

# VMC Reporting User Guide for Lead Contractors

# Introduction

The purpose of this document is to provide Lead Contractors with instructions on how to use VMC for reporting.

## Content includes:

- Create and activate account on VMC Page 8
- Report on project achievements Page 10
  - Review Reporting Contract details Page 11
  - 'SPF Submit/Review' Tab Page 12
  - 'SPF Commitment History' Tab Page 15
  - 'LJF Submit/Review' Tab Page 17
  - MPSG by Section vs. Overall MPSG Page 21&22
  - 'LJF Commitment History' Tab Page 26
- Lead Contractor support Page 29
- Glossary of Terms Page 30

# Icons Legend

## User Guide



Highlight of locations for your actions



Action points or steps to follow

## VMC



To 'View' details of Tender/Plan/Reporting Contract etc.



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



To 'Delete' draft Tender/Plan and other records

# What is VMC ?



 **ICN Victorian Management Centre** 

<https://icnvic.force.com/>

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

**Local Jobs First / Social  
Procurement Framework  
Reporting Support**  
(For LJF and/or SPF applicable projects)

LJF process for  
agencies

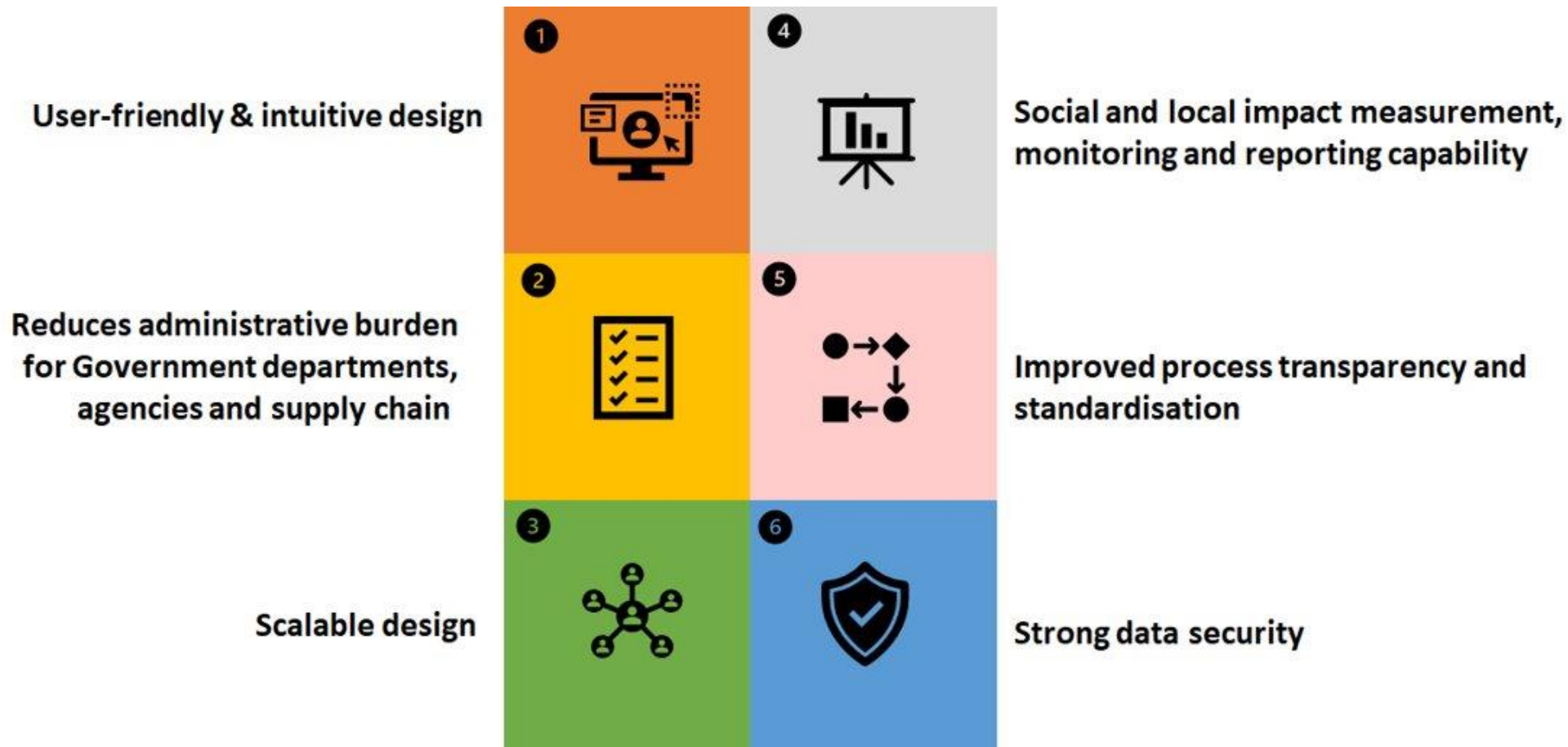
Local Industry  
Development Plan  
(LIDP) support for  
bidders

Reporting contract  
setup of local, social  
and sustainable  
commitments by  
agencies

