Contract disclosure guide

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Version	Date	Comments
v4.2	April 2024	-
v5.0	May 2026	• Minor process updates made to reflect the Queensland Government's procurement approach • Document title updated • Consolidated content from *Open data portal publishing user manual for contract disclosure* • Alignment with Queensland Government corporate branding
v5.1	June 2026	• Updated email address for bsu@epw.qld.gov.au to bsu@hpw.qld.gov.au • Formatting

Contact us

We are committed to continuous improvement. If you have any suggestions about how we can improve this document, or if you have any questions, contact us at ProcurementPolicy@qld.gov.au.

Disclaimer

This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency's procurement policies and procedures, and any other relevant documents.

The Department of Housing and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention, a reasonable effort will be made to correct them.

Administration

Version 5.1 of this document replaces previous versions of the Procurement guidelines: Contract disclosure and takes effect immediately.

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Purpose

This guide aims to support anyone who is involved in disclosing procurement contracts to do so in a clear, consistent and transparent manner consistent with the *Queensland Procurement Policy 2026* (QPP 2026).

How to use this guide?

Please read this guide in conjunction with, and apply subject to, your **agency's procurement policies and procedures, category-specific guidance and templates, whole-of-government procurement guides and the QPP 2026.**

Important
This guide is intended to provide general guidance that is applicable to all categories of goods and/or services, acknowledging there may be procedural nuances specific to categories and agencies. It will flag key steps and considerations related to contract disclosure and reference other procurement guidance materials where necessary. Technical information on the mechanics of contract disclosure is intended to supplement this aim and has been consolidated from the former *Open data portal publishing user manual for contract disclosure*.

Contract disclosure

Budget sector agencies and statutory bodies must publish minimum details for awarded contracts valued at $10,000 (including GST) and above on the Queensland Government Open Data Portal. Please note that the higher the contract value, the more details must be published.

Important
Refer to Rule 28 of the QPP 2026 for minimum details and value thresholds for contract disclosure.

Disclosing details of awarded contracts demonstrates the Queensland Government's commitment to upholding a culture of ethics, integrity, probity and accountability, respecting the trust of all stakeholders including suppliers and the community.

When making a disclosure, it is important to ensure information disclosed is appropriate for release into the public domain. This includes identifying and removing any personal information, and any information which would be, on balance, not in the public interest to disclose.

You should note that information provided as part of contract disclosure could be used as part of a false billing scam, so it is important that your agency has robust internal controls to help identify any scam invoices that may be submitted. This should include checking:

- the registered name ABN/ACN and address on the invoice to ensure they are correct
- the date and other details on the invoice (e.g. purchase order number) to see if it corresponds to the order placed
- whether the goods and/or services have been received.

Process summary

Table 1 below summarises the key steps to publish information on:

- reportable contracts within 60 days from the contract award date; and
- material changes to reportable contracts.

Table 1: Contract disclosure process summary

No.	Step
1	Familiarise yourself with the following guidance materials: • this guide • *Use and disclosure of confidentiality provisions in government contracts guide* • *Contract disclosure publishing template*. Ensure clauses enabling disclosure have been included in the contract terms and conditions, and that these clauses are current.
2	**For new contracts:** Determine if the awarded contract is a 'reportable contract': • If yes, go to Step 3 • If no, the contract is not subject to disclosure. **For contracts already disclosed:** Determine if the contract has 'materially changed': • If yes, go to Step 3 • If no, the change is not subject to disclosure.
3	Identify and record if there are any reasons why disclosure should not occur (whether in part or entirety). Consider: • whether any specific confidentiality provisions apply – this relates to information that a supplier has explicitly requested to be kept confidential (as opposed to general confidentiality provisions). Further guidance is provided in the *Use and disclosure of confidentiality provisions in government contracts guide* • *Right to Information Act 2009* and *Information Privacy Act 2009*. If disclosure should not occur in its entirety, go to Step 4. If disclosure should occur, whether in part or entirety, go to Step 5.
4	Obtain agency delegate approval to not disclose. Record the reason(s) for non-disclosure of any contract against a single register maintained by your agency. Once recorded, no further action is required.
5	Contact your agency's custodian – this is the individual responsible for creating and publishing contract disclosure information on the Queensland Government Open Data Portal. Note: • For custodians, create a new account by completing an online form to publish on the Open Data Portal.

