



# Avalon Airport Compact Action Plan

GROW is a long-term strategy to generate local sustainable jobs, and support job seekers from areas with high rates of unemployment to have equitable access to these opportunities. GROW is a Collective Impact initiative, bringing together philanthropic, business, government and community organisations and making inclusive jobs growth a priority for everyone in the G21 region.

As signatory of the GROW Compact, Avalon Airport is committed to adding value to the G21 Region, including the social benefit generated by investing in local businesses and local people. The ongoing sustainability of our business entails an individualised response to the GROW principles, as demonstrated in our Compact Action Plan.

We agree to:

- participate (where possible) in the data collection of Local and Social Procurement to track changes over time;
- provide this Compact Action Plan for publication on the GROW website, and to report on our outcomes after 12 months.

Ref	Action	Status	Due Date	Resp. Officer	Sub-Actions & Comments
<b>Policy and Process Development</b>					
2 (2A)	Update Procurement Policy to include GROW local and social procurement objectives.	Completed	done	Matthew Collins	New policy, approved by CEO
<b>Planning, Procurement and Purchasing</b>					
10	Review current supplier spend and identify opportunities to increase local expenditure.	Completed			
11	Review existing preferred supplier lists/panels and identify opportunities to shift to local businesses.	Completed			
12	Include the use of "Localised" to communicate upcoming contracts to the local market.	Completed			



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13 & 14	Set a target of increasing the percentage of operating expenditure from suppliers from the G21 region.	2017/18 Action Plan Target increase: 100	30/06/2018	Dave Moreland	100% of contracts awarded to local suppliers, if skill set available
15 & 16	Commit to including local and social procurement clauses within tender/quotation documents for projects and operational contract opportunities over the next 12 months.	2017/18 Action Plan. Applied to numerous Quotations	Current and On going	Dave Moreland	Incorporated and implemented as per action plan and applied to current "Cotton On" development.
<b>Social Enterprises</b>					
25	Detail any other 'Social Enterprise' Development Actions	2017/18 Action Plan	30/06/2018	Terry Bright and Kieran Donovan	Support volunteers on site (ie. local tourism volunteers) and facilitate integration of emergency services on site eg RFDS, Ambulance Vic, etc
<b>Supplier Development</b>					
26	Discuss opportunities for local and social procurement with key suppliers through supplier relationship and contract management meetings.	2017/18 Action Plan	On going	Dave Moreland	Work with our suppliers to build their capacity through an open tender process (testing costs against the general marketplace and feeding back on competitiveness)?
30	Work with 3 local suppliers to build their capacity to contribute towards GROW principles.	2017/18 Action Plan	30/06/2018	Justin Giddings	Encourage suppliers now based at Avalon to contribute
<b>Employment and Training</b>					
32	Measure and report on the annual numbers of employees, trainees, and/or apprenticeship positions filled for targeted job seekers.	Completed			
37	Establish a relationship with training providers who can support job seekers from target	Completed	30/06/2018	Justin Giddings	Northern Futures



Ref	Action	Status	Due Date	Resp. Officer	Sub-Actions & Comments
	communities to gain appropriate training to enter employment within your organisation.				
40.2	Support for programs that create opportunities for job seekers from target communities: Traineeships	2017/18 Action Plan	30/06/2018	Matthew Collins	Commitment: Yes Target Number: 1 Target Cohort: Young People (Aged 15-24) Target Role Types: Unskilled
40.6	Support for programs that create opportunities for job seekers from target communities: Work Experience	2017/18 Action Plan	30/06/2018	Matthew Collins	Commitment: Yes Target Number: Target Cohort: Young People (Aged 15-24) Target Role Types: Unskilled
42	Undertake workforce planning discussion in conjunction with employment agencies and training organisations that support job seekers from target communities.	2017/18 Action Plan	30/06/2018	Justin Giddings	Continue to work with Northern Futures
43	Undertake workforce planning discussion that includes the consideration of job carving which can support employment and training opportunities for job seekers from target communities.	Completed		Matthew Collins	Lease with Diversity Field Officer Service.
<b>Leadership</b>					
48	Attend network meetings or events to enable continuous learning and improvement.	2017/18 Action Plan	30/06/2018	Justin Giddings, Matthew Collins	Strategic Directions Group, Compact Action Network
50	Participate in forward procurement planning and / or joint purchasing arrangements.	2017/18 Action Plan	30/06/2018	Dave Moreland	via Localised
51	GROW compact endorsed and signed by the CEO, Managing Director and/or Board.	Completed			
52	Prominently display the signed compact.	Completed			



Ref	Action	Status	Due Date	Resp. Officer	Sub-Actions & Comments
53	Appoint a staff member with overall responsibility for implementation of the GROW compact action plan.	Completed		Matthew Collins	
55	Encourage staff engagement within local volunteer programs supporting disadvantaged communities.	2017/18 Action Plan	30/06/2018	Terry Bright	Support staff volunteering for local not-for-profit organisations.
56	Encourage existing partners and suppliers from G21 to sign the GROW compact.	2017/18 Action Plan	30/06/2018	Justin Giddings	New businesses located at Avalon
57	Publicly report against annual action plan commitments.	2017/18 Action Plan	30/06/2018	Matthew Collins	
<b>Communication and Education</b>					
62	Promotion of GROW and GROW partner activities via communications, presentations and engagement in local or interstate news media and conferences.	Completed	2017	Dave Moreland	Localised presentation
65	Provision of staff training in relation to supporting employment and training outcomes for job seekers from target communities.	2017/18 Action Plan	30/06/2018	Matthew Collins	Increase internal staff capacity to support employees with significant barriers, including Disability Awareness Training (assess via staff feedback)
66	Share your experiences through development and publication of case studies.	2017/18 Action Plan	On Going	Matthew Collins/Georgina Capper	Support GROW case studies via Avalon Airport social media.

Original Online Action Plan Submitted by: Matthew Collins at 9/04/2017 18:27

Approved by: Justin Giddings

Date: 18.09.17