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Contractor Reporting System External User Manual

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1 THE CONTRACTOR REPORTING SYSTEM

The Contractor Reporting Portal is the Main Roads electronic management system for reporting Aboriginal Participation, Environment, Quality, Sustainability, Clearing, Water and Material Usage information relating to its contracts. The system allows all contractors who undertake work for Main Roads to record this information in accordance with the relevant contract requirements.

The system captures and retains data in a consistent format to enable identification of contractor's conformance to the contract requirements and assists in identifying trends and areas of improvement across Main Roads' operations. Some information captured in the portal will also be utilised by Main Roads to report relevant data to external bodies where required. Collated data may also be utilised in public facing reporting, such as the Main Roads annual report.

Main Roads will continue to develop the contractor reporting portal to capture the remaining reporting requirements. Currently, Aboriginal Participation is the first reporting requirement to be captured via the portal. Until such time as the other reporting areas are added, contractors should continue to complete the remaining requirements via the excel template.

2 HOW TO ACCESS THE CONTRACTOR REPORTING SYSTEM

When the account has been created by Main Roads, the Contractor Reporting Technical Administrator or delegated person will send an email to you with instruction on how to access the system (Figure 1) .

Once you have received the email complete the following steps:

Step 1

Select the blue hyperlink in the email (Figure 1).

Portal: <https://contractreporting.mainroads.wa.gov.au/>



Hello Joe Bloggs,

Welcome to the Main Roads Aboriginal Participation Contractor Portal. Your account has been created. Please navigate to <https://contractreporting.mainroads.wa.gov.au/> and use your email address **joe.bloggs@hotmail.com** to login.

Please click on "Forgot your password?" to set your password for the first time.

Yours sincerely,

Business Administrator for Contractor Reporting

This is an auto-generated email. Please do not respond.

Figure 1 On-Boarding Email

Step 2

Select “Forgot your password?” on the Portal (Figure 2).

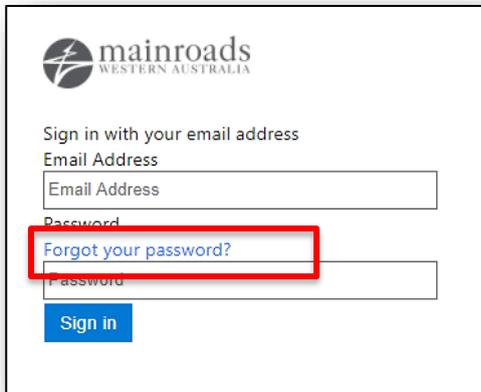


Figure 2 Contractor Reporting Portal

Step 3

Enter in the email address you provided to Main Roads and click “Send verification code” (Figure 3).

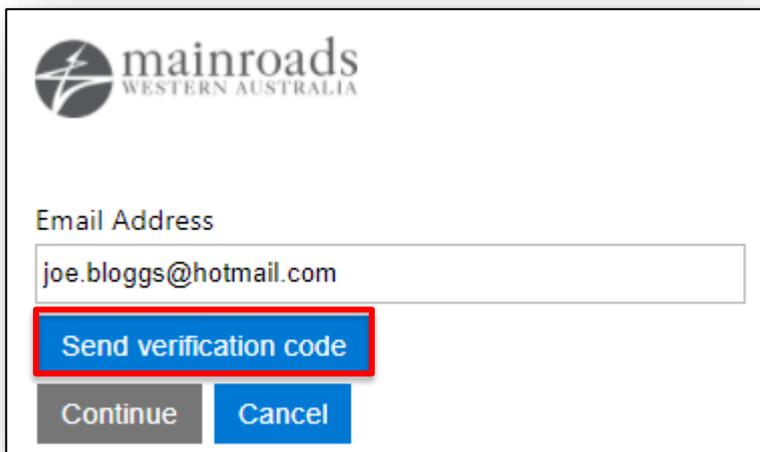


Figure 3 Verify your Email.

Step 4

The code will be sent to your email (Figure 4).

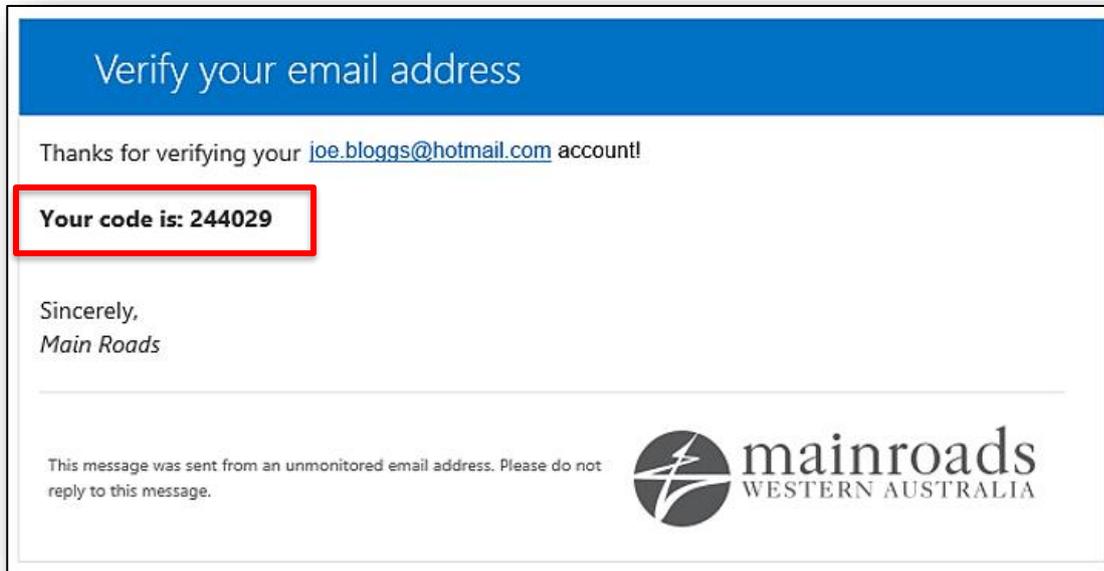


Figure 4 Screenshot of Verification Email.

