



VMC User Guide

# Reporting for Government Agencies

Compiled by ICN Victoria Customer Services Team | November 2025

# Contents

**8. Login or Sign Up**

**9. LJF, SPF & BEP Contract Set Up**

**26. LJF Commitments**

**27. SPF Commitments**

**30. BEP Commitments**

**38. Reporting Start and End Dates**

**41. Overview of the Reporting Contracts Dashboard**

**49. Monitoring of Reporting**

**60. Helpful Links**

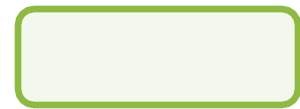
**61. Contact List**

**62. Video Modules**

**64. Appendices: Terms & Definitions, SPF Objectives & Commitments**

# Icons Legend

## User Guide



Highlight of locations for your action points



Steps to follow



Back to Contents Page



Back to the page you linked from

## VMC



To 'View' details of LIDP/Reporting Contract etc.



To 'Edit' details of LIDP/Plan/Reporting Contract etc.



To 'Delete' draft LIDP and other records

# What is the VMC?



The banner features a dark blue background. On the left is a logo for 'LOCAL JOBS FIRST' with a map of Victoria and various industry icons. In the center, the text 'ICN Victorian Management Centre' is written in large white font, with the URL <https://vmc.icnvic.org.au> below it. On the right is a photo of three people in a meeting, overlaid with a geometric pattern of triangles.

Local Jobs First Policy  
Implementation Support  
**(For LJF applicable projects)**

Social Procurement  
Framework & Building Equality Policy Reporting Support  
**(For LJF and/or SPF and BEP applicable projects)**

LJF process for agencies

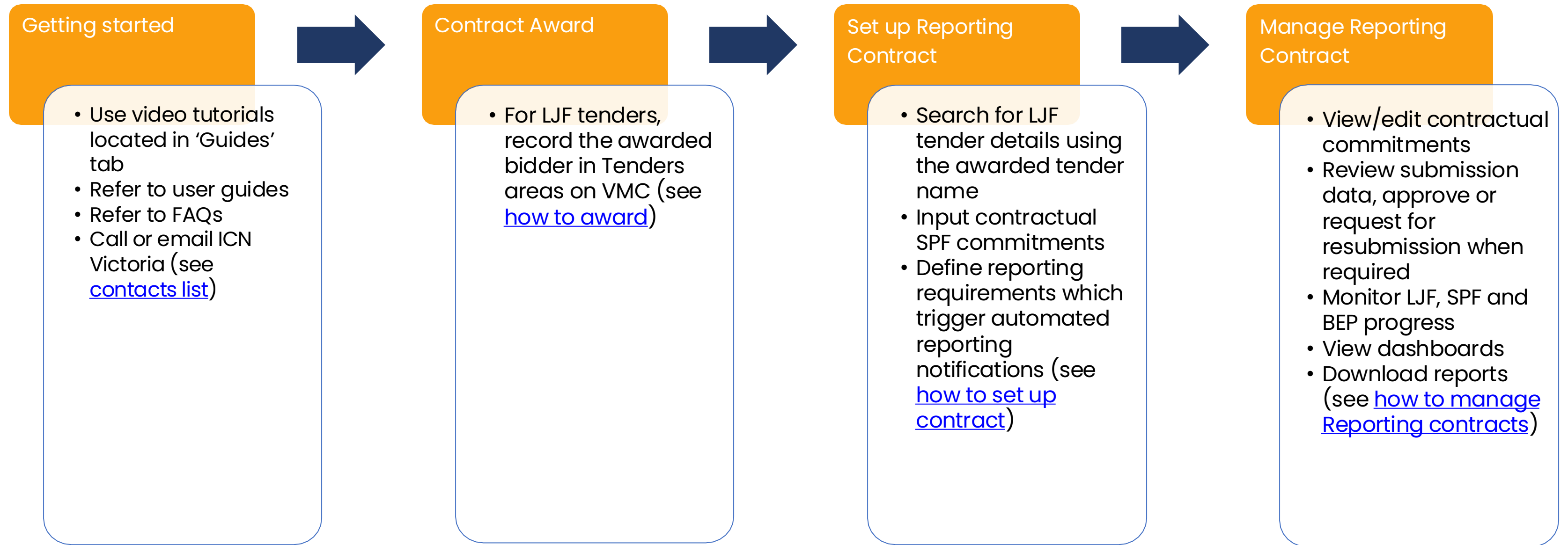
Local Industry Development Plan (LIDP) support for bidders

Reporting contract setup of LJF, SPF and BEP commitments by agencies

Reporting on LJF, SPF and BEP achievements by suppliers

A system developed by ICN Victoria (on Salesforce platform) that supports Local Jobs First (LJF), Social Procurement Framework (SPF) and Building Equality (BEP) policies.

# VMC Reporting Process Flow – Agency



# Agency User Roles Overview

Area	Roles	Description
Tendering	Buyer – LJF	responsible for LJF Tendering phase
Reporting	Contract Manager – LJF	responsible for LJF Reporting phase
	Contract Manager – SPF	responsible for SPF Reporting phase
Agency	Policy Administrator – LJF	with full control of LJF tenders & reporting contracts
	Policy Administrator – SPF	with full control of SPF tenders & reporting contracts
	System Administrator	with full control of LJF and SPF tenders & reporting contracts and other user accounts within the agency
Department	Policy Administrator – LJF	same as Agency LJF Policy Admin but on Dept. level
	Policy Administrator – SPF	same as Agency SPF Policy Admin but on Dept. level
	System Administrator	same as Agency System Admin but on Dept. level

# Agency User Permissions

**Your permissions must be assigned to you by your ASA.**

**Without these permissions, you will not be able to use the VMC reporting functions (incl. creating tenders and contracts).**

## **Basic:**

The **Reporting Contract Manager – LJF** permissions allows you to create, edit and view **LJF contracts\*** that are **created by you** and/or **shared to you**

The **Reporting Contract Manager – SPF** permissions allows you to create, edit and view **SPF contracts\*** that are **created by you** and/or **shared to you**

\*If you have both LJF and SPF contracts, you can be assigned both of the above permissions.

## **Policy Administrators:**

**LJF Policy Administrators** have access to create, view and edit **ALL LJF applicable** projects, tenders, and contracts. They cannot access SPF only contracts\*

**SPF Policy Administrators** have access to create, view and edit **ALL SPF applicable** projects and contracts but cannot access LJF only contracts\*

\*If you have both LJF and SPF contracts, you can be assigned both of the above permissions.

## **Agency System Administrator (ASA):**

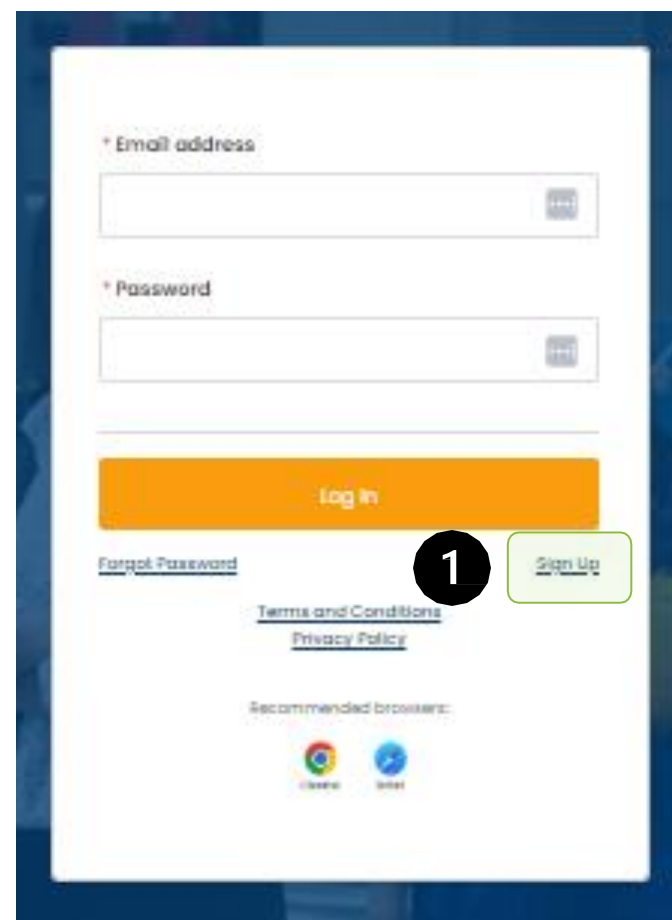
**Agency System Administrators** have access to view and edit **ALL** projects, tenders, and contracts within their organisation. ICN Victoria **cannot** provide Agency System Administrator permissions without written permission from a current Agency System Administrator from within your organization. Your ASA must email [policyadmin@icnvic.org.au](mailto:policyadmin@icnvic.org.au) with this request before we can assist. A list of your Agency System Administrators can be found at the bottom of your VMC dashboard.

## Creating an Account

# Log in or Create an Account

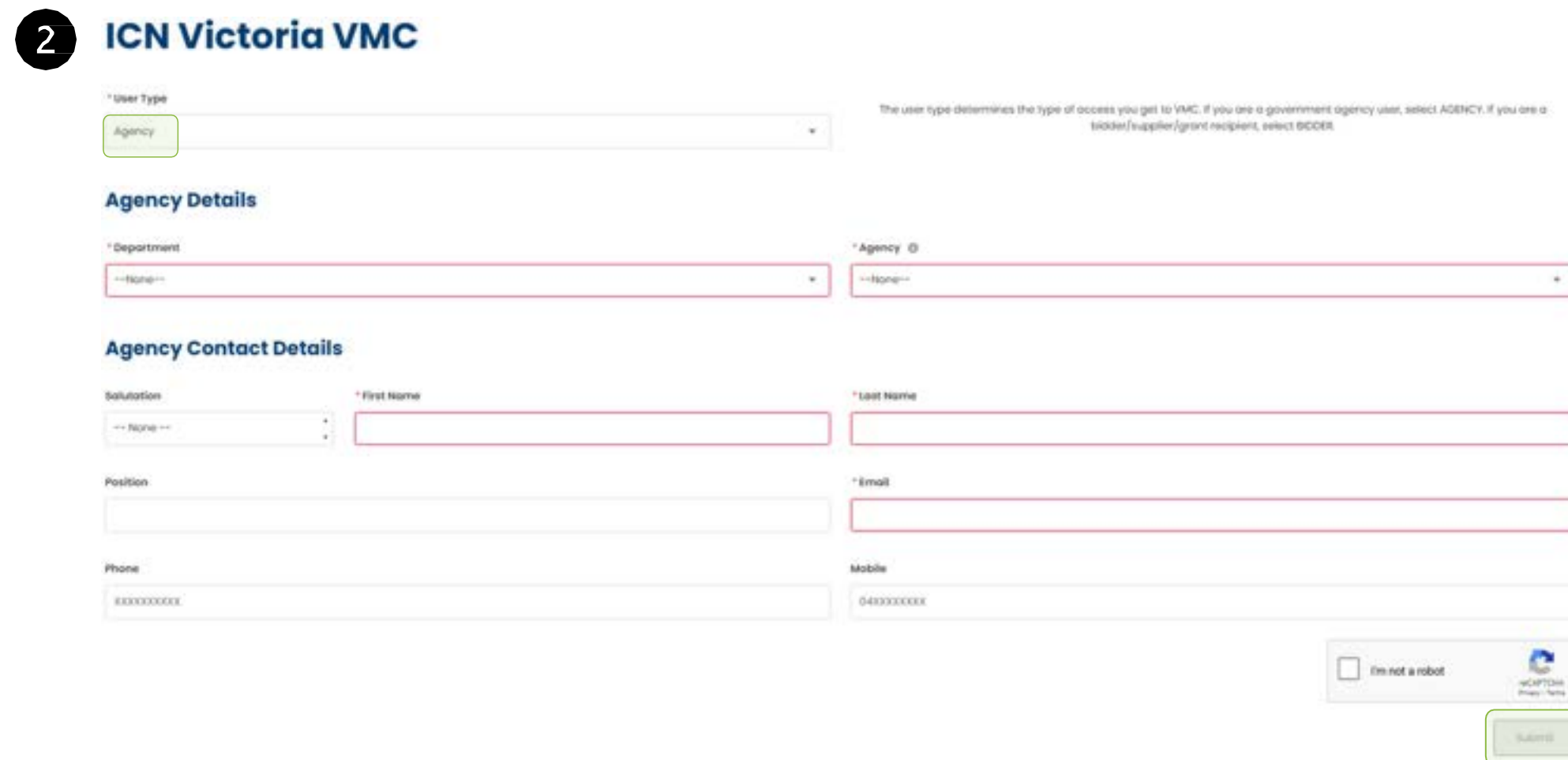
VMC <https://vmc.icnvic.org.au/s/login>

(Recommended browser: Latest version of Chrome; Supported browsers: Latest version of Safari, Firefox or Edge)



The screenshot shows the VMC login page. It features a 'Log In' button in orange and a 'Sign Up' button in green. A red circle with the number '1' is placed over the 'Sign Up' button. Below the buttons are links for 'Forgot Password', 'Terms and Conditions', and 'Privacy Policy'. At the bottom, there are logos for recommended browsers: Chrome and Edge.

