

From: s 22(1)
Sent: Thursday, 5 September 2024 9:48 AM
To: s 22(1)
Subject: next steps NAS

Hi s 22(1)

Would you mind briefly outlining the timing and process from here, once you get our final comments?

Thanks – happy to call if easier.

s 22(1)

From: s 22(1)
Sent: Friday, 6 September 2024 11:00 AM
To: s 22(1) Autism Policy; s 22(1)
Cc: s 22(1)
Subject: RE: DEWR response to NAS - extension request
s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22(1)

Thank you for your email. s 22(1) is out of the office and I am responding on her behalf. We are fine with you providing DEWR's feedback early next week.

Regards
s 22(1)

s 22(1) (she/her)

Assistant Director

Autism Policy Team

Foundational Supports and Early Childhood Reforms Branch

Department of Social Services

E: s 22(1)

[National Relay Service](#)

P: s 22(1)

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From: s 22(1)
Sent: Thursday, September 5, 2024 6:18 PM
To: s 22(1)
Cc: s 22(1)
Subject: DEWR response to NAS - extension request s 22(1)

s 22(1)

Hi s 22(1)

As I foreshadowed might happen, we would like to request an extension for our response. We are aiming to get back to you early next week, if that's ok.

Our response will likely be along the lines I took you through the other day, but we'll confirm in writing.

I am not in tomorrow, so cc'ing my Director, ^{s 22(1)} in case you need to discuss.

Thanks
s 22(1)

s 22(1)

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From: s 22(1)
Sent: Monday, 9 September 2024 5:16 PM
To: s 22(1)
Subject: NAS

Hi s 22(1)

We sent you our NAS feedback this afternoon but one of our teams has since sent us further feedback (it's in relation to 11.1). Can we get that incorporated into our response. Would you have time for a quick chat now or again in the morning to discuss briefly.

Thanks
s 22(1)

From: s 22(1)
Sent: Thursday, 19 September 2024 7:24 PM
To: s 22(1)
Cc: s 22(1)
Subject: RE: REVISED: National Autism Strategy and Proposed Actions for
First Year Action Plan s 22(1)
Attachments: DEWR Comments on NAS September 2024 update.docx

Hi s 22(1)

s 47C(1)

s 47C(1)

s 22(1)

s 22(1)

Assistant Director

Mature Age, Long-Term Unemployed, Disability Employment Policy Team | Targeted Employment Policy Branch

Australian Government Department of Employment and Workplace Relations

From: s 22(1)

Sent: Thursday, September 19, 2024 2:03 PM

To: s 22(1)

Cc: s 22(1)

Subject: RE: REVISED: National Autism Strategy and Proposed Actions for First Year Action Plan

s 22(1)

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Thanks s 22(1). I have noted you are waiting for any further redline issues from other areas. s 22(1)

From: s 22(1)

Sent: Thursday, September 19, 2024 12:57 PM

To: s 22(1)

Cc: s 22(1)

Subject: RE: REVISED: National Autism Strategy and Proposed Actions for First Year Action Plan

s 22(1)

s 22(1)

Hi s 22(1)

That's great, thanks for making those changes. We're waiting to see if there are any further redline comments from our line areas and we'll come back to you to confirm.

Thanks

s 22(1)

s 22(1)

From: S 22(1)
Sent: Thursday, September 19, 2024 12:25 PM
To: s 22(1)
Cc: s 22(1)
s 22(1)
Subject: REVISED: National Autism Strategy and Proposed Actions for First Year Action Plan
s 22(1)

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Hi s 22(1)
s 47C(1)

Regards
s 22(1)

s 22(1) (she/her)
Assistant Director
Autism Policy Team
Foundational Supports and Early Childhood Reforms Branch
Department of Social Services
E: s 22(1) **P:** s 22(1)
[National Relay Service](#)

The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: S 22(1)
Sent: Thursday, September 19, 2024 7:39 AM
To: S 22(1)
Subject: RE: REVISED: National Autism Strategy and Proposed Actions for First Year Action Plan
s 22(1)

s 22(1)

His 22(1)

s 47C(1)

s 22(1)

s 47C(1)

s 22(1)

From: s 22(1)

Sent: Wednesday, September 18, 2024 4:43 PM

To: s 22(1)

s 22(1)

s 22(1)

Cc: s 22(1)

s 22(1)

Subject: REVISED: National Autism Strategy and Proposed Actions for First Year Action Plan
s 22(1)

Some people who received this message don't often get email from s 22(1)

[Learn why this is important](#)

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Hello

s 47C(1)

If you have any questions, please reach out to the Autism Policy Team
s 22(1)

Kind regards

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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s 47C(1)

s 47C(1)

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From: s 22(1)
Sent: Wednesday, 9 October 2024 12:36 PM
To: s 22(1)
Subject: RE: NAS s 22(1)

No worries s 22(1) thanks for letting me know what you can.

From: s 22(1)
Sent: Wednesday, October 9, 2024 11:33 AM
To: s 22(1)
Subject: RE: NAS s 22(1)

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Hi s 22(1)

Thanks for checking in – I was hoping to have an answer for you by now but the team are still madly updating the Submission following recent feedback from our Minister’s Office. Our Director advised that we are not in a position to share the draft version at this stage – sorry.

We were aiming to have the ED land today – although this might change.

Apologies for not being able to provide you with more concrete information but will keep you updated as things progress here.

Thanks,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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From: S 22(1)
Sent: Wednesday, October 9, 2024 10:19 AM
To: S 22(1)
Subject: NAS S 22(1)

s 22(1)

Hi s 22(1)

We understand the NAS NPP is not too far away. Just checking if you had any more news on expected timing? Is it possible to send us a draft version?

Thanks
s 22(1)

s 22(1)

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From: s 22(1)
Sent: Wednesday, 6 November 2024 1:50 PM
To: s 22(1)
Subject: RE: Quick Chat s 22(1)

Hi s 22(1)

I am free around 3pm if that works?

From: S 22(1)
Sent: Wednesday, 6 November 2024 12:11 PM
To: S 22(1)
Subject: Quick Chat S 22(1)

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Hi s 22(1)

Just wondering whether you had time today for a quick chat – wanted to talk through an idea that has been floating around in regards to the National Autism Strategy First Action Plan - no worries if you are busy though.

Cheers,
s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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From: Autism Policy S 22(1)
Sent: Monday, 2 December 2024 4:00 PM
To: s 22(1)
Cc: s 22(1) Autism Policy
Subject: FW: For Your Visibility/Redline comments by COB 29 Nov 2024: National Autism Strategy and First Action Plan S 22(1)
Attachments: DEWR comments November 2024 First Year Action Plan .docx

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Hello s 22(1)
s 47C(1)

Regards

s 22(1) (she/her)
Assistant Director
Autism Policy Team
Foundational Supports and Early Childhood Reforms Branch
Department of Social Services
E: s 22(1) **P:** s 22(1)
[National Relay Service](#)

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From: S 22(1)
Sent: Friday, 29 November 2024 4:47 PM
To: Autism Policy s 22(1)
Cc: S 22(1)
Subject: RE: For Your Visibility/Redline comments by COB 29 Nov 2024: National Autism Strategy and First Action Plan S 22(1)

s 22(1)

Dear s 22(1)

Thank you for sharing the latest drafts of the Strategy and Action Plan.

We have no redline comments.

s 47C(1)

Thanks
s 22(1)

s 22(1)

Assistant Director

Mature Age, Long-Term Unemployed, Disability Employment Policy Team | Targeted Employment Policy
Branch

Australian Government Department of Employment and Workplace Relations

M: s 22(1)

s 22(1)

From: s 22(1)

Sent: Wednesday, 27 November 2024 3:54 PM

To: s 22(1)

s 22(1)

s 22(1)

Subject: For Your Visibility/Redline comments by COB 29 Nov 2024: National Autism Strategy and First Action Plan s 22(1)

Importance: High

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Good afternoon

s 47C(1)

s 47C(1)

Thank you for your continued support and collaboration on the Strategy and First Action Plan.

Kind regards

s 22(1)

A/g Director

Autism Policy

Foundational Supports and Early Childhood Reforms Branch

Department of Social Services

P: s 22(1)

E: s 22(1)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

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From:
Sent: Monday, 23 December 2024 2:08 PM
To: s 22(1)
Subject: INVITATION | National Autism Strategy launch with the Hon Amanda Rishworth MP | RSVP due 8 January 2025 s 22(1)

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Hello s 22(1)

The Minister for Social Services, the Hon Amanda Rishworth MP, will be launching the National Autism Strategy (NAS) and First Action Plan in Perth at an event on Tuesday, 14 January 2025. The event will be an informal morning tea with members of the local Autistic and autism community, held between 9:00am – 10:30am (AWST). The event will be held at:

Location

Trinity on Hampden
230 Hampden Rd
Crawley WA

Date

9.00am – 10.30am
Tuesday 14 January 2025

You are invited to attend this event, along with the community members of the NAS Oversight Council.

Please note that while the community members of the Oversight Council are aware of the launch happening at this event, other invitees have not yet been advised of this, so you are asked to please not share with others the news regarding a launch.

If you are able to attend, further details including a “What to Expect Guide” will be provided early in the new year.

RSVP: Please RSVP confirmation of your attendance to s 22(1) by
Wednesday 8 January 2025.

We look forward to providing you final versions of the Strategy and Action Plan in the new year, and would like to again thank you for your efforts in their development.

Kind Regards,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)

Living and working on Ngunnawal Land

Branch Manager, Foundational Supports and Early Childhood Reform Branch

Disability Reforms and Royal Commission

Department of Social Services

E:

s 22(1)

[National Relay Service](#)

EA: s 22(1)

The Department of Social Services supports flexible working – I am emailing you at a time that suits me, but I don't expect you to reply outside your usual hours.

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From: s 22(1)
Sent: Tuesday, 14 January 2025 5:49 AM
To: Autism Policy
Subject: Launch of the National Autism Strategy 2025-31 and First Action Plan 2025-26 s 22(1)
Attachments: National Autism Strategy 2025 - 2031 Stakeholder Toolkit - January 2025 for circulation.pdf

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Good Morning,

The Minister for Social Services, the Hon Amanda Rishworth MP, will launch the [National Autism Strategy 2025–2031](#) and [First Action Plan 2025-26](#) today in Perth. The Strategy outlines a framework to create a safe and inclusive society where all Autistic people are supported and empowered to thrive in all aspects of life.

The Australian Government has developed the Strategy in partnership with the [National Autism Strategy Oversight Council](#), supported by Working Groups with the majority of members belonging to the Autistic community and bringing their diverse lived experiences to the table.

The Strategy is focussed on driving Actions and enabling change in areas of Australian Government responsibility across four key outcome areas:

- social inclusion
- economic inclusion
- diagnosis, services and supports
- health and mental health - the [National Roadmap to Improve the Health and Mental Health of Autistic People](#) (being developed by the Department of Health and Aged Care).

A **Stakeholder Toolkit** is attached to this email to support you to talk about the Strategy. Below are links to the Strategy, Action Plan and Supporting documents.

- [National Autism Strategy 2025-31](#)
- [National Autism Strategy – First Action Plan 2025-26](#)
- [National Autism Strategy and First Action Plan Summary – Auslan Translation](#)
- [National Autism Strategy and First Action Plan Summary – Easy Read Translation](#)
- [National Autism Strategy Snapshot](#)

- [National Autism Strategy Snapshot – First Nations, CALD/CARM, LGBTQIA+, Older Autistic people](#)
- [National Autism Strategy Snapshot – language translations](#)

Thank you for the time and effort you put in through your role in the Working Groups. The outcomes from your work have been used to develop the Action Plan and will continue to be drawn on in the years to come as the Strategy is implemented.

Any questions please email S 22(1)

Kind regards

s 22(1)

s 22(1)

A/g Branch Manager

Foundational Supports and Early Childhood Reforms Branch



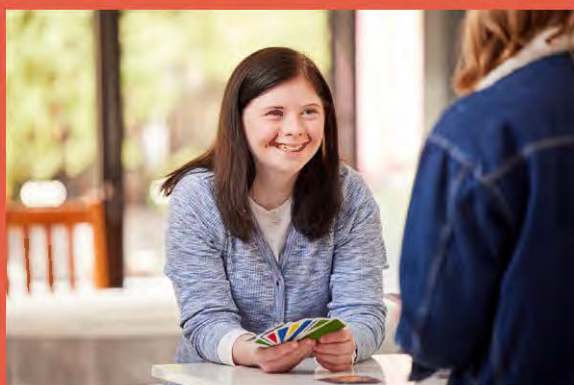
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Australian Government

National Autism Strategy 2025 - 2031

Stakeholder Toolkit



Help Shape the Change

www.dss.gov.au/national-autism-strategy

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Introduction

On Tuesday, 14 January 2025, the Minister for Social Services, the Hon Amanda Rishworth MP, launched the *National Autism Strategy 2025 – 2031* (the Strategy) and First Action Plan 2025-26.

The Strategy fulfils a 2022 Australian Government election commitment and outlines a framework to create a safe and inclusive society where all Autistic people are supported and empowered to thrive in all aspects of life.

The Australian Government has developed the Strategy in partnership with the [National Autism Strategy Oversight Council](#), supported by three Working Groups with the majority of members belonging to the Autistic community and bringing their diverse lived experiences to the table.

The Strategy is focussed on driving Actions and enabling change in areas of Australian Government responsibility across four key outcome areas:

- social inclusion
- economic inclusion
- diagnosis, services and supports
- health and mental health - the *National Roadmap to Improve the Health and Mental Health of Autistic People* (the Autism Health Roadmap).

Each outcome area covers a broad range of issues. The Strategy includes commitments for three of the four key outcome areas: social inclusion; economic inclusion; and diagnosis, services and supports. The Autism Health Roadmap will cover actions to improve health and mental health. Development of the Autism Health Roadmap is being led by the Department of Health and Aged Care through a separate but connected process to the Strategy.

Help spread the message

This Toolkit has been developed to support you to talk about the Strategy and First Action Plan.

For further information please contact AutismPolicy@dss.gov.au.

What's included

- About the Strategy – key talking points and messages
- News content
- Social media content (tile / suggested texts)

About the National Autism Strategy – Key Messages

Key Messages

- The Australian Government has released Australia's first *National Autism Strategy 2025 – 2031* (the Strategy) and First Action Plan 2025-26 that fulfils a 2022 Australian Government election commitment.
- The 7-year Strategy aims to build a safe and inclusive society where all Autistic people are supported and empowered to thrive in all aspects of life.
- The Strategy contains 22 practical commitments that will improve the everyday lives of Autistic people and their families in areas identified as important to them/us.
- The commitments cover key reform areas of social inclusion; economic inclusion; and diagnosis, services, and supports.
- Implementation will occur in a phased way so that the Autism and autistic community can be involved at every stage. The First Action plan provides details about how commitments will be implemented in the first phase.
- Over the life of the Strategy, the Government will continue to work with the Autism and autistic community, drawing on the other ideas we heard during the development of the Strategy, and the foundational work undertaken in the first phase, to shape ongoing reform and change.

Development of the Strategy

- The Australian Government has developed the Strategy in partnership with the [National Autism Strategy Oversight Council](#), supported by Working Groups with the majority of members belonging to the Autistic community and bringing their diverse lived experiences to the table.
- The Strategy will guide the Australian Government's work with the Autistic and autism community in driving change to create a more inclusive society based on the best available research and evidence.
- The Strategy adopts an intersectional, trauma-informed, strengths-based and neurodiversity-affirming approach that places the experiences of Autistic people at the heart of the Strategy and will carry through to implementation.
- The Strategy aligns with Australia's international human rights obligations, to promote and protect the rights of Autistic people.
- Commitments to support the health and mental health of Autistic people are being addressed through the [National Roadmap to Improve the Health and Mental Health of Autistic people in Australia](#), led by the Department of Health and Aged Care.
- The Strategy is an Australian Government strategy and is intended to operate alongside state and territory autism strategies, where they exist.
- The Strategy will sit alongside *Australia's Disability Strategy 2021-2031* (ADS), which is focused on enabling the inclusion and participation of all people with disability in Australia.

Governance

- The Government has committed to establish co-governance with the Autistic and autism community over the life of the Strategy. This will ensure the diverse Autistic voices continue to be heard as we work together to improve systems, services and life outcomes.
- The reference group will:
 - Oversee monitoring and evaluation processes, including reporting on progress of implementation of the Strategy.
 - Coordinate and sequence the delivery of actions across the life of the Strategy.
 - Identify and prioritise key focus areas for this Action Plan and future actions.

How the First Action Plan will improve the lives of Autistic people

The First Action Plan covers the period 2025 to 2026. The First Action Plan outlines the practical steps the government is taking regarding the 22 commitments contained in the Strategy.

Immediate actions

The Government is committed to **immediate** improvements in the lives of Autistic people. The Action Plan contains several service-delivery focused actions to deliver on this commitment.

Improving social connections

A common theme raised by Autistic people was about creating more social connections and peer support networks, many participants said coming together with other Autistic people in safe spaces can be empowering and helpful.

Action: The Australian government will invest **\$19.9 million over 4 years** to deliver a peer support program that provides age appropriate and culturally sensitive support created to suit the needs of the Autistic and autism community.

Reducing stigma and changing attitudes around autism

A consistent theme across public engagement on the development of the Strategy highlighted the lack of understanding and awareness around autism. Many people said that autism is often an 'invisible' disability and there needs to be more understanding of how autism presents in different people.

Action: The Australian Government will **invest \$915, 000 over 2 years** to develop new awareness and public educational initiatives to foster understanding, inclusion and respect for the Autistic and autism community.

Supporting the diagnosis of autism journey

Many people shared that the diagnosis process can be complex and overwhelming. Understanding what it may include, how the process works and what a diagnosis may mean for an individual were all raised as significant challenges.

Action: the Australian Government will invest up to **\$455 000 in 2025-26** to deliver resources designed to support Autistic people and their families with pre and post diagnosis information. This action will follow an extensive evaluation of existing information and resources to identify gaps and opportunities for improvement.

Improving employment

A consistent theme raised in the Strategy was about challenges for Autistic adults to get and maintain meaningful employment. Many people commented that Autistic people are underemployed or aren't employed in jobs that utilise their full potential.

Action: the Australian Government will invest up to **\$915, 000 over 2 years** to improve employment opportunities and support for Autistic people in the workplace.

Action: The Australian Government will work with Autistic people, families and carers, to build a better understanding of the needs of Autistic people and their carers who are not in the workforce, to inform future actions.

Knowledge translation

The Autistic community have reflected the importance of ensuring that policies, services and practices should be neuro-affirming and informed by contemporary evidence of what works.

Action: The Australian Government will invest up to **\$12.2 million over 5 years** to establish a dedicated knowledge translation body to bridge the gap between academic research and real-world practices. This initiative will focus on translating credible autism-related research into practical, evidence-based tools and guidance for service providers, and policy makers.

Progressing the long-term vision of the Strategy with the Autistic and autism community

A guiding principle of the National Autism Strategy is 'In partnership - Nothing about us, without us'. As part of laying the groundwork for improvements in social and economic inclusion, diagnosis, services and supports and representation of Autistic people, a number of reviews and evaluations will be undertaken to scope what works, where there are gaps and best practice to inform change.

Action: The Australian Government will invest up to **\$3.7 million over 2 years** to progress these reviews and evaluations in ways that directly involve the Autistic and autism community and autism sector.

Laying the foundations for future longer-term reform

The Autistic community identified future actions that it wanted the Government to implement as part of the delivery of the Strategy, for which the Government first needs to build a solid understanding of what exists, gaps, and where there is best practice to ensure future investment in actions are effective and impactful.

Improving services and supports so they are neurodiversity-affirming, inclusive and appropriate for the Autistic community

Action: The Government will work to identify how to improve Australian Government, and Australian Government-funded services, communication, and information in ways that are neurodiversity-affirming, inclusive and appropriate for the Autistic community.

Improving the safety and welfare of Autistic people

Action: The Government will evaluate, identify and scope effective frameworks, pathways and information resources to improve the safety and welfare of Autistic people.

Epidemiological study

Action: The Australian Government will invest up to **\$2.8 million over 4 years** to conduct a comprehensive epidemiological study of autism in Australia to identify the true prevalence of autism in Australia.

Evidence and Evaluation Framework

Action: The Australian Government will invest up to **\$858,000 over 2 years** to develop and implement an evidence and evaluation framework to lay the foundations for the Strategy based on reliable and up-to-date information about what works for Autistic people.

Governance framework

Action: The Australian Government will invest up to **\$366,000 over 7 years** to establish a governance framework that ensures the Autistic and autism community have sustained involvement in the implementation and monitoring of the Strategy, this Action Plan and future actions.

Leveraging and building on existing Government actions

Actions under the First Action Plan that build on and leverage existing government services and policies include:

- Promoting and facilitating the inclusion of all Autistic people and their families and carers in the delivery of government services and supporting better representation in key government advisory functions.
- Adapting existing resources to support Autistic people to engage with Government services and around best practice accessibility and inclusion.
- Ensuring Autistic people are considered in the implementation of actions under the Australian Government response to the Disability Royal Commission.
- Ensuring information and processes relating to grant opportunities can be communicated and designed in a way that are accessible to Autistic people, in consultation with the Department of Industry, Science and Resources and the Department of Finance.
- Evaluating existing pathways to address workplace bullying and discrimination experienced by the Autistic community.
- Building the capability of key workforces to support Autistic people.
- Ensuring the experiences of Autistic people from culturally and linguistically diverse and culturally and racially marginalised (CALD/CARM) communities are considered within the context of the Australian Government response to the Multicultural Framework Review.

About the development of the National Autism Strategy

Consultation and engagement

The Australian Government has undertaken a co-design process with the Autistic and autism community to develop the Strategy. This has included:

Phase 1 – Developing the National Autism Strategy (2023)

- The Australian Government reviewed information received to-date about the experiences and life journeys of Autistic people living in Australia. What resulted was a discussion paper titled, [‘What we have heard: moving towards development of a National Autism Strategy’](#).
- The Australian Government commissioned research from leading experts on the issues impacting marginalised cohorts, including First Nations Autistic people, Autistic women and girls, and Autistic people with intellectual disability.
- The Australian Government consulted widely across the country, with engagement activities/events held from **September to November 2023** on what people thought a national strategy should include. Over 2,030 contributions were made to the National Autism Strategy engagement process:
 - More than 1,300 people were involved in qualitative discussions.
 - Around 550 people made a submission by sending a written, audio or video file or by completing the guided questions online.
 - Over 180 people contributed ideas to the open, online Ideas Wall.
- The largest number of participations in open community events and Autistic Voices forums were Autistic people (around 880), followed by family members and informal carers (around 750). It should be noted that people do not fit into these cohorts exclusively—participants may be both an Autistic person and a family member/carer of Autistic people.
- A consultation report is available at [Developing the National Autism Strategy – Consultation reports | engage.dss.gov.au](#)

Phase 2 – Feedback on the Draft National Autism Strategy (2024)

- An online survey opened from **April to May 2024** to provide feedback on the [draft National Autism Strategy](#).
- 1,217 people provided a written submission or responded to the draft National Autism Strategy online survey.
- Over 100 people attended targeted focus groups with the following cohorts:
 - Autistic First Nations people
 - Autistic people from culturally and linguistically diverse backgrounds
 - Autistic people from the LGBTQIA+ community
 - Autistic women, girls and non-binary people
 - Autistic Children and Young people
 - families and carers (including those with very high support and dependency needs)
 - Autistic researchers and professionals.

- A focus group was also held with the Public Sector Neurodiversity Community of Practice.
- On 19 April 2024, the Department of Social Services hosted a webinar on the draft National Autism Strategy. Over 340 people attended the webinar.