Reporting of local,  
social and  
sustainable  
achievements by  
suppliers

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

# Benefits of VMC

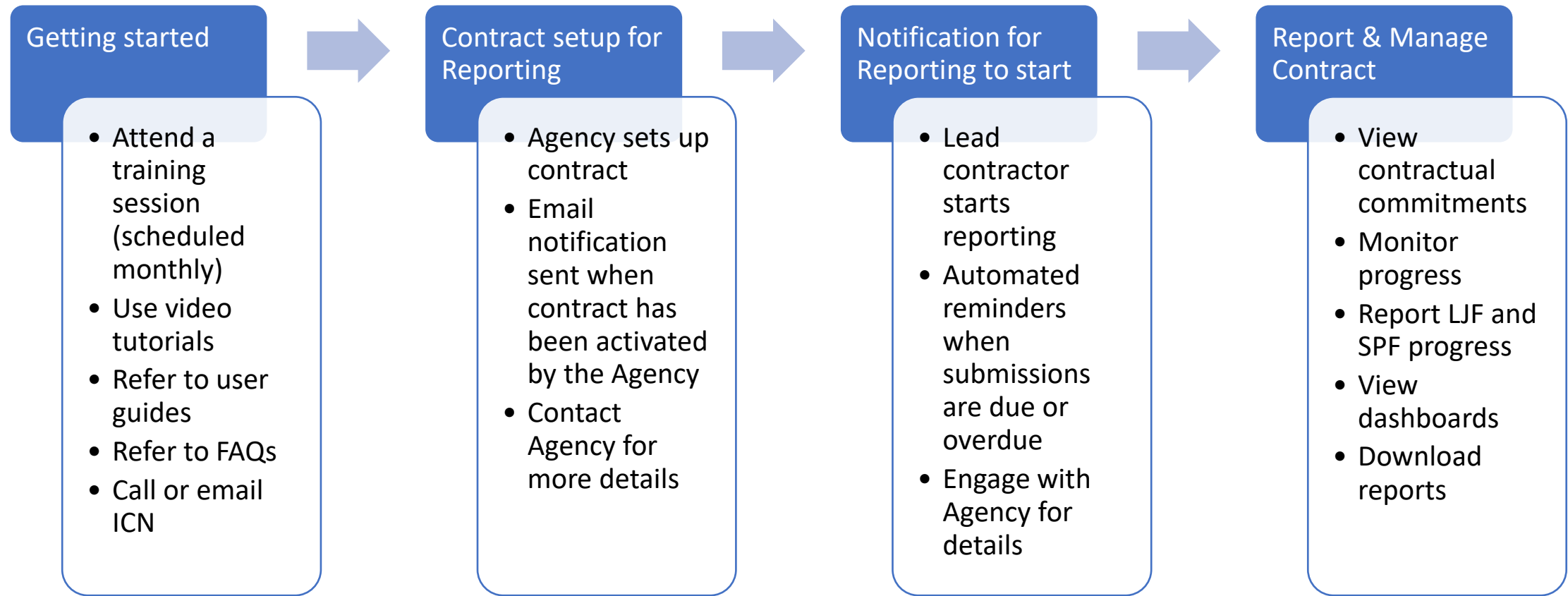


# Why is LJF & SPF reporting via VMC?

The joint LJF & SPF reporting system has been developed on VMC as it is:

1. User-friendly and easy to access (powered by Salesforce)
2. Standardises the reporting information across applicable policies, projects, tenders and contracts
3. Reduces the administrative burden through systemisation and automation
4. Supports measurement and provides insights on local and social impact

# VMC Reporting Process Flow – Lead Contractors



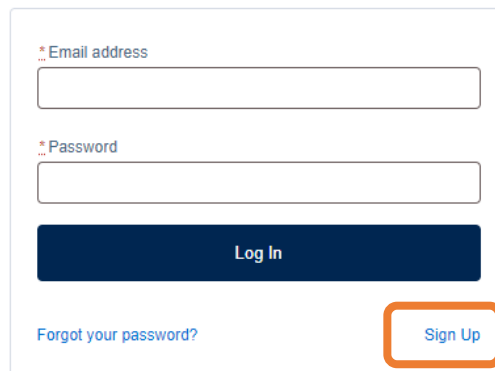
# Getting Started

- Creating Account

VMC <https://icnvic.force.com>

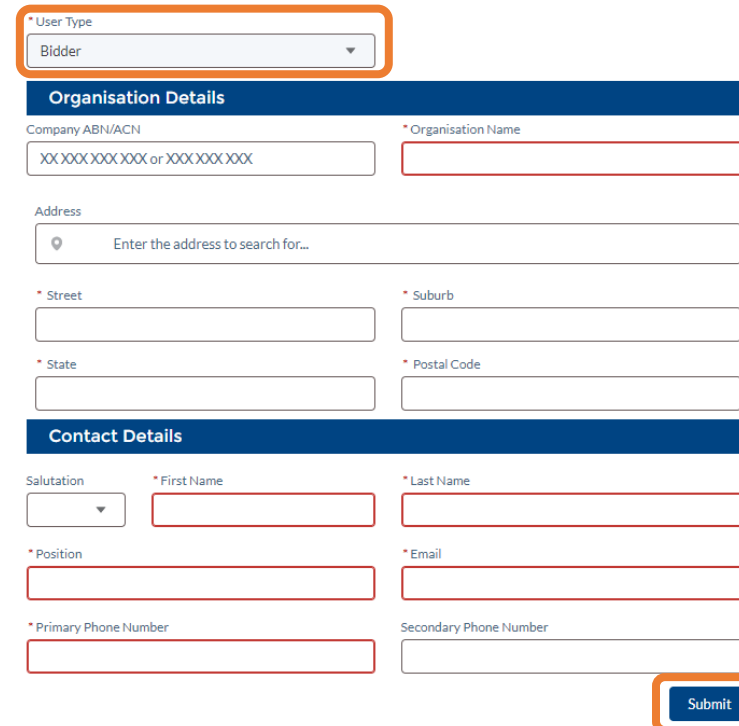
(Recommended browser: Latest version of Chrome;