6	Prepare a Contract disclosure file and/or proposed updates to the file to record details of reportable contracts and/or material change(s) to an existing contract(s).
	For each financial year, create **one** Contract disclosure file using the *Contract disclosure publishing template* (refer to Appendix 1 for further technical details).
	For each month within a financial year, update the Contract disclosure file by outlining:
	• any new reportable contracts as a separate line item
	• each material change as either:
	  ○ an update to the original disclosure; or
	  ○ entering a separate line item, referencing the original disclosure which the material change relates to.

No.	Step
	Note: • Agencies should prepare and/or update the Contract disclosure file noting there are mandatory and optional fields for completion within the file. • Establishing a process to update the Contract disclosure file on a monthly basis enables agencies to discharge their contract disclosure obligations in a timely manner. It is a matter for each agency to consolidate contract disclosure data into a single Contract disclosure file where multiple contract disclosure data sources are used. • For reportable contracts valued at $500,000 (including GST) and above, when publishing the procurement method used, agencies must select from one of three methods: open, selective or limited. Refer to the Glossary of the QPP 2026 for a definition of these methods. • For reportable contracts made under arrangements where a tendering or other prequalification process has already been undertaken (e.g. a common-use supply arrangement, multi-stage tender process or prequalified list), the published procurement method should be 'selective' as the procurement method used involves inviting suppliers that have met pre-established criteria to offer, regardless of whether one or multiple suppliers are invited. For example, a CUSA is established based on an open tendering process which contains a number of suppliers. An agency approaches three suppliers listed on the CUSA and subsequently enters into a contract with one valued over $500,000. The agency disclosing the contract would report the procurement method as 'selective'.
7	Obtain agency delegate approval of completed Contract disclosure file and/or proposed updates to the file.
8	Upload the approved Contract disclosure file and/or proposed updates to the file to the Open Data Portal.
9	At the end of a financial year, close off the Contract disclosure file and retain on the Open Data Portal. Store the Contract disclosure file, contract, agency delegate approvals and other relevant information according to your agency's record-keeping policies and procedures.
10	At the start of the next financial year, start from Step 1 above. If a contract has already been disclosed and the financial year file is closed, the contract continues in the next year and is varied, include the contract with only the variation amount, select Y for variation, and any additional information only in the next year, as the original value has already been disclosed.

Note: Queensland Procurement Solution
Agencies that are using the Queensland Procurement Solution (QPS) platform to manage procurement automatically have the option of accessing the 'Contracts Standard' module of the QPS. The 'Contracts Standard' module contains a function that enables the user to download a Contract disclosure file (i.e. Step 6 above) that contains details of awarded contracts that are in-scope for contract disclosure. If relying on a Contract disclosure file through the QPS, this should be reconciled with data from your agency's enterprise resource planning system to ensure any other contracts that are in-scope for disclosure are captured. Agency delegate approval of the reconciled file should then be sought prior to uploading to the Open Data Portal. For further QPS technical support enquiries, please email bsu@hpw.qld.gov.au or call (07) 3215 3588.

Reportable contract

A reportable contract must:

- meet the value threshold for disclosure; and
- be considered as a legally binding contract subject to disclosure.

Value threshold for disclosure

When calculating whether a contract meets the value threshold for disclosure, you should:

- take into account the total contract value, including GST, premiums, fees, commissions, interest or other revenue streams payable to a supplier
- not divide the contract into separate parts, or otherwise structure a contract, to avoid disclosing the contract (also known as 'splitting').

Table 2 below provides general guidance on how to value contracts in different situations.

Table 2: Valuing contracts in different situations

Situation	General guidance
Contracts with optional extensions	• Disclose value for initial contract term. • Where extension is exercised and this meets the value threshold for disclosure, update disclosed value.
Multi-stage procurement	Disclosure depends on number of contracts awarded: • If separate contracts are awarded at each stage, disclose each stage contract individually. If any of these contracts are valued at or more than $10 million, add a reference to the other stage contracts in each disclosure. • If only one contract is awarded, disclose the contract and, where necessary, update the value at the completion of each stage.
Contracts for the use of multiple agencies and common-use supply arrangements	• On establishment, disclose the contract or common-use supply arrangement (i.e. based on a best estimate where possible). • When entering any subsequent contracts (including contracts established under common-use supply arrangements), disclose the contract provided it meets the value threshold for disclosure.
Contracts where the value is unknown at award (e.g. to respond to genuine emergencies)	• Disclose a best estimate, specifying that the figure is an estimate. Document the basis for your estimate by referring to usage-based or demand-driven projections, supported by objective and justifiable assumptions such as historical spend, forecast demand or usage modelling. • On conclusion or expiry of the contract, update the estimate with the actual value, and provide minimum details corresponding to the value threshold for disclosure.
Trade-ins	Where the total amount payable is reduced due to a trade-in, disclose the total contract value (including the trade-in value).