Newsletter content

The Minister for Social Services, the Hon Amanda Rishworth MP, launched Australia's first [National Autism Strategy 2025–2031](#) and [National Autism Strategy First Action Plan 2025-26](#) on Tuesday, 14 January 2025. The Strategy outlines a framework to create a safe and inclusive society where all Autistic people are supported and empowered to thrive in all aspects of life.

The Australian Government has developed the Strategy in partnership with the [National Autism Strategy Oversight Council](#), supported by Working Groups with the majority of members belonging to the Autistic community and bringing their diverse lived experiences to the table.

The Strategy is focussed on driving Actions and enabling change in areas of Australian Government responsibility across four key outcome areas:

- social inclusion
- economic inclusion
- diagnosis, services and supports
- health and mental health - the [National Roadmap to Improve the Health and Mental Health of Autistic People](#) (being developed by the Department of Health and Aged Care).


The Strategy will sit alongside *Australia's Disability Strategy 2021-2031*, which is focused on enabling the inclusion and participation of all people with disability in Australia.

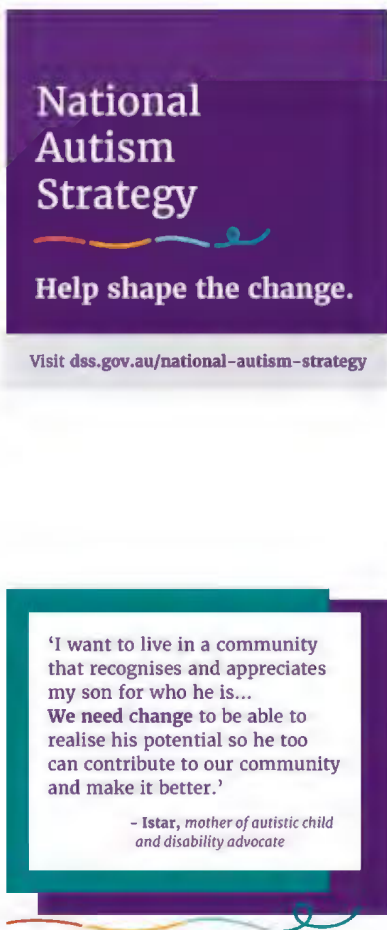
Thank you to everyone who contributed to the development of the Strategy via the consultation processes throughout 2023 and early 2024.

Please visit the Department of Social Services website www.dss.gov.au/national-autism-strategy to read the Strategy, including translations in Auslan, Easy Read, and language.

Social media content

We encourage you to share messaging on social media to support the release of the Strategy and First Action Plan.

Post Number	Text	Tile	Alt Text
Post 1	<p>The Australian Government has launched the <i>National Autism Strategy 2025 – 2031</i>.</p> <p>The Strategy aims to improve the everyday lives of all Autistic people and their families across Australia.</p> <p>To find out more and to download a copy, visit www.dss.gov.au/national-autism-strategy</p>		<p>Tile 1: A purple graphic with text that reads: 'National Autism Strategy. Help shape the change. Visit dss.gov.au/national-autism-strategy.'</p> <p>There is a hand drawn multi-coloured line that underlines the words 'National Autism Strategy'.</p> <p>Tile 2: A square graphic the Australian Government crest and 'National Autism Strategy'. The middle of the graphic has a large icon that is a circle with text that reads: 'Easy Read'. There is a tick above the words and a graphic of an open book. Text along the bottom of the graphic reads 'Visit dss.gov.au/national-autism-strategy.'</p>

<p>Post 2</p>	<p>The Australian Government has launched the <i>National Autism Strategy 2025 – 2031</i></p> <p>It sets out a path to improve everyday lives of Autistic people, with a focus on four priority areas:</p> <ul style="list-style-type: none"> • Social Inclusion • Economic Inclusion • Diagnosis, Supports and Services • Health and Mental Health <p>To find out more and to download a copy, visit www.dss.gov.au/national-autism-strategy</p>	 <p>The image shows two social media-style tiles. The top tile is a purple rectangle with white text that reads: 'National Autism Strategy' followed by 'Help shape the change.' and a URL 'Visit dss.gov.au/national-autism-strategy'. The bottom tile is a square with a teal and purple border containing a quote: 'I want to live in a community that recognises and appreciates my son for who he is... We need change to be able to realise his potential so he too can contribute to our community and make it better.' attributed to '- Istar, mother of autistic child and disability advocate'.</p>	<p>Tile 1: A purple graphic with text that reads: 'National Autism Strategy. Help shape the change. Visit dss.gov.au/national-autism-strategy.'</p> <p>There is a hand drawn multi-coloured line that underlines the words 'National Autism Strategy'.</p> <p>Tile 2: A square graphic with text that reads: 'I want to live in a community that recognises and appreciates my son for who he is... we need change to be able to realise his potential so he too can contribute to our community and make it better. Istar, mother of autistic child and disability advocate.' The square has a colourful border.</p>
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From: s 22(1)
Sent: Tuesday, 14 January 2025 10:27 AM
To: Autism Policy
Cc: s 22(1)
Subject: RE: NAS launch - DEWR query s 22(1)

Hi s 22(1)

Thanks for clarifying and getting back to me so quickly this morning.

s 47C(1)

Thanks again

s 22(1)

From: s 22(1)
Sent: Tuesday, 14 January 2025 9:16 AM
To: s 22(1)
Cc: s 22(1)
Subject: RE: NAS launch - DEWR query s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22(1)

Thanks for your email.

s 47C(1)

s 47C(1)

Feel free to give me a call if that doesn't make sense.

Cheers

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1)

Stakeholder Engagement – National Autism Strategy

Foundational Supports and Early Childhood Reform Branch

Department of Social Services

E: s 22(1)

[National Relay Service](#)

The Department of Social Services supports flexible working – I am emailing you at a time that suits me, but I don't expect you to reply outside your usual hours.



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)

Sent: Tuesday, 14 January 2025 9:40 AM

To: s 22(1)

Cc: s 22(1)

Subject: NAS launch - DEWR query s 22(1)

s 22(1)

Morning team

I was hoping to clarify for the purposes of our internal briefings this morning what this particular funding commitment refers to:

Action: The Australian Government will invest \$915, 000 over 2 years to develop new awareness and public educational initiatives to foster understanding, inclusion and respect for the Autistic and autism community.

Is it funding to support the various employment-related action items in the Action Plan or something more specific?

Thanks and good luck with the launch today.

s 22(1)

s 22(1)

Assistant Director

Mature Age, Long-Term Unemployed, Disability Employment Policy Team | Targeted Employment Policy Branch

Australian Government Department of Employment and Workplace Relations

M: s 22(1)

s 22(1)

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From:
Sent: Tuesday, 4 February 2025 9:24 AM
To: s 22(1)

Cc: s 22(1)
Subject: National Autism Strategy - First Action Plan - Cross-Departmental Meeting s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning

I am writing to let you know that a meeting has been scheduled on Friday 7 February 2025, 2pm 2:30pm with SES Band 1s to discuss the National Autism Strategy.

s 22(1), Branch Manager, Foundational Supports and Early Childhood Reform will lead the discussion virtually on Microsoft Teams. The focus of the meeting will be to provide information around the next steps on the implementation of the First Action Plan. Please let me know if your SES officer has not received the invitation.

Additionally, the Autism Policy team will be reaching out to relevant departments at the officer level to discuss implementation and seek your feedback/advice over the next few weeks. Please let me know if there are any recent changes to key contacts within your and we will refresh our contact list.

The Autism Policy team look forward to working with you over the coming months as we begin to implement the First Action Plan.

If you have any questions, please reach out.

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1)

(she/her)

Assistant Director - Autism Policy

Foundational Supports and Early Childhood Reforms

Department of Social Services

s 22(1)

(Part-time arrangements: Monday – Wednesday)

[National Relay Service](#)



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From: S 22(1)
Sent: Tuesday, 4 February 2025 10:54 AM
To: S 22(1)
Cc: S 22(1) Autism Policy
Subject: RE: National Autism Strategy - First Action Plan - Band 1 meeting - cross departmental meeting S 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi S 22(1)

Thanks for reaching out and confirming that S 22(1) is back from leave this week.

I look forward to working with you over the next few months in S 22(1) absence. I am pleased that our sub-team (myself, S 22(1)) will be responsible for progressing several of the employment actions through the implementation phase, so we will be in touch with you and your team a fair bit ☺

Please let us know if you have any questions.

Thanks

S 22(1)

If using assistive software, the message ends here. Email signature below.

S 22(1) she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: S 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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From: S 22(1)
Sent: Thursday, 30 January 2025 2:55 PM
To: S 22(1)
Cc: S 22(1)
Subject: RE: National Autism Strategy - First Action Plan - Band 1 meeting - cross departmental meeting S 22(1)

Hi S 22(1)

Lovely to e-meet you! I'm looking forward to keeping S 22(1) seat warm over the next few months.

S 22(1) will be back from leave on Tuesday, 4th Feb; which suits your proposed timeframes.

Happy to keep the conversations going in the interim.

Kind regards,

S 22(1)
A/g Assistant Director
Mature Age LTU Disability Employment Policy team | Targeted Employment Policy Branch
Employment Strategy and Policy Division
Australian Government Department of Employment and Workplace Relations
Phone S 22(1)

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: S 22(1)
Sent: Wednesday, 29 January 2025 5:56 PM
To: S 22(1)
Cc: S 22(1)
Subject: RE: National Autism Strategy - First Action Plan - Band 1 meeting - cross departmental meeting S 22(1)

Hi S 22(1)

Happy new year to you too! Glad to hear you've had a lovely break and very exciting to see the launch of the NAS a few weeks ago.

I'm actually in a new role for a few months on the WR side of DEWR, but S 22(1) in our team will be dealing with all things NAS in the meantime. I think S 22(1) may be on leave at the moment but S 22(1) will be able to confirm.

All the best
S 22(1)

From: S 22(1)
Sent: Wednesday, 29 January 2025 11:17 AM
To: S 22(1)
Cc: S 22(1)
Subject: National Autism Strategy - First Action Plan - Band 1 meeting - cross departmental meeting S 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi S 22(1)

Happy new year! Hope you had a break over the December/January period. I am back in the office, nice and refreshed, after some annual leave

I am in the process of organising a group meeting between our Branch Manager S 22(1) and other Band 1s across government that will be involved in actions outlined in the National Autism Strategy First Action Plan. The meeting will be held next week or early the following week.

I have included S 22(1) on the invite list but just thought I would check to make sure she isn't on leave at the moment.

Let me know if you have any questions.

Thank you

If using assistive software, the message ends here. Email signature below.

S 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: S 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E:s 22(1) P:s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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From: Autism Policy S 22(1)
Sent: Thursday, 6 February 2025 11:48 AM
To: S 22(1)
Cc: S 22(1)

Subject: RE: National Autism Strategy - First Action Plan - Cross-Departmental Meeting S 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning S 22(1)

I have asked S 22(1) EA to extend tomorrow's invitation to S 22(1) she should receive it shortly.

S 22(1) – please note new contacts for DEWR below.

Kind Regards

S 22(1)

From: S 22(1)
Sent: Thursday, 6 February 2025 9:33 AM
To: Autism Policy
Cc: S 22(1)
Subject: FW: National Autism Strategy - First Action Plan - Cross-Departmental Meetings S 22(1)

Hi S 22(1)
Thank you so much for letting us know about the meeting tomorrow.

Would you mind also including S 22(1) in the invitation for tomorrow's meeting please? S 22(1) is Director, Care and Support Economy Team, Industry Policy Strategy and Engagement Branch and will be contributing, with my team, to a few action items.

I will be sitting in S 22(1) disability role while he is temporarily working in another area of the department. Could you please ensure S 22(1) and myself are included in correspondence about the National Autism Strategy please?

Kind regards
S 22(1)

Assistant Director
Mature Age LTU Disability Employment Policy team | Targeted Employment Policy Branch
Employment Strategy and Policy Division
Australian Government Department of Employment and Workplace Relations
Phone: S 22(1) Email: S 22(1)



The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: Autism Policy S 22(1)
Sent: Tuesday, 4 February 2025 9:24 AM
To: S 22(1)

s 22(1)

Cc: s 22(1) s 22(1) s 22(1)
Subject: National Autism Strategy - First Action Plan - Cross-Departmental Meetings s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning

I am writing to let you know that a meeting has been scheduled on Friday 7 February 2025, 2pm – 2:30pm with SES Band 1s to discuss the National Autism Strategy.

s 22(1), Branch Manager, Foundational Supports and Early Childhood Reform will lead the discussion virtually on Microsoft Teams. The focus of the meeting will be to provide information around the next steps on the implementation of the First Action Plan. Please let me know if your SES officer has not received the invitation.

Additionally, the Autism Policy team will be reaching out to relevant departments at the officer level to discuss implementation and seek your feedback/advice over the next few weeks. Please let me know if there are any recent changes to key contacts within your and we will refresh our contact list.

The Autism Policy team look forward to working with you over the coming months as we begin to implement the First Action Plan.

If you have any questions, please reach out.

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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Subject: DEWR and Health Catch up - Action Items s 22(1)
Location: Microsoft Teams Meeting

Start: Wed 19/02/2025 10:00 AM
End: Wed 19/02/2025 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Organizer: s 22(1)

Some people who received this message don't often get email from s 22(1)

[Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Team

As discussed with s 22(1) I am setting up some time to discuss the First Action Plan under the National Autism Strategy.

Let me know if this time is not suitable and I can reschedule.

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) **P:** (s 22(1))
(Part time arrangements: Monday Wednesday)
[National Relay Service](#)



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File note - meeting with S 22(1) 12/02

Thursday, 13 February 2025

12:51 PM

DSSs 22(1) on NAS

- Each action – where we need help... S 22(1) ...
- Each time – initial meeting, semi regular, setting up governance (implementation), P for funding... advice
 - Educational piece...use
 - Outcomes are aligned...
- General / initial...
 - Send some questions...
- Procurement
- Wednesday...
- Regular touch points.

Your areas have been consulted

At the time the dot was consulted, heads up - these are the areas will need to give input, if you can. If it is not you, happy for you to pass it on.

Subject: DEWR and Health Catch up - Action Items s 22(1)
Location: Microsoft Teams Meeting

Start: Tue 18/02/2025 11:00 AM
End: Tue 18/02/2025 11:30 AM
Show Time As: Tentative

Recurrence: (none)

Organizer: s 22(1)

Some people who received this message don't often get email from s 22(1) [Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Team

As discussed with s 22(1) I am setting up some time to discuss the First Action Plan under the National Autism Strategy.

Let me know if this time is not suitable and I can reschedule.

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) she/her)
Assistant Director - Autism Policy
 Foundational Supports and Early Childhood Reforms
 Department of Social Services
E: s 22(1) **P:** (s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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From: s 22(1)
Sent: Tuesday, 18 February 2025 11:49 AM
To: s 22(1)
Cc: s 22(1)
Subject: DSS / DEWR meeting tomorrow s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning

We are looking forward to meeting with you tomorrow to discuss the implementation of the First Action Plan, under the National Autism Strategy. It will be a good opportunity to:

- Discuss our thoughts around engaging suppliers to support the implementation of the First Action Plan.
- Run through any actions in the First Action Plan that relate to DEWR e.g. led/co led/interested.
- Give you an update on our proposed governance arrangements.
- Find out how you are tracking in your space.

Most of our other questions are around the potential RFQ documentation, but we will gather these questions up and circulate following the meeting.

I hope your exercise to gather key contacts/areas for the DEWR actions has gone well. It would be great if you could share this information with us when it is ready. My colleague was keen to find out the contact person/area in DEWR to discuss Action 5.1 Evaluate current workplace bullying and discrimination pathways.

Will chat with you tomorrow.

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E:s 22(1) P:s 22(1)

(Part-time arrangements: Monday – Wednesday)

[National Relay Service](#)



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Australian Government
**Department of Employment
and Workplace Relations**

DSS/DEWR Meeting [Officer Level]

Meeting Notes

DATE: 19 February 2025

ATTENDEES: s 22(1)
(DEWR); s 22(1)
(DSS)

APOLOGIES (List apologies)

Key Points

- DSS have bundled employment-related action items together (6.1; 6.2; 7.1; 7.2; 7.3; and 7.5) as a procurement. Will seek input from DEWR on procurement documentation, selection of suppliers from MAS Panel, and will request representation on Selection Panel.
- Other items will be progressed at a later stage but will need to be managed as part of BAU.
- Workplace Relations see their involvement on 5.1. Skills involvement is in 11.1 and 16.1
- DEWR will need to provide a nominee to participate on the Reference Group.
- Use the s 22(1) mailbox.

Action items

Item	Owner	Deadline
DSS will send email detailing request, timelines and phased approach.	DSS	(Date)
DSS will request DEWR Reference Group nominee	DSS	May 2025

s 22(1)
Noting Health is leading 11.1, DSS will involve s 22(1) DSS
s 22(1) where required







(Date)


Meeting Log


- Purpose of the meeting is to discuss the implementation of the First Action Plan, under the National Autism Strategy.
 - Discuss our thoughts around engaging suppliers to support the implementation of the First Action Plan.
 - Run through any actions in the First Action Plan that relate to DEWR e.g. led/co-led/interested.
 - DSS gave an update on our proposed governance arrangements.
- s 22(1) , leading implementation of NAS.
- s 22(1) gave update on First Action Plan:
 - Launch on 14 Jan. Getting into the delivery phase. Have some funding for first 2 years. Progressing procurement to assist with implementing some actions that have no funding, through bundling with actions that have funding attached.
 - Want to go out for tender – want help to draft and provide feedback on procurement documents and have reps on panels.
- Have bundled employment related procurements together to maximise funding:
 - 6.1 - Part A Review existing autism specific employment programs
 - 6.2 - Identify ways to engage with regional employer and service provider networks
 - 7.1 - Review existing resources on accessible open employment hiring practices
 - 7.2 - Review existing resources for employers and employees on reasonable adjustments
 - 7.3 - Review existing resources to build employer capacity to support Autistic people
 - 7.5 - Review existing programs that employment service providers can refer Autistic people to for support and mentoring
- Of these, only 2 were specifically funded.
 - ACTION: DSS will send through details separately, including draft RFT
 - Timeframes – doing procurements in staged approach. Will get employment procurement out by early April. Will be in market for 3 weeks. Will use Management Advisory Panel – have started to look at potential suppliers.
 - ACTION: Keen for DEWR to advise on suitable suppliers who have experience in employment and disability.
- s 22(1) queried next steps for 6.3 and 6.4 items. s 22(1) these will sit outside of the employment procurement. Neither received funding. DSS clarified that the bundled actions relate to reviewing existing employment resources, which 6.3 and 6.4 do not neatly fit into.
- s 22(1) what is your expectation of DEWR, timeframes, and will templates be provided? s 22(1) will send email outlining request but will include input to employment-related RFQ documents, advice on suppliers well placed to deliver, and nominee/s to participate on selection panel to assess RFQ responses.
- s 22(1) DSS focus is on what needs to progress this financial year and will revisit the other unfunded activities later, noting constraints around caretaker. Will work with DEWR to identify what can be progressed within existing resources that can contribute to progressing unfunded items. All action items will be discussed in the Reference Group by May that will include people with autism. Will give s 22(1) update on progress around procurement and is where members with lived experience can contribute.
- s 22(1) Skills and training – focus in on 11.1 and 16.1. Skills does not expect to do specific projects but would expect training going forward by HumanAbility to have an autism lens. s 22(1) Advised DSS have included 11.1 in Health procurement bundle as it relates to assessment and diagnosis. ACTION: Noting Health is leading s 22(1) will involve s 22(1) where required.

s 22(1)

- s 22(1) her team is focused on 5.1. Is it bundled with others or on back burner? s 22(1) It is a standalone action. s 22(1) will reach out to s 22(1) to initiate discussions. s 22(1) will be the point of contact in WR.
- s 22(1) governance process – previously had oversight council that included govt and autistic community. Will establish similar reference group, who will be responsible for implementing the FAP. Will seek EOI for members of autistic community members from Minister and aim to start the reference group by May. ACTION: Will come to agencies to seek a nomination to be part of the reference group.
- s 22(1) Requested the email advice makes it clear what is progressing now and at a later stage so we know how things will be staged.
- Use the s 22(1) mailbox.



 **DEWR and Health Catch up - Action Items [SEC=...** Chat +4   11    ...

Some people in this chat are outside your org. It's possible they have message-related policies that will apply to the chat. [Learn more](#) 

 s 22(1) was invited to the meeting.

s 22(1) s 22(1) 19/02 10:07 am

s 22(1)


 2 


s 22(1) s 22(1) (External) 19/02 10:14 am






- 6.1 Part A Review existing autism specific employment programs
- 6.2 Identify ways to engage with regional employer and service provider networks
- 7.1 Review existing resources on accessible open employment hiring practices
- 7.2 Review existing resources for employers and employees on reasonable adjustments
- 7.3 Review existing resources to build employer capacity to support Autistic people
- 7.5 Review existing programs that employment service providers can refer Autistic people to for support and mentoring

s 22(1) s 22(1) (External) 19/02 10:32 am

s 22(1)

 19/02 10:32 am Meeting ended: **33m 29s**

3 or more chat members are out of office and may not respond 

Type a message     

From: s 22(1)
Sent: Monday, 24 February 2025 5:37 PM
To: s 22(1)
Subject: RE: National Autism Strategy - First Action Plan - Band 1 meeting - cross departmental meeting s 22(1)

Hi s 22(1)

I know, I really enjoyed working with you on the development of the strategy and I was looking forward to continuing through this next stage with it...but in the meantime, s 22(1) is great, and it is only a temporary move at this stage so I may be back before you know it!

I am enjoying the move thanks, and I hope things are going well for you too.

All the best

s 22(1)

From: s 22(1)
Sent: Tuesday, 4 February 2025 9:56 AM
To: s 22(1)
Subject: RE: National Autism Strategy - First Action Plan - Band 1 meeting - cross departmental meeting s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Nooooo... I was looking forward to working with you through the implementation phase – my sub-team will be looking at several of the employment actions so will be chatting with s 22(1) a fair bit.

But hope you enjoy the change in work and enjoy the WR side.

Best wishes,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms

Department of Social Services

E:

^{s 2} P: s 22(1)

(Part-time arrangements: Monday – Wednesday)

[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)

Sent: Wednesday, 29 January 2025 5:56 PM

To: s 22(1)

Cc: s 22(1)

Subject: RE: National Autism Strategy - First Action Plan - Band 1 meeting - cross departmental meetings 22(1)

Hi s 22(1)

Happy new year to you too! Glad to hear you've had a lovely break and very exciting to see the launch of the NAS a few weeks ago.

I'm actually in a new role for a few months on the WR side of DEWR, but s 22(1) in our team will be dealing with all things NAS in the meantime. I think s 22(1) may be on leave at the moment but s 22(1) will be able to confirm.

All the best

^{s 22(1)}

From: s 22(1)

Sent: Wednesday, 29 January 2025 11:17 AM

To: s 22(1)

Cc: s 22(1)

Subject: National Autism Strategy - First Action Plan - Band 1 meeting - cross departmental meeting s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22(1)

Happy new year! Hope you had a break over the December/January period. I am back in the office, nice and refreshed, after some annual leave

I am in the process of organising a group meeting between our Branch Managers s 22(1) and other Band 1s across government that will be involved in actions outlined in the National Autism Strategy First Action Plan. The meeting will be held next week or early the following week.

I have included s 22(1) on the invite list but just thought I would check to make sure she isn't on leave at the moment.

Let me know if you have any questions.

