



Queensland Charter for Local Content

Project Outcome Report Toolkit

The Department of State Development, Infrastructure and Planning connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not consider individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

Contact us

☎ +61 7 3328 4811 or 13 QGOV (13 74 68)

@ info@dsdip.qld.gov.au

💻 www.statedevelopment.qld.gov.au

✉ PO Box 15009, City East, Queensland 4002

🏠 1 William Street, Brisbane 4000

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Use of information

The Department will maintain appropriate controls in relation to the management of confidential information provided by Government Agencies, GOCs, Rail Government Entities, Managing Contractors and suppliers in relation to the administration of the Charter.

The Department may collect, use and disclose information to administer and monitor the Charter, to carry out its roles and responsibilities including under the Queensland Procurement Policy and as outlined in these guidelines, or where required or authorised by law.

Without limiting the above, the Department may use and disclose confidential information, including personal information, relating to a project or procurement which has been received from Government Agencies, GOCs, Rail Government Entities, Managing Contractors or suppliers including:

- » to fulfil the Department's reporting and oversight roles with respect to the project or procurement to which the information received relates;
- » for verification purposes; and
- » on a de-identified basis, with and to other Government Agencies, GOCs and Rail Government Entities to help form business cases and investment attraction proposals.

For additional information on the Department's use of information, including personal information, please refer to the [privacy policy](#) or contact the Department on 07 3452 7259 or via email at gclc@qld.gov.au

2. Project outcome report overview

Please **do not modify the template**. Any modification to the template will result in the report not being processed and will be returned for correction and re-submission. If there are any questions regarding the report, please contact the Department at gclc@qld.gov.au or 07 3452 7259.

POR template

The POR template can be accessed in Worksheet v.1, which is unlocked and designed for ease of filtering and updating. **All fields are required to be completed** by either typing freely or choosing from the provided dropdown options. **Section 3** of this toolkit provides detailed instructions for each column.

B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T		U					
		QCIC Reference Number								Department of State Development, Infrastructure and Planning																																	
Project title								Project Outcome Report (POR)		Queensland Charter for Local Content																																	
Project estimated value								By completing this report, you acknowledge that this project is subject to the Queensland Charter for Local Content and that you have read and understood the principles and mandatory reporting requirements. This report should be completed in conjunction with the Queensland Charter for Local Content Guidelines and Project Outcome Report available at www.statedevelopment.qld.gov.au/charter . As the managing contractor, you will ensure that all subcontractors and their supply chain are aware that this project is subject to the Queensland Charter for Local Content and understand their mandatory reporting requirements.																																			
Procurement body/Agency/DOC/charter/Project/Managing contractor business name (ABN required)								>>> This report is to be completed at the commencement of the eligible project, detailing the full project supply chain used. A single progressive report must be submitted quarterly for each Eligible Project unless specified otherwise. >>> Completed PORs must be emailed to the relevant Agency, GOC or Rail Government Entity and the local content team of the Department of State Development, Infrastructure and Planning at gclc@qld.gov.au as soon as each time they are completed. >>> For each POR submitted, the Department will use information collected during a Project and its Procurement to produce a local content outcome report for relevant procuring Agencies, GOCs or Rail Government Entities and relevant Managing Contractors.																																			
Managing contractor ABN (ABN required)								All CELLS except columns N & S MUST be completed using free text or drop down menus. Please DO NOT MODIFY THIS TEMPLATE. Any modification to this template will result in the report not being processed and will be returned for correction and re-submission. If there are any questions regarding this report, please contact the Department at gclc@qld.gov.au or 07 3452 7259.																																			
Name of business completing this form (ABN required)								Queensland Government, Department of State Development, Infrastructure and Planning, 100 Waterloo Road, Brisbane, QLD 4000 This report is to be completed by the Managing Contractor, who is responsible for the project and its procurement. It is to be completed by the Managing Contractor, who is responsible for the project and its procurement. It is to be completed by the Managing Contractor, who is responsible for the project and its procurement. It is to be completed by the Managing Contractor, who is responsible for the project and its procurement. It is to be completed by the Managing Contractor, who is responsible for the project and its procurement. It is to be completed by the Managing Contractor, who is responsible for the project and its procurement. It is to be completed by the Managing Contractor, who is responsible for the project and its procurement. 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Goods and services categories guide

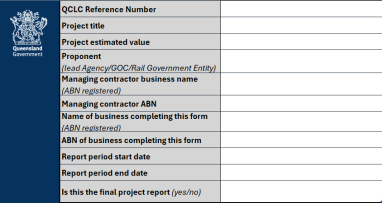
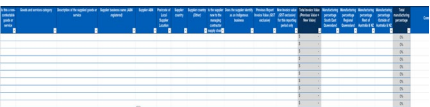
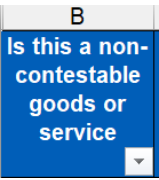
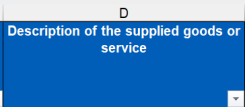
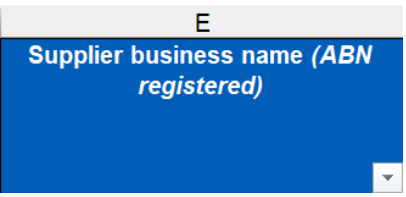
The goods and services worksheet has been designed to assist Managing Contractors and their supply chain to select an appropriate category. A hard copy is also available at www.statedevelopment.qld.gov.au/Charter.

