

# Schedule 13 Reporting

## 1 Reporting Method

1.1 Reporting to Finance under this **Schedule 13 (Reporting)** must be submitted via CRIIS (or another platform notified by Finance) in accordance with **clause 5.5** of the Head Agreement. The Service Provider must ensure it has (and maintains) access to CRIIS and that reports are lodged in CRIIS in the form, format and within the timeframes required by this Schedule 13.

1.2 If directed by Finance, the Service Provider must provide Manual Reporting in accordance with **clauses 1.4, 1.5 and 1.6**.

1.3 If Manual Reporting is required under **clause 1.2**, the Service Provider must submit the report manually and not in CRIIS.

### 1.4 Manual Reporting – File Naming Convention

(a) Reports must be 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 '[Professional Contractor]'.

**Date** is the date of the report using a YYYY\_MM\_DD format, i.e. for 15 May 2024, the date would be 2024\_05\_15.

**The file name would be**

**ABN\_ProfessionalContractor\_2024\_05\_15**

### 1.5 Manual Reporting – Formatting Standards

(a) Formatting standards for reporting Professional Contractor Services to Finance are detailed in the Report Specifications in **Table 2** and **Table 3** in **clause 1.9**, with the following additional formatting standards to apply:

- (i) case sensitivity, where values that are intended to be the same are truly identical and do not differ in case sensitivity or through abbreviation;
- (ii) the letter 'A' in the Format column of a Report Specification indicates the field is text field, and the letters 'AN' in the Format column of a Report Specification indicates the field is text and number field;
- (iii) files are to be provided as comma-separated values (CSV) using semi-colon text delimited format, or any other format reasonably requested by Finance;

- (iv) files must be compatible with Microsoft Excel 2007, and later versions, unless otherwise advised by Finance; and
  - (v) 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.
- (b) 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 report passwords to Finance.

## 1.6 Report Timing Requirements

- (a) The Service Provider must provide reports in accordance with the applicable Reporting Schedule in **Table 1** of this **clause 1.6**.

**Table 1: Service Provider Reporting Schedule**

Ref.	Report	Reporting Period	Reporting Schedule
1	Professional Contractor Engagement Report	Reporting is to be submitted monthly until all invoices are paid in full.	Within 10 Business Days of execution of an Order or variation with a Commonwealth entity.
2	Professional Contractor Worker Timesheet Report	Reporting is to be submitted fortnightly for the duration of the Order.	Within 5 Business Days of the end of each fortnight, where a fortnight begins on the Order Commencement Date.

- (b) The Service Provider must ensure a Professional Contractor Timesheet Report is submitted for each Professional Contractor specified in an Order for each Entity they are engaged by, for the duration of the Order Term.
- (c) The Service Provider is not required to submit a Professional Contractor Timesheet Report or a Professional Contractor Engagement Report if there have been no new engagements or if there have been no Professional Contractors working during a particular period within the respective Reporting Schedules for each of those reports.
- (d) Where a Service Provider provides a Timesheet to an Entity, which the Entity does not accept, and is therefore amended (in accordance with **clause 24.3(c) of Schedule 2 (Professional Contractor Services)**), the Service Provider must update and resubmit the previously provided Professional Contractor Timesheet Report for the relevant period.
- (e) Only Services that have been invoiced and paid in full by an Entity within the reporting period are to be included in the Professional Contractor Engagement Report for the reporting period.

## 1.7 File Transfer Requirements and Security

- (a) Reports are to be transferred (submitted) to Finance electronically or as otherwise notified by Finance.
- (b) The Service Provider warrants that all transferred files are free of Harmful Code.

## 1.8 Reporting to Entities

- (a) An Entity will specify in a Contract the types and frequency of reports to be provided by the Service Provider in respect of Professional Contractor Services, and the Service Provider must provide the reports specified in a Contract at the times required by the Entity. Without limitation, the Service Provider may be required by a Contract to report on:
- (i) attendance of Professional Contractors over specified periods;
  - (ii) attrition rates for Professional Contractors;
  - (iii) performance of the Professional Contractors, including against performance standards (if any);
  - (iv) compliance with workplace Laws;
  - (v) compliance by the Service Provider with the Integrity Requirements; and
  - (vi) any other matters requested by the Entity.

