PALM ISLAND
Aboriginal Shire Council

Expressions of Interest (EOI) Procedure

Policy Identifier:	P000
Version	1.0
Date Adopted	27 July 2026
Resolution	N/A
Responsible Officer	Chief Executive Officer

1. PURPOSE

This procedure outlines the process for seeking, advertising, receiving, evaluating and managing Expressions of Interest (EOIs) from suppliers for Council events, catering services, goods and other services.

The procedure supports transparent, fair and consistent procurement practices while encouraging local business participation, Indigenous business participation, value for money, and positive community outcomes in accordance with Council's Procurement Policy and relevant legislative requirements.

2. SCOPE

This procedure applies to:

- All Council officers procuring:
  - Event services (e.g. NAIDOC, community events, functions)
  - Catering services
  - Supply of goods and event-related materials
- All EOIs issued to local suppliers, whether formal or informal

3. PRINCIPLES

All EOIs must align with:

- Open and effective competition
- Support for local suppliers and Indigenous businesses
- Value for money and quality outcomes
- Transparency and fairness in process
- Probity, accountability and appropriate management of conflicts of interest

4. WHEN AN EOI IS REQUIRED

An EOI should be undertaken when:

- Multiple local suppliers may be available
- Services are event-based or recurring
- There is benefit in establishing a supplier pool or shortlist
- Procurement thresholds require competitive processes
- Council should consider going to EOI where there is uncertainty about supplier availability, capability, pricing or community interest, or where Council wishes to test the market before proceeding to a quotation, tender or supplier selection process.

- The scope of works or service requirements are not yet fully developed and Council needs information from the market to refine the procurement approach.
- Council wants to understand which local, regional or Indigenous suppliers may be interested and capable of delivering the required goods or services.
- The procurement is likely to involve a higher value, specialised service, recurring engagement or community-facing event where transparency and equal opportunity are important.
- Council intends to establish a shortlist, supplier pool, panel or preferred supplier arrangement before seeking formal quotes or tenders.
- There is a need to demonstrate fairness, probity and open access to local suppliers, particularly where several suppliers may be able to provide similar goods or services.

An EOI does not replace the need to comply with Council's Procurement Policy, financial delegations or legislative procurement requirements. Where an EOI is used as a preliminary market-sounding or shortlisting process, the next procurement step must still be determined according to the estimated value, risk, complexity and applicable procurement threshold.

5. PROCUREMENT POLICY THRESHOLDS

Council's Procurement Policy sets out the following procurement thresholds, which must be considered when determining whether an EOI, quotation or tender process is required:

Procurement Value (excl. GST)	Minimum Requirement
Up to $1,000	Petty cash or purchasing card, with justification
$1,001 – $15,000	Minimum of two verbal or written quotes
$15,001 – $200,000	Minimum of three written quotes or tender consideration plan
Over $200,000	Public tender process in accordance with the *Local Government Regulation 2012*

All procurement must be documented in Council's financial system. Officers must not split purchases, orders or supplier engagements to avoid procurement thresholds. Where an EOI is used to identify supplier interest, establish a shortlist or support local supplier participation, any subsequent procurement process must still comply with Council's Procurement Policy, financial delegations and applicable legislative requirements.

6. PREPARATION OF AN EOI

The responsible officer must prepare an EOI document that includes:

- Scope of works / services required
- Event details (date, location, expected attendance)
- Time and date the services are required, or the expected delivery timeframe
- Catering or supply requirements
- Evaluation criteria (e.g. price, experience, local participation)
- Submission requirements and closing date
- Contact details for enquiries
- A requirement for all officers involved in preparing, reviewing or evaluating the EOI to declare any actual, potential or perceived conflicts of interest, with conflicts managed by the CEO or relevant Director in accordance with Council's Employee Conflicts of Interest Policy.

7. STANDARD EOI TEMPLATE

Council will maintain and use a standard EOI template for procurements requiring an EOI process to support consistency, transparency, comparable supplier responses and audit defensibility.

The template should include, at a minimum:

- Scope of works or service requirements
- Event or procurement details, including date, location and expected attendance where relevant
- Evaluation criteria, including any local preference weighting where applicable
- Response schedules, including supplier details, capability, pricing, local benefit and compliance declarations
- The template should also set out submission requirements, closing date, enquiry contact details and any conditions of participation.

