

**Mt Arthur Coal**



**bhpbilliton**  
resourcing the future

# Aboriginal Employment and Development Strategy 2012-2014



## Message from the Asset President

### **I am pleased to introduce the Mt Arthur Coal Aboriginal Employment and Development Strategy 2012-2014.**

BHP Billiton's vision, as stated in the *2011 BHP Billiton Reconciliation Action Strategy*, is to help secure a better future for Aboriginal Australians. The establishment of the Aboriginal Employment and Development Strategy is a positive step by Mt Arthur Coal towards realising this vision.

As the owners and operators of a large open cut coal mine operating on traditional Aboriginal land, Mt Arthur Coal is committed to creating employment and development opportunities for Aboriginal people and ensuring they are given the same opportunities that most non-Aboriginal people enjoy.

Mt Arthur Coal recognises that Aboriginal people are still highly disadvantaged in areas like education, health and employment and there are a number of barriers that prevent many Aboriginal people from seeking and obtaining employment.

This strategy sets out initiatives to facilitate improvements in these areas with a strong focus on providing vocational education pathways for Aboriginal people into the mining industry. Key future measures of success will be Aboriginal people in operational, trade, administrative and professional positions.

With a priority on employing Aboriginal people already living within the Upper Hunter region, this strategy also builds on our long tradition of employing local people for local jobs to support the growth and development of our community.

Central to the delivery of this strategy is Mt Arthur Coal's commitment to engage with local Aboriginal organisations that provide and support Aboriginal education and employment programs, and to work with community groups and local and State government to create and maintain partnerships that will help deliver our objectives.

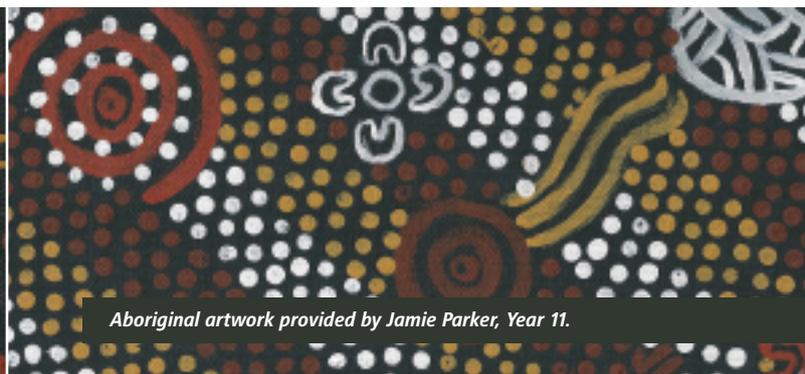
I encourage everyone at Mt Arthur Coal, including our contractors and suppliers, to actively support the intent and objectives of the Aboriginal Employment and Development Strategy, and to assist in reinforcing the principles of Equal Employment Opportunity and diversity among our people and in the community.

**Peter Sharpe**  
Asset President, NSW Energy Coal

**Mt Arthur Coal would like to thank the talented Aboriginal students from the Muswellbrook Enrichment Centre, our community partner, for kindly providing the artworks featured in this document.**



Aboriginal artwork provided by Tyrell Roadley, Year 9.



Aboriginal artwork provided by Jamie Parker, Year 11.

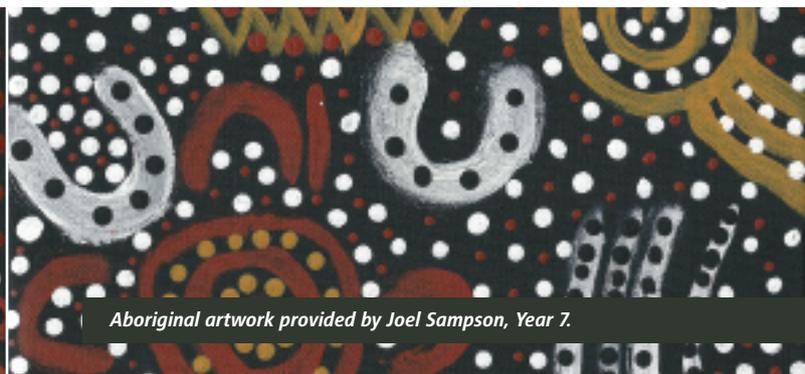
## Measures of Success January to December 2012