Step 1: Click 'Sign Up'



The screenshot shows the 'ICN Victoria VMC' registration form. It is titled '2 ICN Victoria VMC'. The form includes a 'User Type' dropdown menu with 'Agency' selected. Below this are sections for 'Agency Details' (Department and Agency ID) and 'Agency Contact Details' (Salutation, First Name, Last Name, Position, Email, Phone, and Mobile). A 'Submit' button is highlighted in green at the bottom right. A CAPTCHA checkbox labeled 'I'm not a robot' is also visible.

Step 2: Choose 'Agency' from User Type, fill in details and 'Submit'



Contract Details

**The Beginning of Contract Set up  
for Local Jobs First (LJF), Social  
Procurement Framework (SPF) &  
Building Equality Policy (BEP)**

# Getting ready to set up a Contract for Reporting


The screenshot shows the VMC Portal interface. The top navigation bar includes 'Projects', 'Tenders', 'Contracts' (highlighted), 'Grants', 'Reports', and 'My Account'. The main content area is titled 'Contracts' and features a filter bar with options: 'Ready to Review', 'Overdue', 'Approved', 'Under PCR', and 'All'. A '+ Add Contract' button is highlighted with a green box. Below the filter bar is a table of contracts:

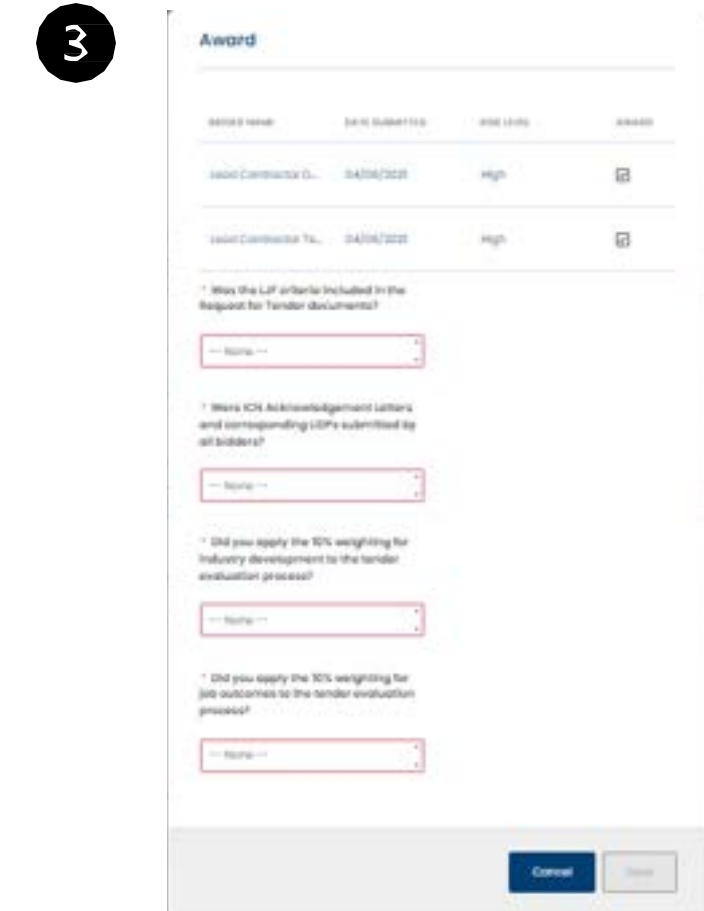
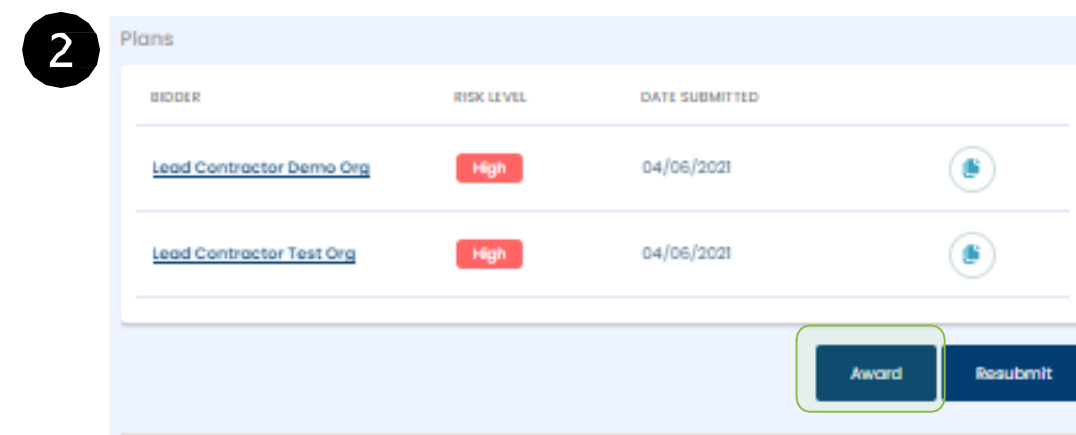
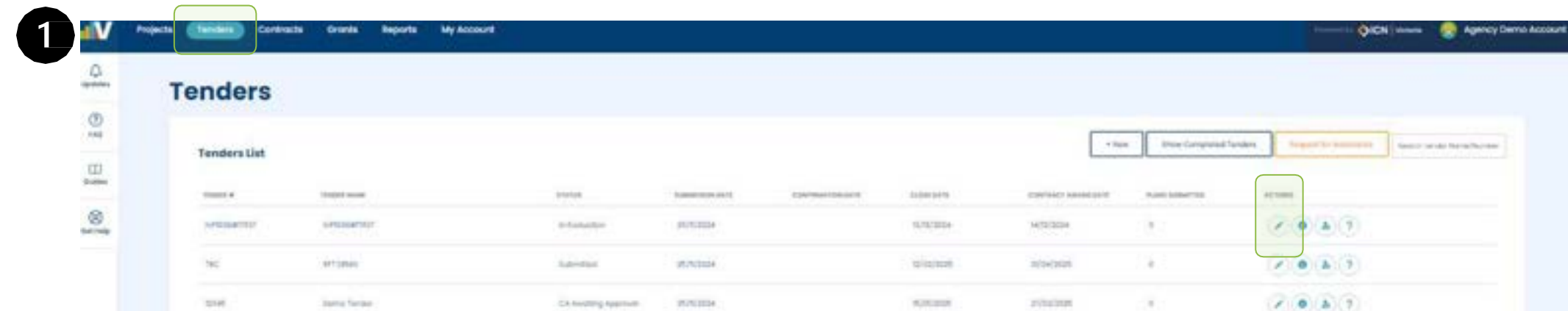
CONTRACT	STATUS	LATEST SUBMITTED CYCLE	PROJECT	START DATE	COMPLETION DATE	VALUE	REQUIREMENTS	CONTRACTOR	ACTIONS
BEP Demo - 201122-001 - Lead Contractor Demo Account	Active	To be Reviewed	BEP Demo - 20122-001	12/05/2024	29/07/2026	\$1,000,000.00	LJF SPF BEP	Lead Contractor Demo Org	Reporting Periods
BEP Demo - 201122-001 - Lead Contractor Demo Account	Active	To be Reviewed	BEP Demo - 20122-001	12/05/2025	12/02/2026	\$1,000,000.00	LJF SPF BEP	Lead Contractor Demo Org	Reporting Periods

- Login via VMC Portal <https://vmc.icnvic.org.au/s>; after login, click on the **Contracts** tab
- For LJF applicable projects, a tender **MUST** be awarded and then reporting contract can be set up using **+Add Contract** button
- ICN Victoria Customer Service contact details are listed at the bottom of the page

# Actions Required before Setting Up LJF Applicable Contracts

All LJF applicable tenders must be awarded before creating reporting contracts

1. Under **Tenders** tab, click  button of a tender to enter the edit page
2. Locate the **Award** button and click on it to award a plan
3. An **Award** window will popup after step 2; choose the successful bidder by ticking corresponding checkbox, answer all questions and click **Save** to award a plan



# Setting Up Contract for Reporting – LJF, SPF & BEP Applicable Projects

## 'Setup' tab

This step captures high-level contract details such as applicable policy, associated LIDP, and contract name.

- For LJF applicable contracts, most details will auto-populate from the associated tender or the awarded bidder's LIDP
- For contracts that are SPF applicable only, contract details must be entered **manually**

**New Reporting Contract**

Step 1 Setup

Step 2 Contract Details

Step 3 Local Content

Step 4 SPF Commitments

Step 5 BEP Commitments

Step 6 Reporting Details

Step 7 Review

### Setup

**Select all applicable policies**

Local Jobs First

Social Procurement Framework

LJF & SPF

BEP Applicable

**Choose Tender & Supplier**

\* Search by Tender name or number

Search...

# Setting Up Contract for Reporting – LJF, SPF & BEP Applicable Projects

## 'Setup' tab

1. Choose **LJF & SPF** from **Applicable Policy** drop down box
2. Search for corresponding tender; Most fields under **Contract Details** section will auto-populate based on the linked tender, except **Commencement Date**, **Completion Date**, **Contract Status**, and **Location**
3. **Awarded Supplier** will auto-populate
4. **Contract Name** will be the tender name with the name of the supplier contact who uploaded the LIDP.

## 'Building Equality Policy – BEP'

will automatically be ticked if BEP applies to the project.

If it is not ticked, and it needs to be applied, please contact ICN Victoria.

**New Reporting Contract**

Step 1  
Setup

Step 2  
Contract Details

Step 3  
Local Content

Step 4  
SPF Commitments

Step 5  
BEP Commitments

Step 6  
Reporting Details

Step 7  
Review

**Setup**

**Select all applicable policies**

Local Jobs First

Social Procurement Framework

LJF & SPF **1**

BEP Applicable

**Choose Tender & Supplier**

\* Search by Tender name or number

Search... **2**

\* Awarded Supplier

... **3**

**Reporting Contract Name**

\* Contract Name

... **4**

# Setting Up Contract for Reporting – LJF, SPF & BEP Applicable Projects

## 'Contract Details' tab

1. The **Project Name** field auto-populates from the tender you linked in the previous step. To update this, you can create a new project by clicking **Create New Project**
2. The 4 contact fields\* will auto-populate with your agency and name details. To update these details, select the "X" and search for the agency/contact in that field to replace

The screenshot displays the 'Contract Details' tab in a software interface. On the left, a sidebar lists six steps: Step 1 Setup (checked), Step 2 Contract Details (active), Step 3 Local Content, Step 4 SPF Commitments, Step 5 BEP Commitments, and Step 6 Reporting Details. The main content area is titled 'Contract Details' and contains a 'Settings' section. The 'Project Name' field is populated with 'Customer Service LIVE DEMO PROJECT' and has a 'Create New Project' button next to it, marked with a circled '1'. Below this are four fields for agency and contact information: 'Lead Agency' (Agency Demo Org), 'Lead Agency - Primary Contact' (Agency Demo Account), 'Delivery Agency' (Agency Demo Org), and 'Delivery Agency - Project Contact' (Agency Demo Account). Each field has a small 'X' icon for clearing the selection. A circled '2' is placed to the right of the contact fields.

