



Reflect Reconciliation Action Plan July 2018 - July 2019

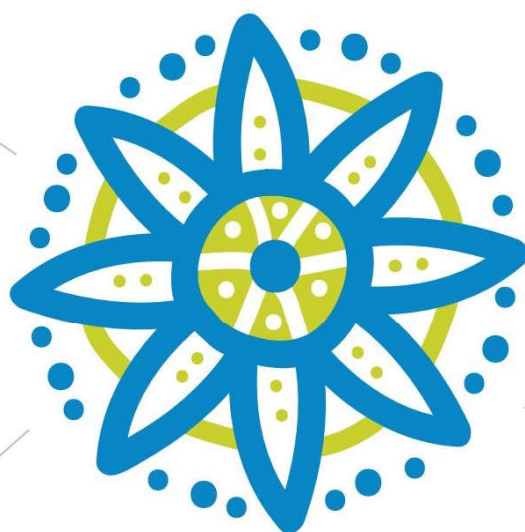


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Surrounding blue circles illustrate, sustainable energy for continuous knowledge and growth



The central circle represents E2M, stakeholders and community coming together

This flower an artistic interpretation that is inclusive for everyone. Inspired by a range of native flowers across Queensland.

Each petal represents conversations unfolding which allow us to reflect, grow and strengthen. The green ring beneath supports this growth.

Artist Tarni O'Shea (South Sea Islands)

Gilimbaa Graphic Designer / Artist

Tarni O'Shea, is strongly inspired by the role of design in representing her Aboriginal and South Sea Islander heritage. Drawing inspiration from the world around her, Tarni explores new ways of visual storytelling, creating meaningful work which continues to strengthen her connection back to her culture.







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1 Our Vision

Our vision is to embrace a holistic approach to learning and raising our awareness of reconciliation in our workplace, community and general day-to-day lives. We will do this by implementing effective initiatives to participate and interact with the local Aboriginal and Torres Strait Islander community. We are committed to developing a genuine understanding of how our daily activities, both as individuals and as an organisation, influence the communities in which we interact. We will strive to build meaningful relationships through mutual respect and inclusive workplace practices.

Our Reflect Reconciliation Action Plan (Reflect RAP) will focus on E2M's commitment to learning and raising awareness to ensure there is a shared understanding and ownership of our Reflect RAP within our organisation. This will enable us to make a positive change and contribute towards achieving key milestones for long lasting reconciliation outcomes. The development of our Reflect RAP involved consultation with all our staff and guidance from Reconciliation Australia.

It is our great privilege as a company to present E2M's Reflect RAP July 2018 - July 2019 and begin the important journey of contributing to the development of relationships, respect and opportunities within the broader community.

