



Australian Government

Department of Employment and Workplace Relations
Office of the Federal Safety Commissioner



FSC Online: Contract declaration feature

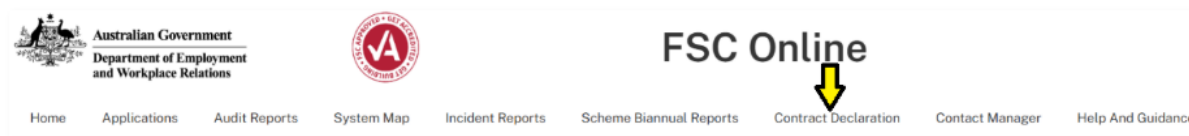
It is a condition of accreditation that all Scheme Projects are reported to the OFSC by way of a Contract Declaration. Scheme Projects are defined as any contract with a value of \$4 million or more. The FSC Online Contract Declaration feature enables users to securely disclose any new contracts for Scheme Projects to the OFSC.

Before you Begin

Contract declarations, once made, will auto-populate within your Scheme Biannual Reporting template in FSC Online for the relevant reporting periods. It is critical that **Contract Declarations** are entered into FSC Online **before** you commence your scheme biannual reporting every six months.

If you experience any issues with the Contract Declaration feature, please contact STARHelpDesk@dewr.gov.au for assistance.

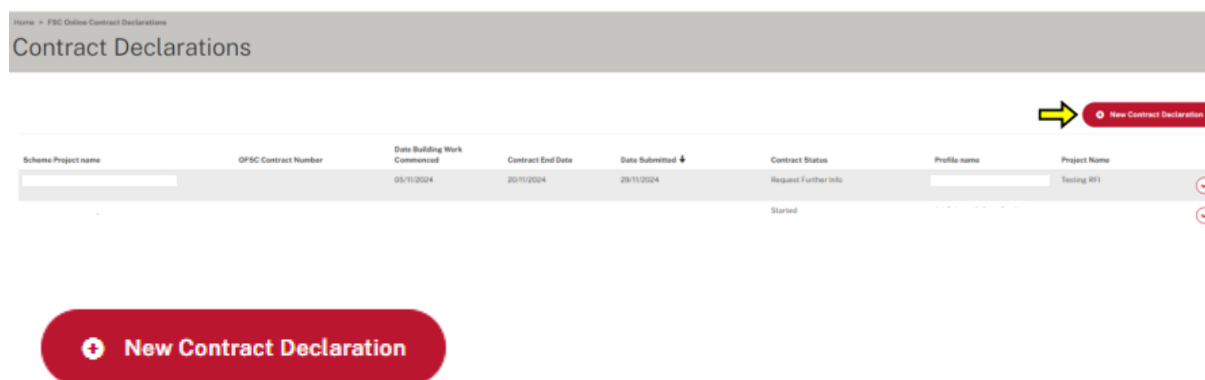
1. After logging into FSC Online with your myID, you can initiate a new '**Contract Declaration**' by selecting '**Contract Declaration**' from the control ribbon at the top of the FSC Online dashboard:



2. From the Contract declarations list, you will be able to see (and sort) historical contract declarations with the following information:

- Scheme Project Name
- OFSC Contract Number
- Date Building Work Commenced
- Contract End Date
- Date Submitted
- Contract Status
- Profile Name / Project Name

3. To create a new contract declaration, you will click on the '**New Contract Declaration**' button:



4. When you select '**New Contract Declaration**', a pop-up message will appear asking if the contract is worth more than \$4 million:
 - If you select '**No**', the pop-up message will vanish as there is no requirement to report contracts below \$4 million.
 - If you select '**Yes**', this is considered a '**Scheme Project**' and you will progress to the next stage of the contract declaration form.

