

Construction Supplier Register (CSR)

Master Supplier Checklist

This master checklist consolidates the three key supplier tasks: New Application, Annual Review, and Expired Document Upload.

The Construction Supplier Register (CSR) is an open pre-qualification scheme for suppliers of construction works and construction services seeking to deliver Victorian Government construction projects.

Before You Start

If you're a new applicant, please refer to sections 1 and 3.

If you're an existing supplier, please refer to sections 1 and 2.

This checklist is provided to help you prepare before submitting your application through the CSR Supplier Portal.

Please ensure all mandatory documents are downloaded, completed, signed, dated, and ready for upload prior to starting your application.

Applications will be rejected if mandatory OHS criteria documentation, signed Deed Poll when applicable or completed referee reports x 2 are missing.

Section 1 - Master Checklist

Checklist Item	Requirement	Completed / Attached
Business details	Full ASIC Extract including Company Directors OR ABN Extract if sole trader/Partnership.	<input type="checkbox"/>
BPC registration	Current Company and individual director BPC registration relevant to the CSR category sought.	<input type="checkbox"/>
Relevant registrations/ and or qualifications and memberships	Building Practitioner Registration (BPC/BLA), where applicable Professional Engineers Registration (PE), where applicable, Including BPC building endorsement Architects Registration (ARBV), where applicable	<input type="checkbox"/>
Public Liability Insurance	Certificate of Currency for Public Liability Insurance (PL)	<input type="checkbox"/>
Professional Indemnity Insurance	Certificate of Currency for Professional Indemnity (PI)	<input type="checkbox"/>
"Construct only" letter - Works suppliers Only	"Construct only" declaration (works suppliers only, ASIC Director-signed), if PI insurance is not applicable. Refer to section 3 for suppliers that do not hold PI Insurance	<input type="checkbox"/>

Fair Jobs Code	Fair Jobs Code Pre-assessment Certificate (required if seeking a project limit for \$1 million and above) Apply for Fair Jobs Code Pre-assessment Certificate	<input type="checkbox"/>
WorkCover	<ul style="list-style-type: none"> - WorkCover Premium Notice (Including Industry Rate) Refer to Annex 1 - WorkCover Certificate of Currency 	<input type="checkbox"/>
Financial Statements – Works suppliers only	Latest stand-alone finalised financial statements for the entity applying	<input type="checkbox"/>
Project History	CSR portal updated with completed construction projects, minimum three completed projects per category	<input type="checkbox"/>
Two Independent Referee checks	Two completed independent referee checks Referee Report Template.	<input type="checkbox"/>
Signed CSR Deed Poll - Category-Specific Documents	<ul style="list-style-type: none"> - Land Remediation Deed Poll - Engineering-related Deed Poll - Asbestos Inspection & Hygiene Deed Poll 	<input type="checkbox"/>
OHS Eligibility Criteria	ISO 45001:2018 certificate (to satisfy criteria 1-10) as well as providing Criteria 11 and 12 OR ZIP folder of evidence for OHS eligibility criteria 1 – 12 Detailed Guide on the mandatory OHS management criteria	<input type="checkbox"/>
Agreement & Consent	Completed and signed Agreement & Consent Form (Director-signed) Agreement & Consent Form template	<input type="checkbox"/>
Low Value works suppliers	Low Value Works Financial standing form: Download the form	<input type="checkbox"/>
Industrial Relations form	Complete the Industrial Relations management self-assessment if applicable. Download the self-assessment	<input type="checkbox"/>

Section 2 - Expired document upload/submitting documentation for Annual Review – Quick reference guide (Help and Support)

- [Click here to download guidance on updating expired certificates](#)
- [Click here to view video on Annual Review - Supplier - Update Project History](#)