Step 5

Enter the Verification Code and select "Verify Code" (Figure 5).

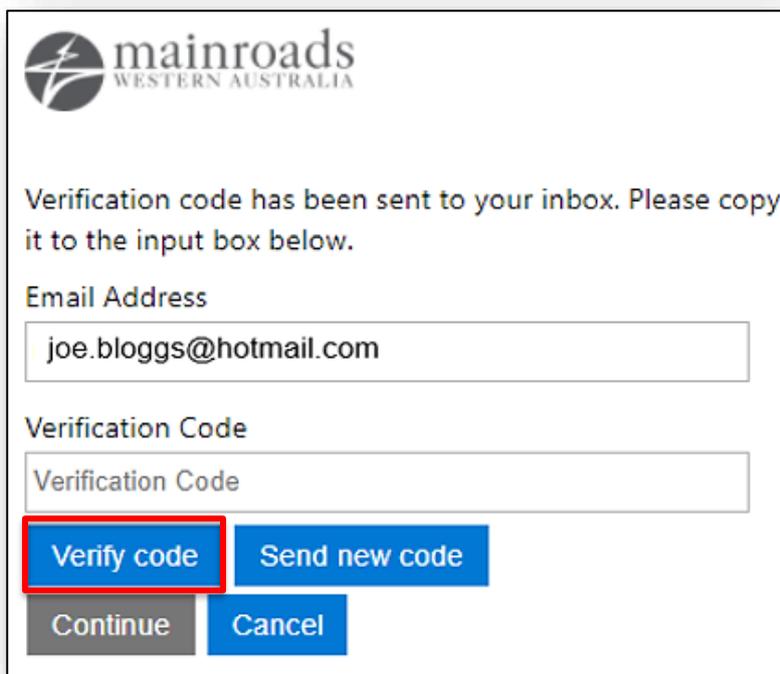
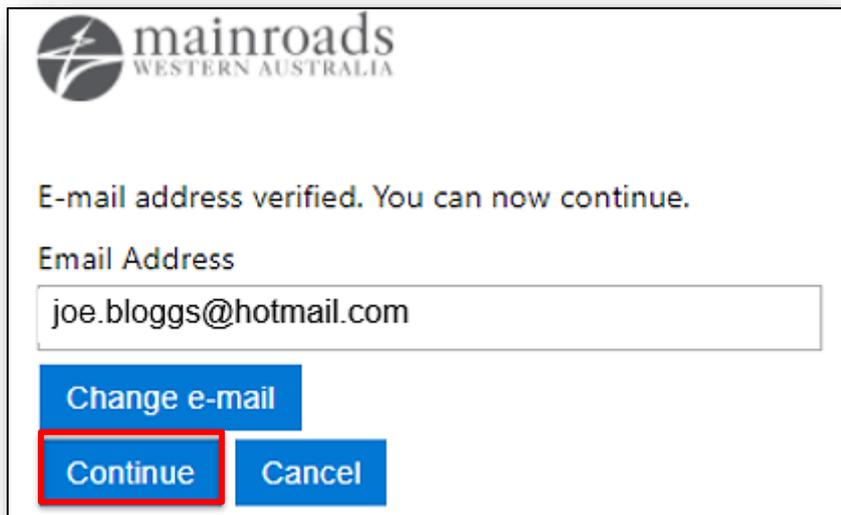


Figure 5 Entering Verification Code.

Step 6

Select "Continue" (Figure 6)



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E-mail address verified. You can now continue.

Email Address

joe.bloggs@hotmail.com

Change e-mail

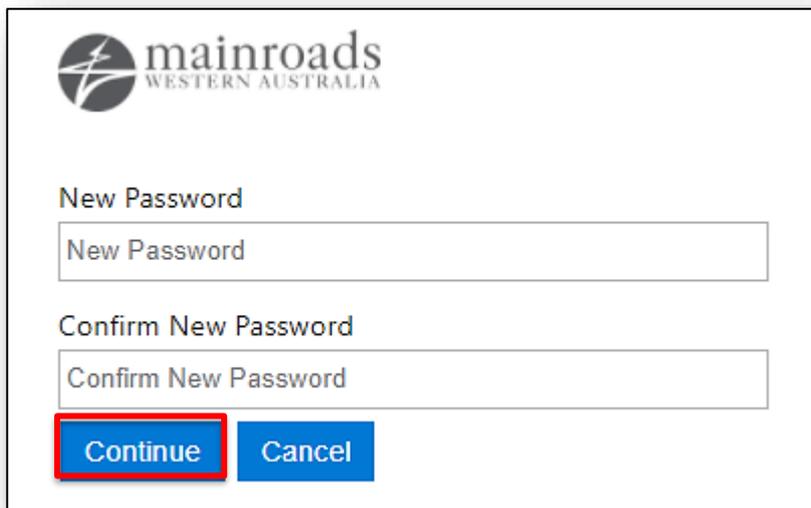
Continue

Cancel

Figure 6 Verify Email.

Step 7

Enter in and confirm your new password and again select "Continue" (Figure 7).