The screenshot shows the FSC Online Contract Declarations page. A modal dialog titled "Contract Declaration" is open, asking "Is the contract you are declaring worth more than \$4 Million?". The dialog has "Yes" and "No" buttons. A yellow arrow points to the "Yes" button. The background page shows a table of contract declarations with columns: Scheme Project name, OFSC Contract Number, Date Building Work Commenced, Contract End Date, Date Submitted, Contract Status, Profile name, and Project Name. A "New Contract Declaration" button is visible in the top right.

A close-up of the "Contract Declaration" modal dialog. It contains the question "Is the contract you are declaring worth more than \$4 Million?" and two buttons: "Yes" and "No". A yellow arrow points to the "Yes" button. The dialog has a close button (X) in the top right corner.

5. You will then be directed to the contract declaration form, where you must complete all mandatory fields on the **'Project Details'** page indicated by an asterisk:
- The **'Project Details'** page on the left side-bar will display a tick when correctly completed.

The screenshot shows the "Project details" form. The left sidebar has two tabs: "1. Project Details" (selected) and "2. Contract Information". The form contains several fields with asterisks indicating they are mandatory: "Project Name", "Date Building work commences", "Building work end date", "Construction type", "Project description/type of work being undertaken", "High risk construction work hazard/s", and "Are there any unique or interesting aspects or challenges to the project?". A yellow arrow points to the "Add Site Address" button. The form also includes a "Save" button and a "Next" button. A message box states "There are no records to display".

6. Site details can be added through the address dialogue pop-up window:

- Address details can be added manually or through the address look-up tool. Please note the address look-up tool will only work for Australian addresses and will appear upon selecting **'Australia'** in the **'Country'** field
- For greenfields projects without a defined address, please add site address details manually.
- You must save the address details by selecting **'submit'**.

The screenshot shows a 'Create' address dialogue pop-up window. It contains the following fields with yellow arrows pointing to them:

- Country**: A dropdown menu with 'Select' as the current value.
- Address line 1**: A text input field.
- Address line 2**: A text input field.
- Suburb/Town/City**: A text input field.
- State/Territory**: A text input field.
- Postcode/Zip Code**: A text input field.
- Submit**: A red button at the bottom.

7. After selecting **'Save'** and **'Next'** you will proceed to the **'Contract Information'** stage of the contract Declaration:

The screenshot shows two buttons side-by-side:

- Save**: A solid red button.
- Next →**: An outlined red button with a right-pointing arrow.

8. On the 'Contract Information' page you will be required to provide detailed information relating to the new Contract being declared:
- If the previous '**Project Details**' page has been correctly completed, it will display a tick.
 - All fields within the '**Contract Information**' page are mandatory fields. These include the source of Funding, contact details for the funding provider, contract value and date entered into, and details relating to the contracted entity.

Contract Declaration Form

1. Project Details

2. Contract Information

Contract Information

Commonwealth Agency Information

Which Commonwealth Agency is providing the funding?

Select

Amount of commonwealth funding

Commonwealth Agency Contact Person Details

Provide the details of the person at the above agency the OFSC can contact regarding the project.

Title

Select

First Name

Last Name

Position

Company/Organisation

Phone

Provide a telephone number

Mobile

Provide a telephone number

Email

Contract Details

Contract value (inclusive of GST) *

\$

Date contract signed

DD/MM/YYYY

Contracting Entity Details

The Contracting Entity is the entity that issued the contract to the accredited company or joint venture and is a signatory to the building contract.

Who was this contract signed with?

Agency/Client

Community Housing Provider

9. After completing all details within the **'Contract Information'** screen, select **'Save'** to capture the information provided:

Contracting Entity Contact Details ?

Title
Select

First Name

Last Name

Position

Company/Organisation ?

Phone ?
Provide a telephone number

Mobile ?
Provide a telephone number

Email ?

You cannot submit this contract declaration until all sections are complete.

← Previous Save

10. After successfully saving the **'Contract Information'** a **'Submit'** button will appear following validation of the form details:
- In order to finalise the contract declaration and communicate the contract declaration to the OFSC, please select **'Submit'**.