Supported browsers: Latest version of Safari, Firefox or Edge)

Step 1: Click 'Sign Up'

ICN Victoria VMC



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







# What you need to know before Reporting



- When a reporting contract has been created by agency, an email notification will be sent to the primary contact of the lead contractor
- If you are responsible for reporting but not receiving the email notification, please contact procuring agency to update the primary contact
- Lead contractor needs to collect data and amalgamate inputs from the subcontractors before reporting through VMC.
- Email reminders will be sent 10 days before close of reporting cycle and at the day when reporting cycle is overdue (refer to page 12 for reporting cycle and status)

# Reporting on Project Achievements

Home   Plans   **Reporting**   Grants   My Account   FAQ   More ▾

**Contracts List** Request for Assistance

Actions	Contract Name	Submission Status	Report Due Date	Delivery Agency	Applicable Policy	Commencement Date	Completion Date	Contract Value
 	[Redacted]	Overdue	10/12/2020	[Redacted]	LJF & SPF	01/09/2020		\$20,000,000.00
 	[Redacted]	Complete	10/12/2020	[Redacted]	LJF & SPF	01/09/2020	01/09/2023	\$20,000,000.00

- Login via VMC Portal <https://icnvinc.force.com>; after login, click on the ‘Reporting’ tab
- All reporting contracts will be listed in ‘Contracts List’
- Review reporting contracts with  button
- Report project achievements by clicking on  button
- Log Reporting related queries and requests with ICN using the ‘Request for Assistance’ button

# Reviewing Reporting Contracts

Review contract details using  or  button

1 'Contract details' page are 'Read-Only' with key information of the contract

2 Click on 'SPF – Submit/Review' and 'LJF – Submit/Review' tabs to submit and review commitment reports

Click on 'SPF – Commitment History' and 'LJF – Commitment History' tabs to review commitments details and history;

\*\*SPF and/or LJF tabs will show up based on the applicable policies of reporting contract

Contract Name:

[← Back to Contracts List](#) [Request for Assistance](#)

2 SPF - Submit/Review SPF - Commitments History LJF - Submit/Review LJF - Commitments History Contract Details - For Reference (Read-Only) 1

Contract Details – For Reference (Read-Only)

---

**Lead Contractor Details**

Lead Contractor <input type="text"/>	Lead Contractor - Primary Contact <input type="text"/>
Phone	Email

---

**Reporting Details**







Contract Name <input type="text"/>	Applicable Policy	LJF & SPF
Tender Name <input type="text"/>	Awarded Supplier	<input type="text"/>
ICN Tender Id <input type="text"/>	Agency Tender Number	<input type="text"/>
Project Name <input type="text"/>	Lead Agency - Primary Contact	<input type="text"/>
Lead Agency <input type="text"/>	Delivery Agency - Project Contact	<input type="text"/>
Delivery Agency <input type="text"/>		
Contract Value	\$20,000,000.00	
Commencement Date	2020-05-01	Completion Date
Standard/Strategic	Strategic	Type of Project
Project Category	Police Station	Construction



# 'SPF – Submit/Review' Tab – Intro.

Contract Name:

[← Back to Contracts List](#) [Request for Assistance](#)



[SPF - Submit/Review](#) [SPF - Commitments History](#) [LJF - Submit/Review](#) [LJF - Commitments History](#) [Contract Details – For Reference \(Read-Only\)](#)

Commitment Report				
Actions	1 Reporting Cycle	2 Submission Status	Submission Date	Reporting Due Date
3  	1/10/2020 - 31/10/2020	Open		10/11/2020
 	1/09/2020 - 30/09/2020	Overdue		10/10/2020
	1/08/2020 - 31/08/2020	Complete	30/09/2020	10/09/2020
	1/07/2020 - 31/07/2020	Complete	30/09/2020	10/08/2020


- 1 'Reporting Cycle' is set up by agency when creating reporting contracts
- 2 'Open' status refers to a reporting cycle that is current, 'Overdue' refers to past incomplete reporting cycles and 'Complete' refers to reporting cycles with submitted data
- 3 For each reporting cycle, click on  button to input achievements and submit report; click on  button to review input; 'Complete' reporting cycles are 'Read-Only'

# 'SPF – Submit/Review' Tab – Input Actuals


Click  button to input data

- 1 Enter 'Commitment Actual' of each commitment, leave comments as necessary; 'Commitment Actual' refers the current achievements against commitments
- 2 Click 'Save & Exit' to save and leave this page or 'Cancel' to discard inputs
- 3 'Submit' button becomes clickable after ticking this box; submit data when it is ready
- 4 Click this  arrow to go back to Contracts List
- 5 Click this  arrow to go back to SPF Reporting Cycles

Contract Name:

4  Back to Contracts List [Request for Assistance](#)

**SPF - Submit/Review** | SPF - Commitments History | LJF - Submit/Review | LJF - Commitments History | Contract Details - For Reference (Read-Only)

5  Back to SPF Reporting Cycles

Submission Status:  Next Report Due Date:

**Reporting Cycle - From 1/10/2020 To 31/12/2020**



No.	Commitment Name	Commitment Target	Value Type	Report Collection Type	Commitment Actual	Comments
1	Businesses engaged within regions experiencing entrenched disadvantage	10	Count	Cumulative	<input type="text" value="Cumulative"/>	<input type="text"/>
2	Employers of Victorians with a Disability	15	Count	Cumulative	<input type="text" value="Cumulative"/>	<input type="text"/>
3	Expenditure with Victorian Aboriginal businesses	\$1,000,000.00	Currency	Cumulative	<input type="text" value="Cumulative"/>	<input type="text"/>
4	Proportion of Suppliers Compliant with Supplier Code of Conduct	100%	Percentage	Cumulative	<input type="text" value="Cumulative"/>	<input type="text"/>
5	Suppliers Compliant with Supplier Code of Conduct	20	Count	Cumulative	<input type="text" value="Cumulative"/>	<input type="text"/>

3  I confirm the accuracy of the submitted reporting, and approve its submission as part of WoVG SPF reporting


2    Submission Date:

# 'SPF – Submit/Review' Tab – Review Inputs


Click  button to review input

- 1 Review the data entered in this reporting cycle
- 2 Click 'Cancel' to leave this page
- 3 Click this  arrow to go back to Contracts List
- 4 Click this  arrow to go back to SPF Reporting Cycles

Contract Name:

3  Back to Contracts List Request for Assistance

**SPF - Submit/Review** | SPF - Commitments History | LJF - Submit/Review | LJF - Commitments History | Contract Details - For Reference (Read-Only)

4  Back to SPF Reporting Cycles

Submission Status:  Next Report Due Date:

1 **Reporting Cycle - From 1/07/2020 To 30/09/2020**

No.	Commitment Name	Commitment Target	Value Type	Report Collection Type	Commitment Actual	Comments
1	Businesses engaged within regions experiencing entrenched disadvantage	10	Count	Cumulative	6	
2	Employers of Victorians with a Disability	15	Count	Cumulative	10	
3	Expenditure with Victorian Aboriginal businesses	\$1,000,000.00	Currency	Cumulative	\$400,000.00	
4	Proportion of Suppliers Compliant with Supplier Code of Conduct	100%	Percentage	Cumulative	80%	
5	Suppliers Compliant with Supplier Code of Conduct	20	Count	Cumulative	10	

2  Submission Date:

# 'SPF – Commitment History' Tab (1)

1 Review achievements against SPF commitments of this contract

2 For each SPF commitments, click the **i** button to drill deeper into history data (refer to next page for details)

3 Click this ← arrow to go back to Contracts List

Contract Name:

3 ← Back to Contracts List Request for Assistance

SPF - Submit/Review **SPF - Commitments History** LJF - Submit/Review LJF - Commitments History Contract Details - For Reference (Read-Only)

1 **SPF Commitments**

Actions	Commitment Name	Commitment Target	Actual (to last reporting date)	Value Type	Reporting Collection Type
2 <b>i</b>	Businesses engaged within regions experiencing entrenched disadvantage	10	6	Count	Cumulative
<b>i</b>	Employers of Victorians with a Disability	15	10	Count	Cumulative
<b>i</b>	Expenditure with Victorian Aboriginal businesses	\$1,000,000.00	\$400,000.00	Currency	Cumulative
<b>i</b>	Proportion of Suppliers Compliant with Supplier Code of Conduct	100%	80%	Percentage	Cumulative
<b>i</b>	Suppliers Compliant with Supplier Code of Conduct	20	10	Count	Cumulative

# 'SPF – Commitment History' Tab (2)

- 1 Review SPF commitment details
- 2 Review the trend chart to track progress of actuals (indicated by the grey line / area) against the target (indicated by the red line)
- 3 Review Commitment History for submitted Reporting Cycles

Contract Name:

[← Back to Contracts List](#) [Request for Assistance](#)

[SPF - Submit/Review](#)
[SPF - Commitments History](#)
[LJF - Submit/Review](#)
[LJF - Commitments History](#)
[Contract Details - For Reference \(Read-Only\)](#)

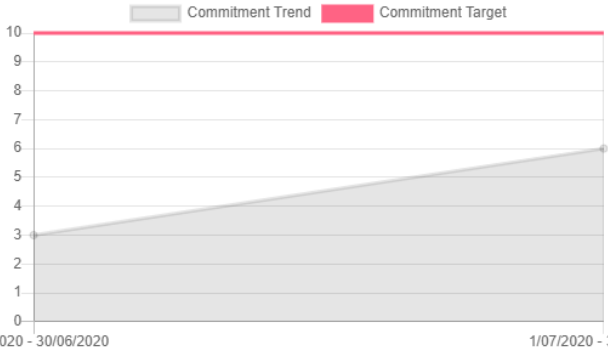
---

[← Back to SPF Commitments List](#)

1 **Commitment Name**      Businesses engaged within regions experiencing entrenched disadvantage      **Report Collection Type**      Cumulative