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New Password

New Password

Confirm New Password

Confirm New Password

Continue

Cancel

Figure 7 Enter New Password

Step 8

Welcome to the Portal

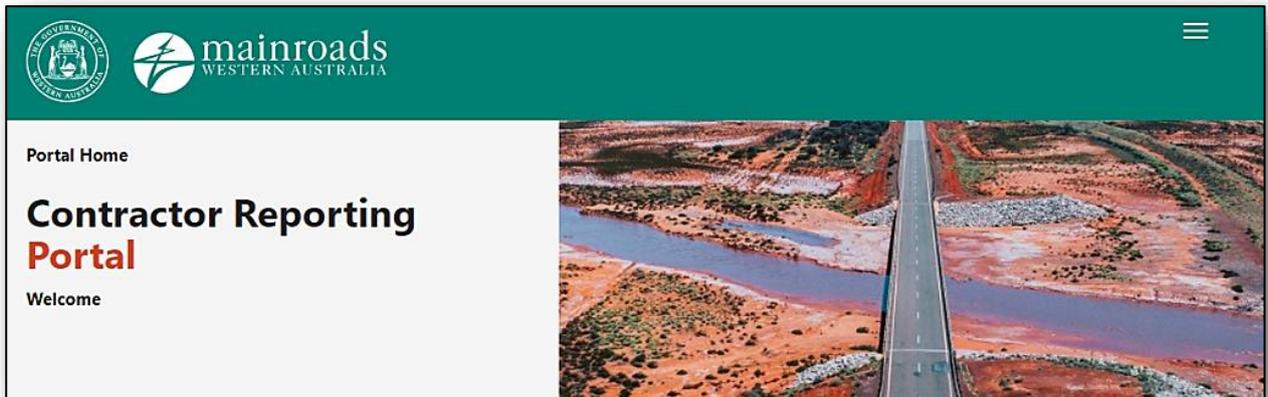


Figure 8 Contractor Reporting Portal.

3 WORKFLOW SECURITY – RESPONSIBLE ROLES

Users can be assigned User Security Roles by the Contractor Reporting Technical Administrator (Table 1).

3.1 Contractor Reporting Workflow Roles

Role	Description
External Submitter (Contractor)	A Contractor who is submitting reports through the external portal for their contract(s).
Internal Reviewer	Main Roads internal staff either Accept or Reject the Event.

Table 1 Workflow Roles

3.2 Workflow

The Workflow can be completed in two simple steps (Figure 9):

1. The Submitter edits and submits the reports.
2. The Reviewer, accepts or rejects the report. If the report is rejected it is then returned to the Submitter for editing.



Figure 9 Workflow Diagram

4 ABORIGINAL PARTICIPATION REPORTING

The Aboriginal Participation Reporting is used to capture data for the following two focus areas:

1. **Aboriginal Employment** – A person who is of Aboriginal or Torres Strait Islander descent, (who identifies as such and is accepted as such by the community in which he or she lives or has lived) employed directly or indirectly on contracts issued by Main Roads.
2. **Aboriginal Businesses** – An Aboriginal business that is at least 50% owned by one or more local Aboriginal personnel that is directly engaged or indirectly engaged from the head contractor.

5 SUBMIT AN ABORIGINAL PARTICIPATION REPORT

To Submit a new report please follow the steps below:

1. Select “Go to Reports”.
 - On the Contractor Reporting Homepage find the contract by either scrolling down the list or by typing in the contract number in the search box (Figure 10).
 - If there are no contracts in the list then please contact the contractormonthlyreports@mainroads.wa.gov.au inbox.