REPUTATION	REPRESENTATION	RETENTION	RESPECT
Become a great place to work for local Aboriginal people	Create a workforce which reflects the cultural diversity of the local community	Ensure the retention rate of Aboriginal employees matches that of non-Aboriginal employees	Promote equality through mutual understanding and respect
Identified positions advertised	Culturally inclusive application, selection and induction process established	Advisor Aboriginal Programs employed	Cultural protocols are recognised and adhered to
> 1	July 2012	September 2012	> 80%
Identified positions filled <sup>1</sup>	Aboriginal people undertaking apprenticeships	Aboriginal Employee Network established at Mt Arthur Coal	Employees receiving Cultural Respect Training
100%	> 1	September 2012	> 80%
Engagement with the Aboriginal community about employment and development initiatives	Community programs supported by Mt Arthur Coal to promote Aboriginal employment and development	Performance issues addressed informally prior to formal performance process being initiated	Community informed about Mt Arthur Coal's progress in delivering the Aboriginal Employment and Development Strategy
More than two times per year	> 5	> 90%	Once per year

<sup>1</sup> An identified position with specific selection criteria reflecting the role's strong involvement in issues relating to Aboriginal people. This role will involve the development of policies or programs targeted at Aboriginal clients, or which involve direct interaction with Aboriginal communities. This position will only be filled by an Aboriginal person.



Aboriginal artwork provided by Kyle McGrady, Year 8.



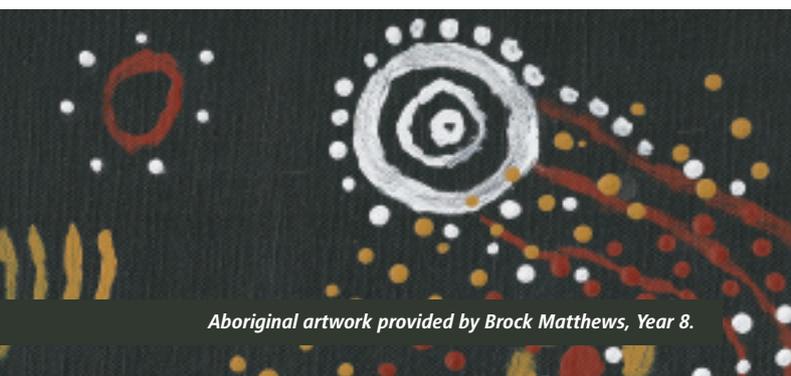
Aboriginal artwork provided by Joel Sampson, Year 7.