**Value Type**      Count      **Commitment Target**      10

**Description**

2 

3 **Commitment History**

Reporting Cycle	Submission Date	Commitment Actual
1/07/2020 - 30/09/2020	01/10/2020	6
1/04/2020 - 30/06/2020	01/10/2020	3










# 'LJF – Submit/Review' Tab – Intro.

Contract Name:

← Back to Contracts List Request for Assistance



SPF - Submit/Review   SPF - Commitments History   **LJF - Submit/Review**   LJF - Commitments History   Contract Details - For Reference (Read-Only)

Commitment Report				
Actions	1 Reporting Cycle	2 Submission Status	Submission Date	Reporting Due Date
3  	1/10/2020 - 31/12/2020	Open		10/01/2021
 	1/07/2020 - 30/09/2020	Overdue		10/10/2020
	1/04/2020 - 30/06/2020	Complete	01/10/2020	10/07/2020

- 1 'Reporting Cycle' is set up by agency when creating reporting contracts
- 2 'Open' status refers to a reporting cycle that is current, 'Overdue' refers to past incomplete reporting cycles and 'Complete' refers to reporting cycles with submitted data
- 3 For each reporting cycle, click on  button to input achievements and submit report; click on  button to review input; 'Complete' reporting cycles are 'Read-Only'

# 'LJF – Submit/Review' Tab – Input Actuals

After clicking the  button of a reporting cycle

- 1 For each section, click  to enter actuals against commitments; click  to review inputs
- 2 Download, complete and sign the Statutory Declaration Form
- 3 Upload the Form and other supporting documents here before submission
- 4 'Submit' button becomes clickable after ticking this box; submit data after reporting all actuals in each section; submitted data becomes 'read-only'

Contract Name:

[← Back to Contracts List](#) [Request for Assistance](#)

SPF - Submit/Review   SPF - Commitments History   **LJF - Submit/Review**   LJF - Commitments History   Contract Details – For Reference (Read-Only)





---

[← Back to LJF Reporting Cycles](#)

Submission Status:    Next Report Due Date:

### LOCAL INDUSTRY DEVELOPMENT PLAN COMMITMENTS

Reporting Cycle - From 1/04/2020 To 30/06/2020

Actions	Section Name	Local Content	Total Deemed Hours	10% Deemed Hours	Number of SMEs	VIC Created AEE	VIC Retained AEE	ANZ Created AEE	ANZ retained AEE
1  	Building	91%	10,000	1,000	5	1.012	1.012	1.012	1.012
 	Training and Support	95.5%	20,000	2,000	4	1.35	1.35	1.35	1.35

2 [Download Statutory Declaration form](#)

Files 3 [Upload Files](#)   Or drop files   [Restore](#)

FILE NAME	FILE SIZE	CREATED DATE	MODIFIED DATE

4  I confirm that I have filled and uploaded the statutory declaration

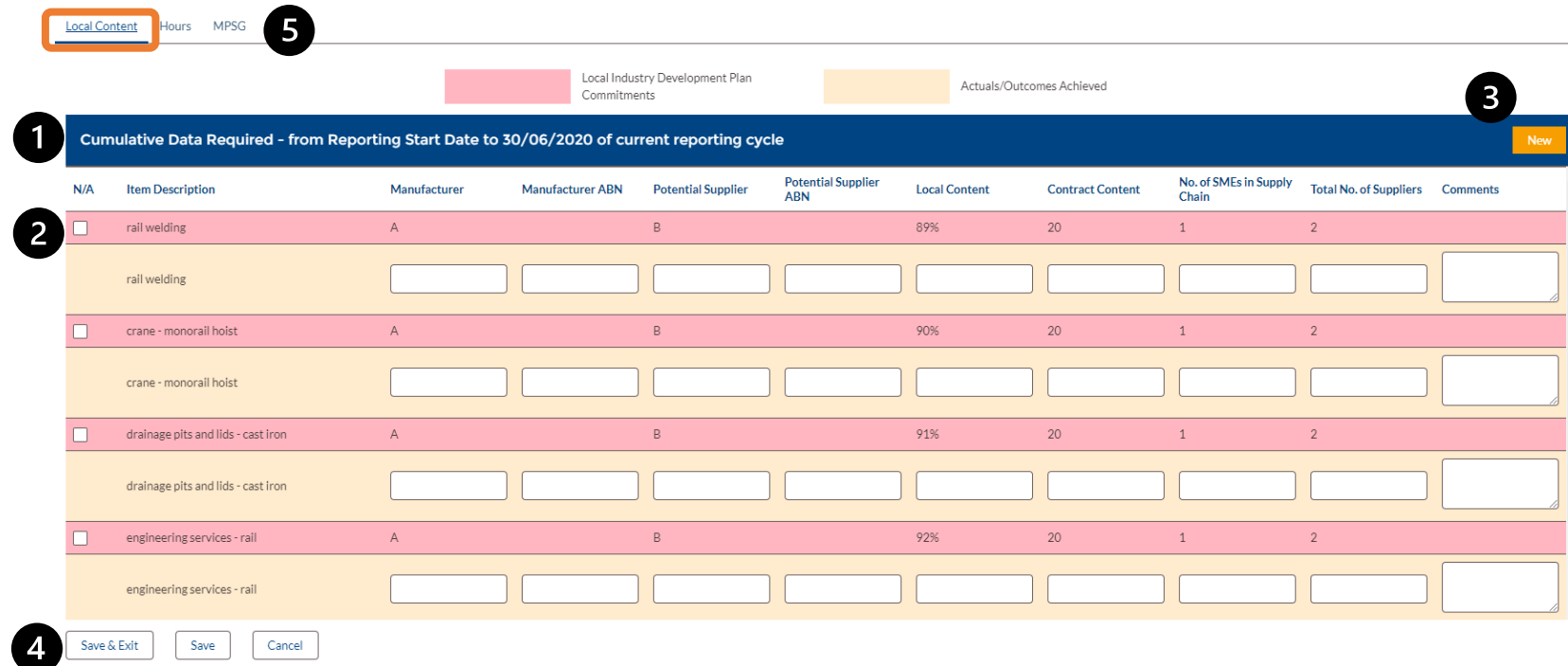
Submission Date:

[Cancel](#)   [Submit](#)

# 'LJF – Submit/Review' Tab – Local Content Achievements

After clicking the  button of a section, 'Local Content' tab shows up by default

- 1 Enter actuals (highlighted in yellow) against commitments (highlighted in pink)
- 2 Tick the 'N/A' box if an item is not applicable
- 3 Create commitment items if not found in list using 'New' button
- 4 Click on 'Save & Exit' to save and leave this page, 'Save' to save data or 'Cancel' to discard inputs
- 5 Clicking between tabs will also save the data on current tab and navigate to the next tab



The screenshot shows the 'Local Content' tab interface. At the top, there are tabs for 'Local Content', 'Hours', and 'MPSG'. A callout '5' points to the 'Local Content' tab. Below the tabs, there are two legends: a pink box for 'Local Industry Development Plan Commitments' and a yellow box for 'Actuals/Outcomes Achieved'. A callout '3' points to a 'New' button in the top right corner. The main area contains a table with the following columns: 'N/A', 'Item Description', 'Manufacturer', 'Manufacturer ABN', 'Potential Supplier', 'Potential Supplier ABN', 'Local Content', 'Contract Content', 'No. of SMEs in Supply Chain', 'Total No. of Suppliers', and 'Comments'. The table has six rows of data, each with a checkbox in the 'N/A' column. Callout '1' points to the 'Cumulative Data Required - from Reporting Start Date to 30/06/2020 of current reporting cycle' header. Callout '2' points to the 'N/A' checkbox. Callout '4' points to the 'Save & Exit', 'Save', and 'Cancel' buttons at the bottom of the table.

N/A	Item Description	Manufacturer	Manufacturer ABN	Potential Supplier	Potential Supplier ABN	Local Content	Contract Content	No. of SMEs in Supply Chain	Total No. of Suppliers	Comments
<input type="checkbox"/>	rail welding	A		B		89%	20	1	2	
	rail welding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	crane - monorail hoist	A		B		90%	20	1	2	
	crane - monorail hoist	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	drainage pits and lids - cast iron	A		B		91%	20	1	2	
	drainage pits and lids - cast iron	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	engineering services - rail	A		B		92%	20	1	2	
	engineering services - rail	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 'LJF – Submit/Review' Tab – Actual Work Hours

After clicking the  button of a section, choose the 'Hours' tab

- 1 Enter 'Actual Work Hours' against each 'Employment Type', leave blank if not applicable
- 2 Click on 'Save & Exit' to save and leave this page, 'Save' to save data or 'Cancel' to discard inputs

Local Content **Hours** MSPG

Reporting Cycle - From Reporting Start Date To 30/06/2020

Employment Type	Work Hours	Actual Work Hours	Comments
Apprentice ANZ Created Hours	1,000	<input type="text"/>	<input type="text"/>
Apprentice ANZ Retained Hours	1,000	<input type="text"/>	<input type="text"/>
Apprentice VIC Created Hours	1,000	<input type="text"/>	<input type="text"/>
Apprentice VIC Retained Hours	1,000	<input type="text"/>	<input type="text"/>
Cadet ANZ Created Hours	1,000	<input type="text"/>	<input type="text"/>
Cadet ANZ Retained Hours	1,000	<input type="text"/>	<input type="text"/>

2

# 'LJF – Submit/Review' Tab – MPSG (by Section)

After clicking the  button of a section, choose the 'MPSG' tab

1 MPSG 'Actual Hours' are populated based on the inputs in 'Hours' tab of this section

2 Enter the actual count of each occupation in this section

3 Tick the 'N/A' box if an occupation is not applicable

4 Create a new occupation by using the 'New' button

5 Click on 'Save & Exit' to save and leave this page, 'Save' to save data or 'Cancel' to discard inputs

Local Content Hours **MPSG**

---

**MPSG Commitment**

MPSG Type	Hours	Actual Hours	Comments
Apprentices, Trainees and Cadet Hours	2,000	70	<input type="text"/>
Labour Hours	10,000	470	<input type="text"/>
MPSG	20%	14.89%	

Save & Exit Save Cancel

---

**Occupations** New

N/A	Occupation Name	Occupation Type	Count	Count Actual	Comments
<input type="checkbox"/>	Civil Carpentry	New	2	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Civil Carpentry	Existing		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Civil Engineer	New	1	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Civil Engineer	Existing	2	<input type="text"/>	<input type="text"/>

