



# 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.

## Copyright

This publication is protected by the Copyright Act 1968.

## Creative Commons licence

You are free to copy, communicate and adapt this publication as long as you attribute it as follows:

© State of Queensland, the Department of State Development, Infrastructure and Planning, December 2025.

Third party material that is not licensed under a Creative Commons licence is referenced within this document. All content not licensed under a Creative Commons licence is all rights reserved. Please contact the Department of State Development, Infrastructure and Planning/the copyright owner if you wish to use this material.

## Translating and interpreting service



If you have difficulty understanding a document and need an interpreter, we provide access to a translating and interpreting service. You will not be charged for this service. To contact the Translating and Interpreting Service, telephone 131 450 and ask them to telephone the Department of State Development, Infrastructure and Planning on +61 7 3328 4811.

## Disclaimer

While every care has been taken in preparing this publication, to the extent permitted by law, the State of Queensland accepts no responsibility and disclaims all liability (including without limitation, liability in negligence) for all expenses, losses (including direct and indirect loss), damages and costs incurred as a result of decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

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 take into account 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](http://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](mailto:info@dsdip.qld.gov.au)

🌐 [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)

✉ PO Box 15009, City East, Queensland 4002

🏠 1 William Street, Brisbane 4000

Source number D25/178121

# Contents

1.Reporting requirements ..... 4

Local content outcomes reports.....4

Use of information.....5

2.Project outcome report overview ..... 6

3.Completing a project outcome report..... 7

4.Goods and services category ..... 10

# How to use this document

This toolkit has been developed to provide guidance to Managing Contractors (by definition including head contractors, prime contractors, constructors, grant recipients or successful tenderers). This toolkit should be read in conjunction with the Queensland Charter for Local Content (Charter) associated guidelines and other Queensland Government procurement policies.

## 1. Reporting requirements

The successful contractor or grant applicant is required to complete a Project Outcome Report (POR) at the commencement of the eligible project. A single progressive report must be submitted quarterly for each eligible project unless specified otherwise.

The POR is used to provide detailed information on the execution of activities specified in the Statement of Intent (SOI) by outlining the expenditures incurred across the supply chain, including subcontractors involved in the project.

For large infrastructure projects or programs of work that include multiple stages or multiple managing contractors, the Department can supply a revised POR template for these projects. The head contractor must contact the Department at [gclc@qld.gov.au](mailto:gclc@qld.gov.au) prior to commencement of reporting..

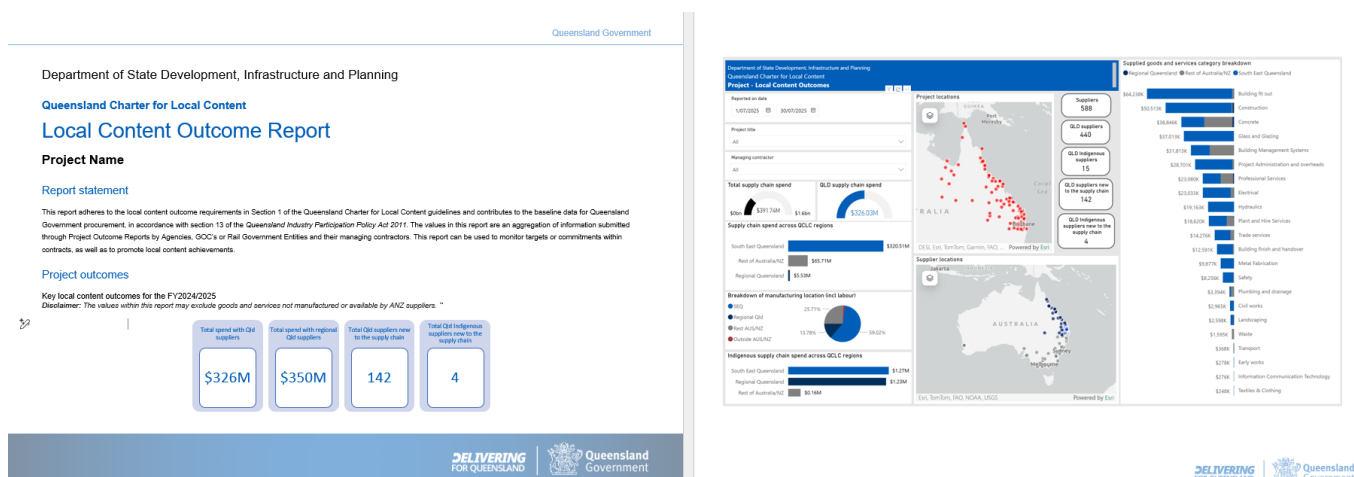
The POR template is available online at: [www.statedevelopment.qld.gov.au/Charter](http://www.statedevelopment.qld.gov.au/Charter).

**Completed PORs must be emailed** to the relevant Government Agency, Government Owned Corporation (GOC) or Rail Government Entity and the Queensland Charter for Local Content team of the Department of State Development, Infrastructure and Planning at [gclc@qld.gov.au](mailto:gclc@qld.gov.au) each time they are completed. The Department will review the POR submission to confirm it meets Charter requirements and contact the submitter if necessary, prior to processing the POR.

## Local content outcomes reports

For each POR submitted, the Department will produce a local content outcome report for relevant procuring Government Agencies, GOCs or Rail Government Entities and relevant Managing Contractors. This procedure guarantees thorough and transparent reporting throughout the project's duration and can be used to monitor targets or commitments within contracts, as well as to promote local content achievements.

