

**QUEENSLAND GOVERNMENT BUILDING AND CONSTRUCTION TRAINING POLICY  
(TRAINING POLICY)  
PROCESS FOR INDIGENOUS PROJECTS IN ABORIGINAL AND TORRES STAIT ISLANDER  
COMMUNITIES AND THE TOWNSHIP OF WEIPA**

Whole Of Government Coordination	Eligible projects under the Training Policy are coordinated through DATSIP's Program Office Technical Working Groups (TWG). TWG's are established in each discrete remote community. Key membership of the group includes representative/s from the Council Executive (Mayor and/or CEO). TWG meetings are chaired by the DATSIP Program Office.
Projects Scope of Works and Indigenous Economic Opportunities	The Principal defines the project's scope of works and through engagement with the TWG, the local Indigenous economic opportunities within the project's scope of works are identified with the Council Executive (Mayor and/or CEO).
Local Employment and Training and Business Supply	Through the TWG, the Program Office and Council Executive (Mayor/CEO) provide information and advice regarding the available workforce, training, community businesses, goods and services that could be utilised to meet compliance under the Training Policy. This will be based on project's scope of works, the Community Skill Profile and the Community Capacity Statement.  When preparing the IEO Overview, that is to be included in the tender documents, the Principal should draw on the information and advice provided by the TWG and the Council Executive (Mayor/CEO).
Pre tender and the IEO Overview	Through the TWG, the Council Executive (Mayor and/or CEO) provides advice to assist the Principal to develop an Indigenous Employment Opportunities (IEO) Overview to be included in the tender documents. The IEO Overview developed by the Principal, is project specific and provides contractors with information about what is available in the community that could be utilised to meet the IEO Plan.
Invitation to tender	The Principal develops the IEO Overview and includes it in the tender documentation, along with the Community Capacity Statement and all other tender documents.
Close of Tender – Post-Tender Negotiations and the Indigenous Economic Opportunities (IEO)Plan	The Principal leads preferred tenderer negotiations which include forming agreement on the IEO Plan between the Council Executive (Mayor and/or CEO), the preferred tenderer(s) and the Principal. The IEO Overview supplied in the tender documents supports this process. The preferred tenderer(s) develops and finalises the IEO plan with the Council Executive (Mayor and/or CEO) and the Principal. The agreed IEO Plan is signed off by the Principal, the Contractor and the Council Executive (Mayor and/or CEO) prior to the awarding of the contract.
Tender awarded	The signed IEO Plan forms part of the contract with the successful Contractor.
Compliance Plan lodged	The successful contractor submits the Compliance Plan information and uploads a copy of the signed IEO Plan online using the Training Policy's Administration System (TPAS) located on the CSQ website at <a href="http://csq.org.au/for-employers-stakeholders/the-training-policy">http://csq.org.au/for-employers-stakeholders/the-training-policy</a>
Monitoring IEO Plan	Through the TWG, the Principal and the contractor update the Council Executive (Mayor and/or CEO) with the progress against the agreed IEO Plan; and work to resolve any issues.
Practical Completion report	Upon completion of project, the achievement of outcomes against the IEO Plan are reviewed and signed off by the Principal, Contractor and the Council Executive (Mayor and/or CEO). The contractor submits the Practical Completion Report information and uploads a copy of the signed IEO Plan with final outcomes using the Training Policy Administration System (TPAS) located on the CSQ website at <a href="http://csq.org.au/for-employers-stakeholders/the-training-policy">http://csq.org.au/for-employers-stakeholders/the-training-policy</a>