Save & Exit Save Cancel

\*\*In some contracts, MPSG commitments are not by Section but by project. In this case, there is no 'MPSG' tab under each Section. Instead, an 'Overall MPSG' button sits under each reporting cycle (refer to next page for more details)

# 'LJF – Submit/Review' Tab – Overall MPSG (1)

← Back to Contracts List Request for Assistance

SPF - Submit/Review   SPF - Commitments History   **LJF - Submit/Review**   LJF - Commitments History   Contract Details - For Reference (Read-Only)

---

← Back to LJF Reporting Cycles

Submission Status: Overdue   Next Report Due Date: 10/11/2020

### LOCAL INDUSTRY DEVELOPMENT PLAN COMMITMENTS

**Reporting Cycle - From 1/10/2020 To 31/10/2020**

Actions	Section Name	Local Content	Total Deemed Hours	10% Deemed Hours	Number of SMEs	VIC Created AEE	VIC Retained AEE	ANZ Created AEE	ANZ retained AEE
	Building	91%	10,000	1,000	5	1.012	1.012	1.012	1.012
	Training and Support	95.5%	20,000	2,000	4	1.35	1.35	1.35	1.35

Overall MPSG

- Under 'LJF – Submit/Review' tab, enter one of the Reporting Cycles, 'Overall MPSG' button appears when MPSG commitments are by project
- Review MPSG targets and report outcomes for the whole project within this Reporting Cycle using 'Overall MPSG' button

# 'LJF – Submit/Review' Tab – Overall MPSG (2)

After clicking 'Overall MPSG' button

- 1 MPSG 'Actual Hours' are populated based on the inputs in 'Hours' tabs of all sections
- 2 Enter the actual count of each occupation for the whole project
- 3 Tick the 'N/A' box if an occupation is not applicable
- 4 Create a new occupation by using the 'New' button
- 5 Click on 'Save & Exit' to save and leave this page, 'Save' to save data or 'Cancel' to discard inputs

MPSG Commitment					
MPSG Type	Hours	Actual Hours	Comments		
Apprentices, Trainees and Cadet Hours	7,000	100	<input type="text"/>		
Labour Hours	30,000	1,100	<input type="text"/>		
MPSG	23.33%	9.09%			
<input type="button" value="Save &amp; Exit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Occupations					
N/A	Occupation Name	Occupation Type	Count	Count Actual	Comments
<input type="checkbox"/>	Civil Carpentry	New	2	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Civil Carpentry	Existing		<input type="text"/>	<input type="text"/>

<input type="button" value="Save &amp; Exit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>					
--	--	--	--	--	--

# 'LJF – Submit/Review' Tab – Review Inputs (1)

## Under the 'LJF – Submit/Review' tab

1 Click on the **i** button of a reporting cycle to review sections

2 Then click the **i** button of each section to review actuals entered

SPF - Submit/Review    SPF - Commitments History    **LJF - Submit/Review**    LJF - Commitments History    Contract Details - For Reference (Read-Only)

Commitment Report				
Actions	Reporting Cycle	Submission Status	Submission Date	Reporting Due Date
<b>1</b> <b>i</b>	1/10/2020 - 31/12/2020	Open		10/01/2021
<b>i</b>	1/07/2020 - 30/09/2020	Complete	01/10/2020	10/10/2020
<b>i</b>	1/04/2020 - 30/06/2020	Complete	01/10/2020	10/07/2020

SPF - Submit/Review    SPF - Commitments History    **LJF - Submit/Review**    LJF - Commitments History    Contract Details - For Reference (Read-Only)

← Back to LJF Reporting Cycles

Submission Status: Complete    Next Report Due Date: 10/10/2020

### LOCAL INDUSTRY DEVELOPMENT PLAN COMMITMENTS

Reporting Cycle - From 1/07/2020 To 30/09/2020									
Actions	Section Name	Local Content	Total Deemed Hours	10% Deemed Hours	Number of SMEs	VIC Created AEE	VIC Retained AEE	ANZ Created AEE	ANZ retained AEE
<b>2</b> <b>i</b>	Building	91%	10,000	1,000	5	1.012	1.012	1.012	1.012
<b>i</b>	Training and Support	95.5%	20,000	2,000	4	1.35	1.35	1.35	1.35



# 'LJF – Submit/Review' Tab – Review Inputs (2)

After clicking the **i** button of a section

- 1 Review 'Local Content', 'Hours' and 'MPSG' by switching between tabs
- 2 Click 'Cancel' to leave this page

\*\* If MPSG commitments are by project, review MPSG using 'Overall MPSG' button under each section (Page 22)

1 Local Content Hours MPSG

Local Industry Development Plan Commitments      Actuals/Outcomes Achieved

Cumulative Data Required - from Reporting Start Date to 30/09/2020 of current reporting cycle										
N/A	Item Description	Manufacturer	Manufacturer ABN	Potential Supplier	Potential Supplier ABN	Local Content	Contract Content	No. of SMEs in Supply Chain	Total No. of Suppliers	Comments
	rail welding	A		B		89%	20	1	2	
	rail welding	A		B		88%	20	1	2	
	crane - monorail hoist	A		B		90%	20	1	2	
	crane - monorail hoist	A		B		89%	20	1	2	
	drainage pits and lids - cast iron	A		B		91%	20	1	2	
	drainage pits and lids - cast iron	A		B		90%	20	1	2	
	engineering services - rail	A		B		92%	20	1	2	
	engineering services - rail	A		B		91%	20	1	2	
	new widget from plan	X		Y		93%	20	1	2	
	new widget from plan	X		Y		92%	20	1	2	