Contracting Entity Contact Details ?

Title
Mr

First Name
Jimmy

Last Name
Hendrix

Position
CEO

Company/Organisation ?
Council

Phone ?
040000000

Mobile ?
040000000

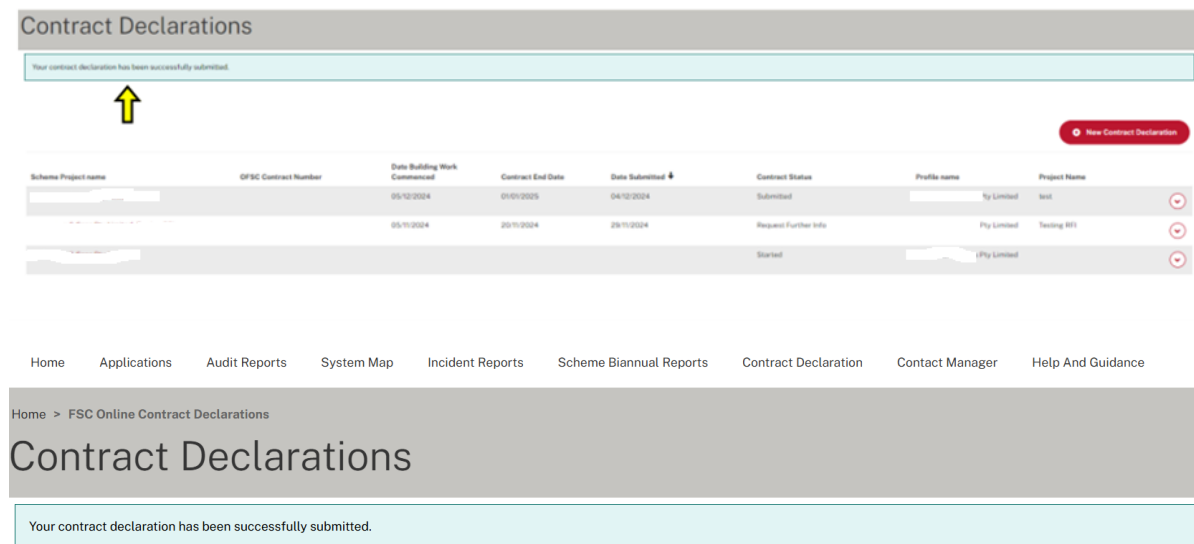
Email ?
boss@council.com

Submit

← Previous Save

11. You will then be returned to the **‘Contract Declaration List’**, where you will receive a pop-up message in a banner along the top of the page, notifying you that the **‘Contract Declaration’** has been successfully submitted to the OFSC:

- You will now be able to view the new and previous contract declarations within the contract declaration list.



The screenshot displays the 'Contract Declarations' page. At the top, a light blue banner states 'Your contract declaration has been successfully submitted.' Below this, a yellow arrow points to the banner. A red button labeled 'New Contract Declaration' is in the top right. A table lists contract declarations with columns: Scheme Project name, OFSC Contract Number, Date Building Work Commenced, Contract End Date, Date Submitted, Contract Status, Profile name, and Project Name. The table contains three rows of data. Below the table is a navigation bar with links: Home, Applications, Audit Reports, System Map, Incident Reports, Scheme Biannual Reports, Contract Declaration, Contact Manager, and Help And Guidance. The page footer shows 'Home > FSC Online Contract Declarations' and the title 'Contract Declarations'.

Scheme Project name	OFSC Contract Number	Date Building Work Commenced	Contract End Date	Date Submitted	Contract Status	Profile name	Project Name
[Redacted]	[Redacted]	05/12/2024	01/01/2025	04/12/2024	Submitted	[Redacted] ty Limited	test
[Redacted]	[Redacted]	05/11/2024	20/11/2024	28/11/2024	Request Further Info	Ply Limited	Testing RFI
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Started	[Redacted] Ply Limited	[Redacted]

- End process -