislative compliance services [SEC=OFFICIAL:Sensitive]

Hi s 47F ,

It is the former - the analysis will need to be conducted based on existing material as we will effectively be in 'event mode' from January to May 2025 in readiness for the election.

The intention of including a preliminary assessment in the milestones (due by end February 2025) will enable the AEC to address any significant workplace relations risks before the writ is issued.

The election can be called anytime, and by law, must occur before or on 17 May 2025, with the AEC given a minimum of 33 calendar days between issue of writ and polling day.

Kind regards,

s 22

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

s 47F

From: s 47F
Sent: Tuesday, 17 December 2024 3:21 PM
To: s 22
Cc: s 22
Subject: Re: QUESTIONS: Request for quote - AEC workplace relations legislative

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Thanks s 22 .

One final question which we wish to pose to assist with scope and quote is below please.

In terms of considering and reflecting the contemporary operating environment of the AEC and its workforce in our policy assessment against relevant APS employment legislative frameworks (and the application of the policy to the workforce in assessing compliance):

Is the information about the workforce and its operating environment from publicly available AEC documentation (such as the AEC Workforce Strategy and Corporate Plan), desktop research and engagement your team sufficient to underpin comprehensive analysis?

or

Would the agency prefer as part of the consultancy work, that targeted interviews with AEC workforce focus groups are conducted by the consultant with the findings to be incorporated into the analysis.

Thank you in advance, and I wish you a very merry Christmas (and restful break!)

Kind regards

s 47F

s 47F

Director and Founder

Rise Coaching Canberra

E: s 47F

M: s 47F

www.risecoachingcanberra.com.au



From: s 22

Date: Tuesday, 17 December 2024 at 2:34 pm

To: s 47F

Cc: s 22

Subject: RE: QUESTIONS: Request for quote - AEC workplace relations legislative compliance services [SEC=OFFICIAL:Sensitive]

Great – thanks s 47F

FYI I am on leave from COB today, returning on 8 January.

If you have any further questions before the question deadline of 5pm tomorrow, please don't hesitate to reach out and I will come back to you asap.

Kind regards,
s 22

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

From: s 47F

Sent: Tuesday, 17 December 2024 1:29 PM

To: s 22

Cc: s 22

Subject: Re: QUESTIONS: Request for quote - AEC workplace relations legislative compliance services [SEC=OFFICIAL:Sensitive]

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Hi s 22 (and s 22)

Thank you very much for your speedy response and clear answers. We look forward to submitting a proposal and quote for consideration by no later than 3:00pm Monday, 23 December 2024 (ACT local time).

Have a wonderful afternoon.

Kind regards

s 47F

s 47F
Director and Founder
Rise Coaching Canberra
E: s 47F
M: s 47F
www.risecoachingcanberra.com.au

From: s 22

Date: Tuesday, 17 December 2024 at 1:04 pm

To: s 47F

Cc: s 22

Subject: RE: QUESTIONS: Request for quote - AEC workplace relations legislative compliance services [SEC=OFFICIAL:Sensitive]

Hi s 47F,

Thank you for your questions – responses below. I have copied in my colleague s 22 who is assisting me with this work.

1. Yes, the assessment must consider the application of policies to the entire AEC work force prioritised based on highest risk first (including core APS employees, surge workforce, and the Temporary Election Workforce). Temporary Election Workers are engaged under the Commonwealth Electoral Act [collective-determination](#).
2. No, the assessment is not to be based on compliance solely with the *Fair Work Act 2009* and the *Work Health and Safety Act 2011*. We welcome recommendations from the provider about which legal frameworks and which specific provisions that should be examined based on the requirements of the AEC work force, operating environment and risk.
3. The AEC would like policies and procedures relevant to election delivery prioritised. By way of indicative numbers, there are approximately 25 existing doctrine documents – ranging across WHS, fatigue, performance, leave, conflict of interest, reasonable adjustments. More may be identified through the preliminary assessment phase.
4. Yes, the AEC is seeking a broader assessment that identifies where there may be an absence of policy pertaining to a specific workplace relations legislative obligation. This is the overarching intent of the procurement.
5. The intent of daily meetings is for the provider to have regular access and availability of the contract manager to remove blockers and provide additional information to be able to complete the work. The AEC is open to negotiation on what works best for the provider.

Kind regards,

s 22

s 22 (she/her)

Director | Strategic Priorities

Enabling and Regulation Group

s 47F

From: s 47F

Sent: Tuesday, 17 December 2024 12:14 PM

To: s 22

Subject: QUESTIONS: Request for quote - AEC workplace relations legislative compliance services [SEC=OFFICIAL:Sensitive]

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Good morning s 22,

Thank you for the request for quote (SRC005236) pertaining to the provision of consultancy services sought by the Australian Electoral Commission (AEC) to assess agency maturity and compliance with the Australian Public Service employment legislative frameworks, specifically (but not limited to) Part 2-9 of the *Fair Work Act 2009* (right to disconnect), and the *Work Health and Safety Act 2011* (psychosocial safety at work).

Following review of the request, we have several questions we wish to pose to the agency which will allow us to further our understanding of the scope of the requirements and inform our proposal to undertake this work. Please find these questions attached for your consideration.

Please don't hesitate to reach out if you would like to discuss the questions further.

Kind regards

s 47F

s 47F

Director and Founder

Rise Coaching Canberra

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M: s 47F

www.risecoachingcanberra.com.au



From: s 22

Date: Monday, 16 December 2024 at 4:28 pm

To: S 47F

Subject: FOR ACTION: Request for quote - AEC workplace relations legislative compliance services [SEC=OFFICIAL:Sensitive]

Dear S 47F,

Please find attached request for quote and draft contract. Please note deadlines below.

Question Closing Date and Time Questions will be permitted up until **5:00 pm**
Wednesday, 18 December 2024, ACT local time.

ATM Closing Date and Time Monday, 23 December 2024 **3:00 pm** ACT
local time. Response or any part of the Response received after the closing time will not
be considered further.

Kind regards,

S 22

S 22 (she/her)

Director | Strategic Priorities
Enabling and Regulation Group

S 47F

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