Thank you

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)

[National Relay Service](#)



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From: S 22(1)
Sent: Wednesday, 26 February 2025 4:29 PM
To: S 22(1)
Cc: S 22(1)
Subject: update on DEWR employment policy contact for National Autism Strategy S 22(1)

Hi S 22(1)

Hope everything went well for you folk at Estimates

We've had a change of personnel taking care of PWD employment policy and I'm taking over from S 22(1) for the next couple of months until S 22(1) returns to us. S 22(1) has forwarded me the CAWG meeting invitation, but if there's anything else you need us for, please let me know and copy me in to any correspondence around the NAS along with S 22(1) and S 22(1)

Happy to discuss and looking forward to meeting you

All the best

S 22(1)

S 22(1) (she/her)

Assistant Director

Mature Age LTU Disability Employment Policy team | Targeted Employment Policy Branch

Employment Strategy and Policy Division

Australian Government Department of Employment and Workplace Relations

Phone: S 22(1)

dewr.gov.au

Visit the **Mature Age Hub** at www.dewr.gov.au/mature-age-hub for more about programs and supports for older Australians and employers.

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

s 22(1)

Schedule 5 – Request for Quotation – National Autism Strategy – Service Providers

Note to Service Provider:

This Schedule 5 provides a Request for Quotation (RFQ) template that includes the typical information that an Agency will provide to the Service Provider to request a quotation for the provision of Management Advisory Service to an Agency, as detailed in clause 11.2 of the Head Agreement. It is intended that the RFQ will be provided as a smart form. The intent of this template and any smart form is to achieve a high level of standardisation and consistency in Agency RFQs to provide efficiencies to Agencies and Service Providers, however, it will not be mandatory that Agencies use this RFQ Template or any resulting smart form to request quotes from Service Providers.

1. Introduction

- 1.1. This RFQ is issued under clause 11.2 of the Head Agreement between the Service Provider and the Department of Finance.

<u>Request For Quotation for Services</u>	
<i>Agency Information</i>	
Agency	Department of Social Services (the department)
Agency File Reference	[Insert Agency file reference number]
RFQ Reference	[Insert Agency RFQ reference number]
Agency Representative	Name: s 22(1) Position: Assistant Director, Autism Policy Team Address: National Office, GPO Box 9820, Canberra, ACT, 2601 Email: s 22(1) Contact number: s 22(1)
<i>RFQ and Proposed Order Details</i>	
RFQ Release Date	TBC
RFQ Closing Date	TBC
Proposed Order Commencement Date	Friday 13 June 2025
Proposed Order Term and/or Completion Date	Friday 7 November 2025
Options to extend	The Department of Social Services (the department) may extend the Contract for 6 (six) months by providing written notice to the Service Provider prior to the Order Completion Date
Milestones	

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All payment milestones are based on the acceptance to the department's standards of the following deliverables (as negotiated):	
Milestone	Due Date
Contract start date	6 June 2025
Project inception meeting <ul style="list-style-type: none"> Attend in-person or online meeting with the Agency (and other stakeholders as required by the Agency) to discuss the scope of work and key questions. 	11 June 2025
A draft workplan including: <ul style="list-style-type: none"> project plan and schedule, risk register, and stakeholder engagement plan provided for the department's approval. 	27 June 2025
Feedback on draft workplan	11 July 2025
The department's acceptance of final workplan.	18 July 2025
Draft Report and Summary including: <ul style="list-style-type: none"> data/information/evidence overview and preliminary analysis and initial findings for the departments review. Presentation? 	10 October 2025
<ul style="list-style-type: none"> The department to provide feedback to the Service Provider. 	17 October 2025
<ul style="list-style-type: none"> Final report and summary received, incorporating the department's feedback on the draft report and summary 	24 October 2025
<ul style="list-style-type: none"> The departments acceptance of final report and summary. 	31 October 2025
<ul style="list-style-type: none"> Capability training to the department and / or external stakeholders (presentation in person or by teleconference). 	6 November 2025
Contract end date	7 November 2025
Statement of Work	
Service Area	Commercial
Service Category	Programs and Projects
Service Sub-category	Program/Project evaluation
Detailed Statement of Work	<p>Services Required</p> <p>The National Autism Strategy 2025-31 (the Strategy) and the First Action Plan 2025-26 (First Action Plan) were publicly released on 14 January 2025. The Strategy and First Action Plan aim to improve life outcomes for Autistic people living in Australia.</p> <p>The Strategy outlines a framework to create a safe and inclusive society where all Autistic people are supported and empowered to thrive in all aspects of life.</p>

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	<p>The Strategy and First Action Plan are focused on driving actions and enabling change in areas of Australian Government responsibility across four key outcome areas:</p> <ul style="list-style-type: none">• social inclusion,• economic inclusion,• diagnosis, services and supports, and• health and mental health through the National Roadmap to Improve the Health and Mental Health of Autistic People (being developed by the Department of Health and Aged Care. <p>Statement of Requirements</p> <p>The aim of this RFQ is to deliver Actions 1.3 and 17.1 as outlined in the First Action Plan. These actions focus on the awareness and acceptance of autism in training for workers in mainstream sectors and identifying ways to improve understanding and acceptance of autism through training for Government funded service providers.</p> <p>Commitment 1, Action 3</p> <p>Review existing autism-related training for workers and professionals within the education, health, justice, migration and media sectors, with an intent to make recommendations to:</p> <ul style="list-style-type: none">• increase an autism-specific focus within professional services, through public education, awareness and acceptance of autism.• develop targeted approaches to support awareness and acceptance of, and engagement with, Autistic people with communication support needs.• facilitate the growth of professionals within the allied health and the disability sectors, including support for openly identifying Autistic professionals within these sectors.• report on autism within the media. <p><i>Note: The review of autism-related education and awareness activities for the housing sector will occur following the finalisation of the National Housing and Homelessness Plan.</i></p> <p><i>Note: Training refers to non-accredited training i.e. training not housed in the national vocational education and training system.</i></p> <p>The final report will be presented covering key findings of the review including and recommendations on how to increase awareness and acceptance of autism in training for workers in mainstream sectors, and Government funded service providers.</p> <p>Commitment 17, Action 1</p> <p>Review the effectiveness of existing targeted training for people providing services and supports to Autistic people to identify ways to:</p> <ul style="list-style-type: none">• improve understanding and acceptance of autism, lived experience, strengths and support needs.• challenge and address ableist attitudes about Autistic people.• include and promote experiences shared by and about Autistic people and the benefits this brings to improve services.• raise awareness of different and diverse presentations of autism across the lifespan, or less understood presentations of autism, including how it presents in marginalised communities.• showcase best practice examples of how to support, include and accommodate for Autistic people when providing supports and services.
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Commented [§ 22(1)]: employment services sector training is being reviewed as part of RFQ4 - should there be consideration given to cross-referencing and/or collaboration between projects?

Commented [§ 22(2)]: will this also include employment sector training, as it is not proscriptive (unlike 1.3)? there would be value in the best practice examples including employment

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	<p>A final report will be presented covering the key findings of the review including recommendations on ways to improve understanding and acceptance of autism through targeted training for people providing services and supports to Autistic people. The outcomes of this review will inform future action plans under the Strategy, and the potential development of additional training and resources.</p> <p><u>Background</u></p> <p>Development of the Strategy and First Action Plan</p> <p>The Strategy and First Action Plan were developed with guidance from the National Autism Strategy Oversight Council and involved extensive consultation with Autistic people, their families and carers, and the broader autism and disability sectors, researchers and experts, and relevant Australian Government departments.</p> <p>The Strategy and First Action Plan focus on key outcome areas that will help guide strategies and solutions to help overcome the unique barriers and challenges Autistic people face.</p> <p>Continued engagement with the Autistic and autism community, as well as professional research bodies, need to be maintained through the implementation of the Strategy and First Action Plan.</p> <p>Governance Framework</p> <p>The governance framework will include the establishment of a Reference Group with Autistic and autism community representatives forming a majority of the group membership, alongside government representatives from relevant Australian Government departments. The Reference Group will provide strategic guidance to drive the implementation of the Strategy and the development of any future actions.</p> <p>Additionally, time-limited working groups will be established as needed to support consideration of specific issues, including the needs of underrepresented groups, or groups experiencing intersectional disadvantages. These groups will draw on lived experience and specialised knowledge to support implementation, ensuring actions remain meaningful, targeted and effective.</p> <p>The successful Service Provider will need to consider feedback and guidance from the Reference Group and / or Working Groups at key milestones in their project.</p>
Deliverables	<p>The Service Provider will deliver:</p> <ul style="list-style-type: none">• A Work Plan including a Stakeholder Engagement Plan that highlights consultation methods that are appropriate for the Autistic and autism community.<ul style="list-style-type: none">◦ Stakeholders to be consulted include Autistic people and their families and carers, Autistic professionals, medical and allied health professionals, educators, researchers, the Customer, the National Autism Strategy Reference Group (the Reference Group), support and advocacy organisations for Autistic people, other relevant government departments, and other relevant stakeholders identified by the Service Provider.• ?is there something missing here?• A desktop review of:<ul style="list-style-type: none">◦ Current targeted training programs for people who provide services and supports for Autistic people.◦ Existing autism-related training for workers and professionals within the education, health, justice, migration and media sectors◦ Current decision-making and supported decision-making frameworks, and associated guidance material.

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	<ul style="list-style-type: none"> • In collaboration with Autistic people and other relevant stakeholders via consultation evaluate the effectiveness of existing targeted training for people providing services and supports to Autistic people to: <ul style="list-style-type: none"> ◦ Improve understanding and acceptance of autism, lived experience, strengths and support needs. ◦ Challenge and address ableist attitudes about Autistic people. ◦ Include and promote experiences shared by and about Autistic people and the benefits this brings to improve services. ◦ Raise awareness of different and diverse presentations of autism across the lifespan, or less understood presentations of autism, including how it presents in marginalised communities. ◦ Showcase best practice examples of how to support, include and accommodate for Autistic people when providing supports and services. • In collaboration with Autistic people and other relevant stakeholders via consultation, <ul style="list-style-type: none"> ◦ Develop recommendations to increase an autism-specific focus within professional services, through public education, awareness and acceptance of autism. ◦ Develop targeted approaches to support awareness and acceptance of, and engagement with, Autistic people with communication support needs. ◦ Develop recommendations to facilitate the growth of professionals within the allied health and the disability sectors, including support for openly identifying Autistic professionals within these sectors. ◦ Develop recommendations to increase reporting on autism within the media. • In collaboration with Autistic people and other relevant stakeholders via consultation, <ul style="list-style-type: none"> ◦ evaluate current decision-making and supported decision-making frameworks, and associated guidance material, and ◦ report on the effectiveness to support Autistic people to make decisions that impact their lives. ◦ develop recommendations to increase effectiveness of frameworks and guidance materials ◦ explore the feasibility of mandatory training for service providers supporting Autistic people with and providing advice on supported decision making • A Draft Report and a Summary for review and comment by the department and the Strategy's Reference Group. <ul style="list-style-type: none"> • A Final Report and Summary which includes addressing any feedback provided by the Customer and the Strategy's Reference Group. • A presentation of the findings and opportunities to the department and the Strategy's Reference Group.
Subcontractors	<p>The Service Provider may nominate subcontractors to provide some or all Services.</p> <p>The Service Provider must ensure that any subcontractors engaged have the skills, qualifications and experience required to deliver the work described in the Detailed Statement of Work. The subcontractor must be Autistic-led and/or can demonstrate a strong connect to the Autistic and autism community.</p>

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Commented [s 22(1)3]: is this the capability training? if not, this should be separately identified. Also, unclear to what extent a presentation of findings contributes to capability building and might be worth spelling this out to ensure expectations of outcomes are clear. EG that participants in the capability training are aware of best practice and support recommendations around further improvements to training, reporting on autism etc. Could the presentation be made public for others to learn from?

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Location	Work is expected to be undertaken at the Service Provider's premises. Consultation should be undertaken remotely wherever possible.
Fees	<p>In response to the RFQ, Service Providers must itemise:</p> <ul style="list-style-type: none"> the fixed-price cost of each proposed payment milestone the maximum value of each type of reimbursable expense the maximum total cost of the contract payable by the Agency considering all deliverables and activities. travel expenses <p>Reimbursable expenses include:</p> <ul style="list-style-type: none"> travel expenses (where applicable) participant incentives/reimbursements (where applicable) other expenses (please specify). <p>The final payment schedule and key deliverable due dates will be negotiated with the successful Service Provider.</p>
Payment Terms	20 calendar days
Travel	<p>Not applicable.</p> <p>Regular Project Management meetings between the Service Provider and Customer will be held online, where possible. Engagements with the National Autism Strategy's Reference Group may be <u>in</u> person (e.g.: presenting final report and recommendations) and the Service Provider should factor this into the response to this RFQ where relevant.</p>
Agency Material	No departmental material is attached to this RFQ.
Existing Material	<p><i>National Autism Strategy 2025-31</i></p> <p><i>First Action Plan 2025-26</i></p> <p><i>National Autism Strategy consultation report</i></p> <p><i>Developing the National Autism Strategy – Discussion Paper</i></p> <p><i>National Roadmap to Improve the Health and Mental Health of Autistic People 2025–2035</i></p>
Contract Material	Contract material as specified in the Detailed Statement of Work and Deliverables.
Confidential Information	Not applicable
Key Personnel Requirements	
Required Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> An understanding and demonstrated knowledge of best practice in relation to supports and services for Autistic people and issues facing families and carers of Autistic people, including those experiencing vulnerability or disadvantage. Expertise in research/ evaluation methodology and the ability to build an evidence base through a desktop/literature review and triangulation of data, including skills and experience in both quantitative and qualitative data collection and analysis. Evidence of successfully delivering research projects of a similar scale and complexity on time and on budget.

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	<ul style="list-style-type: none"> The ability to successfully critically synthesise literature and other input from a range of sources. Strong experience in engaging with, consulting, and communicating with a broad range of stakeholders, including Autistic people. Demonstrated experience in working in partnership with the Autistic and autism community Excellent project management, risk and issues management. An understanding of autism, disability and the National Disability Insurance Scheme, including the needs and challenges of consumers and providers. Demonstrated experience in design, organisation and facilitation of consultations to be accessible, culturally sensitive and enable the participation of all individuals. Significant expertise in report writing and report presentation in a Government context. <p>Desirable</p> <ul style="list-style-type: none"> Experience in delivery of research and evaluation projects with a focus on autism or disability. Experience in or knowledge of learning and development. Experience in or knowledge of supported decision making and developing frameworks
Other Requirements for Key Personnel	Key personnel will be required to follow the Commonwealth Service Provider Code of Conduct .
Additional Requirements	
Agency Data Storage Requirements	Departmental data storage requirements are set out in clause 23.2 of the Head Agreement. The Service Provider will need to identify how they plan to meet these requirements in their proposal.
Agency Security Requirements	Not applicable.
Security Clearance Requirements	Not applicable.
Liability	The default liability cap is set out in clause 19 of the Head Agreement.
Agency Insurance Requirements	Not applicable.
Agency Service Levels	All written work must comply with the Australian Government style manual . The final outcomes framework must be written in plain language and fully meet WCAG 2.1 AA requirements.
Conditions/Restrictions for Personal Information	Not applicable.
Other Additional Requirements	<p>Disability Diversity and Accessibility Awareness</p> <p>This project will include working with people with diverse, visible, and invisible disability, who have diverse requirements for participation and access. The Service Provider must:</p> <ul style="list-style-type: none"> be aware of the discrimination that people with disability have experienced associated with participation in our society, and stigma and misconceptions about their ability

Commented [s 22(14)]: covered in previous dot point on expertise in research/eval

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	<ul style="list-style-type: none"> • ensure: <ul style="list-style-type: none"> ○ understanding of the laws and legislative frameworks which provide support for people with disability, nationally and internationally. ○ understanding, identification and removal of barriers impacting people with disability's access to participate in the evaluation, including having screen-reader accessible documents, clear information available in Easy Read that is very easy to understand, access to translators (including Auslan), and access to supports if required. ○ understanding of disability discrimination and how to apply practical measures to prevent biases from occurring. The Service Provider will be required to implement and adhere to safe practices when dealing with vulnerable cohorts, including appropriate screening of staff before they commence work. <p>The Service Provider will be required to implement and adhere to safe practices when dealing with vulnerable cohorts, including appropriate screening of staff before they commence work.</p>
Commonwealth Policy Requirements	
Shadow Economy Policy	Not applicable.
Indigenous Procurement Policy	Not applicable.
Australian Industry Participation Plan	Not applicable.
Evaluation Criteria	
<p>Responses to this RFQ will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> • The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk. • The Service Provider's understanding of the Human Rights model of disability and a strengths-based and neurodiversity affirming approach to working with Autistic people. • The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes. • The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work, including experience with Autistic people and the autism community, and/or partnering with Autistic-led organisations. • The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work. • The professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract. • The risk that the project will be delivered to a high level of quality and on time. • The extent to which the level and structure of fees proposed provides value for money for the Australian Government. 	
Responding to this RFQ	
<p>The Service Provider is required to complete the following information:</p> <ul style="list-style-type: none"> • Service Provider's Representative 	

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- Service Provider's Name
- Service Provider's Address
- Service Provider's ABN
- Service Provider's email address

In responding to this RFQ, the Service Provider should:

- describe its understanding of the Services required, including the identification of any key challenges and the management of risk
- detail its capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes
- detail its organisational experience in providing the similar services to the services described in the Detailed Statement of Work
- detail the relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work including any qualifications, certifications, affiliations that the nominated Key Personnel have
- describe the professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.

The Service Provider is also required to:

- identify any subcontractors nominated to provide the services and their role in the delivery of the services
- disclose any conflicts of interest it would have with the delivery of the Services
- include any information in its respond that it requests to remain confidential.

Service Provider Confidential information	Period of Confidentiality

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Summary of Proposed Procurements

RFQ Release	Action/s
RFQ 1	Evidence and Evaluation Framework <ul style="list-style-type: none"> Develop an Evidence and Evaluation Framework and reporting mechanisms for the Strategy (<i>Commitment 22, Action 1</i>).
RFQ 2	Health (single RFQ covering multiple actions) <ul style="list-style-type: none"> In collaboration with Autistic professionals, consider opportunities in current training and professional development programs to better support the identification (including developmental monitoring and screening) and diagnosis of autism. (<i>Commitment 11, Action 1</i>). In collaboration with Autistic professionals and researchers, undertake a review to identify Australian and international resources currently available to medical and other allied health professionals and educators, researchers and individuals and their families and carers to navigate developmental monitoring, screening, assessment and diagnosis processes. (<i>Commitment 12, Action 1</i>). In collaboration with Autistic people, review existing resources and scope the development of pre-diagnosis and post-diagnosis information packages that can be used by individuals and their families and carers. (<i>Commitment 12, Action 2</i>).
RFQ 3	Review of Peer Support Models <ul style="list-style-type: none"> Review existing government funded peer support models and report on what is working well for the Autistic community and their families and carers; if the models consider the needs of Autistic people who face intersectional disadvantage and the needs of those with carer responsibilities; geographical factors; and the safety of peer workers, including peer workers for families and carers of Autistic people by providing adequate, safe, trauma-informed co-reflection and individual supervision (<i>Commitment 2, Action 1</i>).
RFQ 4	Employment (single RFQ covering multiple actions) <ul style="list-style-type: none"> Review the effectiveness of existing autism-specific employment programs, including supports for mainstream, open employment, student placements and internships, to determine what works well from an outcomes and Autistic perspective (<i>Commitment 6, Action 1</i>). Identify ways to engage with existing regional employer and service provider networks to share experiences and practices to support Autistic people to find and retain roles that align with their interests, skills, experiences and goals (<i>Commitment 6, Action 2</i>). Review existing information and resources on accessible open employment hiring practices (<i>Commitment 7, Action 1</i>). Review existing resources that provide information and support for employers and employees to identify and implement reasonable adjustments in the workplace (<i>Commitment 7, Action 2</i>). Review existing resources to build the capacity of employers to support Autistic people in the workplace (<i>Commitment 7, Action 3</i>). Review existing programs and initiatives for employment service providers to refer Autistic people to support or mentoring to help them transition into employment (<i>Commitment 7, Action 5</i>).
RFQ 5	Community Awareness (single RFQ covering multiple actions) <ul style="list-style-type: none"> Examine examples, including internationally, of autism and disability awareness and public education activities (<i>Commitment 1, Action 1</i>). Examine examples, including internationally, of autism and disability awareness and public education activities about reducing all forms of discrimination, violence, abuse, bullying, vilification and exploitation experienced by Autistic people (<i>Commitment 5, Action 6</i>).

	<ul style="list-style-type: none"> Review existing resources around best practice accessibility and inclusion to inform government entities, businesses and non-government organisations on how to ensure that they are accessible to Autistic people (<i>Commitment 17, Action 2</i>).
RFQ 6	<p>Service Providers (single RFQ covering multiple actions)</p> <ul style="list-style-type: none"> Review existing autism-related training¹ for workers and professionals within the education, health, justice, migration and media sectors (<i>Commitment 1, Action 3</i>) Review the effectiveness of existing targeted training for people providing services and supports to Autistic people to improve understanding and acceptance of autism, lived experience, strengths and support needs (<i>Commitment 17, Action 1</i>).
RFQ 7	<p>Research (single RFQ covering multiple actions)</p> <ul style="list-style-type: none"> Commission research, in consultation with Autistic people from the Strategy's priority cohorts, to define what neurodiversity-affirming care and practice is within the Australian context. Research focused on identifying key principles and ways to implement quality and timely supports and services in different settings and communities will be prioritised (<i>Commitment 15, Action 1</i>). Work with Autistic researchers and professionals to explore the feasibility and acceptability of current outcome measures and approaches used in research and practice within Australia. In line with the Strategy's vision, goal and guiding principles, work with relevant stakeholders to develop neurodiversity-affirming outcome measures and supporting resources for use with Autistic people across the lifespan (<i>Commitment 15, Action 3</i>).
RFQ 8	<p>Epidemiological Study</p> <ul style="list-style-type: none"> In collaboration with Autistic and autism researchers, commit funding for an epidemiological study of autism in Australia to identify the true prevalence of autism in Australia. This work will help inform the scope and funding required for the commitments in the Strategy to be fully realised (<i>Commitment 21, Action 2</i>).

¹ "Training" refers to non-accredited training i.e. training not housed in the national vocational education and training system.

From:
Sent: Thursday, 13 March 2025 3:35 PM
To: s 22(1)

Cc: s 22(1)
Subject: National Autism Strategy – First Action Plan – Procurement Update
s 22(1)
Attachments: Summary of Procurements.docx

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon

I am writing to provide you with an update on the implementation of First Action Plan 2025-26 (First Action Plan), under the National Autism Strategy 2025-2031 (the Strategy).

To support the implementation of the First Action Plan, the Autism Policy team have identified 19 actions that require external skills and expertise. We are working towards procuring these services through the Management Advisory Services Panel (MAS Panel). The 19 actions have been 'bundled' together based on similar focus areas, deliverables and expected outcomes. The Procurement Summary (**attached**) provides for an overview of the 8 separate Request for Quotes (RFQs).

These actions will lay the groundwork for improvements in social and economic inclusion, diagnosis, services and supports and representation of Autistic people. The actions will scope what works, where there are gaps and identify best practice to inform change in ways that directly involve the Autistic and autism community. These findings will inform future work under the First Action Plan or any subsequent initiatives or action plans.

A limited consultation process was undertaken with Commonwealth departments that were identified as lead or co-lead for the actions. These departments were provided with the draft RFQ and were asked to provide feedback. It is recognised that the outcomes of these actions may fall across multiple areas of responsibilities, and we will keep Commonwealth agencies updated as the implementation phase progresses. These procurements will see a final report produced which will be shared accordingly.

Timeframes

Preparation of procurement documentation and appropriate authorisations have been progressed by the Autism Policy team as a matter of priority. The RFQs are expected to be released to identified suppliers shortly. It is anticipated that the evaluation of the responses will be finalised by mid-May, enabling contracts to be signed prior to the end of June 2025.