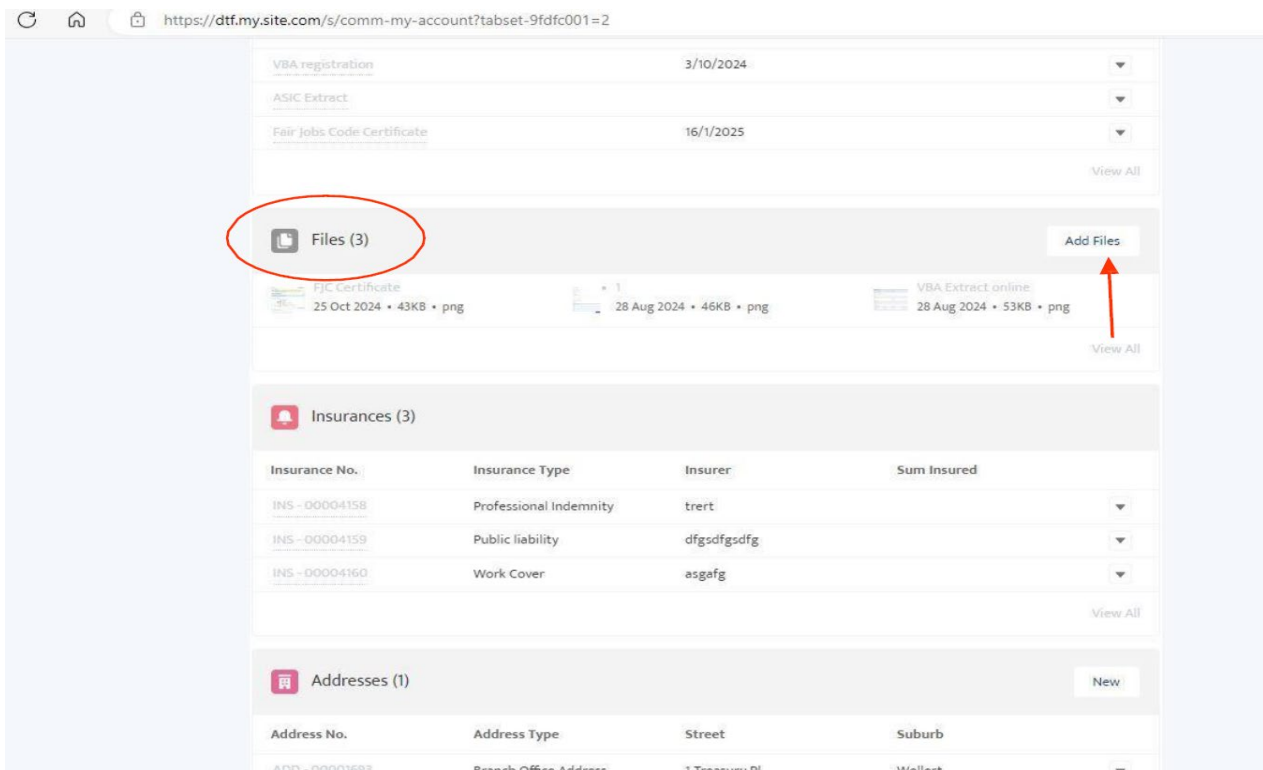
Upload supporting documentation/files – Login → My account details → RELATED tab → FILES section → Add files.