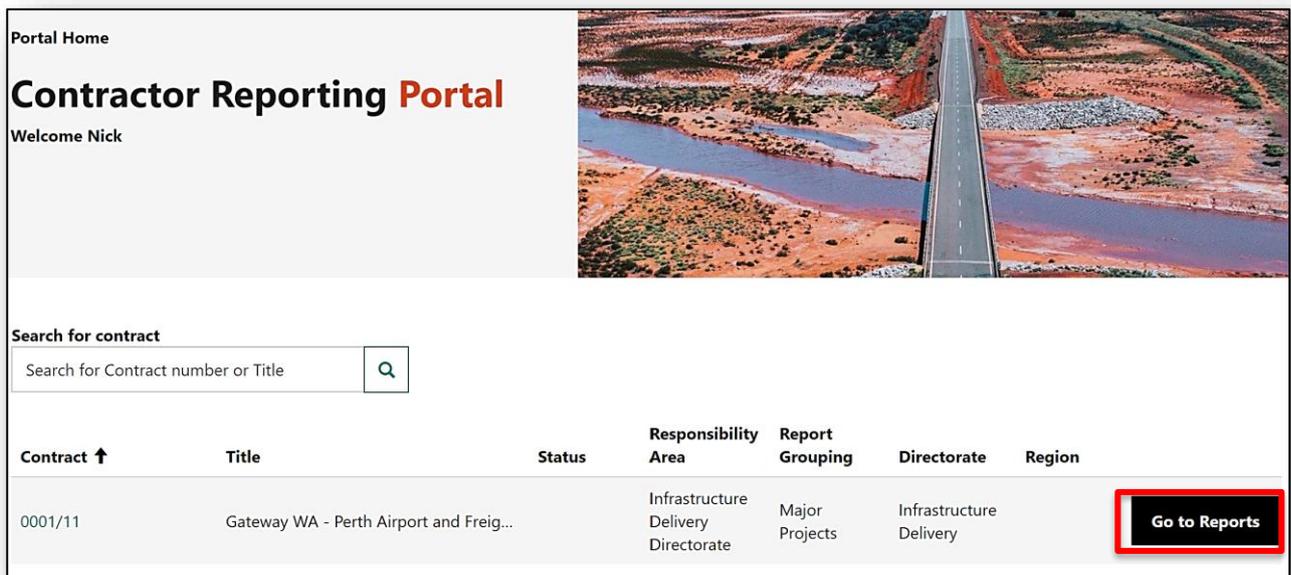


Figure 10 Homepage

2. Click “View Reports” under Aboriginal Participation (Figure 11).

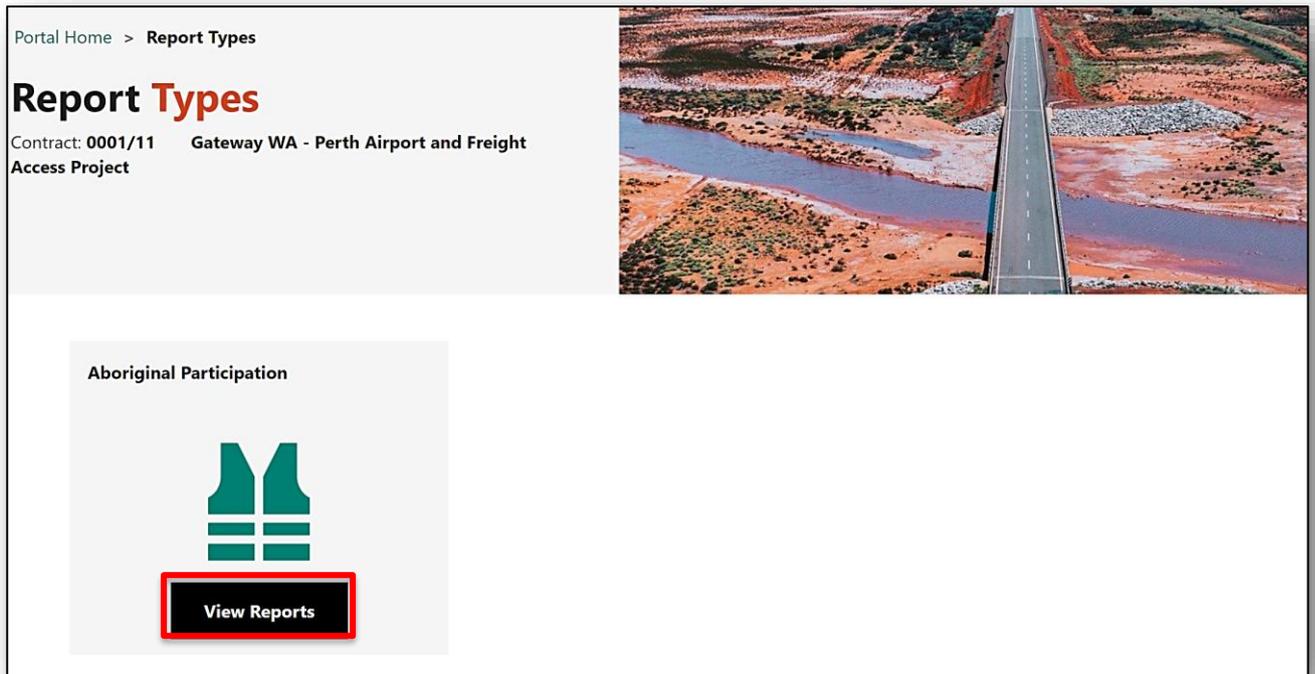


Figure 11 Report Types Page

3. Now select “Create New Report” (Figure 12).

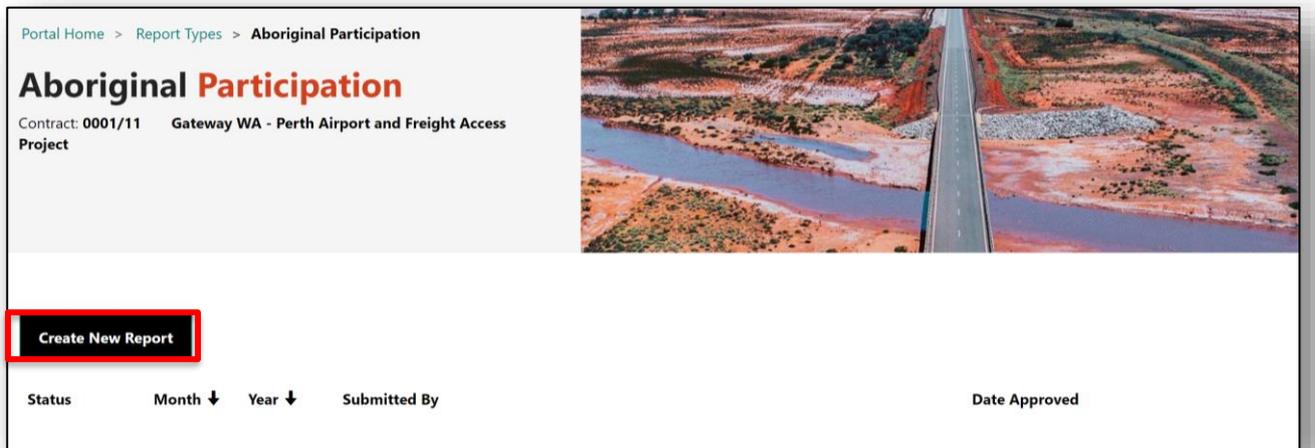


Figure 12 Create a New Report

4. Enter in the Reporting Period and select “Create New Report” (Figure 13).
 - Select the box “Import business spend and employed people from a previous report” to retain the business and employee information from a previous month (Figure 13).