Evaluation

There is an opportunity to be involved in the evaluation of RFQ responses. We are looking for suitable Executive Level staff with the relevant skills or knowledge in the area of the RFQ to participate in the evaluation panels. Online participation can be facilitated if you would like need to be based in Canberra. Please reach out to [S 22\(1\)](#) if you would like further information on this process.

Probity note

To ensure this procurement process maintains probity, please direct any internal or external enquiries you may receive regarding these Request for Quotes to the Autism Policy Team [S 22\(1\)](#)

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.



Australian Government

Department of Social Services

Confidentiality Undertaking and Declaration of Interests

Name: s 22(1)

Employer: Department of Employment and Workplace Relations

Employment Status: ☒ Australian Public Service (APS) Employee
(Select as appropriate) ~~Non-APS Employee~~

Purpose of Declaration: ~~Commencement of Employment / Engagement~~
☒ Procurement Process:

(Select as appropriate) Requisition number:

Procurement title: National Autism Strategy – Health

Purpose of this Deed

1. I will be performing services for the Department of Social Services (the **department**).
2. In the course of performing services and carrying out my duties for the department (including the specific Procurement Process identified above, if any), I may become aware of:
 - a. information that is confidential to any person including the Commonwealth, its agencies, suppliers or consultants (**Confidential Information**)
 - b. official or security classified information (**Classified Information**)
 - c. personal information, as defined in the *Privacy Act 1988* (Cth) (**Personal Information**), and / or
 - d. information that is protected by any provision of an Act, Regulation, or other legislative instrument which requires secrecy or confidentiality in dealing with that information (**Protected Information**),
(referred to in this Deed as, **Relevant Information**).
3. I understand that it is necessary for the department to take reasonable steps to ensure that Relevant Information is protected, including requiring all personnel to sign this Confidentiality Undertaking and Declaration of Interests (**Deed**).
4. I also understand that, in performing services for the department, it is necessary to do so faithfully and without any conflicting interest which has not been disclosed to the department.
5. I understand that the obligations in this Deed are consistent with the duties and obligations of APS employees under applicable law, including the *Public Service Act*



1999, the *Privacy Act 1988*, the *Criminal Code*, the *Public Governance, Performance and Accountability Act 2013* and the Secretary's Instructions (SIs). These represent the minimum standards that the department requires of all individuals who are employed by or performing services for the department, regardless of their status. Regardless of my status, I will meet these standards in performing services and carrying out my duties for the department as if I were an APS employee.

6. I understand that this Deed is not intended to reduce any obligations I may be subject to under applicable law as an APS employee (if relevant), or any other contractual, statutory, common law or equitable obligations of confidentiality I may be subject to.

Confidentiality Undertakings

7. I will treat as secret and confidential all Relevant Information to which I have access or which is disclosed to me.
8. I will not disclose any Relevant Information to any person without the department's prior written consent, except where I am legally required to do so. If the department grants its consent subject to conditions, I will comply with those conditions.
9. I will use the Relevant Information only for the purpose of performing the services for the department I have been employed or engaged to perform, including the Procurement Process identified above (if any).
10. I will take all reasonably necessary precautions to prevent accidental disclosure or, unauthorised access to or copying of the Relevant Information in my control.
11. I understand the duties and obligations of confidentiality under the *Public Service Act 1999*, the *Privacy Act 1988*, the *Criminal Code*, the *Public Governance, Performance and Accountability Act 2013* and the Secretary's Instructions (SIs). Regardless of my status, I will comply with these duties and obligations in relation to any Relevant Information I become aware of in performing services for the department as if I were an APS employee.
12. Without limiting the preceding paragraphs, I will comply with all applicable legislative, common law and equitable duties and obligations relating to management of Relevant Information that I become aware of in performing services for the department (including in relation to the Procurement Process identified above, if any).

Declaration of interests

13. I acknowledge and understand the APS Code of Conduct set out in section 13 of the *Public Service Act 1999*, and understand that it:
 - a. states that APS employees must not make improper use of inside information in order to gain a benefit or advantage for myself or any other person; and
 - b. requires APS employees to comply with all applicable Australian laws when acting in the course of their employment.
14. Regardless of my status, I agree to comply with the APS Code of Conduct in performing services and carrying out duties for the department (including in relation to the Procurement Process identified above, if any) as though I was an APS employee.
15. I have been asked to disclose any interests that I may have which are relevant to the services I perform and duties I carry out for the department.
16. I declare that the interests, circumstances, relationships and positions that I have listed in Attachment A to this Deed are the only interests, circumstances, relationships or positions that I hold which may result in a conflict of interest in



Australian Government

Department of Social Services

relation to the services I perform and duties I carry out for the department. I have set out my proposals for managing any such conflict, and I will implement these proposals or any other reasonable direction given to me by or on behalf of the department to deal with the conflict of interest.

17. To the best of my knowledge and belief, other than any relevant interests I have listed in Attachment A, no conflict of interest exists which may hinder or prevent me from performing fairly and impartially, and in the best interests of the Commonwealth of Australia, any of the services I perform and duties I carry out for the department, including in respect of the Procurement Process (if any).
18. I will use my best endeavours to ensure that a situation does not arise that may result in a conflict of interest. I will immediately report to my supervisor any conflict or potential conflict of interest that arises, and will comply with all directions given to me by or on behalf of the department for dealing with that conflict of interest.
19. The laws of the Australian Capital Territory apply to this Deed and I agree to submit to the non-exclusive jurisdiction of the courts of the Australian Capital Territory in respect of all matters arising under, or in relation to, this Deed.

EXECUTED as a Deed on:

(day)

(month)

(year)

Signed*:

Printed Name:

Witnessed by*:

Printed Name:

*Deeds must be wet signed (printed and signed with pen).



Attachment A: Relevant Interests

Description of interests, circumstances, relationships and positions	Description of proposal for management
<p>[if no interest etc. write NIL [If insufficient space, attach additional pages and cross reference here. All attached pages must be initialled.]]</p>	

User note: A conflict of interest arises where an official or adviser has an affiliation or interest (whether personal or professional) that might prejudice, or be seen to prejudice his or her impartiality. These may be actual or real, potential or perceived.

For more information on conflict of interests and what do if a conflict of interest is declared or arises, refer to the [Conflict of interest](#) STAFFnet page.

From: s 22(1)
Sent: Friday, 5 September 2025 10:55 AM
To: s 22(1)
Subject: FW: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel
s 22(1)
Attachments: Procurement-Confidentiality-and-Conflict-of-interest-Deed.docx

s 22(1)

From: s 22(1)
Sent: Thursday, 1 May 2025 7:22 PM
To: s 22(1)
Subject: FW: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel s 22(1)

Hj s 22(1)

Here is the full email.

Kind regards

s 22(1)

From: s 22(1)
Sent: Wednesday, 30 April 2025 8:46 PM
To: s 22(1)
Cc: s 22(1)
s 22(1)
Subject: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel s 22(1)

s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22(1)

Following on from my email below, the evaluation for the Employment actions is being scheduled for 12 – 13 May 2025. We do not expect the full two days to be used, and it is quite possible that the evaluation could be completed in half, depending on the number of quotes received.

We will also set up a short pre-meeting to discuss the process and answer any questions you may have.

Please find attached the Deed of Confidentiality and Conflict of Interest form. In preparation for this evaluation, it would be appreciated if you could please:

1. sign page 3 of the form noting that Procurement requires the forms to be printed out and wet signed
2. complete Attachment A on page 4 including a Nil response; and
3. return signed scanned copy.

Please also see the below suppliers that have been approached so you can identify any conflict of interest. Note that some suppliers have indicated whether or not they will provide a quote.

Supplier Name	Providing a quote – Y/N
s 47G(1)(a)	N
	Have not advised
	Have not advised
	N
	Have not advised
	Y
	Have not advised
	Have not advised
	Y
	N

Please reach out if you have any questions.

Many thanks,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms

Department of Social Services

E: s 22(1)

P: (s 22(1))

(Part-time arrangements: Monday – Wednesday)

The Department of Social Services supports flexible working – I am emailing you at a time that suits me, but I don't expect you to reply outside your usual hours.

[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.



Australian Government

Department of Social Services

Confidentiality Undertaking and Declaration of Interests

Name: s 22(1)

Employer: Department of Employment and Workplace Relations

Employment Status: ☒ Australian Public Service (APS) Employee
(Select as appropriate) ~~Non-APS Employee~~

Purpose of Declaration: ~~Commencement of Employment / Engagement~~
☒ Procurement Process:

(Select as appropriate) Requisition number:

Procurement title: National Autism Strategy – Health

Purpose of this Deed

1. I will be performing services for the Department of Social Services (the **department**).
2. In the course of performing services and carrying out my duties for the department (including the specific Procurement Process identified above, if any), I may become aware of:
 - a. information that is confidential to any person including the Commonwealth, its agencies, suppliers or consultants (**Confidential Information**)
 - b. official or security classified information (**Classified Information**)
 - c. personal information, as defined in the *Privacy Act 1988* (Cth) (**Personal Information**), and / or
 - d. information that is protected by any provision of an Act, Regulation, or other legislative instrument which requires secrecy or confidentiality in dealing with that information (**Protected Information**),
 (referred to in this Deed as, **Relevant Information**).
3. I understand that it is necessary for the department to take reasonable steps to ensure that Relevant Information is protected, including requiring all personnel to sign this Confidentiality Undertaking and Declaration of Interests (**Deed**).
4. I also understand that, in performing services for the department, it is necessary to do so faithfully and without any conflicting interest which has not been disclosed to the department.
5. I understand that the obligations in this Deed are consistent with the duties and obligations of APS employees under applicable law, including the *Public Service Act*



Australian Government

Department of Social Services

1999, the *Privacy Act 1988*, the *Criminal Code*, the *Public Governance, Performance and Accountability Act 2013* and the Secretary's Instructions (SIs). These represent the minimum standards that the department requires of all individuals who are employed by or performing services for the department, regardless of their status. Regardless of my status, I will meet these standards in performing services and carrying out my duties for the department as if I were an APS employee.

6. I understand that this Deed is not intended to reduce any obligations I may be subject to under applicable law as an APS employee (if relevant), or any other contractual, statutory, common law or equitable obligations of confidentiality I may be subject to.

Confidentiality Undertakings

7. I will treat as secret and confidential all Relevant Information to which I have access or which is disclosed to me.
8. I will not disclose any Relevant Information to any person without the department's prior written consent, except where I am legally required to do so. If the department grants its consent subject to conditions, I will comply with those conditions.
9. I will use the Relevant Information only for the purpose of performing the services for the department I have been employed or engaged to perform, including the Procurement Process identified above (if any).
10. I will take all reasonably necessary precautions to prevent accidental disclosure or, unauthorised access to or copying of the Relevant Information in my control.
11. I understand the duties and obligations of confidentiality under the *Public Service Act 1999*, the *Privacy Act 1988*, the *Criminal Code*, the *Public Governance, Performance and Accountability Act 2013* and the Secretary's Instructions (SIs). Regardless of my status, I will comply with these duties and obligations in relation to any Relevant Information I become aware of in performing services for the department as if I were an APS employee.
12. Without limiting the preceding paragraphs, I will comply with all applicable legislative, common law and equitable duties and obligations relating to management of Relevant Information that I become aware of in performing services for the department (including in relation to the Procurement Process identified above, if any).

Declaration of interests

13. I acknowledge and understand the APS Code of Conduct set out in section 13 of the *Public Service Act 1999*, and understand that it:
 - a. states that APS employees must not make improper use of inside information in order to gain a benefit or advantage for myself or any other person; and
 - b. requires APS employees to comply with all applicable Australian laws when acting in the course of their employment.
14. Regardless of my status, I agree to comply with the APS Code of Conduct in performing services and carrying out duties for the department (including in relation to the Procurement Process identified above, if any) as though I was an APS employee.
15. I have been asked to disclose any interests that I may have which are relevant to the services I perform and duties I carry out for the department.
16. I declare that the interests, circumstances, relationships and positions that I have listed in Attachment A to this Deed are the only interests, circumstances, relationships or positions that I hold which may result in a conflict of interest in



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Department of Social Services

relation to the services I perform and duties I carry out for the department. I have set out my proposals for managing any such conflict, and I will implement these proposals or any other reasonable direction given to me by or on behalf of the department to deal with the conflict of interest.

17. To the best of my knowledge and belief, other than any relevant interests I have listed in Attachment A, no conflict of interest exists which may hinder or prevent me from performing fairly and impartially, and in the best interests of the Commonwealth of Australia, any of the services I perform and duties I carry out for the department, including in respect of the Procurement Process (if any).
18. I will use my best endeavours to ensure that a situation does not arise that may result in a conflict of interest. I will immediately report to my supervisor any conflict or potential conflict of interest that arises, and will comply with all directions given to me by or on behalf of the department for dealing with that conflict of interest.
19. The laws of the Australian Capital Territory apply to this Deed and I agree to submit to the non-exclusive jurisdiction of the courts of the Australian Capital Territory in respect of all matters arising under, or in relation to, this Deed.

EXECUTED as a Deed on:

(day)

(month)

(year)

Signed*: s 22(1)

-

Printed Name:

-

Witnessed by*:

-

Printed Name:

-

*Deeds must be wet signed (printed and signed with pen).



Attachment A: Relevant Interests

Description of interests, circumstances, relationships and positions	Description of proposal for management
NIL	NIL.
[if no interest etc. write NIL. [If insufficient space, attach additional pages and cross reference here. All attached pages must be initialled.]	

User note: A conflict of interest arises where an official or adviser has an affiliation or interest (whether personal or professional) that might prejudice, or be seen to prejudice his or her impartiality. These may be actual or real, potential or perceived.

For more information on conflict of interests and what to do if a conflict of interest is declared or arises, refer to the [Conflict of interest](#) STAFFnet page.

From: S 22(1)
Sent: Monday, 5 May 2025 8:50 AM
To: S 22(1)
Cc: S 22(1)
Subject: RE: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel
 S 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi S 22(1)

Apologies for the delay with responding to your email – I was out of the office on Thursday and Friday.

There will be a Teams option available and would be very supportive of an individual participating from interstate. Please reach out if you have any other questions.

Thank you

S 22(1)

If using assistive software, the message ends here. Email signature below.

S 22(1) (she/her)
Assistant Director - Autism Policy
 Foundational Supports and Early Childhood Reforms
 Department of Social Services
 E: S 22(1) P: S 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

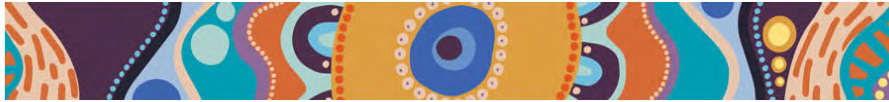
From: S 22(1)
Sent: Thursday, 1 May 2025 9:29 AM
To: S 22(1)
Cc: S 22(1)
Subject: FW: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel S 22(1)

Hi S 22(1)

I'm sorting out a nomination now that S 22(1) can't help for the evaluation (it won't be S 22(1) – she's on leave). Half my team are based interstate so I can quickly confirm that a Teams option is available?

Thanks,
 S 22(1)

S 22(1)
 Director (a/g)
 Mature Age, Long-Term Unemployed, Disability Employment Policy Team | Targeted Employment Policy Branch
 Employment Strategy and Policy Division
 Australian Government Department of Employment and Workplace Relations
 Phone S 22(1)



The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: S 22(1)
Sent: Thursday, 1 May 2025 9:00 AM
To: S 22(1)
Cc: S 22(1)
Subject: FW: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel S 22(1)

s 22(1) can you see if someone from your team can do this for a couple of days- s 22(1) can help with the nomination.

s 22(1)
Assistant Secretary

Targeted Employment Policy Branch
Employment Strategy and Policy Division
Australian Government Department of Employment and Workplace Relations
Phone S 22(1) | Mobile S 22(1)
dewr.gov.au

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: S 22(1)
Sent: Thursday, 1 May 2025 7:27 AM
To: S 22(1)
Cc: S 22(1)
Subject: FW: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel S 22(1)

Morning s 22(1)

I returned from leave yesterday and I'm catching up on emails. The below relates to a procurement process being run by DSS that s 22(1) provided feedback on.

I'm away for work the proposed 2 days in their email. As it is less than 2 days they are asking for and the policy team was the area that provided feedback I thought there should be an EL1 who can help them with the evaluation. It will be a good experience for someone to understand the procurement side of policy and also good for their cv with minimal effort being involved.

They are wanting to line it all up this week so if you could let them know, or me and I can go back to them for you, that would be great.

Kind regards

s 22(1)

From: S 22(1)
Sent: Wednesday, 30 April 2025 8:46 PM
To: S 22(1)
Cc: S 22(1)
Subject: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel S 22(1)

Hi s 22(1)

Following on from my email below, the evaluation for the Employment actions is being scheduled for 12 – 13 May 2025. We do not expect the full two days to be used, and it is quite possible that the evaluation could be completed in half, depending on the number of quotes received.

We will also set up a short pre-meeting to discuss the process and answer any questions you may have.

Please find attached the Deed of Confidentiality and Conflict of Interest form. In preparation for this evaluation, it would be appreciated if you could please:

1. sign page 3 of the form noting that Procurement requires the forms to be printed out and wet signed
2. complete Attachment A on page 4 including a Nil response; and
3. return signed scanned copy.

Please reach out if you have any questions.

Many thanks,

S 22(1)

If using assistive software, the message ends here. Email signature below.

S 22(1) (she/her)

Assistant Director - Autism Policy

Foundational Supports and Early Childhood Reforms

Department of Social Services

E: S 22(1) P: S 22(1)

(Part-time arrangements: Monday – Wednesday)

The Department of Social Services supports flexible working – I am emailing you at a time that suits me, but I don't expect you to reply outside your usual hours.

[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: S 22(1)

Sent: Tuesday, 22 April 2025 2:24 PM

To: S 22(1)

Cc: S 22(1)

Subject: Follow up: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panels S 22(1)

Hi S 22(1)

I am just touching base regarding the upcoming Evaluation Panel for the implementation of some of the Employment actions in the National Autism Strategy - First Action Plan.

The Employment RFQ closes on 7 May 2025. We are still in the planning phase at the moment, but I am keen to finalise the Evaluation Panel members as soon as possible. We would be looking at convening the Employment panel in mid-May. Dates are yet to be finalised, but we are hoping to get placeholders into diaries as soon as possible. A brief outline of what would be involved is below:

What is involved?

- Evaluation of supplier submissions against the *Statement of Work Requirements* (will be provided to the Evaluation Panel members).
- The closing date for responses to be submitted is currently: 3pm Wednesday 7 May 2025.
- A total of 10 suppliers were invited to quote, however, there have been a couple of declines.
- Panel members will be provided with no less than 2 days to individually assess quotes. Panel members will then come together to discuss the assessment. Tentative dates for panel members to meet are currently being worked through and will be provided as soon as possible.

Please note that panel members will be requested to sign conflict of interest and deed of confidentiality forms, prior to assessment.

I am available to chat more if you have any questions – please feel free to give me a call on the number below.

Thanks for your consideration.

Regards

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) P: s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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s 22(1)

From: s 22(1)
Sent: Monday, 3 March 2025 5:38 PM
To: s 22(1)
Cc: s 22(1)

Subject: FW: FYC by COB Monday: DEWR feedback: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel
s 22(1)

s 22(1)

Hi s 22(1)

Thank you for the opportunity to review the NAS RFQs in which DEWR has an interest. Marked up copies in track as requested are attached where detailed comments have been provided. A number of our teams have also expressed an interest in learnings from the outputs and recommendations coming out of this work, particularly as it relates to disadvantaged cohorts.

Broadly, while we recognise the value and necessity of partnering with the autism community, autism organisations and Autistic people to achieving a suitable outcome, requiring demonstrated experience in working with them could limit the number and breadth of responses the RFQs might get. An organisation which otherwise has substantial skills and experience in stakeholder engagement or evaluation could fail against this criteria, and it may be that not being quite so explicit would garner a broader range of responses. Possibly requiring ‘an ability to partner with Autistic people, the autism community and/or Autistic led organisations’ would still be appropriate in terms of recognising their importance but allow for better outcomes of the RFQs.

Most of the RFQ's include a capability building presentation at some point to the department and/or key stakeholders. We would suggest that these presentations should be recorded and made publicly available in order to increase the reach of the capacity building element of each RFQ.

Feedback on the **Employment RFQ**

- The list of Deliverables also needs to include the capability training identified in the Milestones, which presumably means more than a presentation to selected attendees. Also, other RFQ's have separated the capacity building presentation from the final presentation – a consistent approach may be useful.
- If possible within time constraints, we have found that it is better not to have procurements ending in June where this can be avoided. Suggest throughout that you make the final deliverable due no later than May, which allows time for project slippage and adequate review of drafts for accessibility etc before the end of the financial year.

Feedback on the **Health RFQ**

- It would be beneficial for the RFQ to define what 'professional training' is when referring to Commitment 11.1. Does it include nationally recognised training in the VET sector, for instance? How this term is defined may substantially change the scope of the RFQ.

Feedback on the **Service Provider RFQ**

- Re the requirement that "Consultation should be undertaken remotely wherever possible" we would note that sometimes there are research advantages in face to face interactions and that where appropriate these should be facilitated, if not encouraged.

Feedback on the **Evidence and Evaluation RFQ**

- if you have a theory of change, you should not need a separate program logic. The theory of change should incorporate all of the components of a program logic and more.

Nil specific feedback on the Research or the Community Awareness RFQ.

With your request for nominees to support the Evaluation Panel, s 22(1) may be able to help but it will depend on the timing of the panel and the duration (due to leave arrangements). I have cc'ed s 22(1)

Regards

s 22(1) (she/her)
Director
Targeted Employment Policy Branch
Employment Policy and Analytics Division
Australian Government Department of Employment and Workplace Relations
Phone s 22(1) | Mobile s 22(1)
www.dese.gov.au



The Department of Education, Skills and Employment acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

s 22(1)

s 22(1)

From: s 22(1)
Sent: Thursday, 27 February 2025 11:52 AM
To: s 22(1)

Cc: s 22(1)

Subject: FOR REVIEW / INPUT: National Autism Strategy – First Action Plan - Procurement Process and Evaluation Panel s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning, s 22(1)

Thank you for meeting with us last week to discuss the implementation approach for the *First Action Plan 2025-2026*, under the for the *National Autism Strategy 2025-2031*.

Request for Quotes

The Autism Policy team has identified 19 actions that require external expertise, and we are working towards procuring these consultancy services through the Management Advisory Services Panel (MAS Panel). These 19 actions have been 'bundled' together based on similar focus areas, deliverables and expected outcomes. The Procurement Summary (**attached**) provides for an overview of the 8 separate Request for Quotes (RFQs).

As the actions cover multiple areas of responsibilities, we are consulting with several departments on the draft RFQs and would appreciate any feedback you may have on these draft documents. We acknowledge your subject-matter expertise and knowledge in this area. It is important that the deliverables outlined in the RFQ is clear, identifies the work required and will produce a useful product to inform policy develop and in turn, improve the lives of Autistic people.

Timeframes

Preparation of these procurements and appropriate authorisations are being progressed by the Autism Policy team as a matter of priority. We are working towards releasing the RFQs as soon as practicable, with a view of identifying successful providers and signing contracts prior to the end of June 2025. The RFQs will be circulated no later than 28 March 2025, likely earlier depending approvals.

We are mindful of the pending caretaker period, and note that this may impact on our timeframes.

Evaluation

We would like to gauge whether a suitable representative from your department would be interested and available in participating as a member of the procurement Evaluation Panel. This will involve the evaluation of supplier submissions against the *Statement of Work Requirements*.

Further information regarding the Evaluation Panel will be communicated closer to the release of the RFQ and all panel members will need to sign conflict of interest and deed of confidentiality forms, prior to assessment.