*\*Where two government agencies are collaborating on the project, the Lead Agency and Delivery Agency may be different. The Lead Agency's contact is usually the contract manager, responsible for reviewing reports and monitoring the contract. The Delivery Agency's contact is typically the project manager, overseeing the entire project*

# Setting Up Contract for Reporting – LJF, SPF & BEP Applicable Projects

## 'Supplier Details' Section

For all LJF applicable contracts, the below fields will auto-populate based on the tender you linked in the previous steps. The "Lead Contractor – Primary Contact" is the user that created the associated LIDP.

1. The **Lead Contractor** is the awarded supplier of your contract. You cannot edit this field\*

2. The **Lead Contractor – Primary Contact** is the supplier contact who will be notified when you create this contract. To update the primary contact, select the "X" and search for the contact\*\*

### Lead Contractor

1

### \* Lead Contractor - Primary Contact

2

 X

- *\*If you need to update the "Lead Contractor" organization, please reach out to ICN Victoria for assistance*
- *\*\*If you want to assign a new contact, they must be registered on VMC and linked to the same organization as the associated tender. If you cannot find the contact listed, ask them to sign up to VMC. If they are already registered but you cannot see them, they may be linked to a different organization. In this instance, please reach out to ICN Victoria for assistance*

# Setting Up Contract for Reporting – LJF, SPF & BEP Applicable Projects

## 'Contract Details' tab

1. **Contract value** will pull from tender. It cannot be edited while contract is in draft. Either edit it in the tender before you create the contract or when contract is active
2. Add **Commencement Date** & **Completion Date**
3. Choose appropriate **Type of Tender**
4. Choose appropriate **Contract Status**

The screenshot shows a form with the following fields and callouts:

- 1**: **\* Contract Value** text input field containing "\$3,000,000.00".
- 2**: **\* Commencement Date** and **\* Completion Date** date picker fields.
- 3**: **\* Standard/Strategic** dropdown menu with "Standard" selected, and **\* Type of Tender** dropdown menu with "Construction" selected.
- 4**: **Tender Category** dropdown menu with "Schools" selected, and **\* Contract Status** dropdown menu with "Proposed" selected.

# Setting Up Contract for Reporting – LJF, SPF & BEP Applicable Projects

## 'Location' Section

1. Select **Regional Category** if not auto-populated. The options are: Statewide, Regional or Metro
2. Tick the box if it is a multi-site, as this will allow you to add more regions
3. Search for address with number, name of street, suburb etc
4. **Street, Suburb, State** and **Post Code**, fields will be auto-populated based on the **Address** you enter

The screenshot shows a form titled "Locations" with the following fields and callouts:

- 1**: A dropdown menu for "Region Category" with "Metro" selected.
- 2**: A checkbox labeled "Is this a multi-site?".
- 3**: A search bar labeled "Search Address" with a magnifying glass icon.
- 4**: A large text area labeled "Street".
- Below the "Street" field are four smaller input fields: "City", "State", "Postcode", and "Country".

The background image shows an offshore oil rig and a ship at sea during sunset. The rig is a complex structure of steel beams and platforms, supported by several legs extending into the water. A crane is visible on the rig. The ship is partially visible on the left side of the frame. The sky is filled with soft, orange and pink clouds, and the water reflects the light from the setting sun.

Contract Details

# Setting up an SPF Only Contract

# Getting ready to set up a Contract for Reporting

The screenshot shows the VMC Portal interface. The top navigation bar includes 'Projects', 'Tenders', 'Contracts' (highlighted), 'Grants', 'Reports', and 'My Account'. The main content area is titled 'Contracts' and features a filter bar with buttons for 'Ready to Review', 'Overdue', 'Approved', 'Under PCR', and 'All'. A '+ Add Contract' button is highlighted with a green box. Below the filter bar is a table of contracts:

CONTRACT	STATUS	LATEST SUBMITTED CYCLE	PROJECT	START DATE	COMPLETION DATE	VALUE	REQUIREMENTS	CONTRACTOR	ACTIONS
BEP Demo - 201122-001 - Lead Contractor Demo Account	Active	To be Reviewed	BEP Demo - 201122-001	12/05/2024	29/07/2026	\$1,000,000.00	LJF SPF BEP	Lead Contractor Demo Org	Reporting Periods
BEP Demo - 201122-001 - Lead Contractor Demo Account	Active	To be Reviewed	BEP Demo - 201122-001	12/05/2025	12/02/2026	\$1,000,000.00	LJF SPF BEP	Lead Contractor Demo Org	Reporting Periods

- Login via VMC Portal <https://vmc.icnvic.org.au/s>; after login, click on the **Contracts** tab
- For SPF only projects, add a new contract by clicking on the **+Add Contract** button
- ICN Victoria Customer Service contact details are listed at the bottom of the page

# Setting Up Contract for Reporting – SPF only

## Applicable Projects

\*Skip this section if the contract is LJF applicable and if a supplier organisation exists on VMC. It is only filled in when the supplier organisation is not registered on the VMC to provide them access to the contract and VMC.

### 'Contract Details' tab

1. Choose **Social Procurement Framework** from **Applicable Policy**
2. Fill in **Contract Name**

Step 1  
Setup

Step 2  
Contract Details

Step 3  
SPF Commitments

Step 4  
Reporting Details

Step 5  
Review

### Setup

#### Select all applicable policies

Local Jobs First

Social Procurement Framework **1**

LJF & SPF

BEP Applicable

#### Reporting Contract Name

\* Contract Name

# Setting Up Contract for Reporting – SPF only

## Applicable Projects

### 'Contract details' tab

1. Search for existing project or create new project by clicking **Create New Project**
2. Search for **Lead Agency** and its primary contact; Delivery Agency and contact are pre-populated\*
3. Search for the **Lead Contractor** organisation and the **Lead Contractor-Primary Contact**
4. Add **Value of Contract** (excl. GST)

The screenshot shows a multi-step setup process for a contract. The 'Contract Details' tab is selected. The form includes the following fields and callouts:

- 1**: 'Create New Project' button.
- 2**: Search fields for 'Lead Agency' and 'Lead Agency - Primary Contact'.
- 3**: Search fields for 'Delivery Agency' (pre-filled with 'Agency Demo Org') and 'Delivery Agency - Project Contact' (pre-filled with 'Agency Demo Account').
- 4**: 'Contract Value' input field.

*\*Where two government agencies are collaborating on the project, the Lead Agency and Delivery Agency may be different. The Lead Agency's contact is usually the contract manager, responsible for reviewing reports and monitoring the contract. The Delivery Agency's contact is typically the project manager, overseeing the entire project*

# Setting Up Contract for Reporting – SPF only

## Applicable Projects

### 'Contract details' tab

1. Add **Commencement Date** & **Completion Date** of the contract

2. Select whether the project is **Standard/Strategic**. Standard projects are projects that are value at less than \$50million. Strategic projects are projects valued at \$50million and more

3. Choose appropriate **Type of Tender**. This is the industry in which your procurement aligns

4. Choose appropriate **Tender Category**. The tender category is used to classify the scope of goods, services or works under a tender or contract

5. Choose appropriate **Contract Status**. This is the stage your procurement is at in regard to completion

	<p>* Commencement Date</p> <input type="text"/>	<p>* Completion Date</p> <input type="text"/>	1
2	<p>* Standard/Strategic</p> <input type="text" value="-- None --"/>	<p>* Type of Tender</p> <input type="text" value="-- None --"/>	3
4	<p>* Tender Category</p> <input type="text"/>	<p>* Contract Status</p> <input type="text" value="Proposed"/>	5

*\*See appendix 4 for construct status definitions\**

# Setting Up Contract for Reporting – SPF only Applicable Projects

## 'Location' Section

1. Select **Regional Category** if not prepopulated. The options are: Statewide, Regional or Metro
2. Tick the box if it is a multi-site, as this will allow you to add more regions
3. Search for address with number, name of street, suburb etc.
4. **Street, Suburb, State** and **Post Code**, fields will be auto-populated based on the **Address** you enter

**Locations**

\*Region Category   Is this a multi-site? **2**

**1**

**3** Search Address

**4** Street

City  State

Postcode  Country

# Setting Up Contract for Reporting – SPF only Applicable Projects

## 'Supplier Details' Section – for SPF only contracts

1. Manually input details of the new supplier; all fields marked with **\* asterisk** are mandatory
2. Input **Street**, **Suburb**, **State** and **Postal Code**, and **Country**
3. Click **Create New Lead Contractor** to add new supplier

The screenshot shows a web form for adding a new supplier. At the top left is a button labeled "New Supplier". Below it, a circled "1" points to a row of two input fields: "\* Lead Contractor Name" and "\* ABN". The next row contains "\* Primary Contact First Name" and "\* Primary Contact Last Name". The following row has "\* Primary Contact Email" and "Primary Contact Phone". A circled "2" points to a large "Street" input field. Below this are four smaller input fields: "City", "State", "Postcode", and "Country". The "Country" field has "Australia" selected. At the bottom, a circled "3" points to a button labeled "Create New Lead Contractor".

# Setting Up Contract Commitments for LJF, SPF & BEP contracts

LJF Only

SPF only

LJF, SPF or  
LJF, SPF & BEP

1. For LJF, 'Local Content' step will be populated from tender's awarded plan (LIDP)
2. For SPF, 'SPF Commitments' step, individual SPF commitment or a commitment group can be assigned
3. For BEP, 'BEP commitments' step, BEP commitments need to be added by agency and a GEAP needs to be uploaded.

# Setting Up LJF Commitments for Reporting

## Local Content Step

- This step applies to all LJF applicable contracts
- Commitment items are automatically populated from tender's awarded plan (LIDP)
- This page is read-only and cannot be updated

**Local Content Commitments**

**LJF Commitments**

Building Services

**Local Content**

COMMITMENT NAME	COMMITMENT TARGET	NUMBER OF SMES	NUMBER OF SUPPLIERS	STATUS
				Active
concrete - precast	92	1	3	Active
door frames - timber	95	1	2	Active
fire extinguisher	65	1	3	Active
pipe - pvc	75	1	2	Active
Plasterboard	85	1	2	Active
roofing - tile	91	1	1	Active

<< < 1 > >>

# Setting Up SPF Commitments for Reporting

## SPF Commitments Step: Adding single and group commitments

Click **Add Commitments** to add single, group, or custom commitments

### To add a Single Commitment:

1. Select 'Add a single commitment'
2. Click 'Select an option'
3. Search individual commitments with keywords and choose desired commitments from search results
4. Click 'Add'

### To add Group Commitments:

1. Select 'Add GROUPS of commitment'
2. Click 'Select an option'
3. Choose desired commitments from search results
4. Click Add to add to the list; OR

## SPF Commitments

The image shows three panels for adding commitments. The first panel is titled 'Count' and contains the text 'All count input is by **Cumulative**.' The second panel is titled 'Hours' and contains the text 'All Hours input is by **Reporting Period**.' The third panel is titled 'Spend' and contains the text 'Please select currency **Input Method**' and a dropdown menu labeled '\* SPF Currency Input Method' with the option '-- None --' selected. An 'Add Commitments' button is highlighted in a green box in the top right corner.

The image shows a dialog box titled 'Add SPF Commitments'. It has three tabs: 'Add a SINGLE commitment', 'Add GROUPS of commitments', and 'Custom Commitment'. The 'Add a SINGLE commitment' tab is selected and highlighted in a green box. Below the tabs is a search bar labeled 'Commitment' with the text 'Select an Option' inside. An 'Add' button is located at the bottom right of the search bar. At the bottom of the dialog box are 'Cancel' and 'Save' buttons.

