



SHAMROCK CIVIL

Safe • Sustainable • Smart • Solutions

**Shamrock Civil Engineering
Reconciliation Action Plan
2018 – 2021**





RECONCILIATION ACTION PLAN

I am pleased to present the Shamrock Civil Engineering 2018 – 2020 Reconciliation Action Plan (RAP) that depicts our commitment in continuing to assist in closing the gap in disadvantage in the lives of Indigenous Australians.

Shamrock Civil have developed a sound reputation for developing opportunities for both indigenous people and organisations across our areas of operations along the eastern seaboard of Australia.

The work that we have already completed in creating opportunities for indigenous people and organisations has demonstrated positive outcomes for both the people and communities that they live in and provides the incentive to continue this journey.

This RAP indicates the framework that Shamrock Civil will use to:

- strengthen relationships
- promote respect, and
- create opportunities for indigenous people and organisations

The development of our RAP will include consultation with the Indigenous Australians that are employees of Shamrock Civil, and through engagement with representatives of Reconciliation Australia.

This RAP will be a live document with measurable actions against targets to identify the level of progress achieved through the life of this document. Through the regular review of progress, it will allow for continuous improvement opportunities to this initiative for the betterment of all involved.

It is Shamrock Civils' intention to bring about real change to indigenous peoples lives through the implementation of this RAP.

At Shamrock Civil we recognise that this is every employee's accountability to assist in creating change for the better.

I am excited to continue sharing this RAP journey with all our employees.

Andrew Kerr

CEO

Shamrock Civil Engineering





Our Vision for Reconciliation is the ability to recognise that Indigenous Australians can enjoy the same opportunities and quality of life that all Australians expect. As the first inhabitants of Australia the Indigenous Australian People have a significant place in the past, present and future of Australia as a nation, and how it grows moving forward.

Shamrock Civil recognise and respect the value of the Indigenous Australians culture and heritage and look to learn from this throughout this reconciliation process. The development and implementation of our RAP demonstrates Shamrock Civils commitment to assistance in 'Closing the Gap' through a range of organisation wide activities that will be employed by all employees.

Our Business

Shamrock Civil Engineering commenced operations in 1994 as a small civil construction company providing services to clients in South East Queensland. Today, Shamrock Civil have grown to be a medium size business that provides a diverse range of civil construction services to both public and private sector clients throughout Queensland, New South Wales and Victoria.

Through the consistent application of our corporate values of: Safe, Sustainable, Smart, Solutions, Shamrock Civil have developed a reputation of being a trusted advisor with our clients. It is through the integration of our RAP with these already embedded corporate values that Shamrock Civil recognise our ability to support enhanced economic, social and environmental outcomes across the locations that we operate within Australia.

Our RAP Journey

The development and implementation of this RAP will build upon the actions that Shamrock Civil have already introduced in providing real opportunities for Indigenous people and organisations. This includes the introduction of our Indigenous Employment and Retention Policy back in 2013 which has led to the engagement, development, and progression of indigenous employees across our business.

Also of significance is the development of the relationship with the Waanyi Aboriginal Corporation which has grown through the stages of:

- Introductory meetings and recognition of each other's organisation
- Development and implementation of a Memorandum of Understanding of how we could work together to assist each other in progressing our relationship and joint opportunities
- Progression to the development of a Joint Venture Company registered as Waanyi Shamrock United which has commenced delivery of civil works projects
- Further advancement of this Joint Venture Company to seek Supply Nation accreditation and certification to provide enhanced business and growth opportunities for the Waanyi people

Shamrock have taken learnings from our actions to date and have included these in the development of our RAP to build upon the platform that we have already created in assisting in 'Closing the Gap' in disadvantage for Indigenous Australians.



Respect

Shamrock Civil are committed to providing our employees with opportunities to develop a greater understanding of the histories, achievements and cultural values of Indigenous Australians. We recognise this understanding is a necessity in establishing respect, and essential in the development of trusted and long-term relationships.

Objective	Actions	Timeline	Responsibility
Engage employees in cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements	<ul style="list-style-type: none"> Develop and implement a cultural awareness training strategy which defines cultural learning needs for all employees and identifies various methods that the cultural learning can be provided. For example: Online, Face to face workshops, Induction processes Provide opportunities for Directors and Senior Managers to participate in and lead cultural training 	Dec 18	Environmental Advisor
		Per Event	Ongoing
Provide opportunities for Aboriginal and Torres Strait Islander employees to engage with their culture at significant events	<ul style="list-style-type: none"> Provide opportunities for Aboriginal and Torres Strait Islander employees to participate with their cultures and communities during NAIDOC Week, National Reconciliation Week, Close the Gap Day or other significant event Encourage all employees to participate in cultural activities around these significant events 	Per Event	Directors
		Per Event	Directors/Senior Managers
Demonstrate our appreciation of Aboriginal and Torres Strait Islander cultures	<ul style="list-style-type: none"> Include these significant events including: NAIDOC Week, National Reconciliation Week, Close the Gap Day on the Shamrock Civil Calendar in the Public Folders for all employees to view Engage an Aboriginal or Torres Strait Islander artist to create artwork for our Joint Venture Documentation and Marketing Materials 	Annually	HR Advisor
		Oct 18	Bid Manager

Relationships

Shamrock Civil recognise the benefits available through the efforts of a culturally diverse and inclusive workforce. Our company is committed to building on our existing relationships with Indigenous Australian Peoples and Businesses and developing even more mutually beneficial relationships and opportunities with other Traditional Owner Groups and Peoples into the future. We are targeting to raise the level of awareness of the importance of reconciliation in Australia through the actions, behaviours and values demonstrated by our employees.