## 1.9 Reporting to Finance

- (a) The Service Provider must provide to Finance the Professional Contractor Engagement Report in the format detailed in the Professional Contractor Engagement Report in **Table 2** of this **clause 1.9**.
- (b) The Professional Contractor Engagement Report is to be provided in accordance with the Reporting Schedule in **Table 1** of **clause 1.6** of this **Schedule 13 (Reporting)**.

**Table 2: Professional Contractor Engagement Report Specification**

Position	Format	Header Name	Purpose	Reference Table	Notes
A	N	ABN	To uniquely identify the Service Provider.	12345678910	11-digit number with no spaces (Refer Item 1 of Schedule 10)
B	AN	SRVC_PRVDR	To uniquely identify the Service Provider.		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		The Order number must be the Order number specified by an Entity in an Order (Refer Item 4 of Schedule 10)
D	N	ENTITY_ABN	To provide the ABN for the relevant Entity	12345678910	11-digit number with no spaces (Refer Item 3 of Schedule 10)
E	AN	ENTITY	To identify the relevant Entity		Entity name listed on the Order (Refer Item 2 of Schedule 10)
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 (add or remove Professional Contractor resources)		New Contracts = N Variation= V
G	N	CN_START	To identify the Contract start date	DD/MM/YY	This is the date upon which the Professional Contractor first attends the Entity's workplace in accordance with the work Order. (Refer Item 8 of Schedule 10)

Position	Format	Header Name	Purpose	Reference Table	Notes
H	N	CN_END	To identify the Contract end date	DD/MM/YY	This is the date upon which the Professional Contractor last attends the Entity's workplace identified in the Order. (Refer <b>Item 9 of Schedule 10</b> )
I	N	CN_EXT_END	To identify the end date of any extension options		If multiple extensions options apply, the date should reflect the last extension option end date identified in the Order. (Refer <b>Item 10 of Schedule 10</b> )
J	N	CN_NO_EXT	To identify the number of extension options		This is the total number of extension options identified in the Order. (Refer <b>Item 10 of Schedule 10</b> )
K	N	PST_WORK_LOCATION	To identify the State or Territory that will be the primary work location		This is the postcode location at which the Professional Contractor attends the Entity's workplace in identified in the Order. It may be a different location to the office issuing in the Order. (Refer <b>Item 19 of Schedule 10</b> )
L	A	SRVC_AREA	To identify the Service Area the role maps to		Service Category as identified in the Order (Refer <b>Item 12.2 of Schedule 10</b> )
M	A	SRVC_CAT	To identify the Service Category the role maps to		Service Category as identified in the Order (Refer <b>Item 12.3 of Schedule 10</b> )
N	A	SRVC_DESC	To identify the Service Descriptor the role maps to		In accordance with the Indicative Services Descriptor identified in the Order. (Refer <b>Item 12.4 of Schedule 10</b> )
O	A	PC_WLS	To identify the Work Level Standard the role maps to		In accordance with the Indicative Work Level Standard identified in the Order. (Refer <b>Item 12.1 of Schedule 10</b> )
P	A/N	PC_ID	To identify the Professional Contractor assigned to the Order		This is the unique ID assigned to every registered Professional Contractor identified in the Order. (Refer <b>Item 14 of Schedule 10</b> )
Q	A/N	PC_REMOVED	To identify the Professional Contractor removed from a current Order		This is the unique ID assigned to the Professional Contractor that is removed from the Order via an Order Variation. (Refer <b>Item 14 of Schedule 10</b> )
R	A/N	PC_ADDED	To identify the Professional Contractor added to a current Order		This is the unique ID assigned to the Professional Contractor that is added to the Order via an Order Variation. (Refer <b>Item 14 of Schedule 10</b> )
S	A/N	CESSATION_REASON	Reason for removing a Professional Contractor from an Order		The reason a Professional Contractor was ceased prior to the end date identified in the Order. This will be a Finance defined list.
T	N	DAILY_RATE_PAY	Daily Rate Payable under this Order, ex GST		Total Fees Payable under this Order. (Refer <b>Item 12.10 of Schedule 10</b> )
U	N	INV_PAID	Total invoice amount (exclusive of GST) paid by the Entity.		Numeric value in Australian \$ to two decimal points.
V	N	TOTAL_PAYABLE	Total Fees Payable under this Order, ex GST		Total Fees Payable under this Order. (Refer <b>Item 13 of Schedule 10</b> )
W	A	ENTITY_CONTACT	To identify Entity contact point name		The Entity Representative's name identified in the Order. (Refer <b>Item 0 of Schedule 10</b> )