*\*See Appendix 3 for SPF commitments\**

# Setting Up SPF Commitments for Reporting

## SPF Commitments Step: Adding Custom SPF Commitments

1. Input Commitment Name
2. Commitment Value Type: Count (num.), Currency (spend), Hours, Percentage
3. Choose related SPF Objective
4. Add a description of the new commitment
5. Save the custom commitment
6. Once you have finished adding all of your commitments, click the **SAVE** button

The screenshot shows the 'Add SPF Commitments' interface. At the top, there are three tabs: 'Add a SINGLE commitment', 'Add GROUPS of commitments', and 'Custom Commitment'. The 'Custom Commitment' tab is selected and highlighted with a green box. Below the tabs, the form contains the following fields and controls:

- 1**: 'Commitment Name' text input field.
- 2**: 'Commitment Value Type' dropdown menu, currently showing '-- None --'.
- 3**: 'Commitment Objective' dropdown menu, currently showing 'Select an Option'.
- 4**: 'Description' text area.
- 5**: 'Save Custom Commitment' button.
- 6**: 'Cancel' and 'Save' buttons at the bottom right.

**Please note:** if you are creating an **SPF only** reporting contract, you will progress to the [Reporting Details Step](#)

# Setting Up SPF Commitments for Reporting

## SPF Commitments Step Contract Commitment Section

1. Enter 100% into the **Proportion of Suppliers Compliant with Supplier Code of Conduct** field, as this is a standard SPF requirement
2. Enter 1 into the **Suppliers Compliant with Supplier Code of Conduct** field, as you have one supplier for the contract
3. Fill in the **Commitment target** column with the targets you agreed upon with the supplier for all the added SPF commitments
4. Delete any unwanted commitments by clicking the bin icon

**SPF Commitments**

Add Commitments ▾

**Count**  
All count input is by **Cumulative**.

**Hours**  
All Hours input is by **Reporting Period**.

**Spend**  
Please select currency **Input Method**  
\* SPF Currency Input Method  
-- None --

COMMITMENT NAME	VALUE TYPE	STATUS	COMMITMENT TARGET	
Proportion of Suppliers Compliant with Supplier Code of Conduct	Percentage	Active	<input type="text"/>	1
Suppliers Compliant with Supplier Code of Conduct	Count	Active	<input type="text"/>	2
Victorian Aboriginal people employed	Count	Active	<input type="text"/>	3
Victorian Aboriginal businesses engaged	Count	Active	<input type="text"/>	4

# Setting Up BEP Commitments for Reporting

## BEP Commitments Step

- This step is available for BEP applicable contracts only
- Contractors have 30 days from contract award to provide occupations and estimated hours for each occupation
- A recommended approach to collecting this information is to request that your lead contractor reference the BEP Occupation Mapping document available via the **Import** button or VMC **Guides** tab on their VMC dashboard. The Mapping document will have the complete list of approved BEP occupations and will allow for the contractor to gain a better understanding of the BEP occupational landscape.

### New Reporting Contract

Step 1 Setup

Step 2 Contract Details

Step 3 Local Content

Step 4 SPF Commitments

**Step 5 BEP Commitments**

Step 6 Reporting Details

Step 7 Review

#### Building Equality Policy

##### Occupation Targets (Action 1)

Import Add Single Occupation Download Delete All

**No Occupations**  
No occupations available

<< < > >>

##### Women Apprentice and Trainees (Action 2)

Include Cadets  
 Include Yearly Targets?

COMMITMENT NAME	VALUE TYPE	TARGET	DESCRIPTION
Total hours worked by women apprentices and/or trainees	HOURS	5340	
% Hours Worked By Women Apprentices, Trainees	Percentage	<input type="text" value="4"/>	

# Setting Up BEP Commitments for Reporting

## 'BEP Occupation Targets (Action 1)

1. You can either:
  - a) **Import** the occupation via bulk upload OR
  - b) You can individually add occupation by selecting **Add Single Occupation**
2. **Download** allows you to download all added occupations
3. **Delete All** will delete all added occupations

### Building Equality Policy

#### Occupation Targets (Action 1)



#### No Occupations

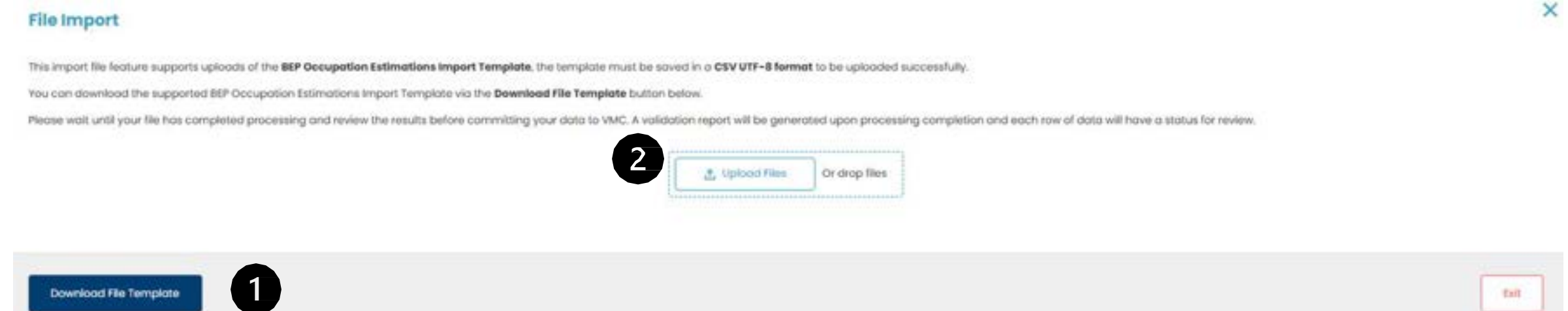
No occupations available



# Setting Up BEP Commitments for Reporting

## Import BEP Occupation Targets (Action 1)

1. You can download the BEP Occupation Mapping document here. The supplier will need to fill this in and give it back to you to upload
2. Upload the filled in BEP Occupation Mapping document



# Setting Up BEP Commitments for Reporting

## Add Single Occupation

1. Input **Occupation**. If the specific occupation is not in the list, select the closest
2. **Employment Position Type, % Target** and **Target Work Hours By Women** will auto populate
3. You need to input **Total Estimated Labour Hours**
4. Select the **Add** button

The screenshot shows a form titled "Add Occupation" with a close button (X) in the top right corner. A light blue information box at the top contains the following text:

Please note that only occupations related to construction can be counted towards the BEP targets (Building Equality Policy).  
A 'Not Applicable' Employment Position Type means that the occupation is not included in the BEP Occupation list under the 'User Guide' tab and cannot be included in reporting.  
Please contact ICN ([policyadmin@icnvc.org.au](mailto:policyadmin@icnvc.org.au)) if you have any queries.  
Please see below the minimum target percentage for each Employment Position Type.

- Trade covered labour - 3%
- Non-trade Covered labour - 7%
- Management / Supervisor / Specialist labour (staff) - 35%

The form fields are as follows:

- 1**: A search input field for "Occupation" with a magnifying glass icon on the right.
- 2**: A dropdown menu for "Employment Position Type".
- 3**: An input field for "Total Estimated Labour Hours".
- 4**: An input field for "Target Work Hours By Women".
- 2**: An input field for "% Target".

At the bottom right of the form is a blue "Add" button.

**Please note: % Target cannot be lower than minimum set targets. It can be increased but cannot be decreased.**

# Setting Up BEP Commitments for Reporting

## Women Apprentice and Trainees (Action 2)

- Select whether or not Cadet hours can be included towards your supplier's BEP targets.
- If there are yearly progress commitments required of your supplier, check the 'INCLUDE YEARLY TARGETS' and input the number of years. This is not a requirement for the BEP policy owners, this option should only be selected if you require these from your supplier.
- Total estimated hours for Action 2 is pre-populated by the Total Deemed Labour Hours in the Local Industry Development Plan commitment
- The minimum target requirements cannot be reduced (minimum 4%)
- The target requirements can be increased if desired

### Women Apprentice and Trainees (Action 2)

- Include Cadets
- Include Yearly Targets?

COMMITMENT NAME	VALUE TYPE	TARGET	DESCRIPTION
Total hours worked by women apprentices and/or trainees	Hours		
% Hours Worked By Women Apprentices, Trainees	Percentage	<input type="text" value="4"/>	

Number of years

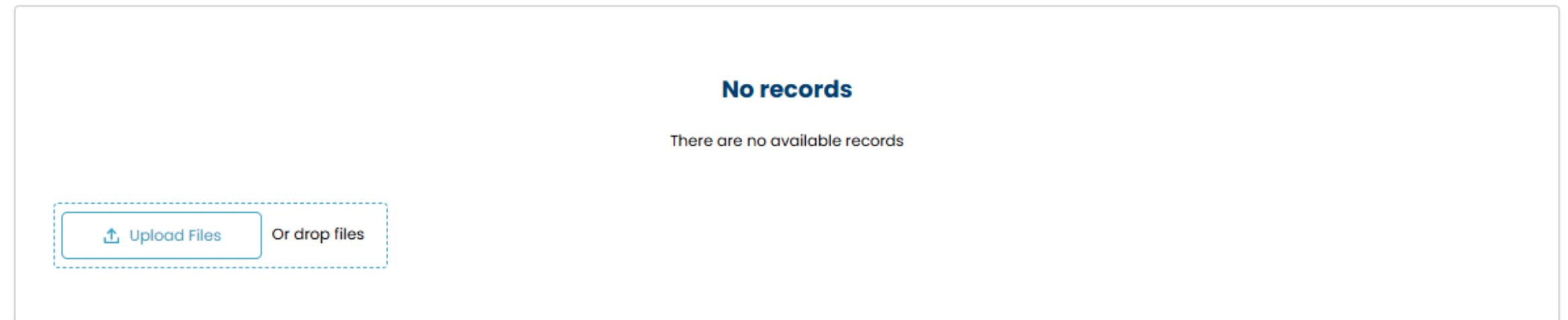
COMMITMENT NAME	VALUE TYPE	TARGET	TOTAL ESTIMATED LABOUR HOURS
Total hours of trade covered labour by women	Hours		
% Trade Covered Labour Hours By Women	Percentage	0%	
Total hours of non-trade Construction Award covered labour by women	Hours		
% Non-trade Construction Award covered Labour positions By Women	Percentage	0%	
Total hours of management/supervisory and specialist labour by women	Hours		
% Management/supervisor and specialist Labour (staff) positions By Women	Percentage	0%	
Total hours worked by women apprentices and/or trainees	Hours		
% Hours Worked By Women Apprentices, Trainees	Percentage	0%	

# Setting Up BEP Contract for Reporting

## GEAP

- This Tab is available for **BEP** applicable contracts
- Please go to buying for Victoria website for the GEAP templates required:  
[Buying For Victoria – Gender Equality Action Plan guidance for contract management and reporting – suppliers](#)
- Upload the [Project Specific GEAP](#) by selecting the **“Upload Files”** button

### Project Specific Gender Equality Action Plan



### Please Note:

The project specific Gender Equality Action Plan is mandatory for all BEP contracts. You will need to upload your Project Specific GEAP. A progress report against this GEAP is required every 6 months and at practical completion. Your contractor uploads their Organisation-wide GEAP once the contract is active. A progress report against this GEAP is required every 12 months and at practical completion. Within two months of practical completion, you will need to upload the Project Specific Gender Audit and your contractor will need to upload the organisation-wide Workplace Gender Audit.

Reporting Details

# How to set up the contract reporting term and frequency for LJF, SPF & BEP contracts

# Setting Up Contract for Reporting

## Reporting Details Step

Decide if standard or custom reporting is required.

### Standard:

Reporting cycles will be calendar month or quarter and the due date will be the 10th date of next month/quarter

### Custom:

Reporting cycles will start, end and be due on a specific date chosen. Decide on reporting cycles submission strategy (only if using Custom Reporting)  
When this checkbox is ticked, only current and previous reporting cycles will be open for data submission. The rest will be locked

Please note that we recommend all agencies use the “Standard Reporting” option unless you are required to use **Custom Reporting**.