The time commitment will be dependent on how many responses are received. We are looking for suitable Executive Level staff with the relevant skills or knowledge in the area of the RFQ to participate evaluation panel. Online participation can be facilitated - evaluators do not need to be based in Canberra.

Action Required:

It would be appreciated if you could please action the following and provide a response back to S 22(1) by COB Monday 3 March 2025:

1. Review the draft RFQ (**attached**) and provide changes and feedback on the document. Please mark up the document with track changes.
2. Circulate the draft RFQ to relevant areas within your department and coordinate a response for your department, where practicable.
3. Advise if you would like to review and provide feedback on other RFQs. We are happy to provide these drafts on request.
4. Consider whether there are any suitable individuals (at the Executive Level) that would be interested in participating in the Evaluation Panel.

Probity Reminder

Please be mindful of maintaining probity requirements when reviewing or further distributing these documents. Please direct any internal or external enquiries you may receive regarding these future procurements to the Autism Policy Team within DSS.

Please let contacts S 22(1) if you have any questions or concerns.

Regards

S 22(1)

If using assistive software, the message ends here. Email signature below.

S 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: S 22(1) P: S 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

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Schedule 5 – Request for Quotation - National Autism Strategy – Employment

Note to Service Provider:

This Schedule 5 provides a Request for Quotation (RFQ) template that includes the typical information that an Agency will provide to the Service Provider to request a quotation for the provision of Management Advisory Service to an Agency, as detailed in clause 11.2 of the Head Agreement. It is intended that the RFQ will be provided as a smart form. The intent of this template and any smart form is to achieve a high level of standardisation and consistency in Agency RFQs to provide efficiencies to Agencies and Service Providers, however, it will not be mandatory that Agencies use this RFQ Template or any resulting smart form to request quotes from Service Providers.

1. Introduction

- 1.1. This RFQ is issued under clause 11.2 of the Head Agreement between the Service Provider and the Department of Finance.

<u>Request For Quotation for Services</u>	
<i>Agency Information</i>	
Agency	Department of Social Services (the department)
Agency File Reference	National Autism Strategy - Employment
RFQ Reference	70019890
Agency Representative	Name: s 22(1) Position: Assistant Director, Autism Policy Team Address: National Office, GPO Box 9820, Canberra ACT 2601 Email: s 22(1)
<i>RFQ and Proposed Order Details</i>	
RFQ Release Date	27 March 20205
RFQ Closing Date	2pm (AEST), 30 April 2025
Proposed Order Commencement Date	Friday, 6 June 2025 <i>Where the outcomes of the RFQ assessment allows, an earlier start date will be negotiated with the successful supplier.</i>
Proposed Order Term and/or Completion Date	Monday, 30 June 2026
Options to extend	Not applicable

Request For Quotation for Services

Milestones	
All payment milestones are based on the acceptance to the department's standards of the following deliverables (as negotiated):	
Milestone	Due Date
Project inception meeting <ul style="list-style-type: none"> Attend in-person or online meeting with the department (and other stakeholders as required by the department) to discuss the scope of work and key questions. 	June 2025
A draft workplan for both Economic Inclusion Package 1 and Economic Inclusion Package 2 including: <ul style="list-style-type: none"> project plan and schedule, risk register, itemised budget and stakeholder engagement plan for the department's review. 	June 2025
Acceptance of the final workplan for both the Economic Inclusion Package 1 and Economic Inclusion Package 2 by the department	July 2025
Regular project reports/status updates <ul style="list-style-type: none"> Regular status reports to include progress, risk and/or concerns Economic Inclusion Package 1 to commence immediately and Economic Inclusion Package 2 to commence from December 2025. 	Regular basis (monthly), or as needed.
Governance meeting/progress report <ul style="list-style-type: none"> Provide a written report detailing progress to date to the department and the Governance Reference Group (Reference Group) (refer to subheading Governance Framework). Incorporate feedback, where appropriate from the department and/or Reference Group. 	October 2025
Interim report, Economic Inclusion Package 1 covering: <ul style="list-style-type: none"> Summary of stakeholder consultations, approach to report development of each outcome area and best practice findings. 	October 2025
Draft final report, Economic Inclusion Package 1 for comment by the department	November 2025
A final report for Economic Inclusion Package 1	December 2025
Interim report, Economic Inclusion Package 2 covering: <ul style="list-style-type: none"> Summary of stakeholder consultations, approach to report development of each outcome area and best practice findings. 	March 2026
Draft final report, Economic Inclusion Package 2 for comment by the department	April 2026
Final report, Economic Inclusion Package 2	June 2026

Capability training to the department including:		June 2026
<ul style="list-style-type: none"> A presentation in person or by teleconference. 		
Statement of Work		
Service Area	Commercial	
Service Category	Programs and Projects	
Service Sub-category	Program/Project evaluation	
Detailed Statement of Work	<p>Services Required</p> <p>The National Autism Strategy 2025-31 (the Strategy) and the First Action Plan 2025-26 (First Action Plan) were publicly released on 14 January 2025. The Strategy and First Action Plan aim to improve life outcomes for all Autistic people living in Australia.</p> <p>The Strategy outlines a framework to create a safe and inclusive society where all Autistic people are supported and empowered to thrive in all aspects of life.</p> <p>The Strategy and First Action Plan are focussed on driving actions and enabling change in areas of Australian Government responsibility across four key outcomes:</p> <ul style="list-style-type: none"> social inclusion, economic inclusion, diagnosis, services and supports, and health and mental health through the National Roadmap to Improve the Health and Mental Health of Autistic People (developed by the Department of Health and Aged Care). <p>Statement of Requirements</p> <p>The aim of this RFQ is to deliver Actions 6.1 (A), 6.2, 7.1, 7.2, 7.3 and 7.5 as outlined in the First Action Plan. These actions have a broad common policy direction in improving employment opportunities and supports for Autistic people in the workplace.</p> <p>The Australian Government is seeking a supplier to work across the 6 actions to deliver 2 separate reports that provide comprehensive advice and information on employment for Autistic people and employers and employees.</p> <p>Service Providers must be able to demonstrate their organisational experience in providing similar services as described in the Detailed Statement of Work, including experience working with Autistic people and the autism community. Service Providers should partner with, or form a consortium with, appropriate Autistic-led organisations to ensure this requirement is met.</p> <p>Economic Inclusion Package 1: Commitment 6, Action 1 (A) and 6.2</p> <p>A review on the inclusiveness and effectiveness of existing autism-specific employment training¹ and programs in Australia or overseas where able to</p>	

¹ 'Training' refers to non-accredited training i.e. training not housed in the national vocation education and training system.

	<p>be appropriately adapted to an Australian context. This includes supports for mainstream, open employment, student placements and internships. The review will also include engagement practices with existing regional employer and service provider networks.</p> <p>The review will:</p> <ul style="list-style-type: none"> • identify the current pathways to employment, focusing on individuals' access to employment and determining any gaps with the current pathways to employment • Assess uptake and effectiveness of these pathways • identify best practice examples of: <ul style="list-style-type: none"> ◦ training² and resources across different models of employment such as: employment providers, recruitment agencies, career advisors, inclusive of the benefits of employing Autistic people ◦ employment practices, to recruit, employ and retain Autistic employees. • determine how personally meaningful long-term employment opportunities for Autistic people can be measured. • identify existing regional employers and service provider networks and how they support Autistic people to improve their employment opportunities. • identify whether these avenues are sufficient and whether there are any gaps that need to be considered. • Consider feasibility, pathways and costs to address gaps, in the Australian context, including metro, regional and remote locations. • identify the gaps and challenges for Autistic people, families and carers, across employment, training and resources and outline opportunities for best practice that can be used to help guide future activities • deliver recommendations on potential awareness activities to enhance support of employing Autistic people. <p>A final report will be presented covering the key findings of the review.</p> <p>The outcome of this review will inform a future grant opportunity to develop effective autism specific employment training and resources for the Autistic and autism community, employers and employment providers that is supported by best practice. Further details are outlined in 'Background' for context.</p> <p>Economic Inclusion Package 2: Commitment 7, Actions 1, 2, 3 and 5</p> <p>A review of supports available for employers to hire and retain Autistic employees with the view to improving employers access to information and resources about accessible open employment practices, reasonable adjustments and building capacity for employers to support Autistic people in the workplace. The review will also focus on arrangements for transitioning into the workplace and existing autism-specific employment training³ and programs.</p>
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² 'Training' refers to non-accredited training i.e. training not housed in the national vocation education and training system.

³ 'Training' refers to non-accredited training i.e. training not housed in the national vocation education and training system.

	<p>The review will:</p> <ul style="list-style-type: none"> • identify and examine the effectiveness of existing information and resources on accessible open employment hiring practices and reasonable adjustments in the workplace and identify any accessibility gaps or improvements that could be made to increase accessibility (e.g. job application processes, recruitment practices, improved guidance and advice to Autistic employees and employers etc). • identify and examine existing resources to build the capacity of employers to support Autistic people in the workplace and identify areas where new or improved resources could be developed. • identify and assess existing programs and initiatives for employment service providers to refer Autistic people to support or mentoring to help them transition into employment. <p>The results of the review will inform potential future work with a focus on:</p> <ul style="list-style-type: none"> • improved access to (and use of) information and resources for employers about accessible open employment practices and reasonable adjustments in the workplace. • building capacity of employers to support Autistic people in the workplace; and • improving access to support and mentoring to assist Autistic people transition into employment. <p>Priority Cohorts</p> <p>The following priority cohorts have been identified as experiencing greater barriers and compounding disadvantage and should be considered in the development of the RFQ response:</p> <ul style="list-style-type: none"> • First Nations Autistic peoples • Autistic people from culturally and linguistically diverse (CALD) and culturally and racially marginalised (CARM) communities • Autistic women and girls and gender diverse people • Autistic people from the LGBTQIA+ community • Older Autistic people • Autistic children and young people • Autistic people with very high support needs <p><u>Background</u></p> <p>Future Grant Opportunity</p> <p>The findings from the Commitment 6, Action 1 (A) review into the effectiveness of existing autism-specific employment programs, will inform Commitment 6, Action 1 (B):</p> <ul style="list-style-type: none"> • Develop effective autism specific training and resources for the Autistic and autism community, employers and employment providers (across mainstream, open employment, student placements and internships) that is supported by training, awareness and best practice.
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	<ul style="list-style-type: none"> • Link this work with the new Centre for Inclusive Employment, which will be established 2025. <p>Commitment 6, Action 1 (B) will be undertaken through a separate grant opportunity. Service Providers are not expected to develop training and resources as part of this RFQ response.</p> <p>Development of the Strategy and First Action Plan</p> <p>The Strategy and First Action Plan were developed with guidance from the National Autism Strategy Oversight Council and involved extensive consultation with Autistic people, their families and carers, and the broader autism and disability sectors, researchers and experts, and relevant Australian Government departments.</p> <p>The Strategy and First Action Plan focus on key outcome areas that will help guide strategies and solutions to help overcome the unique barriers and challenges Autistic people face.</p> <p>As there is a strong expectation from community to continue with the co-led approach used through the development of the Strategy, Service Providers will need to demonstrate a strong connection to the Autistic and autism community, and/or partner with organisations that are Autistic-led.</p> <p>Governance Framework</p> <p>The governance framework will include the establishment of a Reference Group with Autistic and autism community representatives forming a majority of the group membership, alongside government representatives from relevant Australian Government departments. The Reference Group will provide strategic guidance to drive the implementation of the Strategy and the development of any future actions.</p> <p>Additionally, time-limited working groups will be established as needed to support consideration of specific issues, including the needs of underrepresented groups, or groups experiencing intersectional disadvantages. These groups will draw on lived experience and specialised knowledge to support implementation, ensuring actions remain meaningful, targeted and effective.</p> <p>The successful Service Provider will need to consider feedback and guidance from the Reference Group and / or Working Groups at key milestones in their project.</p>
Deliverables	<p>The Service Provider will deliver:</p> <ul style="list-style-type: none"> • For both Economic Packages, a Work Plan including project plan and schedule, risk register, itemised budget including any proposed travel costs and a stakeholder engagement plan that highlights consultation methods that are appropriate for the Autistic and autism community. <ul style="list-style-type: none"> ○ Key stakeholders to be consulted include: the Reference Group, employment program providers including regional employer and service provider networks, relevant Commonwealth departments (including the Department of Social Services, Department of Employment and Workplace Relations, Workforce Australia, the National Indigenous Australians Agency), and other relevant stakeholders to be identified by the Service Provider.

	<ul style="list-style-type: none"> • Draft interim reports (x2) Scope and data/information/evidence collection plan. The plan will define parameters of the review and outline methodologies of data/information/evidence collection. • Draft final reports (x2) including data/information/evidence collection and preliminary analysis and initial findings for comment by the department and the Reference Group. • Collation of quality resources, tools and materials where Intellectually Property/publicly availability allows and advice on any materials and tools that would be of significant benefit to fund to increase access to employment (and estimated costs where possible to ascertain). • Final Recommendation and Summary Reports (x2) which includes any feedback provided by the department and the Reference Group for both Economic Inclusion Packages 1 and 2. • A presentation of the findings and recommendations to the department and the Reference Group on both Economic Inclusion Packages 1 and 2.
Subcontractors	<p>The Service Provider may nominate subcontractors to provide some or all the Services.</p> <p>The Service Provider must ensure that any subcontractors engaged have the qualifications and experience required to deliver the work described in the Detailed Statement of Work. The subcontractor must be Autistic-led and/or can demonstrate a strong connect to the Autistic and autism community.</p>
Location	<p>Work is expected to be undertaken at the Service Provider's premises. Any consultation activities should be reflected in the Service Providers' RFQ, where relevant.</p>
Fees	<p>In response to the RFQ, Service Providers must itemise:</p> <ul style="list-style-type: none"> • the fixed-price cost of each proposed payment milestone • the maximum value of each type of reimbursable expense • the maximum total cost of the contract payable by the department considering all deliverables and activities • travel expenses (refer to Travel Clause). <p>Reimbursable expenses include:</p> <ul style="list-style-type: none"> • travel expenses (where applicable) • participant incentives/reimbursements (where applicable) • other expenses (please specify). <p>The final payment schedule and key deliverable due dates will be negotiated with the successful Service Provider.</p>
Payment Terms	<p>20 calendar days</p>

Travel	<p>Regular Project Management meetings between the Service Provider and the department will be held online, where possible. Engagements with the National Autism Strategy's Reference Group may be in person (e.g.: presenting final report and recommendations) and the Service Provider should factor this into the response to this RFQ where relevant.</p> <p>All travel costs should be included in the overall project budget and quoted response. Proposals should include an itemised budget across the life of the project.</p> <p>The Service Provider may only seek reimbursement for travel and related expenses where these expenses are stipulated in a Contract, in accordance with the Head Agreement, clause 14.3.1.</p> <p>The Service Provider will provide a Tax Invoice and accompanying receipts for travel and related expenses in accordance with the Head Agreement, clause 14.3.2.</p>
Agency Material	Not applicable
Existing Material	<p>National Autism Strategy 2025-31</p> <p>First Action Plan 2025-26</p> <p>National Autism Strategy consultation report</p> <p>Developing the National Autism Strategy – Discussion Paper</p> <p>National Roadmap to Improve the Health and Mental Health of Autistic People 2025–2035</p>
Contract Material	The Service Provider must only use Contract Material for purposes necessary for delivering the Services. The Service Provider must obtain written approval from the Agency prior to publishing or distributing Contract Material or any other publications or results summaries arising from the evaluation. Restrictions on use of Service Provider's name, trade name or logo Not Applicable.
Confidential Information	Not applicable
Key Personnel Requirements	
Required Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> • An understanding of autism, disability and the National Disability Insurance Scheme, including the needs and challenges of consumers and providers. • An understanding and demonstrated knowledge of best practice in relation to supports and services for Autistic people and issues facing families and carers of Autistic people, including those experiencing vulnerability or disadvantage. • An understanding of the legal frameworks protecting workers • Expertise in research / evaluation methodology and the ability to build an evidence base through a desktop/literature review and triangulation of data, including skills and experience in both quantitative and qualitative data collection and analysis. • Evidence of successfully delivering research projects of a similar scale and complexity on time and on budget.

	<ul style="list-style-type: none"> • Strong experience in engaging with, consulting and communicating with a broad range of stakeholders, including Autistic people. • Demonstrated experience in working in partnership with the Autistic and autism community • Excellent project management, risk and issues management. • Demonstrated experience in design, organisation and facilitation of consultations to be accessible, culturally sensitive and enable the participation of all individuals. • Significant expertise in report writing and report presentation in a government context. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in delivery of research and evaluation projects with a focus on autism or disability. • An understanding of the employment landscape (across regional, and metropolitan areas) • Demonstrated knowledge of current best practice in the employment space.
Other Requirements for Key Personnel	Not applicable.
Additional Requirements	
Agency Data Storage Requirements	Department data storage requirements are set out in clause 23.2 of the Head Agreement. The Service Provider will need to identify how they plan to meet these requirements in their proposal.
Agency Security Requirements	Not applicable.
Security Clearance Requirements	<p>The Service Provider will be responsible for securing any required ethical clearances associated with or required for this procurement. This procurement will not directly involve children as participants.</p> <p>The successful Service Provider may have contact with people from different disability groups and diverse cultural backgrounds throughout the course of this project. If Service Providers propose a methodology to address the services required that will bring their staff into contact with children and/or vulnerable people, Service Providers should note that a working with vulnerable people check will be required before the Specified Personnel can undertake the services required.</p> <p>Security and privacy details are set out in Clause 24 and clause 25 of the Head Agreement.</p> <p>All potential risks will be monitored and reported accordingly.</p>
Liability	The default liability cap is set out in clause 19 of the Head Agreement.
Agency Insurance Requirements	Please upon providing a response quoting the scope of work sought in this RFQ, outline your organisation's insurance information to the procuring department to confirm compliance against.
Agency Service Levels	Not applicable.
Conditions/Restrictions for Personal Information	The Service Provider must comply with the Privacy Act, Australian Privacy Principles, and the Privacy Obligations in the Head Agreement for the handling of all personal information

<p>Other Additional Requirements</p>	<p>Disability Diversity and Accessibility Awareness</p> <p>This project will include working with people with diverse, visible and invisible disability, who have diverse requirements for participation and access. The Service Provider must:</p> <ul style="list-style-type: none"> • be aware of the discrimination that people with disability have experienced associated with participation in our society, and stigma and misconceptions about their ability • ensure: <ul style="list-style-type: none"> ○ understanding of the laws and legislative frameworks which provide support for people with disability, nationally and internationally. ○ understanding, identification and removal of barriers impacting people with disability's access to participate in the evaluation, including having screen-reader accessible documents, clear information available in Easy Read that is very easy to understand, access to translators (including Auslan), and access to supports if required. ○ understanding of disability discrimination and how to apply practical measures to prevent biases from occurring. <p>The Service Provider will be required to implement and adhere to safe practices when dealing with vulnerable cohorts, including appropriate screening of staff before they commence work.</p> <p>Commonwealth Supplier Code of Conduct</p> <p>The Australian Government's Commonwealth Supplier Code of Conduct (Commonwealth Supplier Code of Conduct - Overview Department of Finance) came into effect 1 July 2024. The Code outlines the Commonwealth's minimum expectations of suppliers and their subcontractors while under contract with the Commonwealth. The expectations in the Code cover:</p> <ul style="list-style-type: none"> • ethical behaviour; • corporate governance; • business practices; • health, safety, and employee welfare. <p>In providing the services the supplier is required to comply with the Commonwealth Supplier Code of Conduct.</p> <p>Knowledge Transfer</p> <p>If applicable, the Supplier must undertake the Knowledge Transfer Activities set out in the Statement of Work in accordance with the requirements of the Contract.</p>
<p>Commonwealth Policy Requirements</p>	
<p>Shadow Economy Policy</p>	<p>Not applicable</p>
<p>Indigenous Procurement Policy</p>	<p>Not applicable</p>
<p>Australian Industry Participation Plan</p>	<p>Not applicable</p>
<p>Evaluation Criteria</p>	
<p>Responses to this RFQ will be evaluated against the following criteria:</p>	

- The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk.
- The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes.
- The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work, including experience with Autistic people and the autism community, and/or partnering with Autistic-led organisations.
- The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work.
- The professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.
- The risk that the project will not be delivered to a high level of quality and on time.
- The extent to which the level and structure of fees proposed provides value for money for the Australian Government.

Responding to this RFQ

The Service Provider is required to complete the following information:

- Service Provider's Representative
- Service Provider's Name
- Service Provider's Address
- Service Provider's ABN
- Service Provider's email address

In responding to this RFQ, the Service Provider should:

- describe its understanding of the Services required, including the identification of any key challenges and the management of risk
- detail its capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes
- detail its organisational experience in providing the similar services to the services described in the Detailed Statement of Work
- detail the relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work including any relevant qualifications, certifications or affiliations that the nominated Key Personnel have
- describe the professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.

The response to this RFQ should be no more than **30 pages** in length. This is inclusive of all parts of the response, including the title pages, table of contents, referees and biographies (or similar). Responses longer than 30 pages may be judged non-compliant and may not be evaluated. A4 sized paper, and size 12 font is strongly preferred.

The Service Provider is also required to:

- identify any subcontractors nominated to provide the services and their role in the delivery of the services
- disclose any conflicts of interest it would have with the delivery of the Services
- include any information in its respond that it requests to remain confidential.

Service Provider Confidential information	Period of Confidentiality



Australian Government

Department of Social Services

Request for Quotation 70019890

National Autism Strategy - Employment

Addendum No. 1 – issued 14 April 2025

RFQ No	70019890
Panel	Management Advisory Services Panel (SON3751667)
Category of service	Commercial – Programs and Projects Evaluation
RFQ Closing Date	2:00pm AEST on 30 April 2025
1.	<p>Question:</p> <p>1a) Could you let us know how many organisations DSS has approached to respond to these RFQ's?</p> <p>1b) Additionally, does your department have a particular interest in engaging a First Nations organisation with recognised subject matter expertise in research, policy, and evaluation?</p> <p>Answer:</p> <p>1a) 10 suppliers were invited to provide a quotation for the services described in this RFQ.</p> <p>1b) The National Autism Strategy 2025 – 2031 (The Strategy) acknowledged that certain groups of Autistic people can face additional barriers, challenges or compounding disadvantage associated with the intersection between their Autistic identity and other aspects of their identity and life stage. First Nations peoples were identified as a priority cohort. Other priority cohorts include:</p> <ul style="list-style-type: none"> • Culturally and linguistically diverse (CALD) and culturally and racially marginalised (CARM) people • Women and girls and gender diverse people • LGBTQIA+ people • Older people • Children and young people • People with very high support needs. <p>In response to the RFQ, Service Providers are encouraged to demonstrate their previous experience with engaging with priority cohorts in the Strategy, and their experience in research, policy and evaluation.</p>



Australian Government

Department of Social Services

Request for Quotation 70019890

National Autism Strategy - Employment

Addendum No. 2 – issued 15 April 2025

RFQ No	70019890
Panel	Management Advisory Services Panel (SON3751667)
Category of service	Commercial – Programs and Projects Evaluation
RFQ Closing Date	2:00pm AEST on 30 April 2025 (this is the original close date. Please see below for revised closing date and time)
1.	<p>Question:</p> <p>The Easter and ANZAC Day public holidays take a significant amount of time from the month – especially as our organisation treats Easter Tuesday as a public holiday and also encouraged staff to take advantage of this by taking the full week off as leave.</p> <p>To ensure our response is as comprehensive as possible, could we request an extension of the response deadline to 7th May 2025?</p> <p>Answer:</p> <p>The closing date has been extended to 7 May 2025 (3:00pm AEST).</p>
2.	<p>Question:</p> <p>In the RFQ it refers to 'Actions 6.1 (A)', however it's unclear what the 'A' is referring to, as this is not designated in the strategy or first action plan. Can you please clarify what the A stands for here?</p> <p>Answer:</p> <p>In the RFQ, Commitment 6, Action 1 was separated into two parts: (A) and (B).</p> <p>Commitment 6, Action 1 (A) refers to the review into the effectiveness of existing autism-specific employment programs. While Commitment 6, Action 1 (B) refers to the development of effective autism specific training and resources which will be undertaken through a separate grant opportunity.</p> <p>The findings from Commitment 6, Action 1 (A) will inform Commitment 6, Action 1 (B). Service Providers are not expected to address part (B) as part of this RFQ response.</p>

NATIONAL AUTISM STRATEGY

RFQ – 70019890– Employment – PANEL ASSESSMENT

APPLICANT: s 47G(1)(a)

See Attachment A for the evaluation scoring scale and value for money rating scale

Evaluators Name:

Evaluation Criteria	Score	Comments
The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk.		
The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes.		
The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work, including experience with Autistic people and the autism community, and/or partnering with Autistic-led organisations.		
The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work.		