Step 1: Login → My account details → RELATED tab

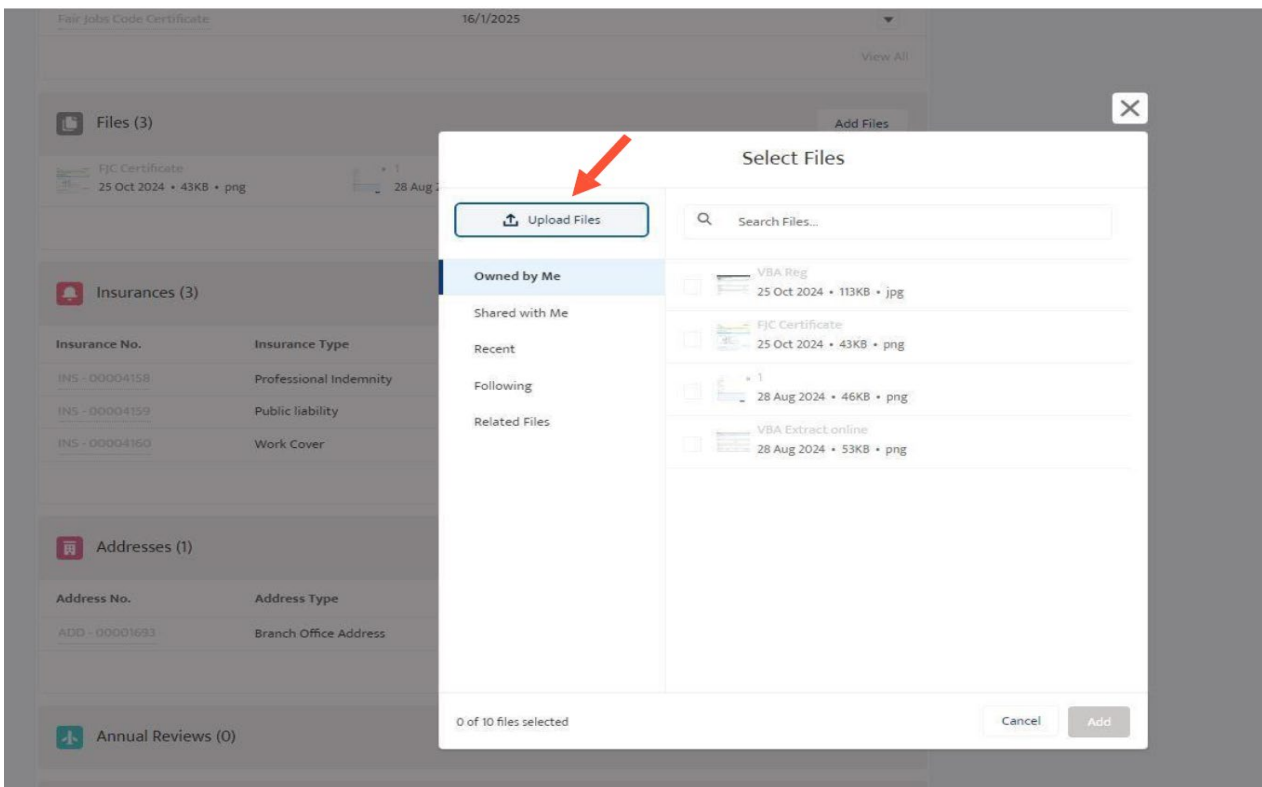
The screenshot shows the 'My account details' page for 'George Test Final Pty Ltd'. The navigation bar includes 'Home', 'Application info', 'My account details', 'Pending Actions', and 'My Requests'. The account details section shows fields for Phone (03 7005 9447), Billing Address (23 Myee Loop, Wollert VIC 3750, Australia), Website, and CSR ID. Below this, the 'RELATED' tab is active, displaying three sections: 'IR Non Compliances (0)' with a 'New' button; 'Account History (2)' with a table of changes; and 'Contacts (1)' with a 'New' button.

Date	Field	User	Original Value	New Value
2/10/2024, 9:50 am	Phone	Sophie Gatti		03 7005 9447
23/7/2024, 11:30 am	Created.	CSR Portal Site Guest...		

Step 2: Scroll down to FILES section → click “Add Files”



Step 3: Upload Files → that have been prepared and signed as per checklist provided



Section 3 - Sample Criterion 11 Declaration (OHS – Enforcement Activity)

Template 1 OHS Criterion 11 - Declaration of no Enforcement Activity

To be provided on company letterhead.

To Construction Supplier Register

This letter confirms that [Supplier Legal Name] has had no relevant inspectorate or regulatory activity, notices, or prosecutions as defined under Criterion 11 of the CSR Occupational Health and Safety requirements.

Signed:

[Director Name]

[Position]

[Date]

Template 2 OHS Criterion 11 - Declaration of Enforcement Activity

To Construction Supplier Register

This letter is provided in accordance with **Criterion 11** of the Construction Supplier Register (CSR) **Occupational Health and Safety (OHS) requirements**.