This screenshot shows the 'Standard Reporting' configuration form. It features four main input fields: 'Reporting Start Date' (with a calendar icon), 'Reporting End Date' (disabled, with a calendar icon), 'Contractual Reporting Frequency' (a dropdown menu showing 'Select an Option'), and 'Contract Term' (an empty text field). At the bottom left, there is a link 'Enable custom reporting here' with a downward arrow.

This screenshot shows the 'Custom Reporting' configuration form. It includes the same four main input fields as the standard form: 'Reporting Start Date' (with a calendar icon), 'Reporting End Date' (disabled, with a calendar icon), 'Contractual Reporting Frequency' (a dropdown menu showing 'Select an Option'), and 'Contract Term' (an empty text field). Additionally, it has two more fields: 'Reporting Cycle Submission Due Day' (an empty text field) and 'Set Yearly Anniversary Date' (with a calendar icon). At the bottom left, there is a checkbox labeled 'Allow Reporting only for Current Cycle' with an information icon, and a link 'Disable custom reporting here' with an upward arrow.

# Setting Up Contract for Reporting

## Reporting Details Step Standard Reporting

1. Input **Reporting Start Date** of the contract to set up a periodic reporting cycle and reminder emails to submit a report
2. Add **Contract Term** – length of contract in months
3. Add **Reporting Frequency**. The options are 'Monthly', 'Quarterly', '6-Monthly', and 'yearly'
4. **Reporting End Date** is populated based on *Reporting Start Date* and *Contract Term*

\* Reporting Start Date 1

Reporting End Date 4

\* Contractual Reporting Frequency ⓘ 2

\* Contract Term 3

Enable custom reporting here ▾

# Setting Up Contract for Reporting

## Reporting Details Step Custom Reporting

1. Add **Contract Term** – length of contract in months
2. Add **Reporting Frequency**. The options are 'Monthly', 'Quarterly' and '6-Monthly'
3. Input **Reporting Start Date** of the contract to set up a periodic reporting cycle and reminder emails to submit a report. Under **Custom Reporting**. Option, reporting cycles will start from the specific date you enter on this field
4. **Reporting End Date** is populated based on *Reporting Start Date* and *Contract Term*
5. Enter the due date of the reporting cycles
6. When this checkbox is ticked, only current and previous reporting cycles will be open for data submission. The rest will be locked

\* Reporting Start Date **3**

Reporting End Date **4**

\* Contractual Reporting Frequency **2**

\* Contract Term **1**

\* Reporting Cycle Submission Due Day **5**

Allow Reporting only for Current Cycle **6**

[Disable custom reporting here](#) ▲

# Setting Up Contract for Reporting


## Review Step

- The review will show steps with missing mandatory information
- Click onto the text of the missing information and it will take you to the page
- When all errors are fixed, the review page will advise **No errors found**
- You can then click **Create Contract** to activate the contract
- The supplier will receive a notification of the activated contract for them to begin their reporting

**Important**

This page will display any issues outlined in previous steps - clicking on these will take you to the section where the issue was identified.

If there are no issues outlined the contract can be created successfully.

 Validation Errors

- Reporting Type is missing.
- Commencement Date is missing.
- Completion Date is missing.
- Commencement Date is missing.
- Completion Date is missing.
- GEAP file is missing.

**Important**

This page will display any issues outlined in previous steps - clicking on these will take you to the section where the issue was identified.

If there are no issues outlined the contract can be created successfully.

 Validation Errors

No errors found.

[Previous](#) [Next](#) [Create Contract](#) [Save & Exit](#) [Cancel](#)

Reporting Contracts Dashboard

# Overview of the Reporting Contracts Dashboard

# Overview of Contracts Tab

The screenshot displays the 'Contracts' tab in a web application. The navigation bar at the top includes 'Projects', 'Tenders', 'Contracts' (highlighted), 'Grants', 'Reports', and 'My Account'. The sidebar on the left contains 'Updates', 'FAQ', 'Guides', and 'Get Help'. The main content area features a 'Contracts' title and a table with the following columns: CONTRACT, STATUS, LATEST SUBMITTED CYCLE, PROJECT, START DATE, COMPLETION DATE, VALUE, REQUIREMENTS, CONTRACTOR, and ACTIONS. Two contracts are listed:

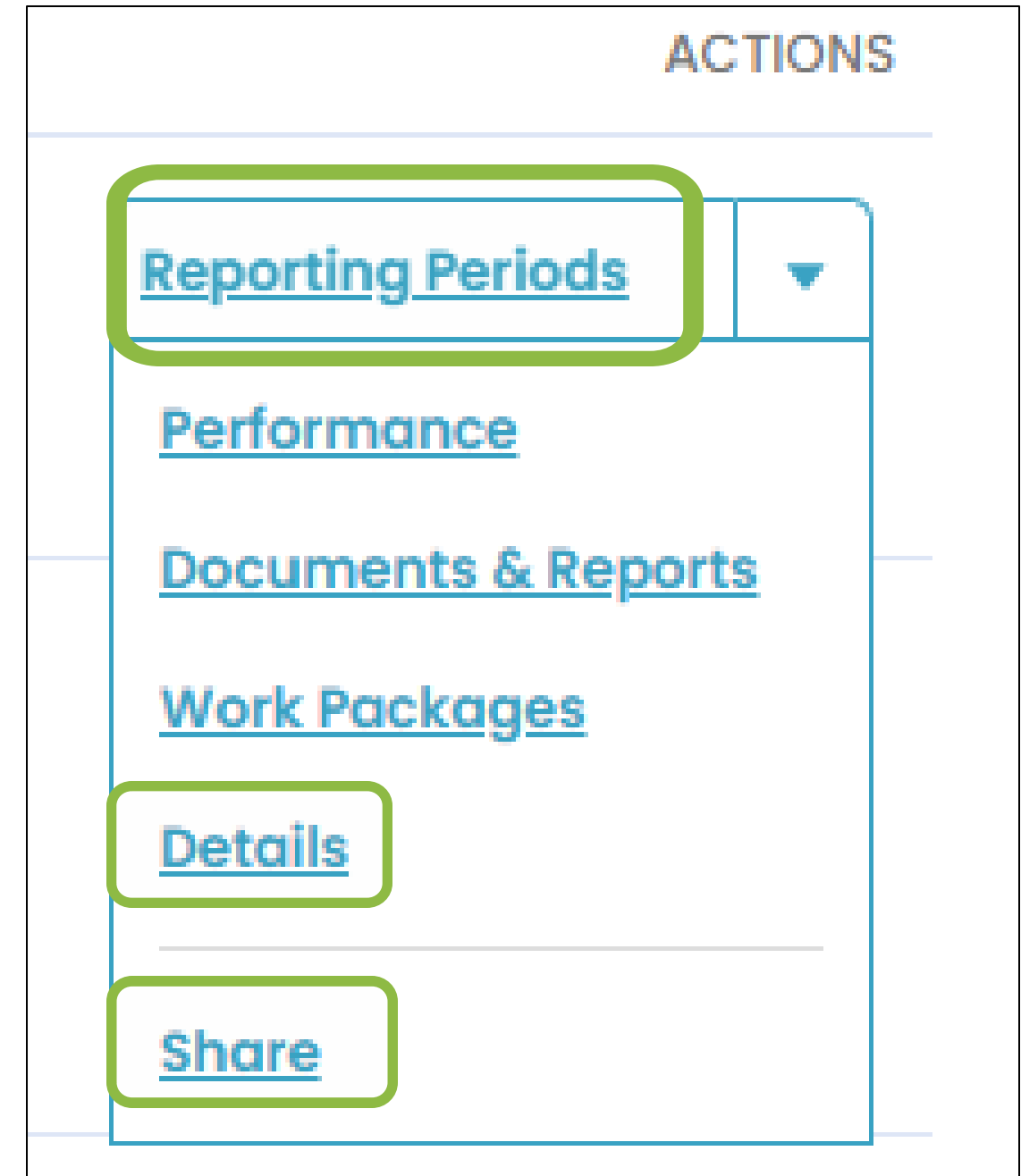
CONTRACT	STATUS	LATEST SUBMITTED CYCLE	PROJECT	START DATE	COMPLETION DATE	VALUE	REQUIREMENTS	CONTRACTOR	ACTIONS
CB END TO END 11/12	Active	PCR In Progress	Test#30624 - 887	01/01/2023		\$10,000.00	SPI	Lead Contractor Demo Org	Reporting Periods, Documents & Reports, Work Packages, Details, Share
ABNTest_060823	Post Contract Review	PCR In Progress	ABNTest_06082 3	23/08/2023	22/11/2023	\$9,500,000.00	LIF, SPI	Lead Contractor Demo Org	

At the bottom of the page, a contact banner reads: "If you're having any issue, please contact ICN on +613 9864 6700 (Option 3 'Reporting') or [Reporting@icn.vic.org.au](mailto:Reporting@icn.vic.org.au)".

- Reporting cycles with data submitted that needs to be reviewed will be under the 'Ready to Review'; tab
- Overdue reporting cycles will be in the 'Overdue' tab. These are cycles that lapsed, and the supplier did not submit data
- The 'Approved' tab will have reporting cycles where the supplier submitted data, and agency reviewed and approved it
- The 'Under PCR' will have completed contracts sent for post contract review
- The 'All' tab will show all reporting cycles you own or have been shared with you
- Contact ICN for any reporting related queries and issues via our contact details at the bottom

# Overview of Contract Actions

- Review reporting details by clicking on the contract name or '**Reporting Periods**'
- Share reporting contracts with users with a VMC account within your organisation using the '**Share**' button
- View and edit contract details by clicking the '**Details**' button. This includes:
  - Supplier primary contact
  - Agency primary and delivery contact
  - Contract commence and completion date
  - Reporting start date, end date, and frequency
  - Contract status



# Reporting Dashboard- Reporting Periods

Reporting Period tab shows all reporting cycles:

- The **NEEDS ATTENTION** tab will show all the reporting cycles whereby the supplier has submitted data and agency need to review it
- The **APPROVED** tab will show all reporting cycles where the agency has reviewed the data submitted by the supplier and approved it. (Click onto APPROVED tab)
- The **ALL** tab will show all the contracts reporting cycles

**Customer Service Team - Agency REPORTING LIVE Demo 2025 - Lead Contractor Demo 2**

Reporting Periods Performance Documents & Reports Work Packages Details

Needs Attention Approved All

PERIOD	STATUS	SUBMISSION DATE	DUE DATE	REPORTING REQUIREMENTS	VERSION	ACTION
1/06/2024 - 30/06/2024	To be Reviewed	03/04/2025	10/07/2024	BEP Contractual LIF SPF	1	Prepare >

