

REPORT End Sept 2015



**WHITEHAVEN COAL**



**Reconciliation**  
**ACTION PLAN**

**INNOVATE RAP**

Whitehaven Coal commits to:

**Relationships:** Whitehaven Coal commits to supporting and encouraging the development, growth and enhancement of relationships with Aboriginal and Torres Strait Islander peoples. Whitehaven Coal want to achieve this through effective and open communication underpinned by a mutual respect and understanding of each other's concerns and reasonable expectations.

	Action	Responsibility	Timeline	Deliverables	Achievements
<b>RELATIONSHIPS</b>	1.1 Promote Whitehaven Coal's Reconciliation Action Plan to employees and external stakeholders	RAP Working Group: Chief Executive Officer Executive General Manager – Operations General Manager – Health Safety Environment and Communities Group Manager – Procurement Human Resources Group Manager – Community Relations & Property Aboriginal Community Relations Officer	June 2015	Develop a communication strategy on the importance and benefits of our RAP Display Whitehaven Coal's RAP on Whitehaven Coal websites	Completed Completed
	1.2 Whitehaven Coal's RAP working group to drive, monitor, report and review the RAP	Group Manager – Community Relations Aboriginal Community Relations Officer	Quarterly 2015 to 2017 September 2015 to 2017	RAP Working Group meet quarterly to monitor and track the progress of Whitehaven Coal's RAP Publicly report progress of RAP via the Whitehaven Coal Annual Report and website and directly report to Reconciliation Australia	Ongoing Completed for 2015
	1.3 Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait	Aboriginal Community Relations Officer	June 2015 June	Develop a list of key Aboriginal and Torres Strait Islander contacts with which Whitehaven Coal will build strong relationships Organise to meet with identified	Completed Completed for 2015

	Islander peoples, organisations and communities		2015 to 2017	peoples, organisations and communities at least twice per year to maintain a strong relationship	
	1.4 Provide the opportunity for all Whitehaven employees to build relationships by supporting and celebrating National Reconciliation Week (NRW)	Managing Director Group Manager – Community Relations Aboriginal Community Relations Officer	May 2015, 2016 and 2017	Distribute information about NRW and Whitehaven Coal's corporate NRW events to employees via internal communication channels Register all Whitehaven Coal NRW events on Reconciliation Australia's website to capture participation and support Identify opportunities to support and participate in regional based NRW events	Whitehaven Coal's RAP was not endorsed prior to NRW 2015 Information about NRW 2015 was distributed internally and sponsorship of regional NRW 2015 events was undertaken.

**Respect:** Mutual respect can only be achieved by listening, learning, and understanding. To achieve this Whitehaven will continue to work in partnership with Aboriginal and Torres Strait Islander communities. We will support our Aboriginal and Torres Strait Islander staff and deliver the message of reconciliation and how important it is to the effective operation of our business. We are committed to a workplace that encourages and values shared understanding and respect.

RESPECT	2.1 Promote and Support all Whitehaven employees to celebrate NAIDOC Week.	Managing Director Executive General Manager – Operations Human Resources Group Manager – Community Relations Aboriginal Community Relations Officer	July 2015, 2016 and 2017	Review HR procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander employees participating in NAIDOC Week events Hold an on-site BBQ(s) at an operating site each year with guest speakers from the local Aboriginal community Provide the opportunity for Aboriginal and Torres Strait Islander staff in Whitehaven Coal corporate offices to attend local NAIDOC events Distribute information regarding NAIDOC week and Whitehaven Coal's corporate NAIDOC week events via internal communication channels	Completed  Completed for 2015  Completed for 2015  Completed for 2015
---------	--	---	--------------------------	--	---