Evaluation Criteria	Score	Comments
The professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.		
The risk the project will be delivered to a high level of quality and on time.		
The extent to which the level and structure of fees proposed provides value for money for the Australian Government.		

Document any issues that need to be addressed in contract negotiations should the supplier be preferred :

Document if there have been any conflicts of interest declared and action required :

Total Panel Score:

Value for Money Assessment:

Total Quote:

Overall comments:

Attachment A

Tender evaluation scoring scale

Rating Scale	Score
Exceptional Specification requirements significantly exceeded in all areas. Claims are fully substantiated. Unequivocal support from referees. Extremely Low Risk.	10
Outstanding Specification requirements are exceeded in most key areas & addressed to a very high standard in others. Most Claims are fully substantiated with others very well substantiated. Unequivocal support from referees. Very low risk.	9
Very Good Specification requirements met to a very high standard in all areas. All Claims are well substantiated. Very strong support from Referees. Some manageable risks with strategies. Very Low risk.	8
Good Specification requirements met to a high standard in all areas. Claims are well substantiated in key areas. Strong support from referee with minimal or no reservations. Low risk – all key risks covered well.	7
Fair Specification requirements are addressed well in all areas. Claims are well substantiated in most areas. Credible strategies that fully address all minimum requirements and exceed requirements in some areas. Some minor shortcomings. Sound referee support. Most key risks are covered well. Medium risk	6
Acceptable Specification requirements addressed to a consistent acceptable standard with no major shortcomings. All claims are adequately substantiated. Some proposals questionable. Support from referees is adequate. Medium risk.	5
Marginal Specification requirements not fully met and additional information/ deficiencies not adequately overcome by Tender's clarification. Some claims unsubstantiated; others only adequate. Some proposals unworkable. Referees report adequate with minor reservations. Medium/High Risk	4
Poor Specification requirements poorly addressed in some areas or not at all. Claims largely unsubstantiated. A number of proposals unworkable. Strong referee reservations. High risk.	3
Very Poor Specification requirements inadequately dealt with in most or all areas. Claims almost totally unsubstantiated. A number of proposals unworkable with a high probability of service failure. Referees cannot recommend. Very High risk.	2
Unacceptable Specification requirements not met. Claims unsubstantiated and unworkable. Significant adverse referee comments. Extreme Risk.	1
Non-Compliant Tenderer completely failed or refused to provide a response.	0

Value for Money Rating Scale

Very Good	The Offer satisfies the Selection Criterion to a very high standard and presents minimal or no risk to the Commonwealth and its claims are fully supported by the information provided.
Good	The Offer satisfies the Selection Criterion to a high standard and/or presents limited risk to the Commonwealth. The Respondent's claims, in the view of the Evaluation Panel (EP), are supported by the information provided.
Satisfactory	The Offer satisfies the Selection Criterion to a satisfactory degree and/or presents an acceptable level of risk to the Commonwealth. In the view of the EC, there are some minor deficiencies and shortcomings in the information provided.
Poor	The Offer barely satisfies the Selection Criterion and/or presents some degree of unacceptable risk to the Commonwealth. In the view of the EC, there are major deficiencies in the information provided.
Unsatisfactory	<p>The Offer does not satisfy the Selection Criterion and/or presents an unacceptable level of risk to the Commonwealth.</p> <p>A 'Poor' or 'Unsatisfactory' rating for one or more Selection Criteria will exclude the Respondent from being recommended. The Selection Criteria are not weighted.</p>

NATIONAL AUTISM STRATEGY

RFQ – 70019890– Employment – PANEL ASSESSMENT

APPLICANT:s 47G(1)(a)

See Attachment A for the evaluation scoring scale and value for money rating scale

Evaluators Name:

Evaluation Criteria	Score	Comments
The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk.		
The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes.		
The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work, including experience with Autistic people and the autism community, and/or partnering with Autistic-led organisations.		
The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work.		

Evaluation Criteria	Score	Comments
The professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.		
The risk the project will be delivered to a high level of quality and on time.		
The extent to which the level and structure of fees proposed provides value for money for the Australian Government.		

Document any issues that need to be addressed in contract negotiations should the supplier be preferred :

Document if there have been any conflicts of interest declared and action required :

Total Panel Score:

Value for Money Assessment:

Total Quote:

Overall comments:

Attachment A

Tender evaluation scoring scale

Rating Scale	Score
Exceptional Specification requirements significantly exceeded in all areas. Claims are fully substantiated. Unequivocal support from referees. Extremely Low Risk.	10
Outstanding Specification requirements are exceeded in most key areas & addressed to a very high standard in others. Most Claims are fully substantiated with others very well substantiated. Unequivocal support from referees. Very low risk.	9
Very Good Specification requirements met to a very high standard in all areas. All Claims are well substantiated. Very strong support from Referees. Some manageable risks with strategies. Very Low risk.	8
Good Specification requirements met to a high standard in all areas. Claims are well substantiated in key areas. Strong support from referee with minimal or no reservations. Low risk – all key risks covered well.	7
Fair Specification requirements are addressed well in all areas. Claims are well substantiated in most areas. Credible strategies that fully address all minimum requirements and exceed requirements in some areas. Some minor shortcomings. Sound referee support. Most key risks are covered well. Medium risk	6
Acceptable Specification requirements addressed to a consistent acceptable standard with no major shortcomings. All claims are adequately substantiated. Some proposals questionable. Support from referees is adequate. Medium risk.	5
Marginal Specification requirements not fully met and additional information/ deficiencies not adequately overcome by Tender's clarification. Some claims unsubstantiated; others only adequate. Some proposals unworkable. Referees report adequate with minor reservations. Medium/High Risk	4
Poor Specification requirements poorly addressed in some areas or not at all. Claims largely unsubstantiated. A number of proposals unworkable. Strong referee reservations. High risk.	3
Very Poor Specification requirements inadequately dealt with in most or all areas. Claims almost totally unsubstantiated. A number of proposals unworkable with a high probability of service failure. Referees cannot recommend. Very High risk.	2
Unacceptable Specification requirements not met. Claims unsubstantiated and unworkable. Significant adverse referee comments. Extreme Risk.	1
Non-Compliant Tenderer completely failed or refused to provide a response.	0

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Poor	The Offer barely satisfies the Selection Criterion and/or presents some degree of unacceptable risk to the Commonwealth. In the view of the EC, there are major deficiencies in the information provided.
Unsatisfactory	The Offer does not satisfy the Selection Criterion and/or presents an unacceptable level of risk to the Commonwealth. A 'Poor' or 'Unsatisfactory' rating for one or more Selection Criteria will exclude the Respondent from being recommended. The Selection Criteria are not weighted.

NATIONAL AUTISM STRATEGY

RFQ – 70019890– Employment – PANEL ASSESSMENT

APPLICANT: s 47G(1)(a)

See Attachment A for the evaluation scoring scale and value for money rating scale

Evaluators Name:

Evaluation Criteria	Score	Comments
The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk.		
The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes.		
The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work, including experience with Autistic people and the autism community, and/or partnering with Autistic-led organisations.		
The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work.		

Evaluation Criteria	Score	Comments
The professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.		
The risk the project will be delivered to a high level of quality and on time.		
The extent to which the level and structure of fees proposed provides value for money for the Australian Government.		

Document any issues that need to be addressed in contract negotiations should the supplier be preferred :

Document if there have been any conflicts of interest declared and action required :

Total Panel Score:

Value for Money Assessment:

Total Quote:

Overall comments:

Attachment A

Tender evaluation scoring scale

Rating Scale	Score
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Value for Money Rating Scale

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Unsatisfactory	The Offer does not satisfy the Selection Criterion and/or presents an unacceptable level of risk to the Commonwealth. A 'Poor' or 'Unsatisfactory' rating for one or more Selection Criteria will exclude the Respondent from being recommended. The Selection Criteria are not weighted.

NATIONAL AUTISM STRATEGY

RFQ – 70019890– Employment – PANEL ASSESSMENT

APPLICANT: s 47G(1)(a)

See Attachment A for the evaluation scoring scale and value for money rating scale

Evaluators Name:

Evaluation Criteria	Score	Comments
The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk.		
The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes.		
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The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work.		

Evaluation Criteria	Score	Comments
The professional and other standards that your organisation would apply to the Services and the measures your organisation proposes to ensure that standards are maintained for the term of the Contract.		
The risk the project will be delivered to a high level of quality and on time.		
The extent to which the level and structure of fees proposed provides value for money for the Australian Government.		

Document any issues that need to be addressed in contract negotiations should the supplier be preferred :

Document if there have been any conflicts of interest declared and action required :

Total Panel Score:

Value for Money Assessment:

Total Quote:

Overall comments:

Attachment A

Tender evaluation scoring scale

Rating Scale	Score
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Unsatisfactory	The Offer does not satisfy the Selection Criterion and/or presents an unacceptable level of risk to the Commonwealth. A 'Poor' or 'Unsatisfactory' rating for one or more Selection Criteria will exclude the Respondent from being recommended. The Selection Criteria are not weighted.

From: s 22(1)
Sent: Thursday, 8 May 2025 10:07 AM
To: s 22(1)

Cc: s 22(1)
Subject: Employment - Proposal submissions and evaluation templates
 s 22(1)
Attachments: Proposal - Employment -s 47G(1)(a) .pdf; Proposal -
 Employment - s 47G(1)(a) .pdf; Proposal - Employment - s 47G(1)(a)
 .pdf; Proposal - Employment - s 47G(1)(a)
 -.pdf; Request for Quotation - Employment - PO
 Number 70019890.pdf; Addendum #1 - Responses to questions
 for RFQ 70019890 National Autism Strategy Employment - issued
 14 April 2025.pdf; Addendum #2 - Responses to questions for
 RFQ 70019890 National Autism Strategy Employment - issued 15
 April 2025.pdf; Panel assessment template -Employment - s 47G(1)(a)
 .docx; Panel assessment template -Employment - s 47G(1)
 .docx; Panel assessment template -
 Employment - s 47G(1)(a) .docx; Panel assessment template -
 Employment - s 47G(1)(a) .docx

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning

Please see attached and below regarding evaluation of quotations received for the National Autism Strategy Employment 70019890.

Quotes received - attached

- s 47G(1)(a)
-
-
-

Other documents - attached

- Request for quote
- Addendums (1 and 2)
- Panel assessment templates (x4)

Evaluation templates for individual and panel assessment

Please complete the attached templates for each quote received prior to the Evaluation Panel assessment meeting. Please capture your comments on this document including the areas of strengths and weaknesses, against the criteria outlined in the RFQ. This is to ensure that

adequate feedback can be provided to suppliers following the outcome of this procurement. The tender evaluation scoring scale is include in the attachment.

The Evaluation Panel will complete the panel assessment at the meeting commencing at 9:30am (AEST) on Tuesday 13 May 2025. The Evaluation Report will be drafted following the panel assessment and not provided to the DSS Delegate until all panel members have reviewed and agreed.

Compliance

All submissions have been reviewed by the Autism Policy team for compliance with the mandatory requirements. All submissions have been identified as compliant and no submissions have been excluded from further consideration.

Probity

All panel members are asked to keep in mind key probity principles to ensure the process is undertaken in an ethical, fair and transparent manner. Actual or perceived conflict of interest matters that may arise during the entire procurement process will need to be discussed with the Chair of the Evaluation Panel.

Please let me know ASAP if you have a conflict of interest with any of the specified personnel outlined in the 4 x responses. I can confirm I have none.

Please reach out if you have any questions. Noting my part-time arrangements, an alternate contact for this RFQ is s 22(1) or s 22(1).

Thank you,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)

Assistant Director - Autism Policy

Foundational Supports and Early Childhood Reforms

Department of Social Services

E: s 22(1) P: s 22(1)

(Part-time arrangements: Monday – Wednesday)

The Department of Social Services supports flexible working – I am emailing you at a time that suits me, but I don't expect you to reply outside your usual hours.

[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We

pay our respects to the Elders both past and present.

From: s 22(1)
Sent: Wednesday, 14 May 2025 1:03 PM
To: s 22(1)
Cc: s 22(1)
Subject: National Autism Strategy - FAP - Procurement Process and Evaluation Panel - Employment
Attachments: Panel assessment template -Employment - s 47G(1)(a) - s 22(1).docx; Panel assessment template -Employment - s 47G(1)(a) - s 22(1).docx; Panel assessment template -Employment - s 47G(1)(a) - s 22(1).docx; Panel assessment template -Employment - s 47G(1)(a) - s 22(1).docx

Hi both,

Thank you for facilitating the panel yesterday and for the opportunity to be part of the procurement. It was lovely working with you all.

Please see attached the four panel assessment templates.

Be in touch if you need anything else from me. Otherwise, I look forward to seeing the draft report!

Kind regards,

s 22(1)
A/g Assistant Director
Mature Age LTU Disability Employment Policy team | Targeted Employment Policy Branch
Employment Strategy and Policy Division
Australian Government Department of Employment and Workplace Relations
Phone s 22(1)
www.dewr.gov.au

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: s 22(1)
Sent: Monday, 19 May 2025 3:18 PM
To: s 22(1)
Cc: s 22(1)
Subject: FW: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS s 22(1)
Attachments: Employment - Procurement Evaluation Report - DRAFT - Att B Evaluation Comparative Assessment Employment.docx; Employment - Procurement Evaluation Report - DRAFT (002).docx

You don't often get email from s 22(1)

[Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22(1)

Thanks for progressing this some comments on the comparative assessment, largely to help align the discussion with the rankings provided. Minor comments on the Evaluation Report itself.

Happy to discuss,

s 22(1)

Workforce, Quality and Outcomes

Foundational Supports and Early Childhood Reforms Branch

Department of Social Services

P: s 22(1) | **E:** s 22(1)

[National Relay Service](#)

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s 22(1)

Sent: Monday, 19 May 2025 11:22 AM

To: s 22(1)

Cc: s 22(1)

Subject: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS s 22(1)

Hi s 22(1)

For Action: COB Tuesday 20 May 2025 (please let me know early if this is not achievable)

Thanks again for being part of the panel to evaluate quotations for the National Autism Strategy – Employment Package – reference 70019990.

Please see attached for the:

- Evaluation Panel report. Please return with any edits/comments in track changes.
- Att B - the panel comparative assessment and ratings. Please return with any edits/comments in track changes.

Once I have any comments, I will consolidate and then circulate PDFs for electronic signature.

Please contact me if you have any questions.

Thank

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)
Sent: Tuesday, 20 May 2025 7:40 PM
To: s 22(1)
Cc: s 22(1)
Subject: RE: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS
s 22(1)
Attachments: Employment - Procurement Evaluation Report - DRAFT - Att B Evaluation Comparative Assessment Employment - s 22(1) comments.docx

You don't often get email from s 22(1) . [Learn why this is important](#)
s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22(1)

Please find Attachment B with my comments and suggested changes attached for your consideration. Please feel free to ignore anything that you don't think is relevant, particularly around formatting s 22(1) .

Thank you again for the opportunity to be involved in this procurement evaluation process s as a SME in disability employment policy. 22(1)
It has been a great experience to find out more about what is happening in the Autism Policy space and to get the chance to help out with something outside of my BAU role.

Kind Regards,

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Policy Analyst
Disability Employment Design – Service
Disability Employment Policy Branch
Department of Social Services
E: s 22(1) **P:** s 22(1) **M:** s 22(1)
[National Relay Service](#)

s 22(1)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

OFFICIAL: Sensitive

From: s 22(1)

Sent: Tuesday, 20 May 2025 5:10 PM

To: s 22(1)

Cc: s 22(1)

Subject: RE: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS s 22(1)

Hi all

Appreciate the feedback received to date. I will work on included the changes into the document and have another member of my team has kindly offered to do a final proof read/QA the documents for me tomorrow.

Following that, I will pdf the document and circulate back out for signing.

s 22(1) Sorry to hear about your IT issues – I have definitely been there and it is not fun. No problems with sending through changes separately though – will work on getting the Report finalised and then concentrate on Attachment B.

Thanks for your efforts

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)

Assistant Director - Autism Policy

Foundational Supports and Early Childhood Reforms

Department of Social Services

E: s 22(1) **P:** s 22(1)

(Part-time arrangements: Monday – Wednesday)

[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)
Sent: Tuesday, 20 May 2025 4:38 PM
To: s 22(1)

Cc: s 22(1)

Subject: RE: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS s 22(1)

s 22(1)

Hi all,

Please see attached my changes in track and a few comments for your consideration.

Well done for pulling this together so quickly!

Kind regards,
s 22(1)

s 22(1)

From: s 22(1)
Sent: Tuesday, 20 May 2025 4:11 PM
To: s 22(1)

Cc: s 22(1)

Subject: RE: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS s 22(1)

You don't often get email from s 22(1)

[. Learn why this is important](#)

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open attachments unless you recognise the sender and know the content is safe.

Hi s 22(1)

Apologies, sending through the evaluation report separately first as I'm still working through Attachment B. I spent the first part of my day without computer access and on the phone to IT, but will have attachment B back to you later this evening.

Kind Regards,

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)

Policy Analyst

Disability Employment Design – Service

Disability Employment Policy Branch

Department of Social Services

E: s 22(1)

P: s 22(1)

M: s 22(1)

[National Relay Service](#)

s 22(1)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)

Sent: Tuesday, 20 May 2025 1:56 PM

To: s 22(1)

Cc: s 22(1)

Subject: RE: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS s 22(1)

One small change – s 47G(1)(a) the document, including s 22(1) proposed changes.

. Other than that I am happy with

s 22(1)

From: s 22(1)
Sent: Monday, 19 May 2025 3:18 PM
To: s 22(1)
Cc: s 22(1)

Subject: FW: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS s 22(1)

Hi s 22(1)

Thanks for progressing this some comments on the comparative assessment, largely to help align the discussion with the rankings provided. Minor comments on the Evaluation Report itself.

Happy to discuss,
s 22(1)
Workforce, Quality and Outcomes
Foundational Supports and Early Childhood Reforms Branch
Department of Social Services
P: s 22(1) | **E:** s 22(1)
[National Relay Service](#)

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s 22(1)
Sent: Monday, 19 May 2025 11:22 AM
To: s 22(1)

Cc: s 22(1)

Subject: FOR ACTION: COB Tuesday 20 May 2025 - NAS Employment Evaluation Panel Report - DRAFT FOR COMMENTS s 22(1)

Hi s 22(1),

For Action: COB Tuesday 20 May 2025 (please let me know early if this is not achievable)

Thanks again for being part of the panel to evaluate quotations for the National Autism Strategy – Employment Package – reference 70019990.

Please see attached for the:

- Evaluation Panel report. Please return with any edits/comments in track changes.
- Att B - the panel comparative assessment and ratings. Please return with any edits/comments in track changes.

Once I have any comments, I will consolidate and then circulate PDFs for electronic signature.

Please contact me if you have any questions.

Thank

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
 Foundational Supports and Early Childhood Reforms
 Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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Notice:

The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient any use, disclosure or copying of this email is unauthorised. If you received this email in error, please notify the sender by contacting the department's switchboard on 1300 488 064 during business hours (8:30am - 5pm Canberra time) and delete all copies of this transmission together with any attachments.

From: s 22(1)
Sent: Wednesday, 21 May 2025 5:52 PM
To: s 22(1)
Subject: RE: For Signing: Procurement Evaluation Panel Report - Employment
s 22(1)
Attachments: Employment - Procurement Evaluation Report - s 22(1) Signed.pdf

s 22(1)

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Mine is also signed.

s 22(1)

s 22(1)

From: s 22(1)
Sent: Wednesday, 21 May 2025 3:20 PM
To: s 22(1)
Cc: s 22(1)
Subject: For Signing: Procurement Evaluation Panel Report - Employment
s 22(1)

Good afternoon s 22(1),

Thank you for being part of the panel to evaluate quotations for the National Autism Strategy – Employment Package – reference 70019990.

s 22(1) has incorporated your feedback into the attached updated Evaluation Panel Report and Attachment B, Panel Comparative Assessment noting that some comments raised during the assessment process will be taken forward in contract negotiations.

For Action: Please sign the Evaluation Panel Report at **pages 10 and 11, electronic signature is fine.**

It would be much appreciated if you could please return the signed form **as soon as possible** noting we have some tight deadlines to meet.

Once signed, we will then progress the Evaluation Panel Report to the DSS delegate for their approval to engage the preferred service provider.

Attachments:

1. Employment – Procurement Evaluation Report – For signing on pages 11-12
2. Attachment B – Evaluation Comparative Assessment

Happy to discuss if you have any questions.

Many thanks,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)

Policy Officer – Stakeholder Engagement – National Autism Strategy

Foundational Supports and Early Childhood Reforms Branch

Department of Social Services

E: s 22(1)

P: s 22(1)

M: s 22(1)

[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.



EVALUATION REPORT – Employment Package

SUBJECT: Evaluation Report in relation to Request for Quote (RFQ) DSS70019890, titled: National Autism Strategy – review of employment opportunities and supports for Autistic people in the workplace (Employment Package)

1 Evaluation summary

Contract Title	National Autism Strategy – Review of employment opportunities and supports for Autistic people in the workplace
Scope	<p>The Department of Social Services (the department) is seeking services from a Management Advisory Services panel service provider to support the department to deliver 6 of the actions (6.1A, 6.2, 7.1, 7.2, 7.3 and 7.5) as outlined in the National Autism Strategy, First Action Plan 2025 -26.</p> <p>These actions have a broad common policy direction in improving employment opportunities and supports for Autistic people in the workplace.</p> <p>The supplier will work across the actions outlined above to deliver 2 separate reports that provide comprehensive advice and information on employment for Autistic people and employers and employees.</p> <p>Economic Inclusion Package 1: Commitment 6, Action 1 (A) and 6.2</p> <p>A review on the inclusiveness and effectiveness of existing autism-specific employment training¹ and programs in Australia or overseas where able to be appropriately adapted to an Australian context. This includes supports for mainstream, open employment, student placements and internships. The review will also include engagement practices with existing regional employer and service provider networks.</p> <p>The review will:</p> <ul style="list-style-type: none">• identify the current pathways to employment, focusing on individuals' access to employment and determining any gaps with the current pathways to employment• assess uptake and effectiveness of these pathways• identify best practice examples of:<ul style="list-style-type: none">○ training¹ and resources across different models of employment such as: employment providers,

¹ 'Training' refers to non-accredited training i.e. training not housed in the national vocation education and training system.