<< < 1 > >>

Needs Attention Approved All

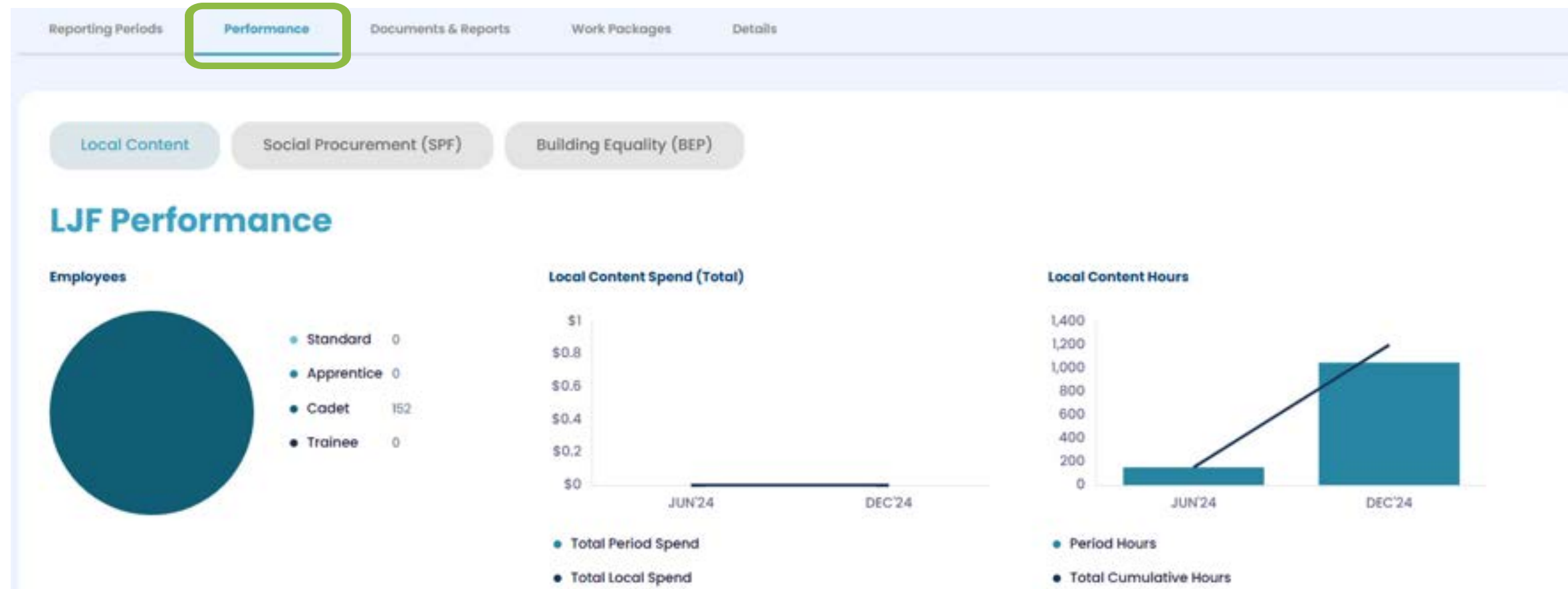
PERIOD	STATUS	SUBMISSION DATE	DUE DATE	REPORTING REQUIREMENTS	VERSION	ACTION
1/12/2024 - 31/12/2024	Approved	03/04/2025	10/01/2025	Contractual	1	Prepare >

<< < 1 > >>

Needs Attention Approved All

PERIOD	STATUS	SUBMISSION DATE	DUE DATE	REPORTING REQUIREMENTS	VERSION	ACTION
1/09/2025 - 30/09/2025	Open		10/10/2025	Contractual LIF	1	
1/08/2025 - 31/08/2025	Not required		10/09/2025		1	
1/07/2025 - 31/07/2025	Not required		10/08/2025		1	
1/06/2025 - 30/06/2025	Overdue		10/07/2025	BEP Contractual LIF SPF	1	

# Reporting Dashboard – Performance tab



- The **PERFORMANCE** tab is where you will see a summary of your supplier's submitted and **approved** data, according to each policy
- You can swap between the tabs here to review data for each policy
- Please reach out to [policyadmin@icnvc.org.au](mailto:policyadmin@icnvc.org.au) if you need assistance with this

# Reporting Dashboard– Documents & Reports

- The **DOCUMENTS AND REPORTS** tab has 4 reports available for download
- The **GEAP** tab is where you upload documents relating to the BEP policy. Please refer to the next page for more details

Reporting Periods Performance **Documents & Reports** Work Packages Details

Reports GEAP

You have **4 Reports** available

Local Content Report	XLS	Employment Report	XLS	MPSG Report	XLS
BEP Workforce Report	PDF				

Reports **GEAP**

**GEAP Guidance**

Gender Equality Action Plan guidance for tenderers – suppliers PDF

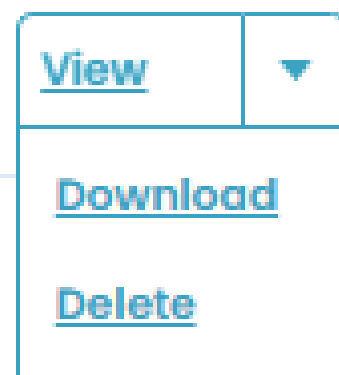
**Organisation Wide Gender Equality Action Plan (2)**

FILE NAME	FILE SIZE	CREATED DATE	MODIFIED DATE	ACTIONS
GEAP - Org-wide.docx	79 KB	13/12/2023	26/12/2023	View

# Reporting Dashboard – GEAP Documents

- Review the GEAP Documents for this contract via the **GEAP** tab
- If you have just setup the contract, you will not see any uploaded supplier documents yet. These will only appear once your supplier uploads them
- There are action buttons you can select to preview or download files

## ACTIONS



The screenshot shows a web interface for 'Reporting Periods' with tabs for 'Performance', 'Documents & Reports', 'Work Packages', and 'Details'. The 'Documents & Reports' tab is active, showing a 'Reports' section with a 'GEAP' button. Below this, there are sections for 'GEAP Guidance' (with a PDF icon), 'Organisation Wide Gender Equality Action Plan (2)', 'Project Specific Gender Equality Action Plan (1)', 'Supporting Documents - Org-wide GEAP (1)', and 'Supporting Documents - Project Specific GEAP (0)'. Each section contains a table with columns for 'No. Items', 'Status', 'Created Date', 'Updated Date', and 'Actions'. The 'Supporting Documents - Project Specific GEAP (0)' section shows 'No records' and a 'Upload Files' button.

No. Items	Status	Created Date	Updated Date	Actions
GEAP - Org-wide GEAP	15 OK	2023/02/22	2023/02/22	View
GEAP - Project Specific GEAP	15 OK	2023/02/22	2023/02/22	View

# Reporting Dashboard– Details

The **DETAILS** tab shows you details about the contract with your supplier. This includes the:

- Reporting contract term
- Contract frequency
- Reporting start and end date
- Location
- Supplier primary contact
- Agency primary contact and delivery agency contact details

Click the **Edit/Edit Contact** buttons to make edits to this area.

The screenshot displays the 'Reporting Dashboard - Details' page. The top navigation bar includes 'Reporting Periods', 'Performance', 'Documents & Reports', 'Work Packages', and 'Details' (highlighted). The main content area is divided into three sections:

- Contacts:** A light blue sidebar containing 'Awarded Supplier' information for 'Lead Contractor Demo Org'. It lists 'Lead Contractor Primary Contact' as 'Lead Contractor Demo 2' and 'Email' as 'ida2@icnvic.org.au.demo'. An 'Edit contact' button is present.
- Overview:** A white section with an 'Edit' button in the top right. It displays 'Contract' details: 'Project: Customer Service LIVE DEMO PROJECT', 'Contract Value: \$10,000,000.00', 'Commencement Date: 2024-04-01', 'Contract Name: Customer Service Team - Agency REPORTING LIVE Demo 2025 - Lead Contractor Demo 2', 'Status: Ongoing', and 'Completion Date: 2026-04-01'.
- Reporting:** A white section at the bottom showing 'Applicable Policy' (LJF, SPF, BEP) and 'Reporting Start Date: 2024-04-01'. It also indicates 'MPSG Applicable: Yes' and 'Reporting End Date: 2026-04-01'.

The background of the slide is a photograph of an offshore oil rig at sunset. The rig is a complex of steel structures, including a tall derrick and various platforms, situated in the middle of the ocean. The sky is filled with soft, orange and yellow clouds, and the water reflects the light from the setting sun. The overall mood is serene and industrial.

Monitoring Contract Reporting

**How to review the reporting data submissions and monitor commitment progress for LJF, SPF & BEP contracts**

# Monitor Progress – Employment Hours

- Section A is where your supplier has recorded hours on an individual employee level
- For Major Project Skills Guarantee (MPSG) applicable projects, hours worked by Apprentices, Trainees, and Cadets must be recorded individually for each employee.
- This may be a requirement for some SPF commitments i.e hours worked by Aboriginal and/or Torres Strait Islander employees
- There is also a requirement for BEP contracts that all women staff are tracked individually
- Click **Edit** to remove validation from specific employees and add comments
- The **WORK PACKAGE** tab displays subcontractor hours – but only if the lead contractor has assigned work packages; if it's empty, the lead contractor is likely reporting on their behalf.

ID	ATTRIBUTES	GENDER	POSITION TYPE	DISADVANTAGED VIC	HOURS WORKED	TRAINING & STUDY HOURS	VALIDATED	SUPPLIER COMMENTS	AGENCY COMMENTS	ACTIONS
Employee X	Cadet	Woman	Trade covered labour		152		<input checked="" type="checkbox"/> Validated			<a href="#">View</a> <span>▼</span>

**No employees**

There have been no employees submitted through the work package function for the reporting cycle.

# Monitor Progress – Employment Hours

- Section B is where your supplier has recorded all other employee hours (group together)
- There may be multiple sections i.e Building, Services, FF&E. Ensure you review all hours in each section
- **LIDP Commitment Hours** are the supplier’s employment commitments which they made during bid-phase in their submitted LIDP
- **Period – Total Actual** are the employment hours the supplier has submitted for this reporting cycle period

**1B Employment**

**Building**

Victorian jobs (AEE)		ANZ jobs (AEE)	
<b>0.5820</b>	<b>0.0000</b>	<b>0.7515</b>	<b>0.0000</b>
Commitment	Actual	Commitment	Actual

[Hide details](#)

**Employment Hours**

EMPLOYMENT TYPE	LIDP COMMITMENT HOURS	PERIOD - TOTAL ACTUAL	CUMMULATIVE HOURS	COMMENTS
Apprentice ANZ Created Hours	500	0	0	
Apprentice ANZ Retained Hours	10	0	0	
Apprentice VIC Created Hours	0	0	0	
Apprentice VIC Retained Hours	0	0	0	
Cadet ANZ Created Hours	0	0	0	
Cadet ANZ Retained Hours	0	0	0	
Cadet VIC Created Hours	0	152	152	
Cadet VIC Retained Hours	50	0	0	
Standard ANZ Created Hours	900	0	0	

**Employment hours are reported by period – to see the cumulative hours, we recommend reviewing the employment report.**

# Monitor Progress – Employment Hours

- Section C will only appear for MPSG applicable projects. This is where your supplier has outlined the specific occupations and counts of their apprentices, trainees and cadets
- You should see the names of the occupations, and a head count per occupation
- **COUNT COMMITMENTS** come from your supplier’s bid-phase LIDP commitments.
- **SELF** column is where the supplier will input their actual counts
- **SUPPLY CHAIN** column is where subcontractors reporting data will appear if your lead contractor has setup work package reporting.
- Review the **TOTAL** column for the combined and up to date information.

**IC Occupations**

NAME	↑ OCCUPATION TYPE	COUNT COMMITMENT	SELF	SUPPLY CHAIN	COUNT ACTUAL	TOTAL	COMMENTS
Architectural Draftsperson			0	0	0	0	
Bricklayer			0	0	0	0	
Bulldozer Operator			0	0	0	0	
Carpenter			0	0	0	0	
Electricians nfd	Retained	4	0	0	0	0	
Electricians nfd	Created	1	0	0	0	0	
General Managers nfd			0	0	0	0	
Plumber (General)			152	0	0	152	
Roof Plumber	Retained	5	0	0	0	0	
Roof Plumber	Created	3	0	0	0	0	

# Monitor Progress – Employment Hours

## 1D MPSG Commitments

COMMITMENT	LIDP COMMITMENT	ACTUALS
Apprentices, Trainees and Cadet Hours	1,450	152
Total Deemed Labour Hours	13,110	
MPSG	11.06	1.159

- Section D shows how your supplier is tracking against their MPSG commitments
- LIDP commitment in the left column, and the actuals in the right column
- Commitments do not need to be met in each reporting cycle, but it is important that the minimum 10% MPSG commitment is reached by the end of the project

# Monitor Progress – Local Jobs First – Local Content

- Local content reporting is where your supplier outlines the manufacturers and suppliers of their procured products and materials, alongside their respective local content percentages. This helps ICN Victoria analyze overall local spend
- The blue banner shows high-level outcomes of the Local Content and SME data that compares the **LIDP commitments** against the **reporting actuals**
- In the main table, the lower line represents the supplier's commitments, the upper line in bold represents the submitted actuals
- Spend is cumulative, so you will expect to see these numbers increase over time in each subsequent cycle
- Suppliers may leave comments to note about certain items
- You can review local content either by this screen or by downloading an excel sheet with the data. Downloading is recommended if you have 30 or more items
- The review button will show if there was any work package data that has contributed to the totals.