				Identify opportunities to support and participate in regional based NAIDOC Week events	Completed for 2015
2.2 Provide the opportunity for Whitehaven employees to participate in Cultural Awareness Training Strategy to increase their knowledge and understanding of  Aboriginal and Torres Strait Islander cultures, histories and achievements	Group Manager – Community Relations Human Resources Aboriginal Community Relations Officer	December 2016		Investigate, develop and pilot a Cultural Awareness Training Strategy that will be implemented across the company with our key focus groups being our Executive Team and new members of our workforce  Our Executive Team will participate in on country cultural immersion day and/or face to face workshops with local Traditional Owners.  Cultural Awareness Training will be delivered to new members of our workforce via the generic induction  Distribute information about Reconciliation Australia's "Share Our Pride" website to employees	Work underway
2.3 Educate employees around the significance of Aboriginal and Torres Strait Islander cultural protocols to ensure there is shared meaning behind these events	Group Manager – Community Relations Aboriginal Community Relations Officer	September 2015		Develop, implement and communicate an Aboriginal and Torres Strait Islander cultural protocols document for Whitehaven Coal  Brief Executive Team on Aboriginal and Torres Strait Islander cultural protocols, including requirement of Acknowledgement of Traditional Owners of the land and a Welcome to Country during significant events	Complete
2.4 Demonstrate appreciation of Aboriginal and Torres Strait	Group Manager – Community Relations Aboriginal Community	December 2015		Commission artwork from Local Aboriginal and/or Torres Strait Islander Artists	Completed

	Islander artwork in Whitehaven Coal corporate offices	Relations Officer		Appropriately display and acknowledge artwork at Whitehaven Corporate Office's	Work underway
	2.5 Increase presence of Aboriginal and Torres Strait Islander peoples and cultures in Whitehaven Coal's corporate documents	Group Manager – Community Relations Aboriginal Community Relation Officer Media and Communications Officer	September 2015	Develop key messages and source additional Aboriginal and Torres Strait Islander images for corporate communications  Consult with existing Aboriginal and Torres Strait Islander employees around culturally appropriate marketing material that will attract Aboriginal and Torres Strait Islander employment and other economic development opportunities	Completed  Completed

**Opportunities:** We aim to be inclusive and encourage Aboriginal and Torres Strait Islander enterprise development and economic and employment opportunities within our operations in the region.

<b>OPPORTUNITIES</b>	3.1 Monitor and refresh recruiting procedures for Aboriginal and Torres Strait Islander employees	Group Manager – Human Resources Aboriginal Community Relations Officer	September 2016	Review HR policies and procedures to ensure barriers to Aboriginal and Torres Strait Islander applicants are addressed  Engage with existing Aboriginal and Torres Strait Islander employees to consult on the development and implementation of a Aboriginal and Torres Strait Islander Employment Strategy, including professional development  Consider including an Aboriginal and/or Torres Strait Islander person on Whitehaven Coal's interview panel  Ensure HR system captures the number of Aboriginal and Torres Strait Islander employees and monitors retention	Completed  Work underway  Completed  Completed
	3.2 Increase employment and retention opportunities within Whitehaven Coal for Aboriginal and Torres Strait Islander peoples	RAP Working Group: Chief Executive Officer Executive General Manager – Operations General Manager – Health Safety Environment and Communities Human Resources Group Manager – Procurement Group Manager – Community Relations Aboriginal Community Relations Officer	September 2016	Update and report data on how many Aboriginal and Torres Strait Islander peoples are employed within Whitehaven Coal, what roles they have obtained and retention rates  Include the wording “Aboriginal and Torres Strait Islander peoples” in all job advertisements  Advertise employment vacancies in Aboriginal and Torres Strait Islander media platforms such as ourmob.com.au  Distribute employment opportunities in local Aboriginal and Torres Strait Islander organisations and service	Work underway  Completed  Ongoing  Ongoing

