



Reflect Reconciliation Action Plan

JULY 2024 - JULY 2025



Acknowledgement of Country

Biosis acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the land on which we live and work.

We pay our deepest respects to Traditional Custodians and Elders past and present, and honour their connection to Country and ongoing contribution to society.

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Statement from CEO of Reconciliation Australia

Inaugural Reflect RAP

Reconciliation Australia welcomes Biosis Pty Ltd to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Biosis Pty Ltd joins a network of more than 3,000 corporate, government, and not-for-profit organisations that have made a formal commitment to reconciliation through the RAP program.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement. The program's potential for impact is greater than ever, with close to 3 million people now working or

studying in an organisation with a RAP.

The four RAP types – Reflect, Innovate, Stretch and Elevate – allow RAP partners to continuously develop and strengthen reconciliation commitments in new ways. This Reflect RAP will lay the foundations, priming the workplace for future RAPs and reconciliation initiatives.

The RAP program's strength is its framework of relationships, respect, and opportunities,

allowing an organisation to strategically set its reconciliation commitments in line with its own business objectives, for the most effective outcomes.

These outcomes contribute towards the five dimensions of reconciliation: race relations; equality and equity; institutional integrity; unity; and historical acceptance.

It is critical to not only uphold all five dimensions of reconciliation, but also increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables Biosis Pty Ltd to deepen its understanding of its sphere of influence and the unique contribution it can make to lead progress across the five dimensions. Getting these first steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Biosis Pty Ltd, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.

Karen Mundine
Chief Executive Officer
Reconciliation Australia

A message from our CEO

Central to Biosis' core business areas – ecology, heritage, environmental approvals and GIS – is an appreciation for and awareness of natural and cultural landscapes, objects and values.

Our work over many years has been, and continues to be, informed by the knowledge shared by Aboriginal and Torres Strait Islander peoples, and I'd like to extend my sincere appreciation for their generosity, and acknowledge their strong connection to Country.

An essential part of that appreciation is continuing to embed reconciliation across our business, as such I am pleased to introduce Biosis' first RAP, our Reflect RAP, and anticipate how its implementation will help advance reconciliation among our employees, clients, partners and stakeholders.

We are fortunate to have developed strong relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations through our consulting work. The process of developing a RAP has prompted us to think more deeply about our responsibility and how we can work together

to improve practices and create opportunities for positive change within our business and the industries we work in.

Biosis is a company that values diversity and inclusion, and I am honoured to be the champion of this RAP. I am looking forward to seeing the implementation of this plan and the impact it will have, and to Biosis continuing its reconciliation journey.