**2A Local items / suppliers**

**Building** [Download](#)

Local Content	SMEs	Contract Content
<b>83%</b> Commitment	<b>80%</b> Actual	<b>100%</b> Actual
<b>1</b> Commitment	<b>2</b> Actual	

ITEM DESCRIPTION	KEY SUPPLIERS & MANUFACTURER	LOCAL CONTENT	SPEND	CONTRACT CONTENT	MASS (TONS)	ANZ VALUE ADDED ACTIVITY	NO. OF SMES	TOTAL SUPPLIERS	COMMENTS	ACTION
<b>concrete - precast</b>	1 View	72%	\$0.00	20%	0	14.4%	1	3		<a href="#">Review &gt;</a>
LIDP Commitment	1 View	75%		20%		15%	1	3		
<b>pipe - pvc</b>	1 View	82%	\$0.00	80%	0	65.6%	1	3		<a href="#">Review &gt;</a>
LIDP Commitment	1 View	85%		80%		68%	0	3		

## Review item

**concrete - precast**

REPORTING SOURCE	LOCAL CONTENT	SPEND	CONTRACT CONTENT	MASS (TONS)	ANZ VALUE ADDED ACTIVITY	NO. OF SMES	TOTAL SUPPLIERS	KEY SUPPLIERS & MANUFACTURER	COMMENTS
<b>Direct Input</b>	72%		20%			1	3	1 View	
<b>concrete - precast</b>	72%	\$0.00	20%	0	14.4%	1	3	1 View	
LIDP Commitment	75%		20%		15%	1	3	1 View	

# Monitor Progress – Social Procurement Framework

- Section A shows the suppliers and spend for the Social Procurement Framework objectives
- If your contract has SPF commitments that mention spend, you should expect to see data here
- This is where your supplier is logging their spend with Victorian social benefit suppliers specifically, which differs to the Local Content section we just covered
- The Local Content section should cover all spend, whereas the SPF Section A is specific to Victorian social benefit suppliers
- Some examples of the SPF objectives that apply here are: Expenditure with Victorian Aboriginal businesses or Expenditure with Australian Disability Enterprises

**SPF Currency Input Method**  
Period Based

- All Hours Input is by Reporting Period
- All Counts Input is Cumulative

**2A Suppliers (social)**
[Download](#)
[Edit](#)

NAME	↑ ATTRIBUTES	INDIRECT SUPPLIER	SPEND	VALIDATED	SUPPLIER COMMENTS	AGENCY COMMENTS	ACTIONS
Supplier B	Aboriginal Owned Business		\$20,000.00	<input checked="" type="checkbox"/> Validated	Supplier Comments		<a href="#">View</a> ▼
IRONFIELD, KIERNAN JOSEPH	Social Enterprise		\$20,000.00	<input checked="" type="checkbox"/> Validated	Supplier Comments		<a href="#">View</a> ▼
Supplier Z	Employer of Disadvantaged Victorians		\$6,500.55	<input checked="" type="checkbox"/> Validated			<a href="#">View</a> ▼
Supplier A	Aboriginal Owned Business		\$20,000.00	<input checked="" type="checkbox"/> Validated			<a href="#">View</a> ▼

# Monitor Progress – Social Procurement Framework

- Section B shows the suppliers progress against their SPF commitment targets
- Some of this data will have been entered directly into this tab by your supplier, whereas some of the data will be pulling from the suppliers submitted employment hours and from Section A above this table
- The **TARGET** column will show the targets you have set for your supplier
- Progress can be tracked by reviewing both **ACTUAL** columns
- The **ACTUAL PERIOD** column shows the actuals submitted for this specific reporting cycle, whereas the **ACTUAL CUMULATIVE** column shows the actuals from the beginning of the project to the end of the specific reporting cycle
- You must review to ensure your supplier is submitting reporting data, specifically hours and spend if you know they have already started delivering the project. You will also need to check how the supplier is tracking compared to their targets
- If you are reviewing the final-cycle (at project completion) it is important that these targets have been met or exceeded

**3B Social Procurement Framework Commitments**

NAME	TARGET	ACTUAL (PERIOD)	ACTUAL (CUMULATIVE)	AGENCY DIRECT INPUT	LEAD CONTRACTOR DIRECT INPUT	CONTRACTOR COMMENTS	AGENCY COMMENTS
Employers of Victorian Aboriginal People	4	-3	0				
Hours Dedicated to Victorians with Job Readiness Opportunities	100	0	150				
Number of Victorian priority jobseekers who received job readiness opportunities	18	-4	0				
Percentage of expenditure with Victorian social enterprises (led by a mission for job readiness and employment of Victorian priority jobseekers) (out of total contract value)(%)	20	0	0				
Proportion of Suppliers Compliant with Supplier Code of Conduct	1	-100	0				
Suppliers Compliant with Supplier Code of Conduct	100	-6	0				

# Monitor Progress – Building Equality Policy

- Section A shows your suppliers progress against the selected targets for each specific occupation
- They need to meet or exceed these targets by the end of the project
- **Total Estimated Labour Hours** are the total hours estimates your supplier provided within their bid-phase LIDP submission
- The Occupation Type determines the Target %
- **Hours Actual – Period** will show the combined total of the Self and the supply chain column
- **Hours Actual – Cumulative** will show the hours worked on this project so far for each occupation line item, and will include the current, complete and approved cycle data
- **% Actual Cumulative** shows the hours submitted compared to the total estimated labour hours

**4A Occupation Targets (Action 1)**

NAME	OCCUPATION TYPE	TOTAL ESTIMATED LABOUR HOURS	% TARGET	SELF	SUPPLY CHAIN	HOURS ACTUAL (PERIOD)	HOURS ACTUAL (CUMULATIVE)	% ACTUAL CUMULATIVE	CONTRACTOR COMMENTS	AGENCY COMMENTS
Carpenter	Trade covered labour	1,000	30			0	0	0%		
General Managers nfd	Management / Supervisor / Specialist labour (staff)	1,000	350			0	0	0%		
Plumber (General)	Trade covered labour	1,000	30			0	152	15.2%		
Architectural Draftsperson	Trade covered labour	1,000	30			0	0	0%		
Bricklayer	Trade covered labour	34	102					0%		
Bulldozer Operator	Non-trade Construction Award covered labour	34	238					0%		

<<
<
1
>
>>

# Monitor Progress – Building Equality Policy

**4B Engage Women Apprentices, Trainees and Cadets (Action 2)**

COMMITMENT NAME	COMMITMENT TARGET	VALUE TYPE	ACTUAL - PERIOD	ACTUAL - CUMULATIVE	CONTRACTOR COMMENTS	AGENCY COMMENTS
% Hours worked by women apprentices, trainees and/or cadets	4.00%	Percentage	0.00%	1.16%		
Total hours worked by women apprentices, trainees and/or cadets	524.40	Hours	0.00	152.00		
Total Estimated Labour Hours	13,110.00	Hours				

- Section B shows the BEP commitment targets and how your supplier is tracking against them
- You will always see the same 3 commitments here – the only nuance is whether you decided to allow cadet hours to apply
- Apprentice and trainee hours are always included, Cadets are not always included – this decision is made by you as the agency
- The target for **% Hours Worked By Women Apprentices, Trainees and Cadets** is at a standard set at 4%.
- The **Total hours of apprentices, trainees and cadets by women** commitment target is determined by the **Total Estimated Labour Hours** and the **% Hours Worked By Women Apprentices, Trainees and Cadets**.
- **Total Estimated Labour Hours** is the hours estimate your supplier provided within their LIDP.
- **Commitment Target** is what you set for your supplier
- The **Value Type** determines what kind of data is required for each commitment, for example hours or percentages etc.
- **Actual – Period** will show the combined total of the Self and the supply chain column
- **Actual – Cumulative** will show the hours worked on this project so far for each occupation line item, this will include the current, complete and approved cycle data.
- You supplier may add comments in the **Contractor Comments** column

# Monitor Progress – Review & Submit

- If this is the final reporting cycle, please ensure the supplier has submitted a statutory declaration in the files section and commence with [Post Contract Review steps](#)
- Tick **LJF Completion Report Required** checkbox **only if** this is the final reporting cycle of this contract. This should only be submitted after practical completion of the project
- **Approve** the submission if all is fine or request contractor to **Re-Submit**
- If this is the final reporting cycle, after clicking approve, come back to this page in the just approved cycle, and click **Submit to ICN**
- The post contract review will take up to 20 business days to complete and the completion report will be sent once done

**5A Statutory Declaration**

FILE NAME	FILE SIZE	CREATED DATE	MODIFIED DATE	ACTIONS
Statutory Declaration - Demo Contract.jpg	247 KB	03/04/2025	03/04/2025	<a href="#">View</a>

I confirm that I have filed and uploaded the statutory declaration

I confirm, on behalf of the Supplier, that the information provided in the submitted report(s) is true and correct, and that all relevant supporting information is currently held and will be retained by the Supplier in accordance with relevant legislation.

**Other requirements**

LJF 6 Monthly Report Required

LJF Completion Report Required **1**

**3**

**Resubmission Requests**

**No Report Resubmission requests**  
There are no available report resubmission requests.

**2**

# Helpful Websites

<b>BEP Gender Equality Action Plan (GEAP)</b>	<a href="https://www.buyingfor.vic.gov.au/gender-equality-action-plan-guidance-contract-management-and-reporting-suppliers">https://www.buyingfor.vic.gov.au/gender-equality-action-plan-guidance-contract-management-and-reporting-suppliers</a>
<b>BEP Supplier Information</b>	<a href="https://www.buyingfor.vic.gov.au/building-equality-policy-suppliers">https://www.buyingfor.vic.gov.au/building-equality-policy-suppliers</a>
<b>Guidance on 'Opportunities for Victorian Priority Jobseekers'</b>	<a href="https://www.buyingfor.vic.gov.au/detailed-guidance-opportunities-victorian-priority-jobseekers">https://www.buyingfor.vic.gov.au/detailed-guidance-opportunities-victorian-priority-jobseekers</a>
<b>Social Procurement Framework Information</b>	<a href="https://www.buyingfor.vic.gov.au/social-procurement-framework">https://www.buyingfor.vic.gov.au/social-procurement-framework</a>

# Helpful Websites

<b>Local Jobs First policy – Agency Guidance</b>	<a href="https://localjobsfirst.vic.gov.au/agency-guidance">https://localjobsfirst.vic.gov.au/agency-guidance</a>
<b>Panels and SPCs Guidance</b>	<a href="https://localjobsfirst.vic.gov.au/agency-guidance/panel-of-suppliers-agency">https://localjobsfirst.vic.gov.au/agency-guidance/panel-of-suppliers-agency</a>
<b>Local Jobs First – Key Documents</b>	<a href="https://localjobsfirst.vic.gov.au/key-documents">https://localjobsfirst.vic.gov.au/key-documents</a>
<b>Local Jobs First – Strategic Projects Guidance</b>	<a href="https://localjobsfirst.vic.gov.au/strategic-projects">https://localjobsfirst.vic.gov.au/strategic-projects</a>

## Video Modules

- [How to Update Contract Details on VMC](#)
- [How to Create LJV, SPF and BEP Applicable Contracts on VMC](#)
- [How to Create LJV and SPF Applicable Contracts on VMC](#)
- [How to Create an SPF-Only Applicable Contract on VMC](#)
- [How to Request a Post-Contract Review](#)

# Contact Details and Helpful Links

## Phone

03 9864 6700 (Extensions 3 then 2 for Agency Reporting Support)

## Email

Reporting Support – [reporting@icnvic.org.au](mailto:reporting@icnvic.org.au)

Government Agency Support – [policyadmin@icnvic.org.au](mailto:policyadmin@icnvic.org.au)

SPF and BEP Policy Application Assistance – [Spf.assurance@dtf.vic.gov.au](mailto:Spf.assurance@dtf.vic.gov.au)

**Link to VMC:** <https://vmc.icnvic.org.au>



**Driving economic growth through our trusted network.**

We build powerful procurement and supply chain tools, offer expert advice and support and everything you need to get work and get work done.