This letter confirms that [**Supplier Legal Name**] has been subject to the following **relevant inspectorate or regulatory activity** as defined under Criterion 11:

- **Regulatory authority:** [e.g. WorkSafe Victoria]
- **Type of activity:** [e.g. Improvement Notice, Prohibition Notice, Infringement Notice, prosecution]
- **Date(s) issued:** [DD/MM/YYYY]
- **Brief description of the matter:**
[Short factual summary of the circumstances leading to the notice or action]

Where applicable, corrective actions taken by [**Supplier Legal Name**] include:

- [e.g. rectification of identified issues]
- [e.g. implementation of revised safety procedures]
- [e.g. completion of required training or audits]

Signed:

[Director Name]

[Position]

[Date]

OHS Criteria 11 definition

The supplier of Works' response to enforcement activity, where there has been enforcement activity within the past 24 months or issues raised by any WorkSafe Victoria, Environment Protection Authority, Energy Safe Victoria or other relevant inspectorate and/or HSR including:

- prohibition notices;
- improvement notices;
- written directions;
- provisional improvement notices issued by a HSR;
- activities relating to an incident notified to WorkSafe Victoria under Part 5 of the **Occupational Health and Safety Act 2004**; and
- any prosecution commenced by WorkSafe Victoria or completed, within the period.

Where there has been enforcement activity, copies of relevant documents relating to the enforcement activity or issues raised including:

- WorkSafe Victoria or WorkSafe Victoria Entry Reports and notices;
- notices from other relevant bodies;
- HSR provisional improvement notices;
- summonses and particulars of charges or other documents detailing alleged offences;
- documents relating to outcome of prosecution; and
- provide documents showing the action taken by the supplier of Works to correct deficiencies identified in the notices or proceedings.

Template 3 “Construct only” letter

Dear Construction Supplier Register,

Subject: Construct Only

This letter serves to confirm that **[Supplier Legal Name]** is a “construct only” supplier and does not engage in any consulting or advisory services as part of our offerings. We do not hold Professional Indemnity (PI) insurance as we do not undertake any design responsibilities or enter into Design and Construct Contracts for government works in which we are engaged. Our scope of work is limited strictly to construction tasks under our engagement terms.

We trust this confirmation suffices for your requirements.

Thank you for your attention to this matter.

Signed:


[Director Name]

[Position]

[Date]

000004 000 21-GBS
APPLE ABNER LEGAL
101 TEST STREET
MELBOURNE VIC 3000

Date of Issue 7 July 2018
Employer Number 1000669

 Online Employer Services

You can log in via:
www.worksafe.vic.gov.au/employer
Username: 1000669

Three steps to renew your WorkCover Insurance

1 Step 1 - Check your remuneration[^] and select your payment option for 2018/19

OPTION A

Early Full Payment - 5% Discount

Amount Due	\$19,315.99
Tax Invoice incl. GST of \$1,756.00	
Due Date	6 August 2018

OR

OPTION B

Full Payment - 3% Discount

Amount Due	\$19,722.64
Tax Invoice incl. GST of \$1,792.97	
Due Date	1 October 2018

OR

OPTION C

Quarterly Instalment

Amount Due	\$5,083.15
Tax Invoice incl. GST of \$462.10	
Due Date	1 October 2018

[^]Your remuneration can be found on the enclosed Notice of Premium.

You can update your 2018/19 remuneration estimate by logging into Online Employer Services.
Your claims excess buy-out for 2018/19 can also be set up, or changed, until 1 August 2018.

2 Step 2 - Pay your premium for 2018/19

Make a payment by logging in to Online Employer Services or by using one of the other Easy ways to pay.

3 Step 3 - Certify your remuneration for 2017/18

Certify your remuneration for 2017/18 by logging into Online Employer Services by 26 October 2018.