Aaron Harvey
Chief Executive Officer
Biosis Pty Ltd





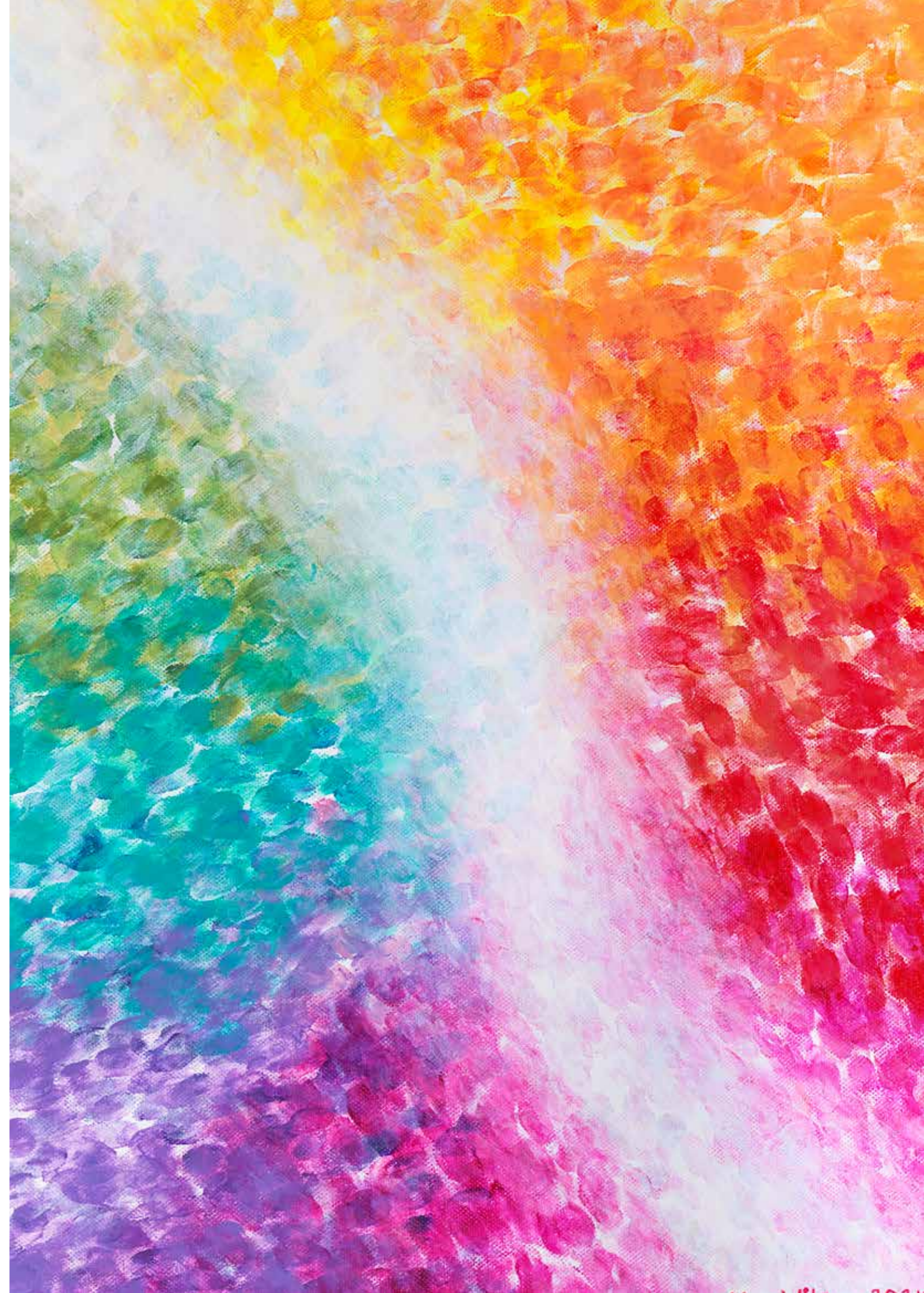
Mya Wilson

About the artwork and artist

Mya Wilson is a Wurundjeri artist exploring her Indigenous heritage through painting.

Mya has an artistic flair for depicting Indigenous culture with bright pigmented colours and produces vibrant and eye-catching work that provokes viewers to contemplate the relationship between culture and people.

Oasis was painted by Mya with her fingers and was inspired by the textures of Indigenous dot painting; something she is continually investigating in her work. The intention of Oasis is to give the viewer a break from reality; the white diagonal strip across the piece represents a dreamy place people can go into to feel calm and peaceful.



Our business

Since 1983, Biosis has been helping clients make better decisions about ecology, heritage, and environmental approvals.

Our team of professional consultants is made up of experts in Aboriginal archaeology, botany, environmental approvals, GIS, historical archaeology, historical heritage and zoology. Using our knowledge of natural systems and cultural landscapes, we guide our clients through pre-planning, planning, and post-approvals for projects in Australia, delivering most of our work in the eastern states.

We have over 150 employees in offices located on the Traditional Lands of the Bunurong (Port Melbourne), Wadawurrung (Ballarat), Wiradjuri (Albury), Taungurung (Wangaratta),

Gadigal (Sydney), Darug (Western Sydney), Awabakal (Newcastle), Darkinjung (Gosford), and Wodi Wodi (Port Kembla). We do not currently have any permanent employees who identify as Aboriginal or Torres Strait Islander people.

Our team regularly conducts work offsite to execute flora and fauna surveys, archaeological excavations, heritage site inspections, community consultation, inductions and site training for our clients.

At Biosis, we care about our staff and support their professional autonomy and growth. Our Learning and Development

program provides opportunities for employees to participate in internal and external training that enhances their technical knowledge and soft skills and helps develop their professional networks. Our employees are active members of numerous industry forums where they share their expertise and stay up to date with current trends and information.

