

Environmental, Social and Governance Statement

2024-2026

This Environmental, Social and Governance (ESG) statement sets out Holmesglen Institute's ESG principles and our commitment to applying these principles in delivering on our mission and vision.



About Holmesglen and our structure

Holmesglen Institute is a technical and further education (TAFE) institute established under the *Education and Training Reform Act 2006* (Vic). The Act, together with our Constitution, defines our functions and duties, including:

- providing vocational education and training and higher education programs to benefit Victorian industry and communities
- undertaking applied research in partnership with learners, industry and communities
- providing facilities and services to support our learners and communities.

We work closely with our Minister, the Victorian Government and the TAFE Network, as well as with Victorian industry and community-based organisations. Holmesglen is committed to sustainable and ethical practices in all aspects of our operations. Our ESG statement outlines our principles and initiatives to address key issues related to the environment, social responsibility, and governance practices.

Our mission is to transform lives, build workforce capability and enrich communities through education and training. Our ESG framework, as outlined in this statement, supports us to deliver on our 2030 Vision - to be a leader in education, training and applied research, renowned for our innovation and commitment to learner and industry success.

Our ESG principles

Environmental

Climate change adaption
Land and buildings
Waste reduction and recycling



Social

Skills and education
Staff engagement
Student engagement
Community and industry engagement
Gender equality
Social procurement



Governance

Strategy
Financial
Productivity
Risk management
Compliance



We will consider environmental sustainability in all aspects of our operations including how we deliver our training and related services, maintain, operate, and invest in our asset and infrastructure base and procure our goods and services.

Social sustainability is at the core of our Vision 2030 and Strategic Plan, with the Institute committed to providing its current and future learners, community, employees, industry and government stakeholders with high quality training, learning and working experiences and job outcomes.

We are committed to ensuring a high standard of governance and recognise that we have an obligation to all of our stakeholders including government (state

and federal), learners, clients, employees and industry to ensure that we operate within all applicable laws, regulations, internal rules and policies and that we demonstrate our commitment to good governance and compliance in all of our activities and operations.

Embedding this commitment in the Institute's culture, values, rules, policies, procedures, and systems ensures that the Institute is recognised and valued as a leading and quality driven tertiary provider, valued by local and international learners, industry, and communities.

We recognise that sustainable and ethical practices are integral to achieving our strategic goals. Our demonstration of these practices will serve as an exemplar to our students, partners, and our communities

Our supporting ESG framework

Holmesglen has implemented various planning and policy frameworks to support our ESG principles, including the following:

ESG pillar	Areas of focus	Supporting plans and strategies	Rules and policies
ENVIRONMENTAL	<p>Our key areas of focus include:</p> <ul style="list-style-type: none"> • climate mitigation strategies for our campus footprint • integrating environmental sustainability learning outcomes for our learners • encouraging environmentally sustainable work practices • assessing our pollution mitigation and water consumption strategies. 	<p>Our environmental plans and strategies include our:</p> <ul style="list-style-type: none"> • Strategic Asset Master Plan • Asset Management Plan for Campus Buildings • Climate Action Plan (draft) 	<p>Relevant rules and policies include:</p> <ul style="list-style-type: none"> • Asset Management Rule • Environmental Sustainability Policy (draft)
SOCIAL	<p>Our key areas of focus include:</p> <ul style="list-style-type: none"> • providing appropriate and relevant learning environments for all learners of all abilities • maintaining a fair, safe, and inclusive workplace • imbedding our commitment to social procurement outcomes in all goods and services purchases • identifying and mitigating modern slavery risks in our supply chain. 	<p>Our social plans and strategies include our:</p> <ul style="list-style-type: none"> • People Strategy, which establishes a framework for initiatives to foster an engaged, collaborative and values-led workforce • Learner Engagement and Partnership Strategy, which sets out strategies for ensuring rewarding learner experiences • Social Procurement Strategy, which establishes how we will derive social benefit from our procurement spend. 	<p>Relevant rules and policies include:</p> <ul style="list-style-type: none"> • Modern Slavery Policy • Procurement and Tendering Rule • Child Safety and Wellbeing Rule • Conduct Rule and Code of Conduct • Occupational Health and Safety Policy • Engagement, Support and Wellbeing Policy • Family and Domestic Violence Policy • Diversity, Equity, and Inclusion Policy • Privacy Policy.
GOVERNANCE	<p>Our key areas of focus include:</p> <ul style="list-style-type: none"> • ensuring our governance structure embeds our ESG principles into relevant committees • continuing to improve our measurement, assessment and reporting to better communicate our ESG principles and the outcomes we achieve. 	<p>Our governance plans and strategies include our:</p> <ul style="list-style-type: none"> • Strategic Plan, which includes commitments to social and environmental outcomes • Compliance Plan, which sets out our approach and commitment to governance and includes references to key legislative and statutory obligations and the rules and policies we have in place to ensure that we are compliant. • Enterprise Risk Management Plan, which includes strategic and operational risks including climate adaption • Financial Sustainability Strategy, which provides strategies to ensure that we continue to be a sustainable and viable organisation into the future <p>Our annual reports also clearly disclose our financial performance and the outcomes of our stakeholder engagement activities and ethical procurement practices. They demonstrate how we have responsibly managed our resources and operated with integrity and in compliance with our obligations as a Victorian public sector agency.</p>	<p>Relevant rules and policies include:</p> <ul style="list-style-type: none"> • Governance Framework Rule • Board Powers, Duties and Delegations Rule • Financial Management Rule • Risk Management Rule.