Example: Contract with optional extensions

A contract for maintenance is awarded, incorporating a rate of $5,000 (incl. GST) per month over an initial period of three years with a single one-year extension option.

Contract value to be disclosed is $180,000 (incl. GST) ($5,000 per month x 12 months x 3 years).

Where the one-year extension option is exercised, the contract value will increase to $240,000 (incl. GST) ($180,000 + $60,000 [comprised of $5,000 per month x 12 months]).

The new contract value should be disclosed as this will be considered a material change to the contract.

Example: Common-use supply arrangement

Agency X establishes a common-use supply arrangement for the provision of certain goods and services. Agency X uses information gathered from the demand analysis and offer process to estimate that, over the initial three-year term of the arrangement, spend will be approximately $12M (incl. GST) under the arrangement.

Within 60 days of execution of the deed, Agency X discloses details of the common-use supply arrangement, including the estimated value of the arrangement over the initial term ($12M) noting that this amount is an estimate, and that the final value of the arrangement will be reported within 60 days of its expiry. Subsequently, Agency Y enters into a contract valued at $80,000 (incl. GST) with a supplier listed on the arrangement. Agency Y is required to disclose basic details of the contract within 60 days of contract award.

Legally binding contract subject to disclosure

All legally binding contracts and common-use supply arrangements established through a procurement are within scope of the disclosure obligations unless they are the subject of an exclusion.

Note: Legally binding contract
A contract must include all the following elements to be legally binding: • Offer. • Acceptance. • Consideration. • Intention to create legal relations. • Both parties have capacity to enter into the contract. • Legality (i.e. the purpose of the contract is not illegal). If in doubt whether your contract is legally binding, please seek legal advice.

Note: Common-use supply arrangements
While the term 'common-use supply arrangement' is defined in the Glossary of the QPP 2026, for the purpose of this guide only, this term excludes pre-qualified supplier panels.

The disclosure obligations apply regardless of the form that the contract takes. For example, it does not matter whether it is made under seal (also known as a deed) or is a simple contract (which can be verbal, written, or a combination of both).

Table 3 below outlines contracts that are in-scope or out of scope of disclosure obligations.

Table 3: In-scope and out of scope contracts for disclosure

Disclosure	Contract type
In-scope	• Procurement of goods and/or services (including contractor and consultancy services, capital works and construction services). • Establishment of common-use supply arrangements. • Contracts made under common-use supply arrangements (e.g. by issuing a purchase order under an arrangement's terms and conditions). • Where a payment is made by corporate card for goods and/or services over $10,000 (including GST), and no corresponding contract (e.g. purchase order) is raised and disclosed, then the corporate card transaction is in-scope for disclosure.
Out of scope	• Where expenditure is not considered to be procurement as per the definition of 'procurement' in the Glossary of the QPP 2026. • Intragovernmental transactions (e.g. procurement with commercialised government business units). • List of suppliers established following a pre-qualification process (e.g. Prequalification (PQC) system for building industry contractors). • Sponsorship payments. • Milestone payments to suppliers, where the contract (total contract value) has already been disclosed. • Payments received by agencies for the disposal of assets or the sale of land.

	• Incidental transactions in connection with a contract for goods and/or services not related to the contract payment (e.g. where a refund of administrative fees is necessary to correct an overcharging error). • Payments to corporate card providers for amounts due (i.e. administrative fees). • Periodic payments such as monthly invoices under contracts already disclosed (e.g. payment of invoices for utilities such as water and electricity). • Payments established in law for which there is no discretion (e.g. taxation payments and payments of local government rates).

Note: Intragovernmental transactions

For the purpose of this guide only, 'intragovernmental' means transactions within Queensland Government and does not include other levels of government (i.e. the Australian Government, local governments and other state and territory governments).

Letters of intent or memoranda of understanding do not usually form legally binding contracts, but may inadvertently take on the status of reportable contracts if all the elements of a legally binding contract exist.