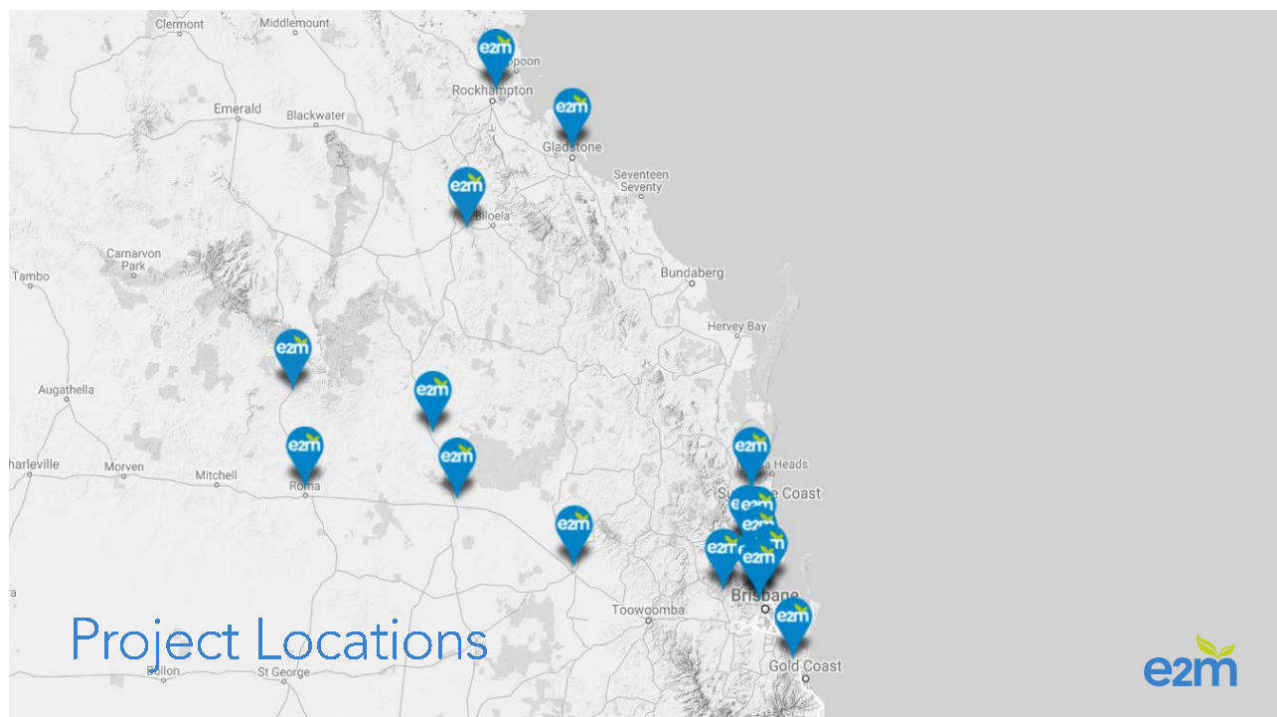


2 Our Business

E2M was established in Brisbane in 2013. We are a young organisation with an enthusiastic, motivated and welcoming team. We boast a dedicated team of experienced ecological and environmental professionals committed to effective environmental practice for projects, people and country.

Our team ranges from university graduates and young professionals through to senior staff with over 15 years' experience. The team has a diverse range of interests and specialities in the environmental sector including; botany (plant nerds/daisy pickers), ornithology (twitchers/bird watchers), vegetation communities, bushfire assessment and geospatial data capture, manipulation and cartography (making maps). At the initiation of this Reflect RAP, the E2M team comprises ten employees, with no employees identifying themselves as Aboriginal and/or Torres Strait Islander.

Our core business of ecological studies, environmental management and bushfire assessment requires our team to travel to many parts of Queensland and traverse the land of many Aboriginal and Torres Strait Islander peoples. We focus on having a positive influence on the environment and ensuring practical outcomes for our clients and their projects.





3 Our Reconciliation Action Plan Journey

E2M is focused on establishing ourselves as an industry leader and innovator within the environmental sector. From E2M's inception, we have been dedicated to creating a welcoming and friendly workplace founded on respect and equal opportunity. We acknowledge that further reflection and understanding is necessary to develop an all-inclusive relationship with clients, industry partners and the broader community. Our Reflect RAP outlines our desire to develop this sentiment into achievable actions and tangible outcomes for Aboriginal and Torres Strait Islander peoples.

Key initiatives of our Reflect RAP include:

- Creating an atmosphere of learning and knowledge sharing to develop Aboriginal and Torres Strait Islander cultural awareness amongst our team
- Initiating participation in activities and events with the local Aboriginal and Torres Strait Islander community; and
- Developing relationships and procuring goods and services from Aboriginal and Torres Strait Islander owned businesses.

During the initial stages of developing our Reflect RAP, it became apparent that it was necessary for the involvement of the entire team to provide the necessary input required to develop achievable actions within the workplace. To facilitate this, an initial team discussion and a 'Question and Answer' session with Reconciliation Australia was organised to create awareness of the RAP process. Further, the importance of the Reflect RAP to the business was highlighted to everyone. We decided as a team that we can work towards creating positive change towards reconciliation.