The guide lists examples only and not a full comprehensive list of goods or services that could be provided under each category.

Department of State Development, Infrastructure and Planning Queensland Charter for Local Content			
Goods and Service Category guide			
Goods and services provided for projects are classified under a single category. This categorisation aids in mapping out the project's supply chain and pinpointing any gaps to enable the Department to increase industry capability and investment attraction initiatives.			
This guide has been designed to assist with the allocation of goods or services listed on a Project Outcome Report. These are examples only and not a full comprehensive list of goods or services that could be provided under each category. If you are unable to determine which category the goods or service belongs to please contact the Department at gclc@qld.gov.au or 07 3452 7259.			
A hard copy of the Goods and Services Category guide is available at www.statedevelopment.qld.gov.au/charter .			
Goods and Services Categories	Category	Definition	Examples
Civil works Construction Early works Building fit out Building finish and handover Event overlay Information Communication Technology Concrete Electrical Glass and Glazing Hydraulics Landscaping Building Management Systems Metal Fabrication Plant and Hire Services Plumbing and drainage Professional Services Project Administration and overheads Safety Textiles & Clothing Trade services Waste Windfarm components Transport	Early works	Preliminary works carried out prior to the main works being executed.	Demolition Excavation Piling Shoring and shotcrete Relocating power Water Gas Sewer and telecommunications Site clearing Soil testing Temporary access roads
	Civil works	The design, site preparation, and construction of infrastructure projects, such as roads, railways, buildings, water reservoirs, subdivisions, airports, bridges, sewer systems, tunnels and dams.	Earthworks Road base and stabilisation materials Kerb and channel Storm water management systems Bridgeworks Rail infrastructure Tunnelling Bridges Quarry materials Traffic design Noise barriers, temporary fencing Culverts Drill & Blast Earthmoving and construction equipment hire Road construction Sediment control structure Foundations Frames and roof trusses Roof tiling or metal roofing Building materials (e.g. clay, rocks, sand, timber, bricks and blocks (masonry))
	Building Management Systems	The mechanical components for the operation and monitoring of building systems and environmental impacts	Air conditioning plant Cooling towers Lifts, escalators HVAC equipment Ducting and ventilation Pumps Garbage shutters Sewage systems Load bearing assets Sprinkler systems Fire detection Energy management systems Building automation
	Concrete	The supply and installation of concrete products, formwork, lay, finish of concrete and concrete products	Formwork (iso, mesh, boxing supply etc) Bulk concrete supply On-site batch plants Pre-cast concrete product Place and finish Concrete pumping services Steel rebar supply and fixing Post concrete tensioning Slab lay and finish Tie slab lay and stand Concrete cutting Decorative cutting Concrete repair Concrete supply Mains Cabling Switch boards Lighting

3. Completing a project outcome report

This comprehensive toolkit provides detailed instructions on how to complete each section of the POR. Adhering to this toolkit will ensure that your report is accurate, audit-ready, thoroughly reviewed and easily processed.

Section / Field	Instructions
	This section provides an overview of the project and the reporting period. All fields are required to be completed to ensure the report is linked to the registered project for direct uploading to the Charter's data warehouse.
	The POR is formulated to capture comprehensive details of the project's supply chain. Please begin on line 16 and complete all columns from B to R for each work package associated with the project. Each line should detail a single supplier, including their business information, location, invoice values and other relevant data. The POR is a progressive report, new work packages should be added sequentially at the bottom as they are completed. If modifications to previously submitted lines is required (e.g., updating Indigenous business category), please highlight these amendments or note changes in Column U. This will assist the Department to update the data warehouse prior to uploading.
	Choose the relevant selection from the drop-down menu. <i>Example: Yes – The supplied goods or services <u>could NOT be procured</u> within Australia or from an Australian supplier.</i> “Non-contestable” refers to goods or services that are not manufactured or able to be procured by an Australian supplier. The data submitted in this column allows the Department to identify gaps in supply chains and opportunities for investment attraction.
	Choose the relevant selection from the drop-down menu. Goods and services provided for projects are classified under a single category. The Goods and Services tab and hard copy guide has been designed to assist with the allocation.
	Provide a detailed description of procured goods or services using free text.
	Please provide the ABN-registered business name that supplied the goods or service. If procured locally, ensure that the information submitted pertains to the local store rather than the head office. For international suppliers, provide the full business name.