[icnvic.org.au](http://icnvic.org.au)

# Appendix 1. Glossary of Terms

Term	Definition
<b>Local Job First Policy (LJF)</b>	The Local Jobs First Policy is comprised of the Victorian Industry Participation Policy and the Major Projects Skills Guarantee
<b>Major Projects Skills Guarantee (MPSG)</b>	The MPSG is a policy that provides job opportunities for apprentices, trainees and cadets on high value construction and infrastructure projects
<b>Local Content</b>	Local content means goods that are produced, or services supplied or construction activities carried out by local industry
<b>Employment</b>	Refers to the number of actual new or retained jobs to be created in Australia and New Zealand as a result of the contract
<b>Victorian Management Centre (VMC)</b>	VMC is the LJF Tendering and joint LJF/SPF Reporting platform. Agencies register LJF applicable tenders and create LJF/SPF reporting contracts. Awarded suppliers report achievements against social and local commitments
<b>Social Procurement Framework (SPF)</b>	Whole of Victorian Government' policy that applies to the procurement of all goods, services and construction undertaken by, or on behalf of, departments and agencies subject to the Standing Directions 2018 under the Financial Management Act 1994
<b>Social Procurement</b>	Social procurement is when organisations use their buying power to generate social value above and beyond the value of the goods, services, or construction being procured

# Appendix 2. Contract Details Terms and Definitions

Term	Definition
<b>ICN Tender ID</b>	The tender ID assigned by the Industry Capability Network
<b>Agency Tender Number</b>	A number or code assigned by an agency to a project. This may be the contract number
<b>Contract Name</b>	Name of the contract
<b>Lead Agency</b>	Name of the procuring agency for this project – this contact is generally the “Contract Manager”
<b>Delivery Agency</b>	Name of the agency that is delivering the project (if different from the Lead Agency) – this contact is generally the “Project Manager”
<b>Lead Contractor</b>	Name of the lead contractor – this contact is generally the supplier contact that is submitting the reporting on the VMC contract
<b>Completion Date</b>	The practical completion date of a project or contract. This does not include the DLP (Defect Liability Period), it should include the scope of works up until practical completion of the contract, which the awarded LIDP is covering.
<b>Location</b>	The location of the project. It is not where a good or service is purchased from. Up to 10 ‘locations’ can be input.
<b>Contract Value</b>	Value of the contract (excluding GST)
<b>Type of Project</b>	Classification of the project (Construction, Maintenance, Goods, Service, Operations or Construction and Maintenance)

# Appendix 3. SPF Objectives and Commitments

SPF Objective	Commitment	Description
Opportunities for Victorian Aboriginal People	Employers of Victorian Aboriginal people	Number of suppliers that employ Victorian Aboriginal people on Victorian Government contracts
	Victorian Aboriginal people employed	Total number of Victorian Aboriginal people employed by Victorian Government suppliers on Victorian Government contracts
	Victorian Aboriginal businesses engaged	Number of Victorian Aboriginal businesses engaged
	Expenditure with Victorian Aboriginal businesses	Total expenditure with Victorian Aboriginal businesses
Opportunities for Victorians with a Disability	Employers of Victorians with a Disability	Number of suppliers that employ Victorians with disability on Victorian Government contracts
	Victorians with a Disability Employed	Total number of Victorians with disability employed by Victorian Government suppliers on Victorian Government contracts
	Victorian Social Enterprises & Australian Disability Enterprises engaged	Number of Victorian social enterprises and Australian Disability Enterprises
	Expenditure with Victorian Social Enterprises & Australian Disability Enterprises	Total expenditure with Victorian social enterprises and Australian Disability Enterprises

SPF Objective	Commitment	Description
<b>Opportunities for Victorian Priority Job Seekers</b>	Number of hours dedicated to supporting Victorian priority jobseekers with job readiness opportunities	A <b>priority job seeker means</b> a person residing in Victoria, who is eligible to work and is either: - long-term unemployed or at risk of long-term unemployment - a young person
	Number of Victorian priority jobseekers who received job readiness opportunities	A count of how many either long-term unemployed, at risk of long-term unemployment or a young person received job readiness opportunities; <b>Job readiness means:</b> training, mentoring, social and cultural support. It equips individuals with the technical and learning skills and attributes needed to successfully gain, maintain and participate in work. Job readiness activities need to provide a pathway to employment.
	Percentage of Victorian priority jobseekers employed (out of total workforce) (%)	A total workforce percentage of people that are either long-term unemployed, at risk of long-term unemployment or a young person
	Number of Victorian priority jobseekers employed (FTE)	A count of how many people are employed that are either long-term unemployed, at risk of long-term unemployment or a young person
	Number of labour/project hours for Victorian priority jobseekers	How many labour/project hours are from people that are either long-term unemployed, at risk of long-term unemployment or a young person
	Percentage of labour/project hours for Victorian priority jobseekers (out of total estimated labour/project hours) (%)	A percentage of total estimated labour/project hours of people that are either long-term unemployed, at risk of long-term unemployment or a young person
	Expenditure with Victorian social enterprises (led by a mission for job readiness and employment of Victorian priority jobseekers) (\$)	A currency measurement on Victorian Social Enterprises that are lead by the mission for job readiness and the employment of Victorian Priority Jobseekers.
	Percentage of expenditure with Victorian social enterprises (led by a mission for job readiness and employment of Victorian priority jobseekers) (out of total contract value)(%)	A percentage out of the total contract value of the spend on Victorian Social Enterprises that are lead by the mission for job readiness and the employment of Victorian Priority Jobseekers.

SPF Objective	Commitment	Description
<b>Women's equality and safety</b>	Suppliers with Family Violence Leave Policy	Number of Victorian Government suppliers that have implemented a family violence leave policy
	Proportion of Suppliers with Family Violence Leave Policy	Proportion of Victorian Government suppliers that have implemented a family violence leave policy
	Suppliers with Gender Equality Policy	Number of Victorian Government suppliers that have a gender equality policy
	Proportion of Suppliers with Gender Equality Policy	Proportion of Victorian Government suppliers that have a gender equality policy
<b>Opportunities for disadvantaged Victorians</b>	Employers of Disadvantaged Victorians	Number of Victorian Government suppliers that employ disadvantaged Victorians on Victorian Government contracts
	Disadvantaged Victorian Employed	Total number of disadvantaged Victorians employed by Victorian Government suppliers on Victorian Government contracts
	Hours Dedicated to Victorians with Job Readiness Opportunities	Total number of hours dedicated to supporting disadvantaged Victorians with job readiness opportunities by Victorian Government suppliers on Victorian Government contracts
	Victorians with Job Readiness Opportunities employed	Total number of disadvantaged Victorians who received job readiness opportunities by Victorian Government suppliers on Victorian Government contracts

SPF Objective	Commitment	Description
<b>Opportunities for disadvantaged Victorians (Cont.)</b>	Victorian Social Enterprises Engaged	Number of Victorian social enterprises (led by a social mission for one of the five disadvantaged cohorts) engaged
	Expenditure with Victorian Social Enterprise	Total expenditure with Victorian social enterprises (led by a social mission for one of the five disadvantaged cohorts)
<b>Support safe and fair workplaces</b>	Suppliers Compliant with Supplier Code of Conduct	Number of Victorian Government suppliers that attest to compliance with the supplier code of conduct
	Proportion of Suppliers Compliant with Supplier Code of Conduct	Proportion of suppliers who attest to comply with the Supplier Code of Conduct
<b>Environmentally Sustainable Outputs</b>	Victorian suppliers with Sustainable Resources and Waste/Pollution management clauses	Total number of contracts entered into with Victorian Government suppliers that have clauses relating to both sustainable resources and to manage waste and pollution
	Victorian suppliers with Recycled Content in Construction works clauses	Total number of contracts entered into with Victorian Government suppliers that have clauses relating to recycled content in construction works
<b>Environmentally sustainable business practices</b>	Victorian suppliers with Environmentally Sustainable Business Practices Clauses	Total number of contracts entered into with Victorian Government suppliers that have a clause for environmentally sustainable business practices

SPF Objective	Commitment	Description
<b>Sustainable Victorian Regions</b>	Employers of People in regions experiencing entrenched disadvantage	Number of Victorian suppliers that employ people who live in regions experiencing entrenched disadvantage on Victorian Government contracts
	People employed who live in regions experiencing entrenched disadvantage	Total number of people employed by Victorian Government suppliers working on Victorian Government contracts who live in regions experiencing entrenched disadvantage
	Hours Supporting People from Regions with Entrenched Disadvantage	Number of hours dedicated to supporting people into work who are experiencing barriers to employment due to living in regions with entrenched disadvantage by Victorian Government suppliers on Victorian Government contracts
	People in Regions with Entrenched Disadvantage Receiving Job Readiness Support	Total number of people who received job readiness support by Victorian Government suppliers on Victorian Government contracts who live in regions experiencing entrenched disadvantage
	Businesses engaged within regions experiencing entrenched disadvantage	Number of businesses engaged within regions experiencing entrenched disadvantage
	Expenditure with businesses within regions experiencing entrenched disadvantage	Total expenditure with businesses within the region experiencing entrenched disadvantage

SPF Objective	Commitment	Description
<b>Implementation of the Climate Change Policy Objectives</b>	Suppliers with Minimising Greenhouse gas emissions clauses	<p>Total number of contracts entered into with Victorian Government suppliers that have a clause for project-specific requirements to minimise greenhouse gas emissions. This may cover items such as:</p> <ul style="list-style-type: none"> <li>• application and achievement of specific ratings and levels within a nominated industry rating system (for example, the Infrastructure Sustainability Council of Australia (ISCA) and Green Building Council of Australia (GBCA) Frameworks) for design, delivery and operational phases of a project.</li> <li>• application of an Environmental Management Plan to identify and manage risks to achieving and maintaining required rating levels through the design, delivery and operational phases of the project</li> </ul>
	Suppliers with Procurement of outputs that are resilient against the impacts of Climate Change Clauses	<p>Total number of contracts entered into with Victorian Government suppliers that have a clause for procurements of outputs that are resilient against the impacts of climate change. This may cover items such as:</p> <ul style="list-style-type: none"> <li>• application of achievement of national and international standards related to the management of climate change risks</li> <li>• achievement of industry recognised sustainability ratings or certification</li> </ul>

SPF Objective	Commitment	Description
<b>Sustainable Victorian social enterprises and Aboriginal business sectors</b>	Victorian social enterprises engaged	Number of Victorian social enterprises engaged
	Victorian Aboriginal businesses engaged	Number of Victorian Aboriginal businesses engaged
	Expenditure with Victorian social enterprises	Total expenditure with Victorian social enterprises
	Expenditure with Victorian Aboriginal businesses	Total expenditure with Victorian Aboriginal businesses

# Appendix 4. Contract Statuses Terms and Definitions

Status - Contracts	Definition
<b>Proposed</b>	Project has been proposed
<b>Announced</b>	Project has been announced
<b>Out to market</b>	Tenders are being sought, tendering has begun and is not yet complete
<b>Tender Evaluation</b>	Tenders are closed, tenders are being evaluated by the Government Agency
<b>Contract Negotiation</b>	Preferred bidder identified; contract not yet signed
<b>Contract Awarded</b>	Contract signed
<b>Commenced</b>	For a construction project, on-site work has commenced. For a goods or services project, goods and/or services are being delivered
<b>Ongoing</b>	Project is continuing, having 'commenced' in the previous reporting period