Schedule 4 – Reporting

1. Reporting in relation to the Head Agreement

1.1. This **clause 1** details the mandatory reporting requirements to Finance under the Head Agreement.

File Naming Convention

1.2. Service Providers must ensure reports are clearly labelled, with the following file naming convention to be applied:

ABN_Name_Date

Where:

      ABN   is the Service Provider's ABN, with no spaces

      Name   the Report Name is 'Recruit'.

      Date   is the date of the report using a YYYY_MM format, i.e. for 22 May 2021, the date would be 2021_05.

      The file name would be ABN_Recruit_2021_05

Formatting Standards

1.3. Formatting standards for reporting the Services to Finance are detailed in the Services Report Specifications (**Table 2**, below) with the following additional formatting standards to apply:

1.3.1. case sensitivity, where values that are intended to be the same are truly identical and do not differ in case sensitivity or through abbreviation;

1.3.2. the letter 'A' in the 'Format' column of a Report Specification indicates the field is text field, the letter 'N' in the 'Format' column of a Report Specification indicates the field is number field and the letters 'AN' in the 'Format' column of a Report Specification indicates the field is text and number field;

1.3.3. files are to be provided as comma-separated values (CSV) using semi-colon text delimited format, or any other format reasonably requested by Finance;

1.3.4. files must be compatible with Microsoft Excel 2007, and later versions, unless otherwise advised by Finance; and

1.3.5. reports must not be locked in a manner that prevents Finance from reviewing or analysing raw information in a report, or the information used to generate a report.

1.4.	Where agreed by Finance, reports may be password protected for confidentiality or security purposes. Where Finance has agreed to a report being password protected the Service Provider must provide all relevant report passwords to Finance.

Report Timing Requirements

1.5.	The Service Provider must provide reports in accordance with the reporting schedule in **Table 1**, below:

Table 1: Service Provider Reporting Schedule

Report	Reporting Period	Report Due Date
Services Report	New Orders and variations executed each calendar month.	Within 10 Business Days of the end of each month.

1.6.	The Service Provider is not required to submit a report if there have been no new contracts or variations.

File Transfer Requirements and Security

1.7.	Reports are to be transferred (submitted) to Finance electronically or as otherwise notified by Finance.

1.8.	The Service Provider warrants that all transferred files are free of harmful code.

Services Report

1.9.	The Service Provider must provide to Finance the Services Report in the format detailed in the Services Report Specification in **Table 2** below.

1.10.	The Services Report is to be provided at the times specified in the reporting schedule in **Table 1** of this **Schedule 4 (Reporting)**.

Table 2 – Services Report Specification

Position	Format	Header Name	Purpose	Reference Table	Due By	Notes
A	A	ABN	To uniquely identify the Service Provider.		Initial Order lodgement	11-digit number with no spaces
B	AN	SRVC_PRVDR	To uniquely identify the Service Provider.		Initial Order lodgement	This is a short name agreed with Finance to uniquely identify the Service Provider and cannot be varied without approval from Finance.
C	AN	ORDER_NO	To identify the Entity Order number.		Initial Order lodgement	The Order number must be the Order number specified in an Order
D	N	ENTITY_ABN	To provide the ABN for the relevant Entity		Initial Order lodgement	11-digit number with no spaces
E	A	ENTITY	To identify the relevant Entity		Initial Order lodgement	Entity name listed on the Order
F	A	CN_TYPE	To identify if the reporting reflects a new order, an extension option being exercised or if the item being reported has been varied through an Order variation		Initial Order lodgement	New Contracts = N Variation = V
G	N	CN_START	To identify the Contract start date	DD/MM/YY	Initial Order lodgement	Contract commencement date as listed on the Order
H	N	CN_END	To identify the Contract end date	DD/MM/YY	Initial Order lodgement	Contract end date as listed on the Order
I	N	CN_EXT_END	To identify the end date of any extension options		Initial Order lodgement	If multiple extensions options apply, the date should reflect the last extension option end date identified in the Order.
J	N	CN_NO_EXT	To identify the number of extension options		Initial Order lodgement	This is the total number of extension options identified in the Order.

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K	A	SRVC_CAT	To identify the Service Category the role maps to	General Executive Specialist Candidate Sourcing Board Scribes	Initial Order lodgement	To align with the Service Category as stated in a Contract. Include all Service Categories in an Order, if there is more than one. The text for the relevant Recruitment Area must match the reference table exactly.
L	A	BUNDLED_UNBUNDLED	To identify whether the work is on the basis of bundled or unbundled	Bundled Unbundled	Initial Order lodgement	General or executive recruitment only
M	A	ASSESS_TEST	To identify assessment testing type	Assessment Testing – Psychometric Assessment Testing – Cognitive Assessment Testing - Behavioural	Initial Order lodgement	Appliable to General Recruitment, Executive Recruitment and Expert/Specialised Recruitment

N	AN	FEE_TYPE	To identify the basis of the fees charged relevant to the Order	Number of vacancies Number of applications Number of successful candidates	Within 5 business days of close of applications for General and Executive Recruitment Within 5 business days of candidate appointment for Candidate Sourcing Services Initial Order lodgement for Expert/Specialised Recruitment and Board Search	Number of applications for General and Executive Recruitment Number of vacancies maps for Expert/Specialised Recruitment and Board Search Number of candidates maps to Candidate Sourcing Services
O	AN	PERSONNEL	To identify the level of service provider personnel engaged, if applicable	Level 1 Level 2 Level 3	Initial Order lodgement	Include all levels engage under the Order, if there is more than one.
P	AN	APS_LEVEL	To identify the level of APS personnel (or equivalent) relevant to the Order	APS1 APS2 APS3 APS4 APS5 APS6 EL1 EL2 SES1 SES2 SES3	Initial Order lodgement	Include all levels engage under the Order, if there is more than one.

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Q	AN	TOTAL_PAYABLE	Total fees payable under this Order, ex GST		**Within 5 business days of close of applications for General and Executive Recruitment** **Within 5 business days of candidate appointment for Candidate Sourcing Services** **Initial Order lodgement for remaining service categories**	**Numeric value in Australian $ to two decimal points. This may include negative amounts.**
R	AN	ENTITY_CONTACT	To identify Entity contact point name		**Initial Order lodgement**	**The Entity Representative's name identified in the Order.**
S	AN	ENTITY_EMAIL	To identify Entity contact point email address		**Initial Order lodgement**	**The Entity Representative's email address identified in the Order.**
T	N	COST_CENTRE	To assist with Finance administration fee recovery by Finance		**Initial Order lodgement**	**Entity cost centre code identified in the Order.**