Note: Leases

There are two Queensland Government policies which should be referred to for scope and requirements, including disclosure and reporting obligations, when a lease is used:

- For requirements regarding property leases, refer to the Queensland Government Land Transaction Policy.
- Where leases are used to acquire or use assets, refer to the Queensland Leasing Approval Policy for Public Sector Entities for scope and requirements. The policy also contains references to documents which govern the reporting of leases.

Material change to a contract

Where a contract has already been disclosed, further disclosure is required where the contract is later 'materially changed', by either:

- updating the original disclosure; or
- making a new disclosure which clearly references the original disclosure.

Note: Updating original disclosure

Where the original disclosure cannot be amended, make a new entry in the Contract disclosure file clearly referencing the original disclosure and reflect all additional information required.

A material change is defined as either:

- a change in a contract's value equal to or exceeding $10,000 (including GST), including where the cumulative impact of multiple variations equals to or exceeds this amount; or
- any other change to the information already disclosed.

Examples: Material change to contract value

Agency A

Agency A enters into a contract for the supply of goods valued at $23,000 (incl. GST). Basic contract details are disclosed within 60 days of contract award.

The contract is subsequently varied and the total contract value increases to $30,000 (incl. GST). This variation is not required to be reported as it does not exceed $10,000.

No further action is required by Agency A.

Agency B
Agency B enters into a contract for the supply of maintenance services valued at $200,000 (incl. GST). The contract is subsequently varied and the total contract value increases to $235,000 (incl. GST). This variation is reportable as the variation exceeds $10,000 of the contract value initially reported. Within 60 days, Agency B can either: • access the original disclosure and update it to reflect the variation • report the disclosure as a new record.

This material change may occur for a number of reasons, including exercising extension options or if there is a change in the contract's scope of works, and is effected through a contract variation.

For changes to contracts that do not relate to contract value, you should use professional judgement and document whether, in the circumstances, the changes represent a material change to the contract and should therefore, be reflected in an update to the initial information disclosed.

Consider the nature, scale and impact of the change – e.g. have new suppliers been added, existing suppliers removed, extensions or significant changes in agreed deliverables, or change to a material contract term or condition.

It is generally good practice to disclose when in doubt as transparency supports audit readiness and builds public trust.

Table 4 below provides general guidance on how material changes should be addressed for some unique situations.

Table 4: Addressing material changes

Situation	General guidance
Common-use supply arrangements	Update disclosed information where suppliers are added or removed from the arrangement, regardless of the reason for the supplier's addition or removal.
Capital works construction contracts	Material variations to these contracts typically occur throughout the duration of a contract, and can potentially number into the hundreds. This can include planned but not specified works, application of contingencies, or to address errors and omissions in design or documentation. For these contracts: • disclose the contract value at the time of contract award, noting that any variations will be disclosed upon the issuing of the final certificate of completion • disclose the final value, taking into account all variations, following the final certificate of completion being issued.

Identify and record if there are any reasons why disclosure should not occur

There may be genuine situations where disclosure cannot occur (e.g. it may not be legally possible, disclosure may be contrary to the public interest). Any decision to disclose (or not disclose) should be informed by a consideration of the *Right to Information Act 2009* (RTI Act), *Information Privacy Act 2009* and any administrative release policies your agency may have.

Record the reason(s) for non-disclosure of any contract against a single register maintained by your agency.

Disclaimer
• While the following sections on Right to Information and Information Privacy provide examples and guidance, this is general in nature and does not consider individual circumstances. The information should not be relied upon as definitive advice. • Seek advice from either your agency's Right to Information, Information Privacy and/or legal service area in relation to undertaking disclosure if this raises Right to Information, Information Privacy or other related concerns.

Right to Information

The RTI Act operates under a pro-disclosure bias. This means that access must be given to a document unless it contains exempt information, or its disclosure would, on balance, be contrary to the public interest. Following this, there will be situations where the publication of a contract's details, either wholly or in part, may not be, on balance, in the public interest or may be subject to legislative requirements.

