



# Bethany Community Support Inc. 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, Bethany Community Support Inc. 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 Action/Comments
<b>Policy and Process Development</b>					
2 (2A)	Update Procurement Policy to include GROW local and social procurement objectives.	Completed	Jun-18	Policy Committee	Review of Procurement Policy to include the above objectives
3 (2B)	Integrate GROW local and social procurement clauses into standard tender and quotation documents.	Completed	Jun-18	Leanne Thom-Leeson	Develop and implement clauses to be used in standard tender and quotation documents
4 (2C)	Include selection criteria in standard documentation that values local economic and social contribution.	Completed	Jun-18	Leanne Thom-Leeson	Consider including selection criteria for future selection of contractors/suppliers
7	Communicate Procurement Policy and process changes to the organisation.	Completed	Jun-18	Leanne Thom-Leeson	Once policy is approved, communicate changes to the broader Bethany community

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<b>Planning, Procurement and Purchasing</b>					
9	Measure and report on annual expenditure with local and non-local suppliers.	Completed	Sep-17	Leanne Thom-Leeson	Implement reporting procedure which feeds back to Executive Management and the Board
10	Review current supplier spend and identify opportunities to increase local expenditure.	2017/18 Action Plan	Jun-18	Leanne Thom-Leeson	Incorporate into review of the upcoming financial budget. Look for opportunities to increase local expenditure and set a target to increase this local expenditure
12	Include the use of "Localised" to communicate upcoming contracts to the local market.	Completed	Ongoing	Leanne Thom-Leeson	We have commenced using Localised to communicate opportunities and will continue to use this for upcoming projects and review of service agreements
13 & 14	Set a target of increasing the percentage of operating expenditure from suppliers from the G21 region.	2017/18 Action Plan Target increase: 5	Jun-18	Leanne Thom-Leeson/Marina Clark	Incorporate into review of the upcoming financial budget. Look for opportunities to increase local expenditure and set a target to increase this local expenditure
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 # of Tenders: 1 # of Quotations: 0	Sep-17	Leanne Thom-Leeson	Review and implement clauses into quotation documents
<b>Social Enterprises</b>					
18	Measure and report on annual expenditure through social enterprises from G21 Region.	2017/18 Action Plan	Jun-18	Leanne Thom-Leeson	Review in conjunction with the financial budget and develop a reporting tool to identify the expenditure through social enterprises

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19	Review current supplier spend and identify opportunities to increase expenditure through social enterprises from the G21 Region.	Completed	Aug-17	Leanne Thom-Leeson	Review current contractors and suppliers at the time of the financial budget review
20	Review existing preferred supplier lists/panels and identify opportunities to include more social enterprises from the G21 Region.	2017/18 Action Plan	Sep-17	Leanne Thom-Leeson	As above detailed in Q19
21 & 22 **	Set a target of increasing the number of social enterprises from the G21 Region directly supplying to the business.	2017/18 Action Plan Target percentage: 5%	Oct-17	Leanne Thom-Leeson/Richard Nearn	Consider ways of increasing the number of social enterprises and set as part of the operational plan to do
23 & 24 **	Set a target of increasing the percentage of operation expenditure from social enterprises from the G21 region.	2017/18 Action Plan Target percentage: 5%	Jun-18	Leanne Thom-Leeson	Review of current expenditure and look for ways for increasing expenditure from social enterprises. Document actions.
<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	Ongoing	Leanne Thom-Leeson	Continue to participate in the GROW and Localised networks to discuss potential opportunities.
<b>Employment and Training</b>					
39	Develop supplier contracts, and reporting requirements, that specify employment and training opportunities for targeted job seekers.	2017/18 Action Plan	Jun 18	Leanne Thom-Leeson	Review current service agreements and consider implementing these reporting requirements.
40.5	Support for programs that create opportunities for job seekers from target communities: Workplace Training	2017/18 Action Plan			Commitment: Yes Target Number: Target Cohort: Multiple

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					Target Role Types: Skilled Professional
<b>Leadership</b>					
48	Attend network meetings or events to enable continuous learning and improvement.	2017/18 Action Plan	Ongoing	Leanne Thom-Leeson	Continue to attend network meetings
49	Develop partnerships with other GROW members to deliver capacity building workshops for suppliers and / or support local supply chain.	2017/18 Action Plan	Ongoing	Leanne Thom-Leeson	Continue to attend network meetings to establish partnerships
50	Participate in forward procurement planning and / or joint purchasing arrangements.	2017/18 Action Plan	Ongoing	Leanne Thom-Leeson	As above
51	GROW compact endorsed and signed by the CEO, Managing Director and/or Board.	Completed	NA	CEO	
52	Prominently display the signed compact.	Completed	May-17	Leanne Thom-Leeson	Will be displayed in the reception area of our head office
53	Appoint a staff member with overall responsibility for implementation of the GROW compact action plan.	Completed	Ongoing	Leanne Thom-Leeson	Report on this action plan
54	Appoint a staff member with overall responsibility for the annual provision of procurement data for GROW.	Completed	Ongoing	Leanne Thom-Leeson	
55	Encourage staff engagement within local volunteer programs supporting disadvantaged communities.	Completed	NA	NA	Staff are already encouraged and currently engage with local volunteer programs
56	Encourage existing partners and suppliers from G21 to sign the GROW compact.	2017/18 Action Plan	Ongoing	Leanne Thom-Leeson	Speak with existing suppliers to consider signing the GROW compact
57	Publicly report against annual action plan commitments.	2017/18 Action Plan	TBC	CEO/Exec Management	This will be a decision need to be made by Executive Management



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58	Establish a regular reporting framework to the executive leadership group.	2017/18 Action Plan	Jun 18	Leanne Thom-Leeson	Develop a reporting framework to report to the executive group regarding the action plan and outcomes
59	Inform staff regularly of your commitments and achievements.	2017/18 Action Plan	Jun 18	Leanne Thom-Leeson	Report annually to our staff regarding commitments and achievements
<b>Communication and Education</b>					
61	Actively demonstrate and communicate preference to be collaborating with GROW partners.	2017/18 Action Plan	Jun 18	Leanne Thom-Leeson	Continuous communication to staff regarding collaboration with GROW partners
62	Promotion of GROW and GROW partner activities via communications, presentations and engagement in local or interstate news media and conferences.	2017/18 Action Plan	Ongoing	Leanne Thom-Leeson	Consider website and presentations

Original Online Action Plan Submitted by: Leanne Thom-Leeson at 4/11/2017 11:50

Approved by: Grant Boyd, CEO

Date: 2/5/18