

Overview of reporting requirements



Overview

- Each month, a nominated person from the lead contractor on a project has to report data on two Victorian Government policies: Local Jobs First policy (LJF) and Social Procurement Framework (SPF)
- The Victorian Management Centre (VMC) is the mandatory reporting system for all government projects and is used to report, track and maintain outcomes
- VMC opens for reporting on the 25th of every month, is due on the 4th business day of each month, with local content due every quarter at the same time.
- All subcontractors and suppliers working on the project are required to submit data to contractors to allow them to meet their reporting requirement



Reporting requirements

Local Content:

- The report must account for all expenditure to date (i.e., the contractor must accumulate the data)

Aboriginal employment:

- The report must include all hours worked Aboriginal and/or Torres Strait Islander people employed by the contractor or by subcontractors and suppliers during that month

MPSG:

- The report must include all hours worked by apprentices, trainees and cadets employed by the contractor or by subcontractors and suppliers
- Reporting is required 6 monthly in March and September each year
- The qualifications of each apprentice, trainee and cadet must be included in the report, as well as training numbers and educational institutions

Social procurement and employment data:

- The report must include all expenditure with Social Benefit Suppliers during that month.

Female Participation:

- The report must include all hours worked by females employed by the contractor or by subcontractors during that month as defined by the Building Equality Policy

Data required - employment

Contractors will require all subcontractors and suppliers to provide them with a certain amount of data to allow them to fulfil their reporting requirements:

Employee Number	Use a unique identification number for each employee within the same organisation
Occupation	The profession / trade of an employee. Select the value from the standard picklist values or use the closest available option
Employee name & address	Self-explanatory
Gender	Options are Female, Male, Non binary and Prefer not to say.
Role, employment & contractor type	The position of an employee in their organisational hierarchy, whether it's Direct or Labour Hire and whether it's Casual, Fixed Term, Part Time, Permanent / Full Time
Employer & employer ABN	The purchaser / employer for labour hire and their ADN if applicable.
Created / retained	Created - Employees who are hired specifically for the project. Retained - Existing employees who will be engaged in the project.
Apprentice / Trainee / Cadet	Select Apprentice, Trainee, Cadet and Standard
Training Contact Number	This is the Victorian Registration and Qualification Authority (VRQA) employee training contract number. A VQRA number is a number given to each Victoria apprentice or trainees undertaking a certified qualification. The number is made up of 8 digits.
Unique Student ID	Student ID for cadets if available
Qualification	This is the qualification related to the employee. Format for the qualification should be in format 1. certificate level and 2. certificate name e.g. Certificate III in Carpentry.
University / Education institution	This is the university related to the employee
Attribute	These are social attributes of the employees related to the SPF framework. Please select the value from the standard picklist.
Age Group	This is identification of the age group of the employee from ranges of: 15-24, 25-44, 45-49, 50+.
Start & End Date	Start & end date of employment (if needed)
Date worked	The date the employee worked in the reporting period. If the employee worked mutiple days in a reporting period, the employee will be listed mutiple times

Data required – supplier spend

Contractors will require all subcontractors and suppliers to provide them with a certain amount of data to allow them to fulfil their reporting requirements:

ABN	This is the Australian Business Number (ABN) of the supplier
Address & postcode – HQ & Victorian	Address & postcode of the main office of the Supplier as well as their postcode in Victoria
Business Type	Relates to the social attributes of the supplier and includes: <ul style="list-style-type: none"> • Aboriginal controlled organisation • Aboriginal owned business • Australian Disability Enterprise • Business in regions of entrenched disadvantage • Employer of disadvantaged Victorians • Government employment service provider • Non-profit employment provider • Social enterprise • Training / educational provider
Certification	Each supplier must have a certification – you can choose from a standard picklist
Main goods or services purchased	The main category of the goods or services purchased. Select the value from the standard picklist.
Sub goods or services purchased	The sub-category of the goods or services purchased. Select the value from the standard picklist.
Social Benefit	The social benefit of the supplier – there is a long picklist of options
Purchase Type	Select if the spend was DIRECT or INDIRECT Direct - if purchased by the Alliance / Lead Contractor INDIRECT - if purchased by subcontractor or organisation in the supply chain
Purchaser organisation name & ABN	If the spend was indirect, this is the purchaser ABN and organisation name
Spend GST Exclusive	Self-explanatory
Comments	Comments regarding any spend (if any