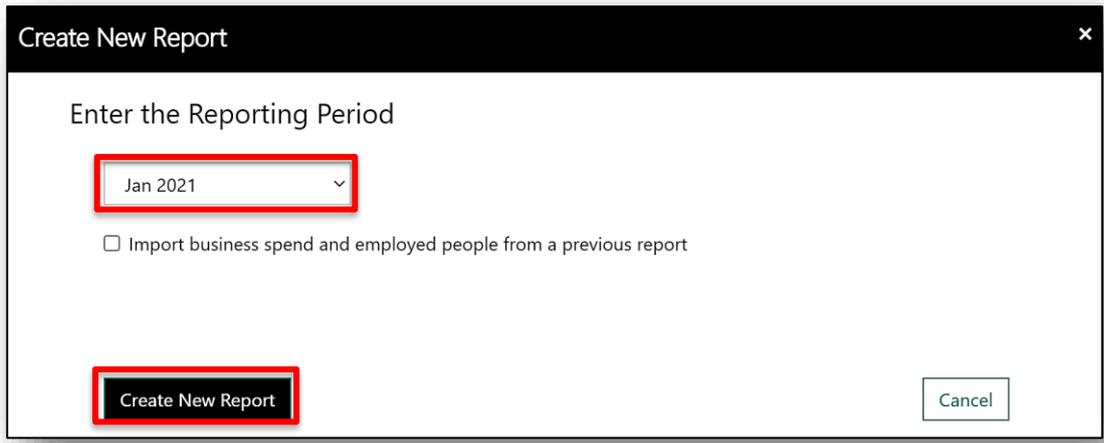


Figure 13 Enter the Reporting Period

5. Select "Open Report" (Figure 14).
 - The report will initially be saved as a draft, we now must click "Open Report" to edit the entry.

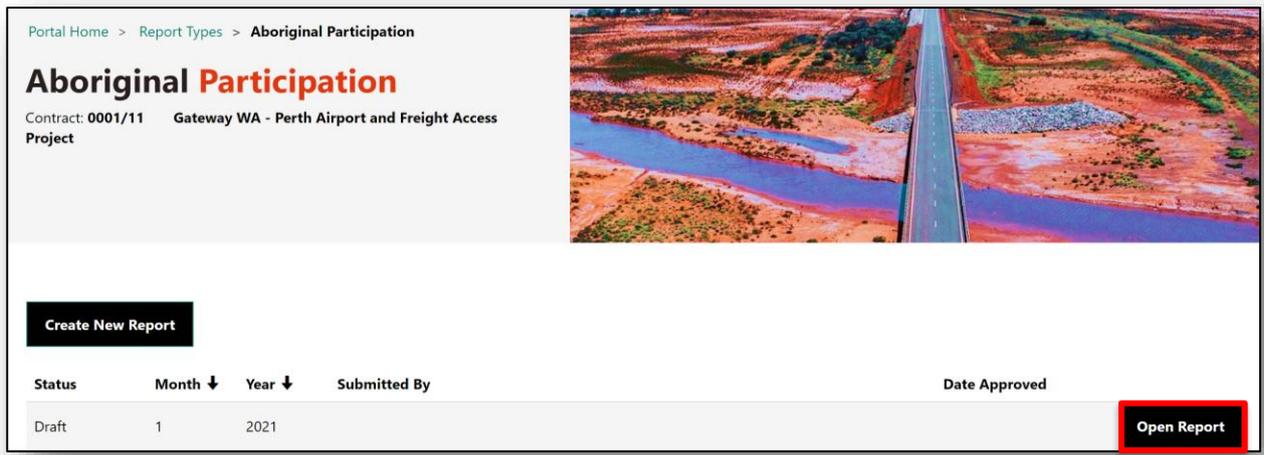


Figure 14 Create a New Report

6. Add Aboriginal Businesses by selecting "Add new business" (Figure 15).

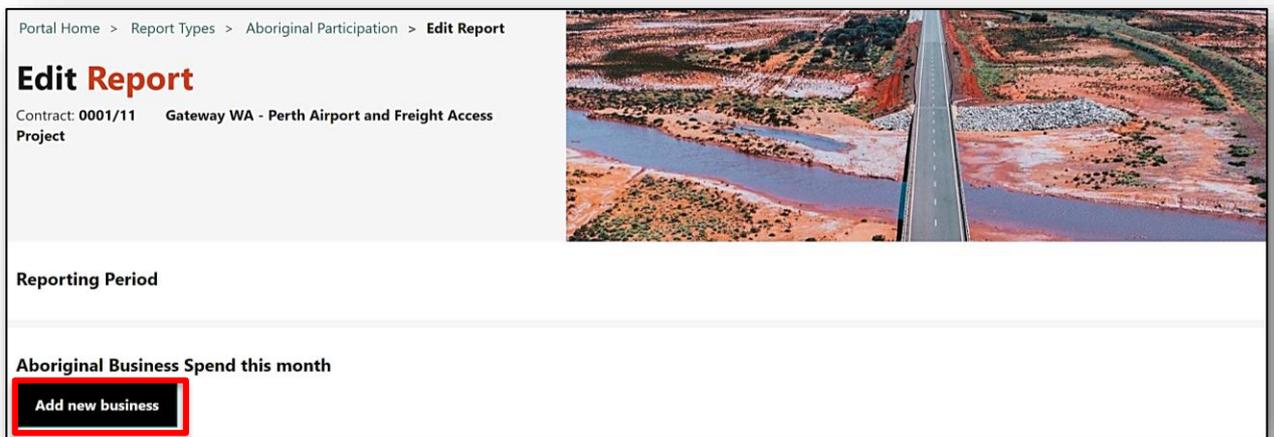


Figure 15 Edit Report

7. Complete all mandatory fields and click “Save” (Figure 16).
 - An asterisk against any field denotes that it is mandatory.
 - **Repeat step 6 and 7 to add multiple businesses or invoices.**