Objective	Actions	Timeline	Responsibility
Promote and raise awareness and understanding to all employees of this initial Reconciliation Action Plan (RAP) and Shamrock Civils' commitment to reconciliation	<ul style="list-style-type: none"> Launch RAP across all sections of the organisation Provide regular updates to all staff of the RAP progress via the CEO staff newsletters 	<p>Oct 18</p> <p>Quarterly</p>	<p>Directors</p> <p>CEO</p>
Build and nurture mutually respectful relationships with Traditional Custodians, Aboriginal and Torres Strait Islander stakeholders, clients and industry partners	<ul style="list-style-type: none"> Progress Waanyi Shamrock United Joint Venture company to achieve Supply Nation certification Develop a Supply Agreement with Western Labour Hire for the provision of indigenous personnel to projects on an as needs basis Develop working relationships with local Traditional Owner Groups in all project locations 	<p>Sept 18</p> <p>Aug 18</p> <p>Ongoing</p>	<p>Director/ Ops Mgr NQ</p> <p>Commercial Mgr/Ops Mgr NQ</p> <p>Environmental Advisor/ Ops Mgrs</p>
Develop and implement a Shamrock Civil RAP Working Group (RWG) consisting of Aboriginal and Torres Strait Islander peoples and other Australians	<ul style="list-style-type: none"> Have this Group oversee development, endorsement and launch of the RAP across Shamrock Civil Utilise this Group to monitor and report on the implementation and progress of the RAP across the organisation Engage this Group to strive for continuous development of the RAP in a progressive manner 	<p>Oct 18</p> <p>Twice Annually</p> <p>Ongoing</p>	<p>Directors</p> <p>CEO/Environmental Advisor</p> <p>Directors</p>

Opportunities

Shamrock Civil are committed to supporting sustainable business opportunities for Indigenous Australian Peoples and Businesses by providing access to employment and business opportunities. We will continue to focus on increasing the number of Indigenous Australian employees within our workforce through rigorous recruitment processes aligned to our Indigenous Employment Policy. Shamrock Civil will also continue to enhance its existing business relationships with current Indigenous Australian partners and seek to develop new opportunities for other Indigenous businesses through our procurement practices.

Objective	Actions	Timeline	Responsibility
Develop a greater understanding of the level of Aboriginal and Torres Strait Islander employment status within Shamrock Civil as aligned to the Indigenous Employment and Retention Policy HR-POL-18.01	<ul style="list-style-type: none"> Regularly review the actual Indigenous employment status versus the target % at Board Meetings 	Quarterly	CEO
Increase Aboriginal and Torres Strait Islander employee numbers within Shamrock Civil by embedding our employment strategy	<ul style="list-style-type: none"> Educate our HR staff on the importance of increasing the number of Aboriginal and Torres Strait Islander employees progressively in alignment to our Policy Advertise employment opportunities with local and national Aboriginal and Torres Strait Islander media Engage with Indigenous owned and operated employment and labour hire agencies Include “Aboriginal and Torres Strait Islander people are welcome and encouraged to apply” in all job advertisements 	Aug 18 All Vacancies All Vacancies All Vacancies	CEO HR Advisor HR Advisor HR Advisor
Increase commercial business activities with our Indigenous owned partner entities to assist in the development of the Aboriginal and Torres Strait Islander communities economic and social standards.	<ul style="list-style-type: none"> Achieve Supply Nation certification for the Waanyi Shamrock United Joint Venture Pursue Commonwealth Government tender opportunities for Indigenous Owned Businesses Identify and engage with local Indigenous owned businesses where possible for all projects 	Sept 18 Sept 18 – Ongoing Each Project	Director/Ops Mgr NQ Ops Mgrs Ops Mgrs/PMs



Tracking Progress and Reporting

Objective	Deliverable	Timeline	Responsibility
Report RAP achievements, challenges and learnings to the SCE Board	<ul style="list-style-type: none">Develop a report on progress against the actions identified within the RAP	July 19	CEO/Environmental Advisor
Distribute RAP achievements internally within SCE	<ul style="list-style-type: none">Communicate to all SCE employees the progress and achievements of the RAP implementation	Aug 19	CEO/Environmental Advisor
Review and update the RAP as required to ensure progression of achievements	<ul style="list-style-type: none">Review the RAP document and identify new actions and targets to continue progression of implementation of this initiative	Jul 19	CEO/Environmental Advisor

Artwork designed & created by Cassie Dover (Yugambeh) - Deadly Creations by C.D.