E2M has embraced the Reconciliation Australia drafting process in developing our Reflect RAP. We have developed our Reflect RAP with the core aim of encouraging a culture within our business of positive steps towards reconciliation for the benefit of our industry and the broader Australian community. We are taking the necessary time to be aware of our actions and the significance of our commitment to reconciliation.

E2M implemented our draft Reflect RAP during 2016-2017, whilst awaiting feedback from Reconciliation Australia. During the draft Reflect RAP review process E2M have undertaken a number of events and actions detailed in Appendix A.

To further facilitate our Reflect RAP we have introduced a weekly reconciliation update at the Monday morning E2M team meeting. We encourage the team to contribute personal stories, current events and news regarding Aboriginal and Torres Strait Islander peoples. Furthermore, we are developing a schedule for meetings throughout 2018-19 to discuss opportunities to further our Reflect RAP and implement these actions in the coming year.





4 Our Partnerships

We are engaging with the local Aboriginal and Torres Strait Islander community, organisations and businesses to take the appropriate steps in developing a respectful RAP with achievable outcomes. During this process, we are actively encouraging all staff members to contribute to the learning and development process, including the creation of actions and outcomes.

To date we have interacted with the following Aboriginal and Torres Strait Islander organisations, businesses and representatives:

- Reconciliation Australia
- Gilimbaa Indigenous Creative Agency - we have started the workshop process in creating a cultural element to tell the story of E2M's reconciliation journey
- Origin Energy Indigenous Participation Plan - Advisor, Aboriginal & Torres Strait Islander Strategy & Engagement Representative - Matthew Ralph
- Procured services from Mandandanji - Muddy Waters Washdown Services, Chinchilla
- Procured office stationary from Muru Office Supplies (MOS) a majority Indigenous owned and operated business
- Procured catering services from Game Enough? a Indigenous owned and operated business; and
- Kurbingui Youth Development - Program Manager - Kevin Maund.

We have implemented the following reconciliation actions in place:

- Yearly National Reconciliation Week event
- Yearly NAIDOC Week Event
- Consistent communication and correspondence with Origin Energy's Indigenous Participation Plan advisor
- Internal sharing of current events and news relating to the Aboriginal and Torres Strait Islander community, especially concerning our field of work
- Regular Pod cast hour: Listening to Away! Radio National - Aboriginal arts and culture from across Australia and the best from Indigenous radio broadcasters around the world
- All third party vehicle washdown requirements in the Surat Basin are procured from Mandandanji - Muddy Waters Washdown Services, Chinchilla; and
- All Office stationary to be procured from MOS.

Development of these relationships and partnerships will be one of the key drivers of this Reflect RAP. We have been encouraged to think outside the box and consider elements outside of our day to day business and how we can incorporate these into our steps towards Reconciliation.





5 Relationships

We believe that building strong relationships with Aboriginal and Torres Strait Island businesses and community groups will allow us to better understand and initiate actions to take positive steps towards reconciliation. The table below outlines actions conducted during 2018 and those proposed for 2018-2019.

Table 1: Relationships

Action	Deliverable	Timeline	Responsibility
2018 - 2019			
1. Nominate an E2M RAP Leader	<ul style="list-style-type: none">Nominate an E2M staff member to lead the RAP. The leader will monitor the progress of the actions timeline, organise reconciliation activities and liaise with relevant contacts to ensure the success of E2M's Reflect RAP.	To be reconfirmed on 11 January 2019 (each year during the first week back after Christmas shutdown period)	E2M Director - Chris Beavon
2. RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting	<ul style="list-style-type: none">RWG oversees the development, endorsement and launch of the Reflect RAP.Ensure Aboriginal and Torres Strait Islander peoples are represented on the RWG.Meet three times per year to monitor and report on Reflect RAP implementation.Establish Terms of Reference for the RWG.	To be confirmed on 1 August 2018 (reconfirm each year during the first week back after Christmas shutdown period) Establish agreement with an Aboriginal and Torres Strait Islander representative - 1 August 2018 RWG to meet on: <ul style="list-style-type: none">31 August 2018	E2M Director - Chris Beavon