	<p>recruitment agencies, career advisors, inclusive of the benefits of employing Autistic people</p> <ul style="list-style-type: none"> ○ employment practices, to recruit, employ and retain Autistic employees. <ul style="list-style-type: none"> • determine how personally meaningful long-term employment opportunities for Autistic people can be measured • identify existing regional employers and service provider networks and how they support Autistic people to improve their employment opportunities • identify whether these avenues are sufficient and whether there are any gaps that need to be considered • consider feasibility, pathways and costs to address gaps, in the Australian context, including metro, regional and remote locations • identify the gaps and challenges for Autistic people, families and carers, across employment, training and resources and outline opportunities for best practice that can be used to help guide future activities, and • deliver recommendations on potential awareness activities to enhance support of employing Autistic people. <p>A final report will be presented covering the key findings of the review.</p> <p>The outcome of this review will inform a future grant opportunity to develop effective autism specific employment training and resources for the Autistic and autism community, employers and employment providers that is supported by best practice. Further details are outlined in 'Background' for context.</p> <p>Economic Inclusion Package 2: Commitment 7, Actions 1, 2, 3 and 5</p> <p>A review of supports available for employers to hire and retain Autistic employees with the view to improving employers access to information and resources about accessible open employment practices, reasonable adjustments and building capacity for employers to support Autistic people in the workplace. The review will also focus on arrangements for transitioning into the workplace and existing autism-specific employment training and programs.</p> <p>The review will:</p> <ul style="list-style-type: none"> • identify and examine the effectiveness of existing information and resources on accessible open employment
--	--

	<p>hiring practices and reasonable adjustments in the workplace and identify any accessibility gaps or improvements that could be made to increase accessibility (e.g. job application processes, recruitment practices, improved guidance and advice to Autistic employees and employers etc).</p> <ul style="list-style-type: none"> • identify and examine existing resources to build the capacity of employers to support Autistic people in the workplace and identify areas where new or improved resources could be developed. • identify and assess existing programs and initiatives for employment service providers to refer Autistic people to support or mentoring to help them transition into employment.
Contract Term	<ul style="list-style-type: none"> • Initial: 6 June 2025 to 30 June 2026 • Extension options: N/A
Recommended or Preferred Tenderer/s	s 47G(1)(a)
Total Contract Value Pre-Tender Estimate	
Price Basis	Fixed price
Anticipated contract commencement date	5 June 2025
Contract Management Plan delegate	s 22(1) , Branch Manager, Foundational Supports and Early Childhood Reforms Branch

2 Purpose

To obtain your approval, as the relevant Spending Delegate, to the Evaluation Committee's recommendation to award a contract to s 47G(1)(a) for the provision of program and project evaluation services.

3 Background

The National Autism Strategy 2025-31 (the Strategy) and the First Action Plan 2025-26 (the First Action Plan) were publicly released on 14 January 2025. The Strategy and First Action Plan aim to improve life outcomes for all Autistic people living in Australia.

The Department of Social Services (the department) has responsibility for the delivery of the Strategy and First Action Plan.

The Strategy outlines a framework to create a safe and inclusive society where all Autistic people are supported and empowered to thrive in all aspects of life.

The Strategy and First Action Plan are focused on driving actions and enabling change in areas of Australian Government responsibility across four key outcomes:

- social inclusion
- economic inclusion
- diagnosis, services and supports, and
- health and mental health through the National Roadmap to Improve the Health and Mental Health of Autistic People (responsibility of the Department of Health, Disability and Ageing).

This procurement is for a service provider to support the department to deliver Actions 6.1A, 6.2, 7.1, 7.2, 7.3 and 7.5 as outlined in the First Action Plan.

The department approached 10 service providers from the Management Advisory Services panel to respond to the RFQ (70019890) and 4 service providers submitted responses.

s 47G(1)(a) has demonstrated their organisational experience in providing similar services as described in the Detailed Statement of Work, including experience working with Autistic people and the autism community and partnering with appropriate Autism-specific organisations.

s 47G(1)(a) will partner with s 47G(1)(a) to ensure their approach is co-designed and reflects the needs and preferences of the Autistic community.

3.1 Indigenous Procurement Policy (IPP)

The Government's Indigenous Procurement Policy (IPP) does not apply to this procurement due to the value of the contract, however, the department approached one Indigenous organisation from the Management Advisory Services panel for a quotation for this procurement.

The organisation did submit a quotation which was assessed against the criteria of the RFQ.

The majority (by value) of services will not be delivered in a remote area. The preferred tenderer is not an Indigenous business.

3.2 Evaluation Committee

The Evaluation Committee consisted of the following members:

Name	Title	Team
s 22(1)	Chair	Foundational Supports and Early Childhood Reforms, Branch, DSS
	Panel Member	Foundational Supports and Early Childhood Reforms Branch, DSS
	Panel Member	Disability Employment Policy Branch, DSS
	Panel Member	Disability Employment Policy Branch, DSS
	Panel Member	Employment Strategy and Policy Division, Department of Employment and Workplace Relations

3.3 Integrity of the process

The Committee members have indicated in the Evaluation Plan that they have identified no conflict of interest with regard to any part of this quote. The Evaluation Plan defined conflict of interest (vested interest) as: any perceived or actual conflict of interest with any of the suppliers

approached for this procurement. The Committee members signed Deeds of Confidentiality and Conflict of Interest.

All documents were strictly handled in a manner to ensure confidentiality. All dealings with tenderers were undertaken by Autism Policy Team staff who had signed Deeds of Confidentiality and Conflict of Interest forms.

4 Request for quote process

4.1 Invitation to tenderers

Service providers were selected based on suitability from the Management Advisory Services panel and contacted directly for a quote. All service providers were contacted at the same time and given the same information throughout the RFQ period.

4.2 Timetable

Below is an indication of the timetable of events, comprising actual times achieved and estimates:

Event	Estimated Date	Actual Date Achieved
RFQ issued		27 March 2025
Closing date of RFQ	30 April 2025	7 May 2025
Evaluation of quotes commenced on	8 May 2025	8 May 2025
Spending Delegate approval of this Report by	Week of 19– 23 May 2025	
Proposed date for contract signature	By 5 June 2025	
Proposed date for contract commencement	By 5 June 2025	

4.3 Issue of RFQ document

- 27 March 2025 – RFQ issued to 10 suppliers on the Management Advisory Services panel.
- 14 April 2025 – Addendum No. 1 issued to answer questions from service providers relating to the number of organisations approached for a quote and priority cohorts.
- 15 April 2025 – Addendum No. 2 issued to extend the closing date to 7 May 2025 and clarify the Action 6.1(A) in comparison to the grant opportunity (Action 6.1B).
- s 47G(1)(a)
-

4.4 Opening of responses

ELECTRONIC LODGEMENT

After the RFQ closed, staff from the Autism Policy Team opened the emails and downloaded the responses, accepted delivery of the responses and reviewed for eligibility and compliance.

4.5 Responses received

The closing time for quotes was **3.00pm (AEST) Wednesday 7 May 2025**, at which time 4 valid quotes had been received from the following service providers:

- s 47G(1)(a)
-
-
-

The quotes and associated correspondence are available for your reference, if required.

5 Evaluation process

5.1 Conditions for Participation, Minimum content and Format Requirements and Evaluation Criteria

Prior to the evaluation commencing the Committee was briefed on their obligations.

The Evaluation Criteria which provided the basis for a systematic assessment of quotes, adopted for this procurement were as follows:

Evaluation Criteria	Type
The Service Provider's demonstrated understanding of the Services required, including the identification of any key challenges and the management of risk.	Most important / Highly desirable
The Service Provider's demonstrated capability and capacity to provide the services described in the Detailed Statement of Work to a very high standard and within the specified timeframes.	Most important / Highly desirable
The Service Provider's demonstrated organisational experience in providing the similar services to the services described in the Detailed Statement of Work, including experience with Autistic people and the autism community, and/or partnering with Autistic-led organisation/s.	Most important / Highly desirable
The relevant experience of nominated Key Personnel in providing the similar services to the services described in the Detailed Statement of Work [include any relevant qualifications, certifications, etc. required].	Most important / Highly desirable
The professional and other standards that the Service Provider would apply to the Services and the measures the Service Provider proposes to ensure that standards are maintained for the term of the Contract.	Most important / Highly desirable

The risk that the project will be delivered to a high level of quality and on time.	Most important / Highly desirable
The extent to which the level and structure of fees proposed provides value for money for the Australian Government.	Most important / Highly desirable
Conditions for Participation	Possible Outcome
The response to this RFQ should be no more than 30 pages in length. This is inclusive of all parts of the response, including the title pages, table of contents, referees and biographies (or similar). Responses longer than 30 pages may be judged non-compliant and may not be evaluated. A4 sized paper, and size 12 font is strongly preferred.	Met

5.2 Evaluation methodology and findings

A qualitative assessment method was used to assess each quote against the Conditions of Participation and Evaluation Criteria as stated in the RFQ. Each proposal was evaluated and a value for money determination derived for the quote. Quotes were ranked relative to the Evaluation Criteria and value for money each offers.

A copy of the assessment rating/scoring method is attached as **Attachment A**.

Step 1 – Assessment of compliance with lodgement instructions

Quotes were assessed on the basis of whether they were lodged in accordance with the instructions contained in the Request for Quote. That they were emailed to s 22(1)

- by the RFQ closing time: 3.00pm (AEST) Wednesday 7 May 2025
- in the manner requested: no more than 30 pages in length inclusive of all parts of the response, including title pages, table of contents and referees.

Step 2 – Initial assessment - compliance with Conditions for Participation and Minimum Content and Format Requirements

An initial screening of proposals against the conditions for participation, minimum format and minimum content requirements was undertaken. All proposals met these conditions and requirements and were admitted to undergo detailed evaluation against the evaluation criteria.

Step 3 – Assessment against the Evaluation Criterion

Each Committee member completed a detailed assessment of each quote in respect of each evaluation criterion (see 5.1) and scores given to each proposal against each of the criterion.

The Committee met to discuss each quote and:

- considered each proposal against the criteria
- used the scoring scale at **Attachment A** to score each quote in relation to how well it satisfied each of the evaluation criteria
- recorded all totalled scores for each quote.

The Risk Assessment undertaken did not indicate that contracting with any of the quotes posed an unacceptable level of risk.

The results of this evaluation, with assessed tenderers ranked in order of score, are as follows:

Rank	Tenderer	Technical Score
1	s 47G(1)(a)	
2		
3		
4		

In the financial evaluation quoted prices were examined with the aim of identifying the total actual or estimated quote price over the term of the contract on a whole-of-life basis and to ensure that all quotes were assessed on a common financial basis.

The results of the evaluation, with assessed tenderers ranked in order of total price quoted, are as follows:

Rank	Tenderers	Total Price (\$)
1	s 47G(1)(a)	
2		
3		
4		

Step 4 – Value for Money Assessment

A comprehensive assessment was undertaken to determine which quote represents the best overall value for money outcome.

This involved consideration of the results of the assessment process i.e. technical and risk assessment and price for each of the quotes.

6 Evaluation results (individual assessments)

See **Attachment B** for the Evaluation Committee detailed comparative assessment. A summary is outlined below.

s 47G(1)(a)

6.1 Conclusions drawn by evaluation process

The individual results were reviewed to identify and resolve any apparent inconsistencies or uncertainties that may have arisen during the evaluation.

The following table details the final ranking of assessed quotes on the basis of best Value for Money:

Rank	Tenderer
1	s 47G(1)(a)
2	
3	
4	

7 Evaluation Committee

Committee members:

Chair

Name: s 22(1) Signature s 22(1) Date .../.../...

Member

Name: s 22(1) Signature _____ Date .../.../...

Member

Name: s 22(1) Signature s 22(1) Date 21/05/2025

Member

Name: s 22(1) Signature _____ Date 21/05/25

Member

Name: s 22(1) Signature _____ Date 21/05/2025

8 Recommendation

That you approve the Evaluation Committee's recommendation to award a contract to s 47G(1) for the provision of the review of employment opportunities and supports for Autistic people in the workplace (Employment Package)

APPROVED/NOT APPROVED

s 22(1)

Group Manager, Disability Reforms and Royal Commission Group

On May 2025

Attachment A: Quote Evaluation and Value for Money Scoresheet

Attachment B: Quote Evaluation Comparative Assessment

Quote evaluation scoring scale

Rating Scale	Score
Exceptional Specification requirements significantly exceeded in all areas. Claims are fully substantiated. Unequivocal support from referees. Extremely Low Risk.	10
Outstanding Specification requirements are exceeded in most key areas & addressed to a very high standard in others. Most Claims are fully substantiated with others very well substantiated. Unequivocal support from referees. Very low risk.	9
Very Good Specification requirements met to a very high standard in all areas. All Claims are well substantiated. Very strong support from Referees. Some manageable risks with strategies. Very Low risk.	8
Good Specification requirements met to a high standard in all areas. Claims are well substantiated in key areas. Strong support from referee with minimal or no reservations. Low risk – all key risks covered well.	7
Fair Specification requirements are addressed well in all areas. Claims are well substantiated in most areas. Credible strategies that fully address all minimum requirements and exceed requirements in some areas. Some minor shortcomings. Sound referee support. Most key risks are covered well. Medium risk	6
Acceptable Specification requirements addressed to a consistent acceptable standard with no major shortcomings. All claims are adequately substantiated. Some proposals questionable. Support from referees is adequate. Medium risk.	5
Marginal Specification requirements not fully met and additional information/ deficiencies not adequately overcome by Tender's clarification. Some claims unsubstantiated; others only adequate. Some proposals unworkable. Referees report adequate with minor reservations. Medium/High Risk	4
Poor Specification requirements poorly addressed in some areas or not at all. Claims largely unsubstantiated. A number of proposals unworkable. Strong referee reservations. High risk.	3
Very Poor Specification requirements inadequately dealt with in most or all areas. Claims almost totally unsubstantiated. A number of proposals unworkable with a high probability of service failure. Referees cannot recommend. Very High risk.	2
Unacceptable Specification requirements not met. Claims unsubstantiated and unworkable. Significant adverse referee comments. Extreme Risk.	1
Non-Compliant Tenderer completely failed or refused to provide a response.	0

Value for Money Rating Scale

Very Good	The Offer satisfies the Selection Criterion to a very high standard and presents minimal or no risk to the Commonwealth and its claims are fully supported by the information provided.
Good	The Offer satisfies the Selection Criterion to a high standard and/or presents limited risk to the Commonwealth. The Respondent's claims, in the view of the Evaluation Panel (EP), are supported by the information provided.
Satisfactory	The Offer satisfies the Selection Criterion to a satisfactory degree and/or presents an acceptable level of risk to the Commonwealth. In the view of the EP, there are some minor deficiencies and shortcomings in the information provided.
Poor	The Offer barely satisfies the Selection Criterion and/or presents some degree of unacceptable risk to the Commonwealth. In the view of the EP, there are major deficiencies in the information provided.
Unsatisfactory	<p>The Offer does not satisfy the Selection Criterion and/or presents an unacceptable level of risk to the Commonwealth.</p> <p>A 'Poor' or 'Unsatisfactory' rating for one or more Selection Criteria will exclude the Respondent from being recommended. The Selection Criteria are not weighted.</p>

From: s 22(1)
Sent: Thursday, 22 May 2025 9:17 AM
To: s 22(1)
Cc: s 22(1)
Subject: RE: For Signing: Procurement Evaluation Panel Report - Employment s 22(1)
Attachments: Employment - Procurement Evaluation Report_SIGNED s 22(1).pdf
s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks s 22(1) very much appreciated!

Kind regards,

s 22(1)

s 22(1)

Sent: Thursday, 22 May 2025 8:50 AM
To: s 22(1)
Cc: s 22(1)
Subject: RE: For Signing: Procurement Evaluation Panel Report - Employment s 22(1)

Thanks s 22(1) signed as well.

s 22(1)

Workforce, Quality and Outcomes
Foundational Supports and Early Childhood Reforms Branch
Department of Social Services
P: s 22(1) | **E:** s 22(1)
[National Relay Service](#)

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

s 22(1)

From: s 22(1)

Sent: Thursday, 22 May 2025 8:47 AM

To: s 22(1)

Cc: s 22(1)

Subject: RE: For Signing: Procurement Evaluation Panel Report - Employment

s 22(1)

Thanks very much s 22(1)

The Evaluation Panel Report is now ready for the next signature.

Kind regards,

s 22(1)

From: s 22(1)

Sent: Wednesday, 21 May 2025 4:36 PM

To: s 22(1)

Cc: s 22(1)

Subject: RE: For Signing: Procurement Evaluation Panel Report - Employment

s 22(1)

Hi all,

I have added my signature to the attached version that s 22(1) signed, ready for the next signature.

Thank you to s 22(1) and team for incorporating feedback and suggested changes into the final versions.

Kind Regards,

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)

Policy Analyst

Disability Employment Design – Service

Disability Employment Policy Branch

Department of Social Services

E:s 22(1)

P:s 22(1)

M:s 22(1)

[National Relay Service](#)

s 22(1)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: S 22(1)

Sent: Wednesday, 21 May 2025 4:28 PM

To: S 22(1)

Cc: S 22(1)

Subject: RE: For Signing: Procurement Evaluation Panel Report Employment
S 22(1)

s 22(1)

Hi all,

I note the updates in both attachments, thank you to S 22(1) for incorporating the feedback.

Please see attached the signed Evaluation Panel Report, ready for the next signature.

Kind regards,
s 22(1)

s 22(1)

From: S 22(1)

Sent: Wednesday, 21 May 2025 3:20 PM

To: S 22(1)

Cc: S 22(1)

Subject: For Signing: Procurement Evaluation Panel Report - Employment
s 22(1)

s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon S 22(1) and s 22(1)

Thank you for being part of the panel to evaluate quotations for the National Autism Strategy – Employment Package – reference 70019990.

s 22(1) has incorporated your feedback into the attached updated Evaluation Panel Report and Attachment B, Panel Comparative Assessment noting that some comments raised during the assessment process will be taken forward in contract negotiations.

For Action: Please sign the Evaluation Panel Report at **pages 10 and 11, electronic signature is fine.**

It would be much appreciated if you could please return the signed form **as soon as possible** noting we have some tight deadlines to meet.

Once signed, we will then progress the Evaluation Panel Report to the DSS delegate for their approval to engage the preferred service provider.

Attachments:

1. Employment – Procurement Evaluation Report – For signing on pages 11-12
2. Attachment B – Evaluation Comparative Assessment

Happy to discuss if you have any questions.

Many thanks,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Policy Officer – Stakeholder Engagement – National Autism Strategy

Foundational Supports and Early Childhood Reforms Branch

Department of Social Services

E: s 22(1)

P: s 22(1)

M: s 22(1)

[National Relay Service](#)



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s 22(1)

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Australian Government

Department of Social Services

Confidentiality Undertaking and Declaration of Interests

Name: s 22(1)

Employer: Department of Employment and Workplace Relations

Employment
Status:
(Select as
appropriate)☒ Australian Public Service (APS) Employee~~Non-APS Employee~~Purpose of
Declaration:~~Commencement of Employment / Engagement~~☒ Procurement Process:(Select as
appropriate)

Requisition number:

Procurement title: National Autism Strategy – Health Employment

Purpose of this Deed

1. I will be performing services for the Department of Social Services (the **department**).
2. In the course of performing services and carrying out my duties for the department (including the specific Procurement Process identified above, if any), I may become aware of:
 - a. information that is confidential to any person including the Commonwealth, its agencies, suppliers or consultants (**Confidential Information**)
 - b. official or security classified information (**Classified Information**)
 - c. personal information, as defined in the *Privacy Act 1988* (Cth) (**Personal Information**), and / or
 - d. information that is protected by any provision of an Act, Regulation, or other legislative instrument which requires secrecy or confidentiality in dealing with that information (**Protected Information**),
(referred to in this Deed as, **Relevant Information**).
3. I understand that it is necessary for the department to take reasonable steps to ensure that Relevant Information is protected, including requiring all personnel to sign this Confidentiality Undertaking and Declaration of Interests (**Deed**).
4. I also understand that, in performing services for the department, it is necessary to do so faithfully and without any conflicting interest which has not been disclosed to the department.
5. I understand that the obligations in this Deed are consistent with the duties and obligations of APS employees under applicable law, including the *Public Service Act*



Australian Government

Department of Social Services

1999, the *Privacy Act 1988*, the *Criminal Code*, the *Public Governance, Performance and Accountability Act 2013* and the Secretary's Instructions (SIs). These represent the minimum standards that the department requires of all individuals who are employed by or performing services for the department, regardless of their status. Regardless of my status, I will meet these standards in performing services and carrying out my duties for the department as if I were an APS employee.

6. I understand that this Deed is not intended to reduce any obligations I may be subject to under applicable law as an APS employee (if relevant), or any other contractual, statutory, common law or equitable obligations of confidentiality I may be subject to.

Confidentiality Undertakings

7. I will treat as secret and confidential all Relevant Information to which I have access or which is disclosed to me.
8. I will not disclose any Relevant Information to any person without the department's prior written consent, except where I am legally required to do so. If the department grants its consent subject to conditions, I will comply with those conditions.
9. I will use the Relevant Information only for the purpose of performing the services for the department I have been employed or engaged to perform, including the Procurement Process identified above (if any).
10. I will take all reasonably necessary precautions to prevent accidental disclosure or, unauthorised access to or copying of the Relevant Information in my control.
11. I understand the duties and obligations of confidentiality under the *Public Service Act 1999*, the *Privacy Act 1988*, the *Criminal Code*, the *Public Governance, Performance and Accountability Act 2013* and the Secretary's Instructions (SIs). Regardless of my status, I will comply with these duties and obligations in relation to any Relevant Information I become aware of in performing services for the department as if I were an APS employee.
12. Without limiting the preceding paragraphs, I will comply with all applicable legislative, common law and equitable duties and obligations relating to management of Relevant Information that I become aware of in performing services for the department (including in relation to the Procurement Process identified above, if any).

Declaration of interests

13. I acknowledge and understand the APS Code of Conduct set out in section 13 of the *Public Service Act 1999*, and understand that it:
 - a. states that APS employees must not make improper use of inside information in order to gain a benefit or advantage for myself or any other person; and
 - b. requires APS employees to comply with all applicable Australian laws when acting in the course of their employment.
14. Regardless of my status, I agree to comply with the APS Code of Conduct in performing services and carrying out duties for the department (including in relation to the Procurement Process identified above, if any) as though I was an APS employee.
15. I have been asked to disclose any interests that I may have which are relevant to the services I perform and duties I carry out for the department.
16. I declare that the interests, circumstances, relationships and positions that I have listed in Attachment A to this Deed are the only interests, circumstances, relationships or positions that I hold which may result in a conflict of interest in



Australian Government

Department of Social Services

relation to the services I perform and duties I carry out for the department. I have set out my proposals for managing any such conflict, and I will implement these proposals or any other reasonable direction given to me by or on behalf of the department to deal with the conflict of interest.

17. To the best of my knowledge and belief, other than any relevant interests I have listed in Attachment A, no conflict of interest exists which may hinder or prevent me from performing fairly and impartially, and in the best interests of the Commonwealth of Australia, any of the services I perform and duties I carry out for the department, including in respect of the Procurement Process (if any).
18. I will use my best endeavours to ensure that a situation does not arise that may result in a conflict of interest. I will immediately report to my supervisor any conflict or potential conflict of interest that arises, and will comply with all directions given to me by or on behalf of the department for dealing with that conflict of interest.
19. The laws of the Australian Capital Territory apply to this Deed and I agree to submit to the non-exclusive jurisdiction of the courts of the Australian Capital Territory in respect of all matters arising under, or in relation to, this Deed.

EXECUTED as a Deed on:

(day)

(month)

(year)

Signed*:

s 22(1)

Printed Name:

s 22(1)

Witnessed by*:

s 22(1)

Printed Name:

s 22(1)

*Deeds must be wet signed (printed and signed with pen).



Attachment A: Relevant Interests

Description of interests, circumstances, relationships and positions	Description of proposal for management
<p>NIL</p>	<p>NIL</p>

[if no interest etc. write NIL. [If insufficient space, attach additional pages and cross reference here. All attached pages must be initialised.]