Our areas of focus

ENVIRONMENTAL INITIATIVES

Our Strategic Asset Master Plan, updated in 2022, provides a five-year plan to support, contemporise and strategically position Holmesglen as a preferred tertiary provider and to drive improved environmental sustainability.

The masterplan highlights that sustainable development, and more sustainable operational practices on campuses, have become essential, not only for economic reasons but for corporate social responsibility, meeting government targets, and meeting learner and community expectations that Holmesglen strives to be an environmentally sustainable organisation.

The plan recommends continuing and leveraging projects to further roll out solar panels and EV charging stations. In addition, any future works will incorporate environmental building standards and careful design and selection of the heating/cooling plant in refurbishments.

Our Asset Management Plan (AMP) for Campus Buildings identifies and informs priority plant and building maintenance projects over a five-year period and is reviewed annually. The AMP assesses and prioritises all campus buildings and plans works based on an assessment of risk and sustainability criteria.

Environmental achievements to date include:

- further enhancement of our environmental performance reporting through our Annual Report
- procurement and installation of three co-generation plants at the Chadstone campus, extension of the cabling from the Moorabbin Building 3 co-generation plant to Building 4 and upgrades of the Institute's renewable energy training facilities at the Moorabbin and Drummond Street campuses.
- installation of a finger-jointing machine in our Building and Construction Trades Carpentry teaching facility to enable recycling of timber for training purposes
- recycling of training related materials including food waste, paper, timber, copper, tiles, plaster and health related materials and in turn reducing landfill.

SOCIAL INITIATIVES

Social Procurement

Our Social Procurement Strategy outlines our approach to delivering social and sustainable outcomes and our priority social and sustainable procurement objectives when undertaking market approach activities. Objectives and outcomes sought include the following

Social procurement objectives	Social outcomes sought
Opportunities for Victorian Aboriginal people	<ul style="list-style-type: none"> • Purchasing from Victorian Aboriginal businesses • Employment of Victorian Aboriginal people by suppliers to the Victorian Government
Opportunities for Victorians with disability	<ul style="list-style-type: none"> • Purchasing from Victorian social enterprises and Australian Disability Enterprises • Employment of Victorians with disability by suppliers to Holmesglen
Women's equality and safety	<ul style="list-style-type: none"> • Adoption of family violence leave by Holmesglen suppliers • Gender equality within Holmesglen suppliers
Opportunities for disadvantaged Victorians	<ul style="list-style-type: none"> • Purchasing from Victorian social enterprises • Job readiness and employment for disadvantaged Victorians
Supporting safe and fair workplaces	<ul style="list-style-type: none"> • Purchasing from suppliers that comply with industrial relations laws and promote secure employment
Environmentally sustainable business practices	<ul style="list-style-type: none"> • Adoption of sustainable business practices by suppliers to Holmesglen

We continue to implement our Social Procurement Strategy in our approach to market processes, including:

- incorporating social procurement commitment requirements and evaluation criteria in all RFX documentation and contracts awarded and
- requiring all suppliers who have made indirect social procurement commitments provide a report against these commitments.

Koorie Liaison Unit

Our Koorie Liaison Unit assists and supports our indigenous students, provides activities and opportunities to engage with indigenous culture, manages our Koori Scholarships Program and offers career and personal counselling.

This unit also helps faculties and departments to increase enrolments and subsequent employment opportunities for our students and helps to improve our capacity and staff capability in addressing our Indigenous students' needs.

Disability Support Services

We have a disability support services team that provides direct educational services to support our students with a disability, Support includes refining technologies for specific needs, providing direct contact support through our Disability Liaison Officers and providing professional development for our teaching faculties on deaf awareness, Microsoft accessibility tools and general disability awareness.

Gender Equality Action Plan

In 2021 we developed our five-year Gender Equality Action Plan which outlines our role in the community supporting diversity, inclusion and social cohesion.

Our plan sets out our gender equality vision for a whole of organisation integrated and sustainable approach that sees gender equality principles and intersectional factors embedded in the culture and across all business practices of the organisation by 2025.

The plan outlines three priorities to support our gender equality vision. These priorities are:

1. We have zero tolerance for discrimination, bullying and sexual harassment with all staff empowered to report, recognise, address and respond to it.
2. We support gender equality through gender equity.
3. We have an active role in building and supporting a diverse and inclusive working environment.

The Institute is committed to embedding this Plan, and ensuring appropriate resources to its implementation, monitoring, reporting, and evaluation, and supporting leaders to develop and implement operational plans. To support implementation of the plan a Diversity and Inclusion Working Group, chaired by the Chief Executive has been established to oversee implementation of the plan.

