



## Shakespeare Salary Packaging Specialists 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, Shakespeare Salary Packaging Specialists 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.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Policy drafted
3 (2B)	Integrate GROW local and social procurement clauses into standard tender and quotation documents.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Use clauses from Social Procurement Toolkit, assign maximum weighting of 10% depending on quotation/tender
7	Communicate Procurement Policy and process changes to the organisation.	2017/18 Action Plan	30-Jun-18	Bruce Francis	Team meetings
<b>Planning, Procurement and Purchasing</b>					
9	Measure and report on annual expenditure with local and non-local suppliers.	2017/18 Action Plan	31-Dec-17	Glenda Garmey	Develop report for Zero (if possible)



# SHAKESPEARE

## SALARY PACKAGING SPECIALISTS

Ref	Action	Status	Due Date	Resp. Officer	Sub-Actions & Comments
10	Review current supplier spend and identify opportunities to increase local expenditure.	2017/18 Action Plan	30-Jun-18	Management	Based on annual expenditure, possible IT and Insurance
12	Include the use of "Localised" to communicate upcoming contracts to the local market.	Completed		Brian Coghlan	3 projects listed 2017
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	30-Jun-18	Brian Coghlan	Based on final Social Procurement Policy # of Tenders: TBC # of Quotations: TBC
<b>Social Enterprises</b>					
19	Review current supplier spend and identify opportunities to increase expenditure through social enterprises from the G21 Region.	2017/18 Action Plan	30-Jun-18	Management	Maintain current spend (explore options to increase)
<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	30-Jun-18	Management	Can support discussions with other partners
29	Promote the use of local social enterprises (or other businesses delivering social outcomes) to encourage increased buy-in from the region.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Support GROW signatories to increase awareness
<b>Employment and Training</b>					
40.6	Support for programs that create opportunities for job seekers from target communities: Work Experience				Commitment: Yes Target Number: 1 Target Cohort: Unknown Target Role Types: Skilled
40.7	Support for programs that create opportunities for job seekers from target communities: Mentoring				Commitment: Yes Target Number: 1 Target Cohort: Unknown Target Role Types: Skilled



# SHAKESPEARE

SALARY PACKAGING SPECIALISTS

Ref	Action	Status	Due Date	Resp. Officer	Sub-Actions & Comments
40.8 & 41	Support for programs that create opportunities for job seekers from target communities: Other				Explore opportunities through seasonal casual work to link to future employment pathways
47	Detail any other 'Employment and Training' Development Actions	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Establish connections with training providers and employment services to explore opportunities to support students of Business Studies (including those from target areas) via mentoring and work experience
<b>Leadership</b>					
48	Attend network meetings or events to enable continuous learning and improvement.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Compact Action Network, Localised etc
51	GROW compact endorsed and signed by the CEO, Managing Director and/or Board.	Completed			
52	Prominently display the signed compact.	Completed			
53	Appoint a staff member with overall responsibility for implementation of the GROW compact action plan.	Completed			Glenda Garmey has overall responsibility.
54	Appoint a staff member with overall responsibility for the annual provision of procurement data for GROW.	Completed			Glenda Garmey has overall responsibility.
55	Encourage staff engagement within local volunteer programs supporting disadvantaged communities.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Opportunities being explored
56	Encourage existing partners and suppliers from G21 to sign the GROW compact.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Ongoing engagement with clients and partners
57	Publicly report against annual action plan commitments.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	



# SHAKESPEARE

SALARY PACKAGING SPECIALISTS

Ref	Action	Status	Due Date	Resp. Officer	Sub-Actions & Comments
59	Inform staff regularly of your commitments and achievements.	2017/18 Action Plan	30-Jun-18	Management	Team meetings
60	Detail any other 'Leadership' Development Actions	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Develop partnerships with GROW signatories for mutual support and connection to GROW principles
<b>Communication and Education</b>					
61	Actively demonstrate and communicate preference to be collaborating with GROW partners.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Use Capability Statement
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	30-Jun-18	Brian Coghlan	Presentation at CPA event
66	Share your experiences through development and publication of case studies.	2017/18 Action Plan	30-Jun-18	Brian Coghlan	Work with GROW to develop stories about client relationships eg GWYL & SSPS & suppliers

Original Online Action Plan Submitted by: Liz for Brian at 09/22/2017 16:12:32

Approved by: Bruce Francis - Director

Date: 13/4/2018