User note: A conflict of interest arises where an official or adviser has an affiliation or interest (whether personal or professional) that might prejudice, or be seen to prejudice his or her impartiality. These may be actual or real, potential or perceived.

For more information on conflict of interests and what to do if a conflict of interest is declared or arises, refer to the Conflict of interest STAFFnet page.

From: s 22(1)
Sent: Monday, 16 June 2025 9:49 AM
To: s 22(1)
Cc: s 22(1)
Subject: RE: Request for amendment to Deed of Confidentiality form - National Autism Strategy - Employment package s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Many thanks s 22(1) much appreciated!

Kind regards,

s 22(1)

From: S 22(1)
Sent: Monday, 16 June 2025 9:47 AM
To: S 22(1)
Cc: S 22(1)
Subject: RE: Request for amendment to Deed of Confidentiality form - National Autism Strategy - Employment package S 22(1)

Hi s 22(1)

Apologies for not completing this in the first instance! I have included the date along with my initials to mark the amendment.

Please let me know if there is anything else.

Kind regards,
s 22(1)

From: S 22(1)
Sent: Thursday, 12 June 2025 4:10 PM
To: S 22(1)
Cc: s 22(1) S 22(1)
Subject: Request for amendment to Deed of Confidentiality form - National Autism Strategy - Employment package S 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open

attachments unless you recognise the sender and know the content is safe.

Good afternoon s 22(1)

I work with s 22(1) and s 22(1) in the National Autism Policy team. Thank you again for being part of the panel to evaluate quotations for the National Autism Strategy Employment Package reference 70019990. We really valued the knowledge and expertise that you brought to the panel.

I'm writing in regards to the Deed of Confidentiality and Undertaking of Interests form you completed and returned to us last month. Through the Procurement vetting process, the Procurement team have advised that your attached Deed of Confidentiality form unfortunately wasn't dated and have requested that it is resubmitted with the date.

For Action: Within the next week, grateful if you could please:

1. Print the attached form.
2. On page 3 in the 'Executed as a Deed on' section, write the date '5 May 2025' above your signature.
3. Write your initials next to the amendment.
4. Scan and return to the form back to me.

Happy to discuss if you have any questions.

Thanks very much,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Policy Officer – Stakeholder Engagement – National Autism Strategy
Foundational Supports and Early Childhood Reforms Branch
Department of Social Services
E: s 22(1) **P:** s 22(1) **M:** s 22(1)
[National Relay Service](#)



The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

Notice:

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From: s 22(1)
Sent: Monday, 16 June 2025 9:47 AM
To: s 22(1)
Cc: s 22(1)
Subject: RE: Request for amendment to Deed of Confidentiality form - National Autism Strategy - Employment package s 22(1)
Attachments: Deed of Confidentiality_^{s 22(1)}_Amendment.pdf

Hi s 22(1)

Apologies for not completing this in the first instance! I have included the date along with my initials to mark the amendment.

Please let me know if there is anything else.

Kind regards,
s 22(1)

From: s 22(1)
Sent: Thursday, 12 June 2025 4:10 PM
To: s 22(1)
Cc: s 22(1)
Subject: Request for amendment to Deed of Confidentiality form - National Autism Strategy - Employment package s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon s 22(1)

I work with s 22(1) and s 22(1) in the National Autism Policy team. Thank you again for being part of the panel to evaluate quotations for the National Autism Strategy – Employment Package – reference 70019990. We really valued the knowledge and expertise that you brought to the panel.

I'm writing in regards to the Deed of Confidentiality and Undertaking of Interests form you completed and returned to us last month. Through the Procurement vetting process, the Procurement team have advised that your attached Deed of Confidentiality form unfortunately wasn't dated and have requested that it is resubmitted with the date.

-
For Action: Within the next week, grateful if you could please:

1. Print the attached form.

2. On page 3 in the 'Executed as a Deed on' section, write the date '5 May 2025' above your signature.
3. Write your initials next to the amendment.
4. Scan and return to the form back to me.

Happy to discuss if you have any questions.

Thanks very much,

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)

Policy Officer – Stakeholder Engagement – National Autism Strategy

Foundational Supports and Early Childhood Reforms Branch

Department of Social Services

E: [s 22\(1\)](mailto:s.22(1)@socialservices.gov.au)

P: s 22(1)

M: s 22(1)

[National Relay Service](#)



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Summary of Procurement Activities

RFQ Release	Action/s	Supplier
RFQ 1	Evidence and Evaluation Framework Develop an Evidence and Evaluation Framework and reporting mechanisms for the Strategy (<i>Commitment 22, Action 1</i>).	s 47G(1)(a)
RFQ 2	Health (single RFQ covering multiple actions) <ul style="list-style-type: none"> • In collaboration with Autistic professionals, consider opportunities in current training and professional development programs to better support the identification (including developmental monitoring and screening) and diagnosis of autism. (<i>Commitment 11, Action 1</i>). • In collaboration with Autistic professionals and researchers, undertake a review to identify Australian and international resources currently available to medical and other allied health professionals and educators, researchers and individuals and their families and carers to navigate developmental monitoring, screening, assessment and diagnosis processes. (<i>Commitment 12, Action 1</i>). • In collaboration with Autistic people, review existing resources and scope the development of pre-diagnosis and post-diagnosis information packages that can be used by individuals and their families and carers. (<i>Commitment 12, Action 2</i>). 	s 47G(1)(a)
RFQ 3	Review of Peer Support Models Review existing government funded peer support models and report on what is working well for the Autistic community and their families and carers; if the models consider the needs of Autistic people who face intersectional disadvantage and the needs of those with carer responsibilities; geographical factors; and the safety of peer workers, including peer workers for families and carers of Autistic people by providing adequate, safe, trauma-	s 47G(1)(a)

RFQ Release	Action/s	Supplier
	informed co-reflection and individual supervision (<i>Commitment 2, Action 1</i>).	s 47G(1)(a)
RFQ 4	Employment (single RFQ covering multiple actions) <ul style="list-style-type: none"> • Review the effectiveness of existing autism-specific employment programs, including supports for mainstream, open employment, student placements and internships, to determine what works well from an outcomes and Autistic perspective (<i>Commitment 6, Action 1</i>). • Identify ways to engage with existing regional employer and service provider networks to share experiences and practices to support Autistic people to find and retain roles that align with their interests, skills, experiences and goals (<i>Commitment 6, Action 2</i>). • Review existing information and resources on accessible open employment hiring practices (<i>Commitment 7, Action 1</i>). • Review existing resources that provide information and support for employers and employees to identify and implement reasonable adjustments in the workplace (<i>Commitment 7, Action 2</i>). • Review existing resources to build the capacity of employers to support Autistic people in the workplace (<i>Commitment 7, Action 3</i>). • Review existing programs and initiatives for employment service providers to refer Autistic people to support or mentoring to help them transition into employment (<i>Commitment 7, Action 5</i>). 	s 47G(1)(a)
RFQ 5	Community Awareness (single RFQ covering multiple actions) <ul style="list-style-type: none"> • Examine examples, including internationally, of autism and disability awareness and public education activities (<i>Commitment 1, Action 1</i>). • Examine examples, including internationally, of autism and disability awareness and public education activities about reducing all forms of 	s 47G(1)(a)

RFQ Release	Action/s	Supplier
	<p>discrimination, violence, abuse, bullying, vilification and exploitation experienced by Autistic people (<i>Commitment 5, Action 6</i>).</p> <ul style="list-style-type: none"> Review existing resources around best practice accessibility and inclusion to inform government entities, businesses and non-government organisations on how to ensure that they are accessible to Autistic people (<i>Commitment 17, Action 2</i>). 	
RFQ 6	<p>Service Providers (single RFQ covering multiple actions)</p> <ul style="list-style-type: none"> Review existing autism-related training¹ for workers and professionals within the education, health, justice, migration and media sectors (<i>Commitment 1, Action 3</i>) Review the effectiveness of existing targeted training for people providing services and supports to Autistic people to improve understanding and acceptance of autism, lived experience, strengths and support needs (<i>Commitment 17, Action 1</i>). 	s 47G(1)(a)
RFQ 7	<p>Research (single RFQ covering multiple actions)</p> <ul style="list-style-type: none"> Commission research, in consultation with Autistic people from the Strategy's priority cohorts, to define what neurodiversity-affirming care and practice is within the Australian context. Research focused on identifying key principles and ways to implement quality and timely supports and services in different settings and communities will be prioritised (<i>Commitment 15, Action 1</i>). Work with Autistic researchers and professionals to explore the feasibility and acceptability of current outcome measures and approaches used in research and practice within Australia. In line with the Strategy's vision, goal and guiding principles, work with relevant stakeholders to develop neurodiversity-affirming outcome measures and supporting resources for use with Autistic people across the lifespan (<i>Commitment 15, Action 3</i>). 	s 47G(1)(a)

¹ "Training" refers to non-accredited training i.e. training not housed in the national vocational education and training system.

RFQ Release	Action/s	Supplier
RFQ 8	Epidemiological Study <ul style="list-style-type: none"> In collaboration with Autistic and autism researchers, commit funding for an epidemiological study of autism in Australia to identify the true prevalence of autism in Australia. This work will help inform the scope and funding required for the commitments in the Strategy to be fully realised (<i>Commitment 21, Action 2</i>). 	s 47G(1)(a)

National Autism Policy Key Contacts	
<p style="text-align: center;">Director, National Autism Policy s 22(1) Email: s 22(1) Phone: s 22(1)</p> <p style="text-align: center;">Autism Policy Mailbox s 22(1)</p>	
Areas of responsibility Note: Numbers refer to actions in the National Autism Strategy First Action Plan 2025 - 2026	Autism Policy team contact
<ul style="list-style-type: none"> • Employment procurement (actions: 6.1, 6.2, 7.1, 7.2, 7.3, 7.5) • Community Awareness procurement (actions: 1.1, 5.6, 17.2) • Epidemiological Study procurement (action: 21.2) • Other Employment related actions (6.3, 6.4, 6.5, 7.4, 8.3) 	<p>Assistant Director s 22(1) Email: s 22(1) Phone: s 22(1)</p>
<ul style="list-style-type: none"> • Reference Group and Working Groups Secretariat • Section Coordination (including Senate Select Committee reporting) • Women's Safety actions (5.2, 5.3) • APSC actions (7.6, 9.2, 9.3) 	<p>Assistant Director s 22(1) Email: s 22(1) Phone: s 22(1)</p>
<ul style="list-style-type: none"> • Peer Support procurement (actions: 2.1, 2.2) • Service Providers procurement (actions: 1.3, 17.1) • Stakeholder Engagement (including Second Action Plan consultations) • Support for students (actions: 8.2, 10.1) • Stakeholder engagement (actions: 16.1, 20.2, 20.3) 	<p>Assistant Director s 22(1) Email: s 22(1) Phone: s 22(1)</p>
<ul style="list-style-type: none"> • Representation • Government Frameworks and Plans (actions: 1.2, 3.1) • Legislation (actions: 4.1, 4.2) • Policy (actions: 5.1, 8.1) • Leadership (action: 9.1) • Decision Making (actions: 16.2, 16.3) 	<p>Assistant Director s 22(1) Email: s 22(1) Phone: s 22(1)</p>

<ul style="list-style-type: none"> • Research (actions: 21.3, 21.4) 	
<ul style="list-style-type: none"> • Research procurement (actions: 15.1, 15.3) • Evidence and Evaluation procurement (action: 22.1) • Knowledge Translation (actions: 21.5, 21.6) • Monitoring NAS expenditure 	Assistant Director s 22(1) Email: s 22(1) Phone: s 22(1)
<ul style="list-style-type: none"> • Health procurement (actions: 11.1, 12.1, 12.2) • Other Health related actions (5.4, 13.1, 14.1, 15.2) • Second Action Plan development (including NPP coordination) 	Assistant Director s 22(1) Email: s 22(1) Phone: s 22(1)

Note: Further information on the actions can be found in the [National Autism Strategy First Action Plan 2025 - 2026](#)

From: s 22(1)
Sent: Monday, 14 July 2025 11:12 AM
To: s 22(1)
Cc: s 22(1)
Subject: RE: Update on the implementation of actions under the First Action Plan 2025 - 2026 of the National Autism Strategy 2025 - 2031 s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon s 22(1)

Many thanks for providing the below updates to key contacts within your team.

As requested, we have added yourself, s 22(1) and s 22(1) to our contact list and removed s 22(1), s 22(1) and s 22(1).

Kind regards

Autism Policy

Foundational Supports and Early Childhood Reforms Branch
 Department of Social Services

E s 22(1)

The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: s 22(1)
Sent: Monday, 14 July 2025 9:01 AM
To: s 22(1)
Cc: s 22(1)

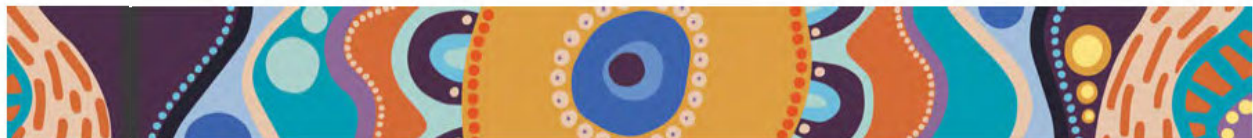
Subject: FW: Update on the implementation of actions under the First Action Plan 2025 - 2026 of the National Autism Strategy 2025 - 2031 s 22(1)

Good morning

Thank you for your email and update. In regards to the your contact list can you please remove s 22(1), and s 22(1) and add s 22(1) (both cc'd into this email) and myself.

Kind regards
 s 22(1)

Assistant Director
 Mature Age LTU Disability Employment Policy team | Targeted Employment Policy Branch
 Employment Strategy and Policy Division
 Australian Government Department of Employment and Workplace Relations
 Phone: s 22(1) | Email: s 22(1)



The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: S 22(1)
Sent: Friday, 11 July 2025 11:40 AM
To: S 22(1)

Subject: Update on the implementation of actions under the First Action Plan 2025 - 2026 of the National Autism Strategy 2025 - 2031
S 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning colleagues

Earlier this year, we provided an update on our procurement approach to support the implementation of actions under the [First Action Plan 2025 - 2026](#) (Action Plan) of the [National Autism Strategy 2025 - 2031](#) (the Strategy).

We are now in a position to share with you an update on the procurement activities to date, including the establishment of the Strategy's Reference Group. We would also like to provide you with an update on the impact of the Machinery of Government changes on the Autism Policy Team and confirm that we are engaging with the correct contacts within your agency.

Update on progress of implementation of the Action Plan

- Seven procurement activities have been undertaken with preferred suppliers identified to undertake the projects.
- Contracts have been executed and work has now commenced on projects related to: community awareness; employment; evidence and evaluation framework; health (assessment and diagnosis); peer support; research; and service providers.
- The Summary of Procurement Activities document (attached) outlines the projects including the preferred suppliers.
- Many of the projects include consultation with relevant Commonwealth agencies included in their project plans. The suppliers undertaking the projects or a contact person from the Autism Policy Team may reach out to seek information from you and your teams in the future.
- Progress is also underway on actions included in the Action Plan that sit outside of the procurement activities.

Strategy Reference Group

- The Governance Framework outlined in the Action Plan includes the establishment of a National Autism Strategy Reference Group (Reference Group). Autistic and autism community representatives will form the majority of group membership, alongside government representatives from relevant Australian Government departments.
- The Reference Group will meet formally no more than 4 times a year and will provide strategic guidance to drive the implementation of the Strategy and Action Plan and inform the development of potential future actions.
- The Expression of Interest (EOI) for people to nominate to be part of the Reference Group closed on 26 May 2025.

- A total of 407 applications were received, made up of 199 community and sector applications, and 208 research and professional sector applications.
- Applications from community and sector members are being shortlisted by a panel of Disability Representative Organisations.
- Applications from researchers and professionals are being assessed by s 47G(1)(a) and the s 47G(1)(a)
- Following Ministerial sign off on the outcome of the EOI process, the first meeting of the Reference Group is expected to be held in late August 2025.

Machinery of Government changes

- Following the agreement of the revised Administrative Arrangements Order (AAO), the Autism Policy Team will be moving from the Department of Social Services to the Department of Health, Disability and Ageing, along with other policy and services functions for people with disability. Note this excludes Disability Employment Services which will remain at the Department of Social Services.
- Current advice is that the staff transfer date is expected to be 31 July 2025.
- We don't expect there to be any impact on the implementation of actions under the Strategy and Action Plan, and we will circulate updated contact details once the staff transfer has occurred.

Autism Policy Team contact information

- Please see the attached Key Contacts document for Autism Policy Team contact information.

For Action: To ensure we are engaging with the right teams and people, please advise of any updates to key contacts within your teams relevant to Action Plan actions or consultation.

Attachments

1. Summary of Procurement Activities
2. Autism Policy Team Key Contacts

Kind regards

Autism Policy

Foundational Supports and Early Childhood Reforms Branch
Department of Social Services
E: s 22(1)

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From: s 22(1)
Sent: Tuesday, 3 September 2024 3:52 PM
To: s 22(1)
Subject: FW: For Review by COB Thursday 5 September 2024 – Redline Issues - National Autism Strategy - Revised Actions for the First-Year Action Plan s 22(1)
Attachments: FOR REVIEW - NAS action items for the First-Year Action Plan - Commonwealth Departments [02092024].docx

Hi s 22(1)

Thanks for sending this through. We've circulated it to relevant areas again and will come back to you as soon as we can.

Would you be free for a quick chat before we provide our written response?

Thanks
s 22(1)

From: s 22(1)
Sent: Tuesday, September 3, 2024 10:17 AM
To: s 22(1)

Cc: s 22(1)

Subject: For Review by COB Thursday 5 September 2024 – Redline Issues - National Autism Strategy - Revised Actions for the First-Year Action Plan | s 22(1)

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Good morning

s 47C(1)

To assist with the consolidation of feedback, it would be appreciated if proposed changes / comments are marked up in the attached document. Please submit feedback to s 22(1) by **COB Thursday 5 September 2024**. Early advice would be appreciated if you are unable to meet this timeframe.

We are happy to arrange a meeting if you would like to discuss the revised first-year action plan in more detail.

Please note, we are also in the process of updating the Strategy and this will be circulated separately.

If you have any questions, please contact myself or s 22(1) ; Assistant Director, Autism Policy Teams s 22(1) and s 22(1) .

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)

Assistant Director - Autism Policy

Foundational Supports and Early Childhood Reforms

Department of Social Services

E: s 22(1) **P:** s 22(1)

(Part-time arrangements: Monday – Wednesday)

[National Relay Service](#)



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From: s 22(1)
Sent: Tuesday, 10 September 2024 3:30 PM
To: s 22(1)
Cc: s 22(1)
Subject: RE: For Review by COB Thursday 5 September 2024 – Redline Issues - National Autism Strategy - Revised Actions for the First-Year Action Plan |s 22(1)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 22(1)

s 47C(1)

We are finalising a few more revisions to both the Action Plan and the Strategy. I am hoping to circulate both these documents back out to Government departments as soon as possible.

Please let me know if you have any further questions or concerns.

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
 Foundational Supports and Early Childhood Reforms
 Department of Social Services
E: s 22(1) **P:** s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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From: s 22(1)
Sent: Tuesday, September 10, 2024 11:27 AM
To: s 22(1)
Cc: s 22(1)

s 22(1)
Subject: FW: For Review by COB Thursday 5 September 2024 – Redline Issues - National Autism Strategy - Revised Actions for the First-Year Action Plan s 22(1)

s 22(1)

Hi s 22(1)

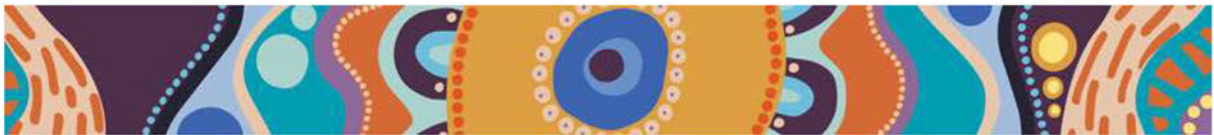
s 47C(1)

s 47C(1)

Happy to chat.

Best regards

s 22(1) (she/her)
Director
Targeted Employment Policy Branch
Employment Policy and Analytics Division
Australian Government Department of Employment and Workplace Relations
Phones s 22(1) | Mobiles s 22(1)
www.dese.gov.au



The Department of Education, Skills and Employment acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

s 22(1)

From: s 22(1)
Sent: Monday, September 9, 2024 2:56 PM
To: s 22(1)
Cc: s 22(1)

Subject: For Review by COB Thursday 5 September 2024 – Redline Issues - National Autism Strategy - Revised Actions for the First-Year Action Plan s 22(1)

Good afternoon, s 22(1)

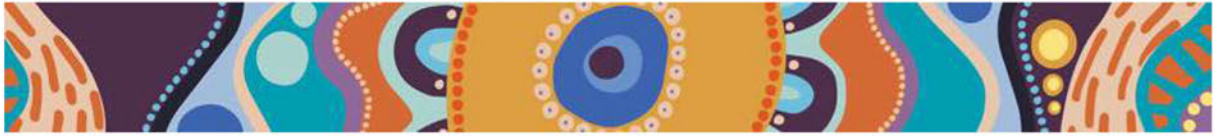
s 47C(1)

I have also attached our previous comments (July 2024) for your reference.

Happy to discuss.

Regards

s 22(1) (she/her)
Director
Targeted Employment Policy Branch
Employment Policy and Analytics Division
Australian Government Department of Employment and Workplace Relations
Phones s 22(1) | Mobiles s 22(1)
www.dese.gov.au



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s 22(1)

From: s 22(1)
Sent: Tuesday, September 3, 2024 10:17 AM
To: s 22(1)

Cc: s 22(1)

Subject: For Review by COB Thursday 5 September 2024 – Redline Issues - National Autism Strategy - Revised Actions for the First-Year Action Plan s 22(1)

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Good morning

s 47C(1)

To assist with the consolidation of feedback, it would be appreciated if proposed changes / comments are marked up in the attached document. Please submit feedback to s 22(1) by **COB Thursday 5 September 2024**. Early advice would be appreciated if you are unable to meet this timeframe.

We are happy to arrange a meeting if you would like to discuss the revised first-year action plan in more detail.

Please note, we are also in the process of updating the Strategy and this will be circulated separately.

If you have any questions, please contact myself or s 22(1) ; Assistant Director, Autism Policy Teams 22(1) and s 22(1)

Thank you

s 22(1)

If using assistive software, the message ends here. Email signature below.

s 22(1) (she/her)
Assistant Director - Autism Policy
Foundational Supports and Early Childhood Reforms
Department of Social Services
E: s 22(1) P: s 22(1)
(Part-time arrangements: Monday – Wednesday)
[National Relay Service](#)



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Documents 34 - 41 (pages 340 - 432) deleted under sections 34, 47C(1) and 22 of the Freedom of Information Act 1982 (Cth)

From:
Sent: Friday, 29 November 2024 9:51 AM
To: S 22(1)

Cc: S 22(1)
Subject: RE: Follow Up RE Existing programs to be featured in the First Action Plan S 22(1)
Attachments: Existing Government Actions to be featured in the National Autism Strategy First Action Plan - DRAFT.docx

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello

I hope you are all well. Thank you once again for your continued support and collaboration with finalising the National Autism Strategy First Action Plan.

This email is to provide a reminder that we would appreciate your feedback on the attached existing Commonwealth programs to be featured in the Action Plan by **COB today**.

Please contact S 22(1) if you have any questions.

Regards

S 22(1) (she/her)
Assistant Director
Autism Policy Team
Foundational Supports and Early Childhood Reforms Branch
Department of Social Services
E: S 22(1) **P:** (S 22(1))
[Service](#)

The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

From: S 22(1)
Sent: Wednesday, 27 November 2024 3:02 PM