Note: Confidentiality clauses and 'commercial-in-confidence' information
A decision to withhold certain information or documents may be justified in certain circumstances to maintain confidentiality or privacy (including, for example, where the obligation of confidence arises as a contractual requirement, under specific legislation, or otherwise at law). Confidentiality and commercial-in-confidence clauses should not, however, be used as a matter of course and only included where there is strong justification for confidentiality. Further guidance is provided in the *Use and disclosure of confidentiality provisions in government contracts guide*. Agencies should be aware that while contract details may appear to be commercially sensitive, this does not necessarily mean that they should not be published. Where an agency is uncertain about the disclosure of information in accordance with these guidelines, they should seek advice from either their Right to Information, Information Privacy and/or legal service area.

Table 5 below outlines key steps to determine whether a contract's details are suitable for disclosure through application of the RTI Act.

Table 5: Application of the RTI Act to the contract disclosure decision-making process

No.	Step
1	**Check the document type** • The RTI Act does not apply to certain documents (Section 11 of the RTI Act). • Schedule 1 of the RTI Act lists the type of documents to which this Act does not apply. • Seek advice from your agency's Right to Information, Information Privacy and/or legal service area where a contract relates to one of these document types.

2	**Check to see if the information is exempt**
	• Certain information is exempt from release under Right to Information (Section 48 of the RTI Act). These exemptions are detailed under Schedule 3 of the RTI Act.
	• **Some exemptions which may be particularly relevant to contract disclosure include:**
	  ○ Situations where the disclosure of contract details would be found to be actionable for a breach of confidence. This could occur where a contract's parties had, for example, agreed to keep confidential details about how a piece of software performed. This could then be an issue if a disclosed description referenced performance details of the software.
	  ○ Publication of contract details which may compromise state or national security. This could include, for example, disclosure of contracts related to particular law enforcement activities which, if disclosed, could compromise the effectiveness of the operation.

3	**Consider public interest factors** • Deciding whether to disclose information contained in a contract involves considering factors for and against disclosure. • Section 49 of the RTI Act sets out the steps to consider about whether disclosure would, on balance, be contrary to the public interest. • A number of factors are detailed under Schedule 4 of the RTI Act.

Table 6 below outlines public interest factors that may be particularly relevant to contract disclosure, noting these factors have been tailored to suit the contract disclosure context.

Table 6: Public interest factors relevant to contract disclosure

Irrelevant matters that cannot be taken into account	Factors that favour disclosure	Factors that favour non-disclosure, including public harm
• Disclosure could reasonably be expected to cause embarrassment to the government or to cause a loss of confidence in the government. • Disclosure of the information could reasonably be expected to result in the applicant misinterpreting or misunderstanding the document. • Disclosure of the information could reasonably be expected to result in mischievous conduct by the applicant (e.g. an agency could not refuse to disclose an awarded contract simply because it is concerned that an unsuccessful supplier may view the disclosure and lodge a complaint). • The person who created the document containing the information was or is of high seniority within the agency.	• Disclosure could be reasonably expected to promote open discussion of public affairs and enhance the government's accountability. • Disclosure could be reasonably expected to inform the community about government's operations. • Disclosure could reasonably be expected to ensure effective oversight of the expenditure of public funds. • Disclosure could reasonably be expected to reveal the reason for a government decision and any background or contextual information that informed the decision.	• Disclosure could reasonably be expected to prejudice the private, business, professional, commercial or financial affairs of an entity (e.g. the disclosure of information which reveals unit pricing in a specialised or limited market and results in a commercial disadvantage for a supplier). • Disclosure consists of information of a confidential nature that was communicated in confidence (e.g. models or prototypes). Confidentiality is also a relevant factor if disclosure of the information could reasonably be expected to prejudice an agency's ability to obtain confidential information. • Disclosure of information could reasonably be expected to prejudice the protection of an individual's right to privacy (e.g. the publication of personal information about an individual). • Disclosure could reasonably be expected to cause public interest harm as it would disclose trade secrets or destroy or diminish the commercial value of the information.

While section 17 of the RTI Act exempts certain entities, or particular functions of certain entities, from Right to Information requirements (e.g. those listed under Schedule 2 of the RTI Act), section 5 of the RTI Act specifies that Right to Information does not affect the operations of another Act or administrative scheme that requires the publication of information concerning government operations. Therefore, in accordance with this provision, all agencies (and agency functions) that may otherwise be exempt must still undertake contract disclosure.

Where you receive a request for information beyond what is disclosed in accordance with this guide, the application should be dealt with under your agency's Right to Information procedure.

