

QED Environmental Services

**Reflect Reconciliation Action Plan
October 2020 – September 2021**



**RECONCILIATION
ACTION PLAN**

REFLECT

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This is our first Reconciliation Action Plan – why embark on this journey? Because **all** of us have so much to gain by doing QED’s part to realise Reconciliation Australia’s vision for a just, equitable and reconciled Australia.

“The message should be that there is nothing to fear or to lose in the recognition of historical truth, or the extension of social justice, or the deepening of Australian social democracy to include Indigenous Australians. There is everything to gain...”

Then Prime Minister Honourable Paul Keating’s 1992 Redfern Speech

Our business

In the built environment, you’ll find us at the intersection of risks to wellbeing and global concerns for sustainability. Customers rely on us to manage risk, by combining scientific knowledge with regulatory information, in solutions that are innovative, compliant and pragmatic.

We have 20 staff across three offices (Melbourne, Brisbane, Perth) and our people are energised by meaningful work in the built environment. At June 2020 we do not employ any Aboriginal and/or Torres Strait Islander staff, though a Whadjuk woman joined us as a graduate intern for November-December 2019.

QED is a small business but we are decisive leaders. Our industry is characterised by small firms concentrated in capital cities, lacking the incentive or wherewithal to pursue reconciliation. Our RAP demonstrates our resolve to lead our industry by example.

Our RAP

This is our *Reflect* Reconciliation Action Plan, meaning it is used to lay the foundations and prepare staff for future RAPs and reconciliations initiatives. Reena Strehle, National Business Development Manager, will be our RAP Champion, taking the lead in driving internal engagement and awareness of our RAP. The elements of our RAP are:

- QED prioritises culturally safe engagement with Aboriginal and Torres Strait Islander communities at every opportunity
- We recognise historical truth that First Peoples have been disadvantaged and dispossessed, and at the same time we acknowledge the strengths and resilience of their peoples, cultures and communities in the face of discrimination. We also celebrate the continued significance of Aboriginal and Torres Strait Islander contributions in shaping a shared sense of national unity and identity
- Supporting education, employment and economic outcomes will improve lives. The initial thrust of our reconciliation actions is to provide meaningful opportunities for Aboriginal and Torres Strait Islander students to achieve at their full potential, transition to meaningful employment and possibly develop skills for future leadership of their communities

Following are our commitments for the 12 months.

Relationships – engagement and understanding

QED prioritises engagement with Aboriginal and Torres Strait Islander communities at every opportunity.

Action	Deliverables	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	December 2020	Business Development Manager
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations	June 2021	Managing Director
2. Build relationships through celebrating National Reconciliation Week (NRW)	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	April 2021	Managing Director
	RAP Working Group members to participate in an external NRW event.	May 2021	Business Development Manager
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	May 2021	Directors
3. Promote reconciliation through our sphere influence	Communicate our commitments to reconciliation to all staff.	October 2020	Managing Director
	Identify external stakeholders that our organisation can engage with on our reconciliation journey	December, October 2020 December 2021	Business Development Manager
	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey	April 2021	Business Development Manager
	Publish the RAP on our website	October 2020	Managing Director
	Include awareness of the RAP in staff inductions	From October 2020	Chief Financial Officer
4. Promote positive race relations through anti-discrimination strategies	Research best practice and policies in areas of race relations and anti-discrimination	June 2021	Chief Financial Officer
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, future needs.	June 2021	Chief Financial Officer

Respect – recognition and acknowledgement

QED recognises historical truth whilst acknowledging strengths and resilience of Aboriginal and Torres Strait Islander peoples, cultures and communities in the face of discrimination

Action	Deliverables	Timeline	Responsibility
5. Increase understanding value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Develop a business case for increasing our organisation's understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights	December 2020	Managing Director
	Conduct a review of cultural learning needs within our organisation.	April 2021	Managing Director
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	QED leaders acknowledge Traditional Owners in key meetings and presentations	March 2021	Managing Director
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols	March 2021	Business Development Manager
	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational areas (VIC, QLD, WA).	March 2021	Business Development Manager
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	November 2020 and July 2021	Business Development Manager
	Introduce our staff to NAIDOC Week by promoting external events in our local area	November 2020 and July 2021	Business Development Manager
	RAP Working Group to participate in an external NAIDOC Week event.	November 2020 and July 2021	All RAP working group members

Opportunities – making a real difference

Supporting education, employment and economic outcomes will improve lives.

Action	Deliverable	Timeline	Responsibility
8. Support Aboriginal and Torres Strait Islander students undertaking tertiary studies	Provide an internship to a Science or Engineering undergraduate	December 2020	Managing Director
9. Promote Aboriginal and Torres Strait Islander business opportunities	Investigate how we can support Aboriginal and Torres Strait Islander businesses to partner on certain regional work	June 2021	Managing Director
10. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation	September 2021	Managing Director
	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities	June 2021	Managing Director
11. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses	June 2021	Chief Financial Officer
	Investigate Supply nation membership.	June 2021	Chief Financial Officer

Governance of RAP

Action	Deliverables	Timeline	Responsibility
12. Build accountability through transparently reporting RAP achievements, challenges and learnings both internally and externally	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia	September 2021	Managing Director
13. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Form a RAP Working Group to govern RAP implementation	October 2020	Managing Director
	Draft a Terms of Reference for the RWG.	December 2020	Managing Director
	Establish Aboriginal and Torres Strait Islander representation on the RWG	December 2020	Managing Director

Action	Deliverables	Timeline	Responsibility
14. Provide appropriate support for effective implementation of RAP commitments	Define resources needs for RAP implementation.	October 2020	Chief Financial Officer
	Engage senior leaders in the delivery of RAP commitments	October 2020	Managing Director
	Define appropriate systems and capability to track, measure and report on RAP commitments.	October 2020	Chief Financial Officer
15. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	May 2021	Managing Director

Enquiries

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