8. ADVERTISING AND DISTRIBUTION

To ensure open and fair access, EOIs must be advertised and distributed through appropriate channels, which may include direct email to known local suppliers, Council's website, official social media platforms, Council and community noticeboards, local radio or community announcements, supplier registers, existing contractor lists, regional procurement platforms where applicable, and direct engagement with Indigenous and local businesses.

9. EOI TIMEFRAMES

- EOIs must remain open for a minimum reasonable period (recommended 5–10 business days for simple events)
- Shorter timeframes must be justified and documented

10. RECEIPT OF SUBMISSIONS

- All submissions must be:
    - Received via a nominated email or system
    - Registered/documented upon receipt
- Late submissions:
    - May only be accepted where fairness to other suppliers is not compromised
    - Must be documented with reasons

11. EVALUATION PROCESS

- EOIs must be assessed against the stated criteria
- Evaluation should consider:
    - Price/value for money
    - Relevant experience
    - Capacity to deliver
    - Local participation and community benefit
- At least two officers should be involved where practical (probity and transparency)

Shortlisting may occur where a two-stage process is used (EOI → quote/tender), consistent with procurement practices.

Council may apply a structured local preference approach when evaluating EOIs, including weighted consideration for Palm Island and regional suppliers, Indigenous-owned or operated businesses, and demonstrated community benefit such as local employment, training or capability development. Any weighting must be clearly disclosed in the EOI documentation, applied consistently and transparently, and must not compromise value for money.

12. SELECTION, APPROVAL AND SPLITTING BETWEEN SUPPLIERS

- The preferred supplier must be:
  - Documented with justification
  - Approved in accordance with delegations
- Where a local supplier is not selected, reasons must be recorded (to support fairness and audit requirements).
- Where appropriate, Council may distribute work or split orders between multiple local suppliers to support local participation, community benefit and service continuity, provided the approach is documented, fair, transparent, delivers value for money, and is not used to artificially avoid procurement thresholds.
- Examples may include splitting catering requirements across several local food providers for a large community event, engaging different suppliers for separate event components such as food, logistics, equipment hire and entertainment, or allocating smaller service components to emerging local businesses where they have the capacity to deliver.

13. COMMUNICATION WITH SUPPLIERS

- Successful supplier:
  - Issued written confirmation or purchase order
- Unsuccessful suppliers:
  - Notified and may be offered feedback (where appropriate)

14. RECORD KEEPING

The following must be retained:

- EOI advertisement copies/screenshots
- Supplier distribution list
- Submissions received
- Evaluation documentation
- Approval records
- Correspondence with suppliers

All records must be stored in Council systems for audit and transparency purposes.

15. CONFLICTS OF INTEREST

- Officers must:
  - Declare any conflicts of interest in accordance with Council's Employee Conflicts of Interest Policy
  - Act impartially and transparently
- Any conflicts must be managed in accordance with Council policy

16. PANEL OR PREFERRED SUPPLIER ARRANGEMENTS

- Council may establish preferred supplier arrangements, panels or registers of pre-qualified suppliers for commonly procured services such as event delivery, catering, equipment hire and community program support.
    - These arrangements must be established through an appropriate procurement process, approved in accordance with delegations and reviewed periodically.
    - Panels should be opened to new entrants where appropriate to support emerging local and Indigenous businesses.
- Benefits may include reduced procurement timeframes, increased local participation, consistency in service delivery and improved value for money through ongoing engagement.

17. COMPLAINTS MANAGEMENT

Any complaints, concerns or disputes raised by suppliers in relation to an EOI process must be managed in accordance with Council's complaints management framework and any relevant procurement or competitive neutrality complaints management requirements.
Complaints and outcomes must be documented and retained in Council's records management system.

18. CONTINUOUS IMPROVEMENT

Supplier lists should be reviewed and updated regularly, expanded to include emerging local and Indigenous businesses, and informed by supplier feedback and event outcomes. Lessons learned from each EOI process should be used to improve future procurement planning, supplier engagement and documentation.

LEGISLATIVE FRAMEWORK AND SUPPORTING DOCUMENTS

This procedure is guided by relevant Queensland legislation, including the *Local Government Act 2009* and the *Local Government Regulation 2012*, and should be read together with Council's Procurement Policy, Contract Manual, Employee Conflicts of Interest Policy, Competitive Neutrality Complaints Management Policy, Competitive Neutrality Complaints Management Procedure and Competitive Neutrality Register.

REVIEW AND COMPLIANCE

This procedure will be formally reviewed every three (3) years, or earlier if required due to legislative amendments, internal audit recommendations, Council policy changes, procurement framework updates or operational changes affecting its application.