We invest in the continual improvement of our business, people, and processes, recognised by our ISO accreditation in Quality, Occupational Health and Safety, and Environmental Management Systems.



Our RAP

Biosis has developed a Reconciliation Action Plan to take action on an important and current issue, to acknowledge the past and ongoing pain that colonisation has caused Aboriginal and Torres Strait Islander peoples, to deepen our existing relationships and forge new ones, to make space for education, and to reduce obstacles within our sphere of influence.

We are in a fortunate position that our heritage consultants engage with Aboriginal and Torres Strait Islander peoples on our projects on a daily basis, and we have developed some specific initiatives to help grow these connections.

As a business we are at the 'Reflect' stage of the Reconciliation Action Plan process and we acknowledge that there are areas in which we lack understanding. Through our RAP we would like to demonstrate our willingness to improve our collective knowledge and awareness, and work towards a shared vision of reconciliation into the future.

We are excited and committed to implementing this plan, which will guide choices across our business to affect positive change among our staff, clients, project partners and other stakeholders. We look forward to growing our commitment to further and more advanced plans in the future.

This Reflect RAP will be communicated to new and existing staff via a comprehensive internal communications program utilising our induction process, Biosis Wiki, Learning & Development framework, monthly CEO Update, and team meetings.



Our RAP working group

Our RAP working group (RWG) is made up of people from multiple office locations and disciplines, and all levels in the business.

This group will work with stakeholders and senior leaders to champion and implement our RAP and ensure its future development. We will build on our RWG throughout the implementation of this plan by establishing Aboriginal and Torres Strait Islander representation via an external consultant by July 2025. Our RWG includes:



Aaron Harvey CEO and B.RAP Champion, Melbourne



Emma Murray Marketing Lead and B.RAP Chair, Sydney



Vas Papadopoulos Manager – People & Culture, Melbourne



Hayley Sime Botanist, Ballarat



Michael Goddard Senior Associate Botanist, Melbourne



Gabrielle Head-Gray Environmental Planner, Sydney



Gary Pollard Services Manager, Melbourne



Angie Yensuang Heritage Consultant, Melbourne



Jayden Davis-Toppe Environmental Planner, Melbourne



Sally Mitchell Team Leader - GIS (Victoria), Melbourne



Tara Lillicot Zoologist, Western Sydney



Molly Crissell Heritage Consultant, Newcastle



Samantha Keats Manager – Heritage (NSW), Wollongong



Mathew Smith Senior Heritage Consultant, Gosford



Cassandra Kalafatakis Graduate Ecologist, Albury



Mt Druitt United in their 2022 Koori Knockout jerseys

Our partnerships and current activities

At Biosis we currently commence meetings with an Acknowledgement of Country, and include an Acknowledgement of Country on our website, in our email footers, and in our proposals and reports. Where appropriate, we commence significant events with a Welcome to Country.

We recognise National Reconciliation Week and NAIDOC Week each year with an internal event and social media posts, and during these times we have provisions that allow fieldwork to be postponed at the request of the Aboriginal and Torres Strait Islander site officers we are working with. All Biosis employees have the option to observe the Australia Day public holiday on another day.

At the end of each year we commission a new piece of artwork by an Aboriginal artist - these artworks are featured on our annual 'Season's Greetings'

email to clients and partners, as well as on our website and email footer. We also purchase gifts from Welcome to Country to present to staff at our end of year employee celebrations.

Through our business operations work we work with Traditional Owners and Aboriginal communities regularly and undertake pro-bono work for Local Aboriginal Councils and other Aboriginal community groups when possible. We also provide letters of support for Local Aboriginal Councils in their quests for funding, and prioritise using Aboriginal (or Aboriginal owned) contractors and subcontractors.

Biosis maintains a RAP Working Group, with representatives from multiple office locations and disciplines, and all levels in the business. We also support staff to participate in training and events that improve allyship and cultural awareness.



