



INDIGENOUS EMPLOYEE TRAINING PROGRAMME



MINBARINGU
SERVICES



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Indigenous Employee Training Plan

Richard Walker heads up our Indigenous Recruitment and Training programme.

We currently have training agreements in place with NYFL (Ngarluma Yindjibarndi Foundation Ltd), REFAP (Real Employment for Aboriginal People) & AAC (Ashburton Aboriginal Corporation). These Indigenous organisations assist us with recruitment of apprentice trainee and tradespeople for the different requirements of the business. We also rely on the well-established networks of Richard and his partner Denise and their respective Ngarluma and Njamal T/O Group Communities and wider connections with other community groups. Minbaringu sponsored and participated this year in the KDCCI Indigenous business mentoring and workshop program. This program run by Kylah Morrison of KDC and Craig Banks of BBI was very successful in the promotion and development of new and established Indigenous businesses in the Pilbara region.

Please refer to our **Indigenous Employment Policy PY02**. After a new Indigenous applicant has been identified and passed through the Indigenous stream of our recruitment process, they will enter into the Mentoring programme and they are assigned a mentor. The mentor is an experienced long term member of staff that has the necessary training and experience to provide the required support and guidance to the employee. This role includes the following responsibilities:

- Ensuring the induction and introduction process is adequately carried out and fulfilled.
- Identification of any special needs of the employee.
- Meet and greet with the new employees family and/or social support network.
- Gain a better understanding of numeracy skills, technical skills, HSE experience, skills and attitude.
- Confirming all equipment is issued to the employee including P.P.E.
- Identification of early training requirements and awareness particularly with HS&E.
- Provide assistance into the Minbaringu work groups and company culture.
- Ongoing monitoring and regular communications maintained with the employee to ensure steady progress and early intervention of problems and difficulties that may arise.

In our experience with Indigenous employees, early detection of symptoms is the best method of maintaining consistent performance and attendance when we do have difficulty with management of indigenous employees and they fall out of the business. We have a recovery procedure involving the support of local Indigenous organisations. In the event that we require assistance with third party organisations we make arrangements through the below organisations. They provide services such as external life mentoring programmes and work ready programmes. Their support services facilitate getting Indigenous employees return to work. This may involve D&A and mental health counselling or other support services. Retention of driver's license can also be problematic. Minbaringu in conjunction with the below organisations provides support to employees for the implementation of fine management programs and reinstatement of driver's licenses through the West Australian courts.

Karratha:

EPIC Assist (Empowering People Indigenous Community) – Provides employment opportunities for people with disability. EPIC will find quality staff through the Australian Government Disability Employment Services (DES) programme. They also offer specialist rehabilitation and support services to businesses and inclusion training for employers.



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Port Hedland:

BloodWood Tree Association - wholly Aboriginal controlled institution located in South Hedland. Bloodwood Tree continues to 'help the community in all ways' through alcohol and other drug counselling, cultural mental health support, employment and training services, homelessness support, a Sobering up Centre, and other valuable programs.

REFAP and AAC – Provide work ready employment preparation services including “work for the dole” and pre-apprenticeship placement programmes. These programmes are very helpful with re-introducing and rehabilitating employees after difficult periods. We are currently utilising this service through AAC for one of our apprentices.

Organisational Contacts used by Minbaringu:

EPIC Assist, Karratha	Shelley Elliot	(08) 9185 0000
Bloodwood Tree Association, South Hedland	Kirsty Moutague	(08) 9138 3000
AAC (Ashburton Aboriginal Corporation), Port Hedland	Kirsty Doohan	0459 632 686
REFAP, Karratha	Natasha Brown	0437 722 962

Train the trainer Mentoring Programme

We have developed a comprehensive 'Train the Trainer' mentoring programme which has improved our success rate with retention of Indigenous employees. Our nominated mentors are educated and trained in the following areas by Richard, Denise and David Crooks.

- Indigenous culture awareness including identification of the different T/O groups in the Pilbara as listed below.
- Key differences between Australian non Indigenous and Indigenous cultures.
- Differences between different T/O groups for example coastal and inland groups.
- The nuances within Indigenous culture including communistic sharing traditions, Aboriginal Lore.
- Native title legislation and applicability to the Pilbara region.
- Heritage and sacred & significant sites.
- Aboriginal beliefs and customs.
- Traditional treatments for cultural and medical problems.
- Entitlement, expectations and assumptions of Aboriginal people.
- Dealing with and managing confrontation and disputes.
- Domestic violence, drug & alcohol, and potential suicide – identification of these issues for referral to professional third party service providers as mention above.
- Use of encouragement techniques and inclusion with the wider work group.
- Applying flexibility to better manage challenges and difficulties.
- Utilisations of family and support referrals to assist with issues and challenges.
- Utilisation of Minbaringu Indigenous staff including, Richard and Denise to provide additional support where needed.



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Minbaringu will be recruiting from a wide variety of traditional owner groups across the Pilbara depending on suitability and availability of candidates. In keeping with our training commitment of Indigenous people we have entered into an agreement with Indigenous Business BRIDA to employ suitable candidates for technical apprenticeship opportunities. Francois Langois and Susan Shirtliff at BRIDA are very supportive of the programme. This will allow BRIDA to offer career change opportunities from the Landscaping Industry into technical trades. It also benefits Minbaringu by delivering high quality candidates to the business who are motivated, pre-qualified and work ready.

Our Indigenous network through family and cultural connections extends to the following Pilbara T/O groups.

Aboriginal Traditional Owner Groups

- Banjima, Inland (Tom Price)
- Ngarluma, Coastal (Karratha)
- Njamal, Coastal (Port Hedland)
- Thalanyji, Coastal (Onslow)
- Bindi Bindi, Coastal (Onslow)
- Yindjibarndi, Inland (Millstream)
- Yaburara, Coastal (Cape Preston)
- Gumala, Inland (Tom Price)
- Mardudhunera, Coastal (Karratha)



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Indigenous Australians Employment Policy

Minbaringu Services works towards creating mutually beneficial and sustainable outcomes in its business, economic and regional environments. To achieve collective sustainability and with respect to the cultural, social and religious systems practised by Aboriginal and Torres Strait Islander people. We recognise the need to create an inclusive working environment that values cultural diversity. Minbaringu Services therefore, commits to working with Indigenous Australians in a way that respects cultural needs and practices.

Through this policy, we shall support:

- Recruitment, employment and retention of indigenous workers in a fair, transparent and merit based process, including:
 - Providing apprenticeship opportunities
 - Increasing the number of Indigenous staff employed
 - Promoting and supporting professional development of indigenous workers towards reaching their full potential

- Cultural inclusivity and awareness within its workforce, including:
 - Understanding cultural, social and religious systems
 - Respecting differences in cultural practices and needs
 - Employee participation in cultural events

- Partnering with local Indigenous organizations through the lifecycle of projects and existing operations, including, where possible:
 - Delivery of goods and services through competitive market assessments towards mutual growth and development
 - Support to local enterprise development and procurement opportunities
 - Community engagement programs to mutual understanding and appreciation

Furthermore, we shall support local governments and clients in their Indigenous engagement programs in addition to the requirements outlined in this policy.

Richard Walker
Managing Director

Date: 23 April 2018

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