Add Aboriginal Business Spend ✕

Business Name *

 Q

ABN / ACN *

Local Status *

 ▼

Most Predominant Aboriginal Group *

 ✕ Q

Description of Works / Services Provided

Invoice Number *

Invoice Amount *

Save

Cancel

Figure 16 Add Aboriginal Businesses

8. Attach the Evidence.
 - Select the attach icon next to the edit box (Figure 17).
 - Click Add files (Figure 18).
 - Choose files and then again select Add files (Figure 19).

Aboriginal Business Spend this month

Add new business

Business Name	ABN/ACN	Local Status	Most Predominant Aboriginal Group	Description of Works / Services Provided	Invoice Number(s)	Invoice Amount (excl. GST)	Edit	📎
Aboriginal Resource Group Pty Ltd	56166139117	Local	Whadjuk People		25553423	\$10,000.00	Edit	📎

Figure 17 Aboriginal Business Spend

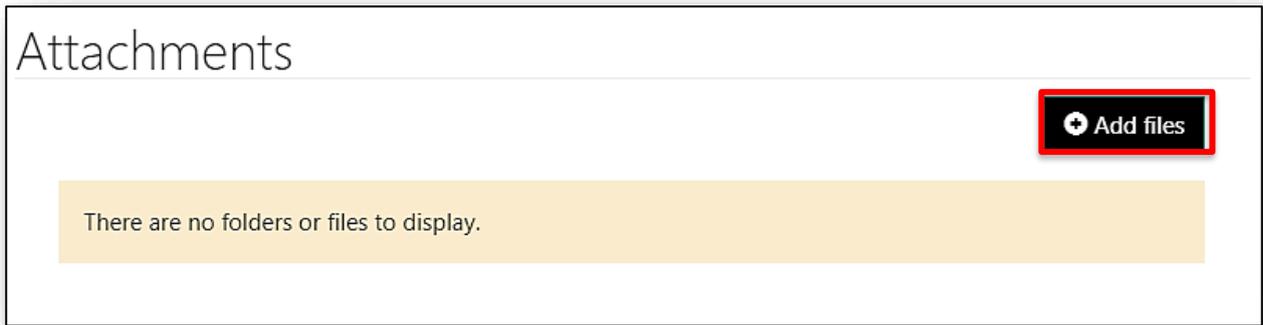


Figure 18 Add Files.

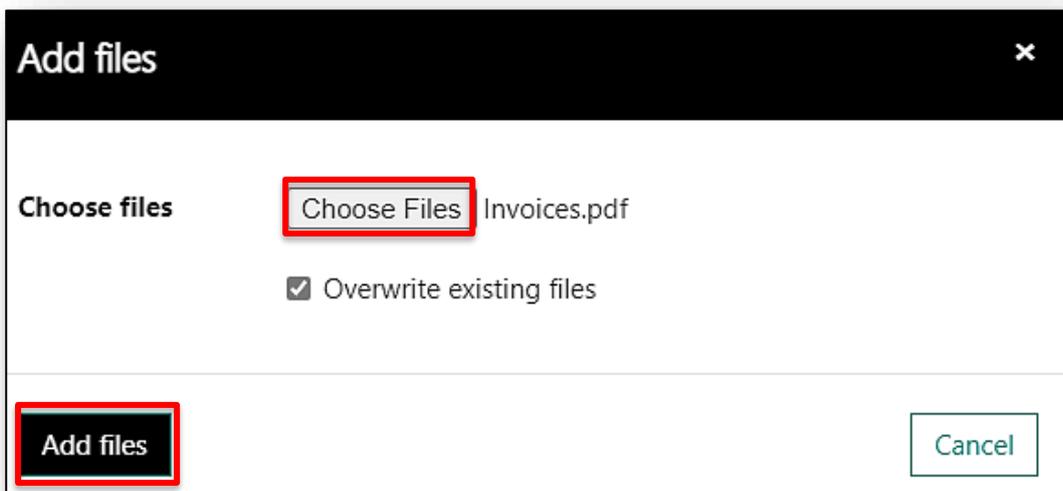


Figure 19 Choose and Add File.

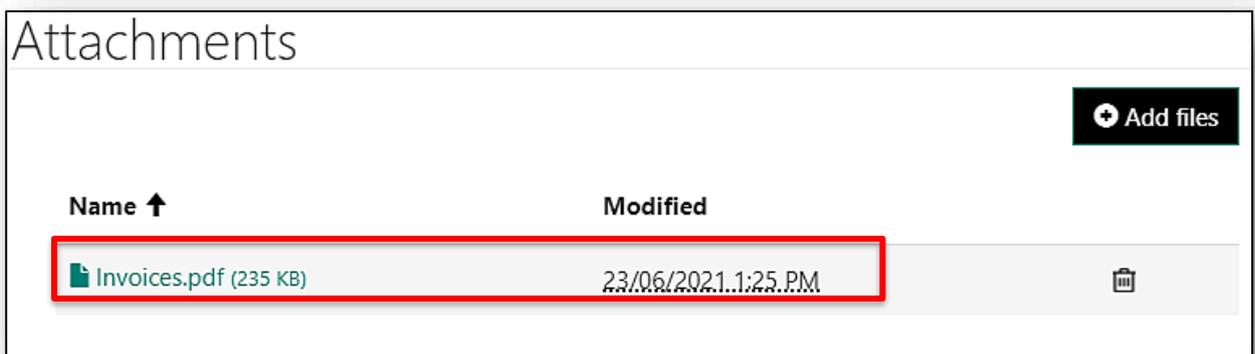


Figure 20 Successfully uploaded file.