				<p>providers such as Local Aboriginal Land Councils</p> <p>Tailor employment marketing material to appeal to Aboriginal and Torres Strait Islander peoples</p> <p>Profile Aboriginal employment initiatives in publications and on Whitehaven Coals webpage.</p> <p>Continue to liaise with local Native Title Claimants around providing feedback to Aboriginal and Torres Strait Islander employment strategies for Whitehaven Coal</p> <p>Implement and support a peer mentoring program to assist with retention and support professional development</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
3.3 Provide donations/sponsorships to organisations/services with a focus on Aboriginal and Torres Strait Islander peoples and education, health or sport	Group Manager – Community Relations Aboriginal Community Relations Officer	June 2015	<p>Establish a donation/sponsorship program that focuses specifically on education and sport programs that are specifically for Aboriginal and Torres Strait Islander Peoples</p> <p>Promote Whitehaven Coal's sponsorship and donation program to Aboriginal and Torres Strait Islander communities and organisations</p> <p>Continue to provide an annual donation to Winanga-li Aboriginal Child and Family Centre in Gunnedah.</p>	<p>Complete</p> <p>Ongoing</p> <p>Awaiting submission from Winanga-li</p>	
3.4 Investigate opportunities for Whitehaven Coal to support Aboriginal and Torres Strait	Group Manager – Procurement Aboriginal Community Relations Officer	November 2015	Hold Meet and Greet Aboriginal and Torres Strait Islander business information exchange days to deliver Tender specification events for Aboriginal and Torres Strait Islander	Work underway	

	<p>Islander economic development.</p> 			<p>businesses (i.e. Procurement workshops)</p> <p>Identify and communicate contract opportunities for Aboriginal and Torres Strait Islander businesses</p> <p>Annually Report on Aboriginal businesses contracted with Whitehaven Coal</p> <p>Review procurement procedures and policies to ensure barriers to Aboriginal and Torres Strait Islander businesses are able to be addressed</p> <p>Develop and distribute a list of local Aboriginal and Torres Strait Islander businesses/services from which Whitehaven Coal can procure goods and services</p>	<p>Work underway</p> <p>Work underway</p> <p>Work underway</p> <p>Work underway</p> 
--	---	--	--	--	---

**Tracking Progress:**

<p><b>TRACKING PROGRESS</b></p>	<p>4.1 Review and report internally and externally on Whitehaven Coal's RAP progress</p>	<p>Group Manager – Community Relations Aboriginal Community Relations Officer</p>	<p>Quarterly 2015 to 2017 September 2015 to 2017</p>	<p>RAP Working Group meet quarterly to monitor and track the progress of Whitehaven Coal's RAP</p> <p>Publicly report progress of RAP via the Whitehaven Coal Annual Report, website and Annual General Meeting and directly report to Reconciliation Australia</p> <p>Complete and submit RAP Impact Questionnaire to Reconciliation Australia annually</p>	<p>Ongoing</p> <p>Completed</p> <p>Completed</p>
---------------------------------	--	---	--	--	--



<p>4.2 Promote Whitehaven Coal's RAP to the broader Australian community</p>	<p>RAP Working Group:          Chief Executive Officer          Executive General Manager – Operations          General Manager – Health Safety Environment and Communities          Human Resources          Group Manager – Procurement          Group Manager – Community Relations          Aboriginal Community Relations Officer</p>	<p>Quarterly 2015 to 2017          September 2015</p>	<p>RAP Working Group meet quarterly to monitor and track the progress of Whitehaven Coal's RAP          Make RAP available for public view on the Whitehaven Coal website</p>	<p>Ongoing          Completed</p>
<p>4.3 Review and refresh a new RAP for Whitehaven Coal</p>	<p>RAP Working Group:          Chief Executive Officer          Executive General Manager – Operations          General Manager – Health Safety Environment and Communities          Group Manager – Human Resources          Group Manager – Procurement          Group Manager – Community Relations          Aboriginal Community Relations Officer</p>	<p>September 2017</p>	<p>Draft a new RAP for Whitehaven Coal based on learnings, achievements and challenges from previous RAP          Send draft RAP to Reconciliation Australia for formal feedback and endorsement</p>	<p>Not commenced          Not commenced</p>