F Supplier ABN	Provide the ABN of the registered business that supplied the goods or service. Ensure the ABN (11 digits) is entered without spaces, e.g., 23156759898. If procured locally, ensure that the information submitted pertains to the local store rather than the head office. For ACN or International suppliers, leave the field blank.
G Postcode of Local Supplier Location	Provide the postcode for the supplier listed in Column E. If procured in Queensland through a local supplier, use the local postcode rather than the interstate head office postcode. Please do not provide a PO Box Postcode. For International suppliers, leave the field blank.
H Supplier country Australia New Zealand Other	Please select the supplier's country (Australia or New Zealand) from the drop-down menu. For international suppliers, select Other and complete Column I.
I Supplier country (Other)	Please specify the country where the supplier is located using free text. If the supplier is based in Australia or New Zealand, please leave this field blank and complete Column H.
J Is the supplier new to the managing contractor supply chain? Yes No	Choose the relevant selection from the drop-down menu. Is the supplier new to the managing contractor's supply chain?
K Does the supplier identify as an Indigenous business? Not Stated 50% Indigenous owned 75% Indigenous owned Majority Indigenous owned	Choose the relevant selection from the drop-down menu. Please determine whether the supplier is an Indigenous business and indicate the percentage level of involvement. If this information is not available, select "Not Stated".
L Previous Report Invoice Value (GST exclusive)	A POR is a progressive document. Leave this column blank for new work packages added to the report. For existing work packages reported on, transfer the total value from Column N in the previous report to Column L in the new report. It is recommended to use Paste 123 to ensure only values are transferred. Note: If this is the first report for the project, leave this column blank.
M New Invoice value (GST exclusive) for this reporting period only	Please provide the invoice values for this reporting period. All amendments to previous reported values should be deducted from the new invoice values.

N Total Invoice Value (Previous Value + New Value)	Do not enter in or modify this column. This column is automatically calculated from the previously reported (Column L) and new invoice (Column M) value.
O Manufacturing percentage South East Queensland	Please provide the percentage breakdown where this product was procured from and manufactured. <i>Example: Steel imported from America (60% Outside AUS/NZ) and a Brisbane based business manufactured into a supplied product, e.g., farm gates (40% SEQ QLD).</i> <i>For a service please use the postcode of the local business to determine the manufacturing percentage.</i> <i>Example: Local electrician would 100% for SEQ QLD</i> <i>Example: Local office of a plant hire company with head office in another state would be 90% SEQ QLD and 10% Rest of AUS/NZ</i>
P Manufacturing percentage Regional Queensland	Please provide the percentage breakdown where this product was procured from and manufactured. <i>Example: Steel imported from America (60% Outside AUS/NZ) and a Rockhampton based business manufactured into a supplied product, e.g., farm gates (40% REG QLD).</i> <i>For a service please use the postcode of the local business to determine the manufacturing percentage</i> <i>Example: Local electrician would 100% for REG QLD</i> <i>Example: Local office of a plant hire company with head office in another state would be 90% REG QLD and 10% Rest of AUS/NZ</i>
Q Manufacturing percentage Rest of Australia & NZ	Please provide the percentage breakdown where this product was procured from and manufactured. <i>Example: Steel imported from America (60% Outside AUS/NZ) and a Sydney based business manufactured into a supplied product, e.g., Sheds (40% Rest AUS/NZ).</i> <i>For a service please use the postcode of the local business to determine the manufacturing percentage</i> <i>Example: Interstate based electrician working in QLD would be 90% for SEQ or REG QLD and 10% Rest AUS/NZ</i> <i>Example: Local office of a plant hire company with head office in another state would be 90% SEQ or REG QLD and 10% Rest of AUS/NZ</i> <i>Example: Consultants working remotely outside QLD 100% Rest of AUS/NZ</i>
R Manufacturing percentage Outside of Australia & NZ	Please provide the percentage breakdown where this product was procured from and manufactured. <i>Example: Wind Turbine blades imported from Europe (90% Outside AUS/NZ) and a Brisbane based business installed the product (10% SEQ QLD).</i> <i>For a service please use the postcode of the local business to determine the manufacturing percentage</i> <i>Example: Consultants working remotely outside AUS/NZ 100% Outside AUS/NZ</i>

S Total manufacturing percentage	Do not enter in or modify this column. This column is automatically calculated from Column O - Column R and must equal 100%.
U Comments	The POR is a progressive report and sometimes updates to existing work packages is required, e.g., Indigenous business category changed from 'Not Stated' to '50% Indigenous owned'. Please use this column to note updates made to previously reported work packages. This will assist the Department to update the data warehouse prior to uploading.

4. Goods and services category

Goods and services provided for projects are classified under a single category. This categorisation aids in mapping out the project's supply chain and pinpointing any gaps to enable the Department to increase industry capability and investment attraction initiatives.

The goods and services category guide has been designed to assist Managing Contractors and their supply chain to select an appropriate category (Column C of the POR template). The guide is available within the POR template or a hard copy is available at www.statedevelopment.qld.gov.au/Charter.

The guide lists examples only and is not a full comprehensive list of goods or services that could be provided under each category.

If you are unable to determine which category the goods or service belongs to please contact the Department at qclc@qld.gov.au or 07 3452 7259.

Department of State Development,
Infrastructure and Planning
PO Box 15009 City East Qld 4002 Australia
Tel 13 QGOV (13 74 68)
info@dsdip.qld.gov.au
www.statedevelopment.qld.gov.au

DELIVERING
FOR QUEENSLAND



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