

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: Time in [REDACTED] dairy for Acknowledge This! two-hour workshop [SEC=OFFICIAL]  
**Date:** Friday, 11 October 2024 10:46:59 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.jpg](#)

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Hi [REDACTED]

Approved - this is within my delegation to approve. Happy for you to lock the date in with the supplier.

Off the top of my head I would suggest the next steps are to

- Put a placeholder in [REDACTED]'s diary
- Add to Learnhub
- Draft a comms article

We will be sending an email out to the SES WC 21 October on the back of the SES meeting next week where this will be mentioned so it would be great to be able to include the Learnhub link for them to register from there.

Could you please check if we can pay using credit card, if not can you please liaise with procurement to raise a purchase order.

Thanks

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Friday, October 11, 2024 10:35 AM  
**To:** [REDACTED]  
**Subject:** FW: Time in [REDACTED]'s dairy for Acknowledge This! two-hour workshop [SEC=OFFICIAL]

[REDACTED]

I think our best option is 27 November 2-4. Would you like me to lock that in? Do we have financial approval to lock it in with the supplier?

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Friday, October 11, 2024 10:14 AM  
**To:** [REDACTED]  
**Subject:** RE: Time in [REDACTED]'s dairy for Acknowledge This! two-hour workshop [SEC=OFFICIAL]

Hi [REDACTED]

Sorry for the delay! Please see [REDACTED]'s availability in red below.

Regards,

[REDACTED]

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**From:** [REDACTED]

**Sent:** Thursday, October 10, 2024 10:29 AM

**To:** [REDACTED]

**Subject:** Time in [REDACTED]'s diary for Acknowledge This! two-hour workshop [SEC=OFFICIAL]

Hi [REDACTED]

We are looking at booking in [Acknowledge This!](#) training and will work with [REDACTED]'s diary to confirm a date. As Senior Reconciliation Champion, we will get [REDACTED] to send an email to the SES encouraging them to attend so it's important that she attends. Is there time in her calendar on any of the below dates for a two-hour workshop?

- Wednesday 20 November anytime – from 1pm onwards
- Thursday 21 November after 2:00pm – preferably 2pm – 4pm as happy hour on at 4pm.
- Friday 22 November anytime between 10.00am and 3.30pm but preferably not during lunchtime – preferably 10am – 12pm
- Wednesday 27 November at any time – from 1pm onward
- Friday 29 November at any time – N/A [REDACTED] on leave

Thanks!

[REDACTED] (she/her)

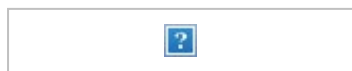
Organisational Capability & Workforce Planning  
HR Strategy & Internal Communications

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**Australian Communications and Media Authority**

[REDACTED]

[acma.gov.au](https://acma.gov.au)



*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 and present.*