Holmesglen Foundation

The Holmesglen Foundation was established in 2012 and operates under a trust deed between the Institute and Glenuc Pty Ltd, a wholly controlled entity of the Institute. The Holmesglen Foundation embodies our commitment to accessible education and skills development, particularly for learners who need financial support to study at the Institute.

The Foundation distributes approximately \$1.0 million annually to the Institute, in addition to funds raised through philanthropic and sponsorship contributions. These funds are used to provide scholarships and grants to our learners, as well as a range of learner programs and services.

Modern Slavery

Holmesglen is committed to addressing modern slavery risks in our operations and supply chains and the actions the Institute will implement to address these risks and comply with the requirements of the *Modern Slavery Act 2018* (Cth).

We acknowledge that modern slavery risks may be present in our operations, and we are committed to reducing the risks through our own activities, supply chains and investments.

We have in place a Modern Slavery Policy which underscores this commitment and sets out the principles that support the Institute's approach to addressing modern slavery in our supply chain.

In line with our policy, we undertake an annual review of all of our active suppliers and assess the modern slavery risks in accordance with our Risk Management Rule and Enterprise Risk Management Plan. Risk indicators considered to identify modern slavery risks include sector and industry, the types of products and services, geographic location and specific entity risks that align with our risk category criteria.

Our annual Modern Slavery Statement outlines key actions we have taken to assess and address modern slavery risks in our operations and supply chains during the previous calendar year and establishes future actions we are committed to implementing to further mitigate these risks.

To date we completed the following actions to support our commitment to addressing modern slavery

- updated all of our market approach documents (requests for tender, proposal and quotation) to include a modern slavery assessment questionnaire
- completed a risk assessment of all active suppliers during the year to identify higher risk suppliers for further engagement
- further enhanced our risk assessment tool across the key supply chain risk areas including product and services, geographic, complexity and business criticality
- continued to implement initiatives identified in our 2021 and 2022 modern slavery statements including:
 - review actions identified for individual supplier self-assessment questionnaires and further engage with suppliers to identify and implement risk mitigation strategies
 - finalise the review of all of our standard Institute agreements and contracts to include contractual modern slavery clauses
 - conduct an annual review of all active suppliers during the year utilising the Institute's modern slavery risk assessment methodology and tool.

GOVERNANCE

The Institute is incorporated under the Education Training and Reform Act which sets key governance requirements for TAFE Institutes. The Institute has in place a comprehensive governance structure, led by the Holmesglen Institute Board. We operate within an integrated planning framework that supports our governance obligations.

We will continue to integrate our ESG principles into these plans as part of the cyclical review schedules.

Our Compliance Plan provides further detail with regards to these plans, outlines our key governance framework, related compliance obligations, accountabilities and monitoring and reporting requirements.

Monitoring and reporting

Our Compliance Plan outlines the governance and management reporting requirements for key Institute strategies, plans and obligations that underscore our ESG principles.

We will regularly monitor our performance in relation to our ESG principles and report on our progress to stakeholders. We will use a range of metrics to

track our environmental, social, and governance performance, including energy and water consumption, waste generation, employee satisfaction, and community engagement.

We will review our ESG statement regularly to include updated initiatives and frameworks that support our ESG commitments.

Future actions

We are committed to continuous improvement and further integration of our ESG principles into everything we do. Several initiatives in progress include:

- reviewing our reporting to the relevant committees to specifically address ESG metrics
- establishing an Environmental Working Group to contribute to the strategy and planning of future Institute environmental sustainability activities as well as promoting examples of excellent activities in practice
- reviewing and finalising our Climate Action Plan with a focus on reducing our carbon footprint in line with the Victorian Government carbon neutral roadmap
- strengthening our diversity and inclusion programs to ensure a more inclusive and welcoming environment for all students and staff.
- expanding our community engagement programs to promote sustainability principles and social impact
- implementing our gender equality priorities as outlined in our Gender Equality Action Plan
- reviewing and strengthening the ESG content embedded in our teaching and learning programs,
- further developing and implementing ESG reporting metrics including qualitative metrics
- further consulting with key stakeholders including student representative groups and industry partners
- updating our website to include our ESG commitment and achievements.

By implementing these initiatives, we aim to improve our ESG performance and create value for all stakeholders.





Chadstone

Batesford Road
Chadstone, Victoria 3148

Bourke Street

3/206-218 Bourke Street
Melbourne, Victoria 3000

Drummond Street

41 Drummond Street
Chadstone, Victoria 3148

Glen Waverley

595 Waverley Road
Glen Waverley, Victoria 3150

North Melbourne

Level 2, 200 Arden Street
North Melbourne, Victoria 3051

Moorabbin

488 South Road
Moorabbin, Victoria 3189

Phone: +61 3 9564 1555

All written correspondence to:
PO Box 42 Holmesglen,
Victoria, Australia 3148

holmesglen.edu.au

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