000000011.Q1/01000669/ANBE - RNLSTD

 WorkSafe Victoria is a trading name of the Victorian WorkCover Authority

Employer Number 1000669

Your Transaction Details

The payment options shown on the previous page reflect the amount due for your 2018/19 premium, any adjustments and any other transactions that apply.

Tax Invoice

Victorian Workcover Authority ABN: 90 296 467 627

This is a tax invoice for the Option A or Option B discounted amount as shown below when payment is made by the relevant due date. Otherwise it is a tax invoice for Option C, the Quarterly Instalment amount. The total GST for this tax invoice, including any adjustment to GST on earlier premiums, is shown on the previous page.

OPTION A

Early Full Payment - 5% Discount	GST	Total incl. GST
Annual Premium 18/19	\$1,848.42	\$20,332.62
Discount 5%	-\$92.42	-\$1,016.63
Discounted Premium	\$1,756.00	\$19,315.99

OR

OPTION B

Full Payment - 3% Discount	GST	Total incl. GST
Annual Premium 18/19	\$1,848.42	\$20,332.62
Discount 3%	-\$55.45	-\$609.98
Discounted Premium	\$1,792.97	\$19,722.64

OR

OPTION C

Quarterly Instalment	GST	Total incl. GST
Instalment Premium 18/19	\$462.10	\$5,083.15
Quarterly Instalment	\$462.10	\$5,083.15

AND

Payments and Other Transactions (added to A or B)

Opening Balance	\$16,921.41
02 Aug 17 Payment Received	-\$16,921.41
Total Other Transactions	\$0.00



How can you support an injured employee back to work?

As an employer, you need to know the return to work process and your obligations in the event you have an injured employee with a workers' compensation claim.

To find out more and how you can support an injured employee return to work, visit gettingback.com.au

Your Notice of Premium

Premium notices state the premium payable including any adjustments for each financial year.

Employer Number

1000669

Notice of Premium		2018/19
WorkCover Premium	\$18,484.20	Date of Notice 7 Jul 2018
GST	\$1,848.42	Period of Cover
Premium Payable for 2018/19	\$20,332.62	From: 1 Jul 2018
<p>Your premium payable for 2018/19 is based on total remuneration of \$3,441,037 and your premium rate of 0.5396%.</p> <p>Your premium rate is calculated by adjusting your weighted industry rate of 0.5840% to account for your better than average performance rating.</p> <p>Your performance rating of 0.923937 is 7.6% better than the industry average.</p>		To: 30 Jun 2019

Important Information

Premium Notices: Notices show the premium payable including adjustments for each financial year. Notices for 2014/15 and later years are issued under the *Workplace Injury Rehabilitation and Compensation Act 2013*.

Due Dates for Instalment Payments: This annual renewal notification contains your first instalment notice. Your future instalment due dates will be on the 1 December 2017, 1 March 2018 and 1 June 2018. For further details on payment options, please contact your agent.

Right of Review: If you consider the premium or penalty stated in a notice to be incorrect, you may request a review within 60 days from the date this notice was served, under

- Division 5 of the *Workplace Injury Rehabilitation and Compensation Act 2013* for the 2014/15 financial year and later financial years.

For more information on lodging a request for review, refer to www.worksafe.vic.gov.au/insurance.

You must let us know if...

- you change the structure of your business (e.g. from a partnership to a company) or the ownership changes
- the activities you undertake at any of your workplaces change
- you move locations, add new workplaces or cease to operate from workplaces
- your estimated remuneration increases by 20% or more from the remuneration used to calculate your premium
- your actual remuneration prior to 30 April is greater than the remuneration used to calculate your premium

These are some of the factors that can impact your WorkCover Insurance premium. Failure to advise us of changes within 28 days can result in penalties. For more information on your employer obligations, refer to www.worksafe.vic.gov.au/insurance.

How to update your details

You can update your details by using Online Employer Services. After logging in via www.worksafe.vic.gov.au/employer you can:

- change your contact details
- change your workplace address
- update your rateable remuneration
- tell us about any other change using the "Notify us of other changes" function.

You can also contact us via phone or email.

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