Action	Deliverable	Timeline	Responsibility
		<ul style="list-style-type: none"> 18 January 2019 10 May 2019 	
3. Raise internal awareness of our Reflect RAP	<ul style="list-style-type: none"> Develop and implement a plan to raise awareness amongst all staff across the organisation about our Reflect RAP commitments. Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our Reflect RAP. 	29 January 2018 (RAP discussion has been added to Monday morning team meetings)	E2M Director - Chris Beavon
4. Build internal and external relationships	<ul style="list-style-type: none"> Develop a list of Aboriginal and Torres Strait Islander peoples, communities and organisations within our local area or sphere of influence that we could approach to connect with on our reconciliation journey. Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey. 	1 August 2018	E2M Director - Chris Beavon
5. Participate in and celebrate National Reconciliation Week (NRW)	<ul style="list-style-type: none"> Encourage our staff to attend a NRW event. Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. Ensure our Working Group participates in an external event to recognise and celebrate NRW. 	June 2019 TBA	E2M Director - Chris Beavon
6. Build on working relationship with Origin Energy	<ul style="list-style-type: none"> Discuss participation in Traineeship Program provided by Origin Energy with Aboriginal & Torres Strait Islander Strategy & Engagement Representative - Matthew Ralph. 	1 August 2018	E2M Director - Chris Beavon



Action	Deliverable	Timeline	Responsibility
7. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes	<ul style="list-style-type: none">Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders.	1 August 2018	E2M Director - Chris Beavon
8. Raise internal and external awareness of our RAP to promote reconciliation across our business and sector	<ul style="list-style-type: none">Develop and implement a strategy to communicate our Reflect RAP to all internal and external stakeholders.Promote reconciliation through ongoing active engagement with all stakeholders.	1 August 2018 (to be re-visited at RWG meetings)	E2M Director - Chris Beavon
9. Participate in and celebrate National Reconciliation Week (NRW)	<ul style="list-style-type: none">Host a NRW event for staff and clients, ideally based upon the NRW theme.	June 2019 TBA	E2M Director - Chris Beavon
10. Commitment to developing Innovate RAP	<ul style="list-style-type: none">Review outcomes of the Reflect RAP.Determine additional actions/improvements on Reflect RAP required to progress.	30 September 2018	RWG



6 Respect

E2M acknowledges and respects the Traditional Custodians of Australia and values their cultural and historical significance.

Table 2: Respect

Action	Deliverables	Timeline	Responsibility
1. Investigate Aboriginal and Torres Strait Islander cultural learning and development	<ul style="list-style-type: none">• Develop a business case for increasing awareness of Aboriginal and Torres Strait Islander cultures, histories and achievements within our organisation.• Capture data and measure our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements.• Conduct a review of cultural awareness training needs within our organisation.• Create an Aboriginal and Torres Strait Islander cultural awareness resource list including: books, movies, documentaries and podcasts. Establish activities to engage with these resources i.e. Podcast Hour.	1 August 2018 (to be re-visited at RWG meetings)	E2M Director - Chris Beavon
2. Participate in and celebrate the National Aborigines and Islanders Day Observance Committee (NAIDOC) Week	<ul style="list-style-type: none">• Raise awareness and share information amongst our staff of the meaning of NAIDOC Week, including information about the local Aboriginal and Torres Strait Islander peoples and communities.• Introduce our staff to NAIDOC Week by promoting local community events.• Ensure our Working Group participates in an external NAIDOC Week event.	2 to 9 July 2018	E2M Director - Chris Beavon



Action	Deliverables	Timeline	Responsibility
3. Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	<ul style="list-style-type: none">• Explore who the Traditional Owners are of the lands and waters in our local area i.e. investigate an organised tour or informative talk with local community group or business (e.g. Kuril Dhagun tour, Riverlife Mirrabooka Experience, Insidertours - Aboriginal Landscapes, the Early Settlement, New Meanings Tour).• Scope and develop a list of local Traditional Owners of the lands and waters within our organisation's sphere of influence and project areas.• Develop and implement a plan to raise awareness and understanding of the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any cultural protocols in the local area).	1 August 2018 (to be re-visited at RWG meetings)	E2M Director - Chris Beavon



7 Opportunities

We believe that engaging with Aboriginal and Torres Strait Islander peoples and businesses enriches our team and provides further insight into the environment and landscapes we traverse.