9. Enter the "Total contract spend this month" (Figure 21).

Aboriginal Business Spend this month

Add new business

Business Name	ABN/ACN	Local Status	Most Predominant Aboriginal Group	Description of Works / Services Provided	Invoice Number(s)	Invoice Amount (excl. GST)	
Aboriginal Resource Group Pty Ltd	56166139117	Local	Whadjuk People		2553423	\$10,000.00	Edit ↻ 🗑️

Total Contract Spend

Total invoice amount for Aboriginal invoices for the current month	Total invoice amount for Aboriginal businesses to date (this report and approved reports only)	Total contract spend this month	Total contract spend to date (this report and approved reports only)
\$10,000.00	\$10,000.00	13200000.00	\$13,200,000.00

Figure 21 Add total contract spend

10. Complete Aboriginal Employment (Hours Worked) this month by selecting “Add new person” (Figure 22).

Aboriginal Employment (Hours Worked) this month

Add new person

Surname of Employee	First / Other Names	Postcode & Suburb	Most Predominant Aboriginal Group	Name of Employer (if not employed by contractor)	Employer ABN/ACN (if not employed by contractor)	Employee Type	Status (Local or Non-local)	Hours Worked by Employee This Month
There are no records to display.								

Figure 22 Add Aboriginal employees

11. Complete all mandatory fields and click “Save” (Figure 23).

- An asterisk against any field denotes that it is mandatory.
- Repeat step 9 and 10 to add multiple employees.

Edit Aboriginal Employee ✕

<p>Surname of Aboriginal Employee *</p> <input style="width: 90%;" type="text" value="Bloggs"/>	<p>First / Other Name(s) of Aboriginal Employee *</p> <input style="width: 90%;" type="text" value="Joe"/>
<p>Postcode & Suburb</p> <input style="width: 90%;" type="text" value="6151"/>	<p>Most Predominant Aboriginal Group *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Whadjuk People ✕ 🔍 </div>
<p>Name of Employer (if not employed by contractor)</p> <input style="width: 90%;" type="text"/>	<p>Employer ABN/ACN (if not employed by contractor)</p> <input style="width: 90%;" type="text"/>
<p>Employee Type *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Full-Time ▼ </div>	<p>Status (Local or Non-local) *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Local ▼ </div>
<p>Hours Worked by Employee This Month *</p> <input style="width: 90%;" type="text" value="123.50"/>	

Save
Cancel

Figure 23 Adding an Aboriginal employee

12. Attach the Evidence.

- Under Aboriginal Employment select the attach icon next to the Edit button (Figure 24).
- Follow the instructions in **Step 8** to learn how to attach employee evidence (such as a timesheet).

Aboriginal Employment (Hours Worked) this month

Add new person

Surname of Employee	First / Other Names	Postcode & Suburb	Most Predominant Aboriginal Group	Name of Employer (if not employed by contractor)	Employer ABN/ACN (if not employed by contractor)	Employee Type	Status (Local or Non-local)	Hours Worked by Employee This Month	
bloggs	Joe	KENSINGTON, WA, 6151, Australia	Whadjuk People			Full-Time	Local	123.50	Edit 📎 🗑️

Figure 24 Attach Employee Evidence

13. Add the “Total Hours Worked this month (all employees) on the contract (Figure 25).

- Please note the total hours worked this month can never be lower than total Aboriginal employment hours worked this month.

Aboriginal Employment (Hours Worked) this month

Add new person

Surname of Employee	First / Other Names	Postcode & Suburb	Most Predominant Aboriginal Group	Name of Employer (if not employed by contractor)	Employer ABN/ACN (if not employed by contractor)	Employee Type	Status (Local or Non-local)	Hours Worked by Employee This Month	
bloggs	Joe	KENSINGTON, WA, 6151, Australia	Whadjuk People			Full-Time	Local	123.50	Edit  

Total Contract Hours

Total Aboriginal Employee Hours this month	Total Aboriginal Employee Hours to date (this report and approved reports only)	Total Hours Worked this month (all employees)	Total Hours worked to date (this report and approved reports only)
123.50	123.50	34500.98	34,500.98

Figure 25 Add total hours

14. If applicable add comments (Figure 26).

Comments

Four new trainees are commencing next month

Figure 26 Comment box

15. Tick the declaration and select “Submit Report” (Figure 27).

- Please note if you require further editing to be done to the report please click “Save Report” in the bottom right corner.

I hereby declare that the answers given in this report describe our current Company's performance for the Contract and contract period stated above. I acknowledge the right of Main Roads to further verify our stated performance by audit.

Submit Report Save Report Cancel

Figure 27 Declaration

16. Again select “Submit” (Figure 28).
- If the declaration is not selected then the report cannot be submitted.

Submit for Approval

Are you sure you want to submit this report for approval?

Submit Cancel

Figure 28 Submit

17. Report is now submitted (Figure 29).
- The Report has now been submitted and an email will be sent to the Reviewer.

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Portal Home > Report Types > **Aboriginal Participation**

Aboriginal Participation

Contract: 0001/11 Gateway WA - Perth Airport and Freight Access Project

Create New Report

Status	Month ↓	Year ↓	Submitted By	Date Approved
Submitted	1	2021	Nick Mitchell	Open Report

Figure 29 Submitted Report

6 REJECTED REPORTS

If the report has been rejected by the “Reviewer” then you as a the “Submitter” will receive an email with comments.