2 Cancel

# 'LJF – Commitment History' Tab (1)

1 Review achievements of sections in this tab

2 For each section, click on the **i** button to view the actuals of 'Local Content', 'Hours', 'MPSG' and 'Occupations'

3 Click this ← arrow to go back to Contracts List

Contract Name:

3 ← Back to Contracts List Request for Assistance

SPF - Submit/Review   SPF - Commitments History   LJF - Submit/Review   **LJF - Commitments History**   Contract Details - For Reference (Read-Only)

1 Sections

Actions	Section Name	Local Content	Total Deemed Hours	10% Deemed Hours	Number of SMEs	VIC Created AEE	VIC Retained AEE	ANZ Created AEE	ANZ retained AEE
2 <b>i</b>	Building	91%	10,000	1,000	5	1.012	1.012	1.012	1.012
<b>i</b>	Training and Support	95.5%	20,000	2,000	4	1.35	1.35	1.35	1.35

# 'LJF – Commitment History' Tab (2)

After clicking on the **i** button of each section, commitment items will show up in 'Local Content', 'Hours', 'MPSG' and 'Occupation' Records categories

**1** Expand desired category to locate commitment items

**2** Click on the **i** button of each commitment item to drill deeper into history data (refer to next page for details)

Contract Name:

← Back to Contracts List Request for Assistance

SPF - Submit/Review   SPF - Commitments History   LJF - Submit/Review   **LJF - Commitments History**   Contract Details - For Reference (Read-Only)

← Back to Sections List

**1** Local Content Records

Local Content Records								
Actions	Item Description	Manufacturer	Potential Supplier	Local Content	Contract Content	# of SMEs	# Total of Suppliers	Comments
<b>2</b> <b>i</b>	rail welding	A	B	88%	20	1	2	
<b>i</b>	crane - monorail hoist	A	B	89%	20	1	2	
<b>i</b>	drainage pits and lids - cast iron	A	B	90%	20	1	2	
<b>i</b>	engineering services - rail	A	B	91%	20	1	2	
<b>i</b>	new widget from plan	X	Y	92%	20	1	2	

> Hours Records

**1** > MPSG Records

> Occupation Records

# 'LJF – Commitment History' Tab (3)

- 1 Review LJF commitment details
- 2 Review the trend chart to track progress of actuals (indicated by the grey line / area) against the target (indicated by the red line)
- 3 Review Commitment History for submitted Reporting Cycles
- 4 Click this ← arrow to go back to Contracts List
- 5 Click this ← arrow to go back to Commitment List

Contract Name:

4 ← Back to Contracts List Request for Assistance

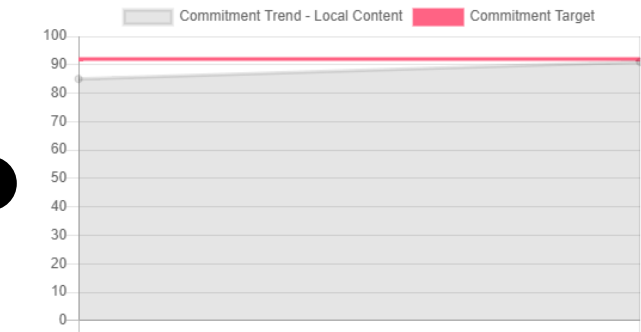
SPF - Submit/Review   SPF - Commitments History   LJF - Submit/Review   **LJF - Commitments History**   Contract Details – For Reference (Read-Only)

5 ← Back to Commitments List

1 **Record Details**

Item Description	Manufacturer	Potential Supplier	Local Content	Contract Content	# of SMEs	# Total of Suppliers	Comments
engineering services - rail	A	B	91%	20	1	2	

2



3 **Commitment History**

Reporting Cycle	Submission Date	Commitment Actual
1/07/2020 - 30/09/2020	01/10/2020	91%
1/04/2020 - 30/06/2020	01/10/2020	85%

# Lead Contractor Support

## VMC

<https://icnvic.force.com/>

Log a support ticket

Refer to FAQs



\*Email address

\*Password

Log In

[Forgot your password?](#) [Sign Up](#)

## Email or Call

✉ [Reporting@icnvic.org.au](mailto:Reporting@icnvic.org.au)

☎ 03 9864 6700 (Option 3 “Reporting”)

# Appx. 1 – Glossary of Terms

Term	Definition
Local Job First Policy (LJF)	The Local Jobs First Policy is comprised of the Victorian Industry Participation Policy and the Major Projects Skills Guarantee
Major Projects Skills Guarantee (MPSG)	The MPSG is a policy that provides job opportunities for apprentices, trainees and cadets on high value construction and infrastructure projects
Local Content	Local content means goods that are produced, or services supplied or construction activities carried out by local industry
Employment	Refers to the number of actual new or retained jobs to be created in Australia and New Zealand as a result of the contract
Victorian Management Centre (VMC)	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
Social Procurement Framework (SPF)	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
Social Procurement	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