For additional reports please contact the Department on 07 3452 7259 or via email at [gclc@qld.gov.au](mailto:gclc@qld.gov.au).



Example of a Local Content Outcome report

## 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 [qclc@qld.gov.au](mailto:qclc@qld.gov.au)



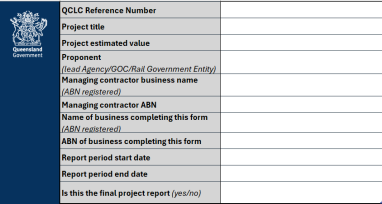
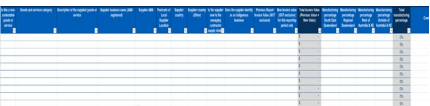
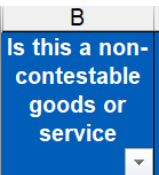

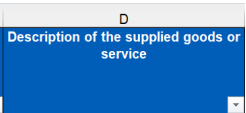
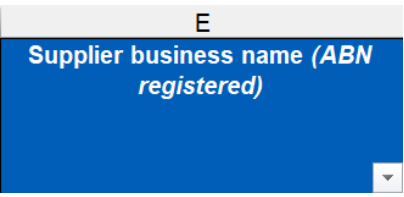
## POR template

[illegible]

<b>Department of State Development, Infrastructure and Planning</b> Queensland Charter for Local Content			
<b>Goods and Service Category guide</b>			
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. <b>These are examples only and not a full comprehensive list of goods or services that could be provided under each category.</b> If you are unable to determine which category the goods or service belongs to please contact the Department at <a href="mailto:gsgs@gld.gov.au">gsgs@gld.gov.au</a> or 07 3452 7259.			
A hard copy of the Goods and Services Category guide is available at <a href="http://www.statedevelopment.qld.gov.au/charter">www.statedevelopment.qld.gov.au/charter</a> .			
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	<b>Early works</b>	Preliminary works carried out prior to the main works are being executed.  Demolition Excavation Piling Shoring and shotcrete Relocating power Water Gas Sewer and telecommunications Site clearing Soil testing Temporary access roads	
	<b>Civil works</b>	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 Tunneling Bridges Quarry materials Traffic design Noise barriers, temporary fencing Culverts Drills & Blast Earthmoving and construction equipment hire Road construction Sediment control structure Foundations Frames and roof trusses Roof tiling or metal roofing	
			<b>Building Management Systems</b>
			<b>Concrete</b>
			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 shutes Sewage systems Load bearing assets Sprinkler systems Fire detection Energy management systems Building automation Formwork (reo, 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 Tilt slab lay and stand Concrete cutting Decorative concrete Concrete repair Concrete supply Mains Cabling Switch boards

## 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
	<p>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.</p>
	<p>The POR is formulated to capture comprehensive details of the project's supply chain.</p> <p>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.</p> <p>The POR is a progressive report, new work packages should be added sequentially at the bottom as they are completed.</p> <p>If modifications to previously submitted lines is required (e.g., updating Indigenous business category), please <b>highlight these amendments</b> or <b>note changes in Column U</b>. This will assist the Department to update the data warehouse prior to uploading.</p>
	<p>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></p> <p>“Non-contestable” refers to goods or services that are not manufactured or able to be procured by an Australian supplier.</p> <p>The data submitted in this column allows the Department to identify gaps in supply chains and opportunities for investment attraction.</p>
	<p>Choose the relevant selection from the drop-down menu.</p> <p>Goods and services provided for projects are classified under a single category.</p> <p>The Goods and Services tab and hard copy guide has been designed to assist with the allocation.</p>
	<p>Provide a detailed description of procured goods or services using free text.</p>
	<p>Please provide the ABN-registered business name that supplied the goods or service.</p> <p>If procured locally, ensure that the information submitted pertains to the local store rather than the head office.</p> <p>For international suppliers, provide the full business name.</p>

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



<div>N</div> <div>Total Invoice Value (Previous Value + New Value)</div>	<p><b>Do not enter in or modify this column.</b></p> <p>This column is automatically calculated from the previously reported (Column L) and new invoice (Column M) value.</p>
<div>O</div> <div>Manufacturing percentage South East Queensland</div>	<p>Please provide the percentage breakdown where this product was procured from and manufactured.</p> <p><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></p>
<div>P</div> <div>Manufacturing percentage Regional Queensland</div>	<p>Please provide the percentage breakdown where this product was procured from and manufactured.</p> <p><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></p>
<div>Q</div> <div>Manufacturing percentage Rest of Australia &amp; NZ</div>	<p>Please provide the percentage breakdown where this product was procured from and manufactured.</p> <p><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></p>
<div>R</div> <div>Manufacturing percentage Outside of Australia &amp; NZ</div>	<p>Please provide the percentage breakdown where this product was procured from and manufactured.</p> <p><i>Example: Wind Turbine blades imported from Europe (90% Outside AUS/NZ) and a Brisbane based business installed the product (10% SEQ QLD).</i></p>
<div>S</div> <div>Total manufacturing percentage</div>	<p><b>Do not enter in or modify this column.</b></p> <p>This column is automatically calculated from Column O - Column R and must equal 100%.</p>
<div>U</div> <div>Comments</div>	<p>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'.</p> <p>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.</p>

## 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](http://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 [gclc@qld.gov.au](mailto:gclc@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](mailto:info@dsdip.qld.gov.au)  
[www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)

**DELIVERING**  
FOR QUEENSLAND



**Queensland**  
Government