Wiradjuri artist Wayne Visser with his artwork Saltwater Dreaming; our 2023 end of year artwork

RELATIONSHIPS

ACTION	DELIVERABLE
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. Timeline: August 2024 Responsibility: CEO and Manager – Heritage (NSW)
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. Timeline: August 2024 Responsibility: CEO and Manager – Heritage (NSW)
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. Timeline: May 2025 Responsibility: Marketing Lead
	RAP Working Group members to participate in an external NRW event. Timeline: 27 May- 3 June 2025 Responsibility: CEO and Marketing Lead
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. Timeline: 27 May- 3 June 2025 Responsibility: CEO and Marketing Lead
3. Promote reconciliation through our sphere of influence.	Communicate our commitment to reconciliation to all staff. Timeline: July 2024 Responsibility: CEO and Marketing Lead
	Identify external stakeholders that our organisation can engage with on our reconciliation journey. Timeline: October 2024 Responsibility: CEO
	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. Timeline: April 2025 Responsibility: Senior Associate Botanist
4. Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination. Timeline: April 2025 Responsibility: People and Culture Manager
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. Timeline: April 2025 Responsibility: People and Culture Manager

RESPECT

ACTION	DELIVERABLE
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Develop a strategy for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation. Timeline: November 2024 Responsibility: Manager – Heritage (NSW)
	Conduct a review of cultural learning needs within our organisation. Timeline: December 2024 Responsibility: People and Culture Manager
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational areas. Timeline: August 2024 Responsibility: Graduate Ecologist (Albury and Wangaratta) Botanist (Ballarat) Senior Heritage Consultant (Gosford) Heritage Consultant (Melbourne) Heritage Consultant (Newcastle) Marketing Lead (Sydney) Manager – Heritage (NSW) (Wollongong) Zoologist (Western Sydney)
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. Timeline: September 2024 Responsibility: CEO and Marketing Lead
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. Timeline: June 2025 Responsibility: Marketing Lead
	Introduce our staff to NAIDOC Week by promoting external events in our local area. Timeline: June 2025 Responsibility: Marketing Lead
	RAP Working Group to participate in an external NAIDOC Week event. Timeline: 7 -14 July, 2024 Responsibility: CEO and Marketing Lead

OPPORTUNITIES

ACTION	DELIVERABLE
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Develop a strategy for increasing Aboriginal and Torres Strait Islander employment within our organisation. Timeline: March 2025 Responsibility: People and Culture Manager
	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. Timeline: August 2024 Responsibility: People and Culture Manager
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Develop a preferred supplier list highlighting suitable Aboriginal and Torres Strait Islander owned businesses. Timeline: December 2024 Responsibility: Marketing Lead and Services Manager
	Investigate Supply Nation membership. Timeline: October 2024 Responsibility: Services Manager
10. Improve industry practices for Traditional Owners	Develop and implement a process for payment of Traditional Owner invoices so they are paid more efficiently. Timeline: October 2024 Responsibility: Manager – Heritage (NSW) and Financial Controller
	Develop an artefact identification training course for young Traditional Owners to increase opportunities for archaeological fieldwork. Timeline: February 2025 Responsibility: Manager – Heritage (NSW)

GOVERNANCE

ACTION	DELIVERABLE
11. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Maintain a RWG to govern RAP implementation. Timeline: June 2025 Responsibility: RWG Chair
	Draft a Terms of Reference for the RWG. Timeline: July 2024 Responsibility: RWG Chair
	Establish Aboriginal and Torres Strait Islander representation on the RWG. Timeline: June 2025 Responsibility: RWG Chair
12. Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation. Timeline: September 2025 Responsibility: RAP Champion and RWG Chair
	Engage senior leaders in the delivery of RAP commitments. Timeline: July 2024 Responsibility: RAP Champion and RWG Chair
	Define appropriate systems and capability to track, measure and report on RAP commitments. Timeline: August 2024 Responsibility: RAP Champion and RWG Chair
13. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence. Timeline: June annually Responsibility: RWG Chair
	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Survey. Timeline: 1 August annually Responsibility: RWG Chair
	Complete and submit the annual RAP Impact Survey to Reconciliation Australia. Timeline: 30 September 2024 Responsibility: RWG Chair
14. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP. Timeline: January 2025 Responsibility: RWG Chair



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Original artwork

Mya Wilson

Graphic design

Samantha Keats