

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: National Reconciliation Week 2025 - RAP Working Group assistance needed [SEC=OFFICIAL]
Date: Monday, 12 May 2025 12:03:31 PM
Attachments: [REDACTED]

Dear RAP Working Group members,

As part of the all-staff events for National Reconciliation Week (NRW) 2025, we seek assistance from RAP Working Group members to help our team coordinate the [Community Installation Activity](#). As our team are all located in Canberra, we require assistance in the Sydney and Melbourne office.

More information on the Community Installation Activity from the NRW website has been attached for your reference.

How the community installation activity will work

- Staff are invited to draw or write their reflections about our reconciliation journey on printed leaves, each individual leaf creating a bridge formation.
- Over the course of NRW there will be three times available for staff to participate in this activity across all three office locations.
 - 11:00am Tuesday, 27 May - Collaboration Space 2 (CBR), Main Kitchen Lvl 33 (MLB), Main Kitchen (SYD)
 - 2:00pm Thursday 29 May - Collaboration Space 2 (CBR), Main Kitchen Lvl 33 (MLB), Main Kitchen (SYD)
 - 10:00am Tuesday, 3 June Collaboration Space 2 (CBR), Main Kitchen Lvl 33 (MLB), Main Kitchen (SYD)
- During these times, the HR Strategy team and RAP Working Group members will be on hand to answer questions and assist with attaching the leaves to the wall.
- Outside of these times, printed leaves, textas, posca pens, and instructions will be left in each location for staff to participate in the activity at a time that suits them. Please let us know which location has been selected and we will inform facilities and send you the updated instructions sign.
- Once created staff can attach their leaf to the wall in a bridge like formation.
- On the last day of NRW (Tuesday, 3 June) the HR Strategy team and RAP Working Group members will ensure the image forms a bridge like formation and take a photo to include in the Friday newsletter.
- While staff will not receive calendar invitations for these times, details for this activity will be communicated in the Hub article, the NRW Webex Space and the Corporate Update as well as to GMs through [REDACTED] to encourage their staff to participate.

Assistance required RAP Working Group members

- Print 30 copies of the NRW community installation leaf.

- Be the contact officer for the receipt of the colouring resources which will be sent from the Canberra office.
- Come along to one or all 3 sessions to assist and engage with participants.
- Participate in creating your own leaves to include in the bridge.
- On the last day of NRW, ensure the image forms a bridge and take a photo to be published on the Friday newsletter.

Please let me know if you can assist and which office you're in by replying to [REDACTED] by COB Thursday, 15 May. We will then contact volunteers, providing information about next steps, we appreciate your support.

More information about other NRW events will be detailed in a Hub article to be published next week.

Kind regards,

HR Strategy team.

The ACMA acknowledges First Nations peoples as the Traditional Owners and Custodians of Australia. We respect and celebrate First Nations peoples as the original storytellers and content creators of the lands on which we work and honour the enduring strength and commitment of Aboriginal and Torres Strait Islander peoples to the land, waters and their communities. We pay our respects to Elders past, present, and emerging.