Position	Format	Header Name	Purpose	Reference Table	Notes
X	N	ENTITY_CONTACT_NO	To identify Entity contact point phone number		The Entity Representative's phone number identified in the Order. <i>(Refer Item 0 of Schedule 10)</i>
Y	AN	ENTITY_EMAIL	To identify Entity contact point email address		The Entity Representative's email address identified in the Order. <i>(Refer Item 0 of Schedule 10)</i>
Z	N	COST_CENTRE	To assist with Finance administration fee recovery by Finance		Entity cost centre code identified in the Order. <i>(Refer Item 6 of Schedule 10)</i>

- (c) The Service Provider must provide to Finance the Professional Contractor Timesheet Report in the format detailed in **Table 3** of this **clause 1.9**.
- (d) The Professional Contractor Timesheet Report is to be provided in accordance with the Reporting Schedule in **Table 1** of **clause 1.6** of this **Schedule 13 (Reporting)**.

**Table 3: Professional Contractor Timesheet Report Specification**

Position	Format	Header Name	Purpose	Reference Table	Notes
A	A/N	PC_ID	To identify the Professional Contractor assigned to the Order		This is the unique ID assigned to every registered Professional Contractor identified in the Order. <i>(Refer Item 14 of Schedule 10)</i>
B	N	PC_NAME	Name of the Professional Contractor		
C	N	SP_ABN	To uniquely identify the Service Provider.	12345678910	11-digit number with no spaces <i>(Refer Item 1 of Schedule 10)</i>
D	AN	SRVC_PRVDR	To uniquely identify the Service Provider.		This is a short name agreed with Finance to uniquely identify the Service Provider and cannot be varied without approval from Finance.
E	N	ENTITY_ABN	To provide the ABN for the relevant Entity	12345678910	11-digit number with no spaces <i>(Refer Item 3 of Schedule 10)</i>
F	AN	ENTITY	To identify the relevant Entity		Entity name listed on the Order <i>(Refer Item 2 of Schedule 10)</i>
G	AN	ORDER_NO	To identify the Entity Order number		The Order number must be the Order number specified by the Panel Administration Platform to an Entity in an Order <i>(Refer Item 4 of Schedule 10)</i>
H	N	TS_DATE*	To capture the date worked	DD/MM/YY	This is the date upon which the Professional Contractor has provided services in accordance with the work order.
I	N	TS_START*	To record the start time	HH:MM	This is the time upon which the Professional Contractor began providing services in accordance with the work order, on the date set out in TS_Date.
J	N	TS_END*	To record the end time	HH:MM	This is the time upon which the worker ceased providing services in accordance with the work order, on the date set out in TS_Date.

<b>Position</b>	<b>Format</b>	<b>Header Name</b>	<b>Purpose</b>	<b>Reference Table</b>	<b>Notes</b>
K	N	TS_TOTAL HRS	To record the total time worked on that day	HH:MM	This is the total time for which the Professional Contractor provided services in accordance with the work order, on the date set out in TS_Date, excluding breaks/hours not providing service.
L	AN	TS_PERIOD	To identify the specified Timesheet period		The reporting period specified by Finance or identified in the Order <i>(Refer Item 48 of Schedule 10)</i>
M	AN	WLS_EQ	To identify the Work Level Standards		The Work Level Standard classification by which the Professional Contractor is engaged as identified in the Order. <i>(Refer Item 12 of Schedule 10)</i>