Click on the link to view and edit the report (Figure 30).

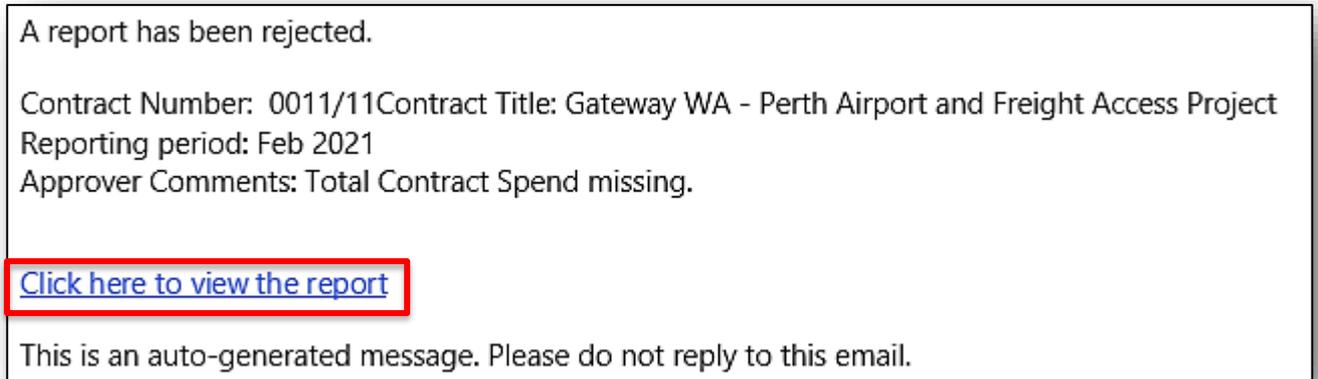


Figure 30 Rejected Report email.

To re-submit the report please follow steps Section 5.6.

7 ACCEPTED REPORTS

View the status of reports to check if your report has been “Accepted” (Figure 31).

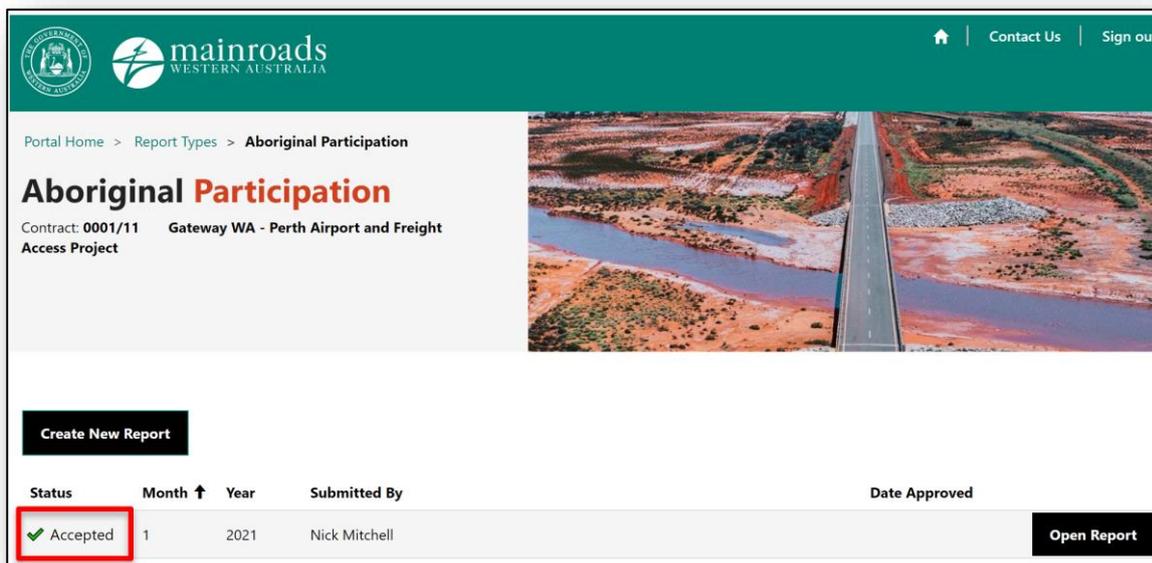


Figure 31 Accepted Report

8 CONTACTS

System Access Issues or Queries:

- Please contact the contractormonthlyreports@mainroads.wa.gov.au inbox.

Aboriginal Participation Issues or Queries:

- Please contact the aboriginal.participation@mainroads.wa.gov.au inbox.

9 DEFINITIONS

Term	Definition
Aboriginal Employment	A person who is of Aboriginal or Torres Strait Islander descent, (who identifies as such and is accepted as such by the community in which he or she lives or has lived) employed directly or indirectly on contracts issued by Main Roads.
Aboriginal Business	Aboriginal Business (or Businesses) means a business registered on the Aboriginal Business Directory WA (available at www.abdwa.com.au) and/or Supply Nation (available at www.supplynation.org.au).
Local Aboriginal Business	Local Aboriginal Business means an Aboriginal Business that is at least 50% owned by one or more Local Aboriginal Person(s).
Local Aboriginal Person	Local Aboriginal Person means an Aboriginal Person who identifies and is accepted by the community as belonging to one of the groups specified in the relevant Contract and/or resides in the geographical area specified in the relevant Contract, as the case may be.
Trainee	A person undertaking a traineeship. An Apprentice can also be captured under the category Trainee.