## Objectives and Actions

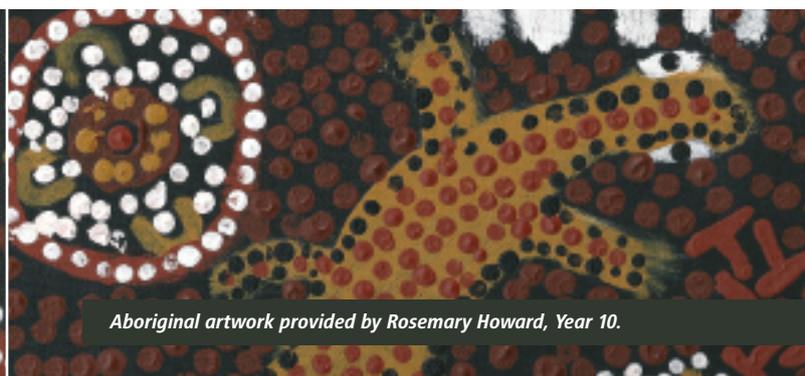
### January to December 2012

OBJECTIVES	ACTIONS	
<b>1. Create a culturally diverse workforce representative of the communities in which we operate</b>	Identified employment and development opportunities communicated to the local Aboriginal community through direct mail, Indigenous/ Aboriginal media and local community newsletters, and to educational institutions and Job Services Australia in the local area.	<i>January 2012</i>
	The number of identified Aboriginal positions recruited each financial year determined as part of the business planning cycle in February.	<i>February 2012</i>
	Developmental opportunities proactively explored for Mt Arthur Coal's Aboriginal employees.	<i>July 2012</i>
	Recruitment information packages developed for all identified' Aboriginal positions.	<i>March 2012</i>
	Support provided to members of the Aboriginal community in their efforts to gain employment with Mt Arthur Coal.	<i>April 2012</i>
	Mt Arthur Coal's application, selection and induction process reviewed to ensure it is inclusive and appropriate for Aboriginal people.	<i>July 2012</i>
	Strategy developed to attract Aboriginal women to work for Mt Arthur Coal.	<i>July 2012</i>
	Aboriginal Employment and Development Strategy promoted at any career expos and events where Mt Arthur Coal is a participant.	<i>Ongoing</i>
<b>2. Invest in local Aboriginal talent to build a sustainable skilled workforce necessary for local growth and development</b>	Work with government and industry agencies to facilitate courses that enhance skills and knowledge of participants.	<i>January 2012</i>
	Opportunities identified to support promising students from disadvantaged backgrounds to complete tertiary study.	<i>March 2012</i>
	Career advisor kits developed for Mt Arthur Coal's Aboriginal Employment and Development Strategy for distribution to educational institutions.	<i>May 2012</i>
	School-to-work transition program developed to enable Aboriginal students to undertake vocational education pathways into the Mt Arthur Coal workforce.	<i>July 2012</i>
	Establish and make available a work experience program for Aboriginal students.	<i>July 2012</i>
	Develop an Aboriginal Employment and Development page on the BHP Billiton website.	<i>August 2012</i>
	Host school and community excursions, trade days and other opportunities to demonstrate employment opportunities for Aboriginal people.	<i>Ongoing</i>
<b>3. Create a working environment where every employee feels safe, included, valued and respected</b>	Cultural protocols, such as 'Acknowledgement of Country', incorporated into all official events hosted by Mt Arthur Coal as a mark of respect to the traditional custodians of the land (see back page).	<i>January 2012</i>
	Cultural Respect Training, including an overview of the Aboriginal Employment and Development Strategy and Equal Employment Opportunity Policy, incorporated into the induction process for all newly recruited Mt Arthur Coal employees.	<i>April 2012</i>
	A Cultural Respect Training program developed for introduction across the organisation.	<i>May 2012</i>

OBJECTIVES	ACTIONS	
<p><b>4. Ensure the retention rate of Aboriginal employees matches that of non-Aboriginal employees</b></p>	<p>Employ an Advisor Aboriginal Programs to support new Aboriginal employees and their supervisors.</p>	<p><i>August 2012</i></p>
	<p>Advisor Aboriginal Programs to make weekly contact with supervisors during the probationary period for all new Aboriginal employees.</p>	<p><i>September 2012</i></p>
	<p>All absences during probation reported to the Advisor Aboriginal Programs as they occur.</p>	<p><i>September 2012</i></p>
	<p>Provide access to tutorial assistance for Aboriginal employees as required.</p>	<p><i>September 2012</i></p>
	<p>Advisor Aboriginal Programs to consider cultural practice in cases of family bereavement for Aboriginal employees.</p>	<p><i>September 2012</i></p>
	<p>Exit interviews for Aboriginal employees conducted in the company of Advisor Aboriginal Programs in cases of separation.</p>	<p><i>September 2012</i></p>
	<p>Establish an internal Aboriginal Employment Network to provide mentoring, support or advice to existing or new Aboriginal employees.</p>	<p><i>September 2012</i></p>
<p><b>5. Ensure traditional owners and Aboriginal people have a real say in our future together</b></p>	<p>Regularly liaise with the Aboriginal community, elders groups, land councils and community working groups about employment and development opportunities.</p>	<p><i>Ongoing</i></p>
	<p>Inter-agency meetings attended by Mt Arthur Coal's Human Resources representatives on a regular basis to ensure Mt Arthur Coal is informed of all the initiatives and services available to the Aboriginal community and Aboriginal employees.</p>	<p><i>Ongoing</i></p>
	<p>Establish an Aboriginal Working Group to ensure Mt Arthur Coal has access to a more informed level of advice relating to cultural matters or issues of concern for the Aboriginal community and ensure the community is engaged about upcoming opportunities.</p>	<p><i>August 2012</i></p>
<p><b>6. Build sustainable foundations for the employment and development of Aboriginal people</b></p>	<p>Work in collaboration with local service providers to identify sustainable health programs for investment which will benefit local Aboriginal people.</p>	<p><i>January 2012</i></p>
	<p>Work in collaboration with local education providers to identify sustainable parental, early childhood, school and tertiary education programs for investment which will benefit local Aboriginal people.</p>	<p><i>January 2012</i></p>