Information Privacy

The IP Act deals with, and defines, what constitutes 'personal information'. It contains a number of Information Privacy Principles (IPP) which address how personal information is to be handled.

Personal information applies to natural living persons only. A business entity will not, in itself, have personal information but individuals within the entity will. Therefore, a contract will necessarily contain personal information, even if this is nothing more than a name and signature of the individuals who signed the contract.

IPP 11 outlines that, generally, personal information of an individual should not be given out to anyone other than the individual themselves. In the context of contract disclosure, the IP Act contains an exception to this in that disclosure is allowed if the individual is reasonably likely to have been aware, or have been made aware, that, in accordance with IPP 2, it is the agency's usual practice to disclose that type of personal information.

Importantly, you should make potential suppliers aware that, in the event they are awarded a contract, personal information may be disclosed.

Note: Handling disclosure related to individual contractors and consultants, along with legal services
Generally, you should disclose the name of the employing organisation, not the name of individual contractors or consultants. The only exception to this would be where the contractor/consultant's name is also the organisation name. For legal services, you should take care to ensure that legal professional privilege is not inadvertently waived by revealing in the description the nature of the legal advice received. To avoid this, you should consider using more generic terms such as 'legal services'.

Accountability for contract disclosure

Budget sector agencies and statutory bodies are ultimately accountable for discharging their obligations in accordance with the QPP and this guide, along with ensuring consistency with legislative requirements, contractual terms and conditions and any other relevant instrument.

Accountability extends to establishing internal systems, processes and procedures as required to achieve compliance with the guidelines.

Agency procedures should cover, at a minimum:

- the internal systems and processes that will be used to enable contract disclosure within the timeframe required
- a requirement that clauses be included in tender and contract documentation to enable contract disclosure and that these clauses need to be current
- processes for how reportable contracts will be identified, including contract variations and amendments
- processes to validate the information to be published to ensure that it is true and correct, appropriate for publication, and that Right to Information and Information Privacy matters are managed appropriately
- where responsibility lies within the agency for complying with contract disclosure obligations, noting an agency that has responsibility for managing a contract is also responsible for contract disclosure
- processes to ensure the reason(s) for non-disclosure of any particular contract is documented and maintained in a single register maintained by the agency.

Appendix 1: Contract file technical requirements

File format

Requirement: Comma separated values (CSV) format

Please ensure that all data fields are enclosed with double quotes before each comma separator – e.g. "Agency 1", "Delivery address 1", "CONS111"

File size limit

Requirement: 200MB per file

File size cannot exceed 200MB per financial year.

File naming convention

Requirement: Financial Year_Agency Name_Contract disclosure report

Dataset write mode

Requirement: Append to file until end of financial year

There should be only **one** Contract disclosure file per financial year which will be created each new financial year using the prescribed file naming convention. Throughout the financial year, the file will be updated or added with new information.

Upload frequency

Requirement: Monthly (as per the Contract disclosure guide)

Open data tag/group

Requirement: Contract disclosure

File must be uploaded using this data tag/group to ensure that it can be easily searched and grouped on the Open Data Portal.

Dataset custodian

Requirement: Agency

Information classification

Requirement: Public

Formatting

When compiling data in the Contract disclosure file:

- minimise the use of capital letters
- use the correct date number format in the cell, DD/MM/YYYY (ensure your locale/location is set to English (Australia))
- do not use the % symbol in cells
- do not use commas or spaces in numeric cells (e.g. 1000000 not 1,000,000 or 1 000 000.00)
- use whole numbers only, not fractions or decimals
- do not change the heading row in the template
- remove hidden white spaces from rows:
    - select the first empty new row by clicking on the row number
    - press Ctrl+Shift+Down Arrow - this will select everything after your last row with data
    - press Delete - this will clear any hidden white spaces

- remove hidden white spaces from columns:
  - select the first empty new column by clicking on the column letter
  - press Ctrl+Shift+Right Arrow - this will select everything after your last column with data
  - press delete - this will clear any hidden white spaces
- adhere to the Queensland Government Resource formatting guidance material.

Supporting resources

For more information about open data, please refer to the following:

- Open data portal publishing guide
- Open data strategies
- Publishing standards
- Data Portal – Training site
- Data Portal – Live site
- Publications Portal – Training site
- Publications Portal – Live site
- Contact the Queensland Government Open Data Office team for access to, and any enquiries about, the Data Portal and Publications Portal training and live sites