Table 3: Opportunities

Action	Deliverables	Timeline	Responsibility
4. Investigate Aboriginal and Torres Strait Islander supplier diversity	<ul style="list-style-type: none">• Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.• Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	1 August 2018 (to be re-visited at RWG meetings)	E2M Director - Chris Beavon
5. Opportunities within the Environmental Consulting Sector	<ul style="list-style-type: none">• Investigate an internal Aboriginal and Torres Strait Islander professional mentoring network.• Investigate opportunities to increase pro bono advice/volunteer activities with local Aboriginal and Torres Strait Islander organisations.	1 August 2018 (to be re-visited at RWG meetings)	E2M Director - Chris Beavon
6. Investigate Aboriginal and Torres Strait Islander employment	<ul style="list-style-type: none">• Investigate the pathways for Aboriginal and Torres Strait Islander employment/work experience within our organisation.• Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.	1 August 2018 (to be re-visited at RWG meetings)	E2M Director - Chris Beavon



8 Tracking Progress and Reporting

Table 4: Tracking Progress and Reporting

Action	Deliverables	Timeline	Responsibility
7. Report achievements, successes, challenges and learnings to Reconciliation Australia, for inclusion in their Annual Impact Measurement Report, and other relevant internal stakeholders.	<ul style="list-style-type: none">• Implement the Tracking Progress and Reporting register for team members to contribute activities and associated learning from those activities.• The RAP working group is to meet at least three times a year to discuss and review the progress and implementation of this Reflect RAP.• Review and update the Reflect RAP.• Reflect RAP progress is reported each year in the Reconciliation Australia.• Reflect RAP Impact Measurement Questionnaire.	<p>Meeting Dates:</p> <ul style="list-style-type: none">• 31 August 2018• 18 January 2019• 10 May 2019 <p>Reconciliation Australia Reporting: September annually</p>	E2M Director - Chris Beavon



Table 5: Governance and Tracking Progress

Governance and Tracking Progress			
Action	Deliverable	Timeline	Responsibility
Nominate an E2M RAP Leader	<ul style="list-style-type: none"> The leader will monitor the progress of the actions timeline, organise reconciliation activities and liaise with relevant contacts to ensure the success of E2M's Reflect RAP. 	23 January 2019 (at staff meeting)	E2M Staff (E2M Director - Chris Beavon)
RAP Working Group	<ul style="list-style-type: none"> Actively monitors Reflect RAP development and implementation of actions, tracking progress and reporting. Establish Terms of Reference for the RWG. 	Meeting Dates: <ul style="list-style-type: none"> 31 August 2018 18 January 2019 10 May 2019 ToR - 17 August 2019	E2M Director - Chris Beavon
Build support for the Reflect RAP	<ul style="list-style-type: none"> Define resource needs for RAP development and implementation. Define systems and capability needs to track, measure and report on Reflect RAP activities. 	17 August 2018	E2M Director - Chris Beavon
Review and Refresh RAP	<ul style="list-style-type: none"> Complete the annual Reflect RAP Impact Measurement Questionnaire and submit to Reconciliation Australia. Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements. Submit draft Reflect RAP to Reconciliation Australia for review. Submit draft Reflect RAP to Reconciliation Australia for formal endorsement. 	3 August 2018	E2M Director - Chris Beavon

9 Contact Details

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**RECONCILIATION
ACTION PLAN**

REFLECT