Aboriginal artwork provided by Brock Matthews, Year 8.



Aboriginal artwork provided by Rosemary Howard, Year 10.

## History and cultural protocols

Prior to European settlement, the Muswellbrook district was inhabited by people of the Wonnarua, or Wanaruah, language group. This group occupied lands from just above Maitland, south to Wollombi and west through to the dividing range<sup>2</sup>.

As Aboriginal people are the traditional custodians of the land on which Mt Arthur Coal operates, it is important that this is recognised and incorporated into our official protocols.

Aboriginal cultural protocols and ceremonies are a way of recognising and paying respect to Aboriginal peoples, cultures and heritage. Communicating Aboriginal cultural practices to the broader community promotes this understanding and demonstrates that Aboriginal culture is living through the continuation of this practice.

As part of its commitment to creating a workplace where everyone feels valued, respected and included, Mt Arthur Coal will consider and implement cultural practices and protocols where appropriate.

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<sup>2</sup> Tindale, N.B. 1974. *Aboriginal Tribes of Australia: Their Terrain, Environmental Controls, Distribution, Limits, and Proper Names*. University of California Press, Berkeley.

## Implementation and responsibilities

All Mt Arthur Coal employees will play a role in implementing and achieving the objectives outlined in the Mt Arthur Coal Aboriginal Employment and Development Strategy.

Mt Arthur Coal's progress towards delivering on this strategy will be monitored on a quarterly basis and reviewed internally on an annual basis.

Additional actions will be added as necessary to ensure we achieve our objectives.

A formal review will be conducted after four years of implementation. Parties involved in this review will include representatives from Mt Arthur Coal's leadership team and members of the local Aboriginal community.

**For more information, please call (02) 6544 5800.**

## Types of ceremonies

### Acknowledgement of Country

As a minimum requirement at official events, an 'Acknowledgement of Country' should be undertaken. This is the way a non-Aboriginal person or Aboriginal person who does not have a relationship with that land shows respect for Aboriginal and Torres Strait Islander heritage and the ongoing relationship of traditional custodians with the land.

At the commencement of an official event or a meeting involving participants from the broader community, you should say:

*"I would like to acknowledge the traditional owners of the land we are meeting on and acknowledge that we are on Aboriginal land. I also acknowledge and pay my respect to the elders of the area, and particularly those present today."*

### Welcome to Country

A 'Welcome to Country' is a short ceremony conducted by an appropriate Aboriginal elder, to welcome people to the land an event or meeting is being held on.

A Welcome to Country should only be conducted by a recognised community elder or knowledge holder. The Community team can advise who the most appropriate community elder is and how this person should be asked to provide a Welcome to Country.

### Smoking Ceremony

Smoking ceremonies are conducted by Aboriginal people with specialised cultural knowledge and are aimed at cleansing the space in which the ceremony takes place. These ceremonies are normally only seen at major events. Prior to the event, the Community team can advise on the correct protocol for arranging a smoking ceremony.