



REQUEST FOR QUOTATION

Review and Development of the Palm Island Community Safety Plan 2027-2031

Consultancy Services

Issued by	Palm Island Aboriginal Shire Council
RFQ reference	RFQ_012 Community Safety Plan 2027-2031
Issue date	27 October 2026
Closing date and time	27 November 2026
Contact officer	Governance Officer
Submission method	Via Email or Post

Respondents must read this RFQ in full and submit all requested information by the closing date.

1. Background

Palm Island Aboriginal Shire Council invites quotations from suitably qualified consultants to review the Palm Island Community Safety Plan 2022-2025 and prepare an updated Community Safety Plan for 2027-2031.

The current Plan was developed through community consultation and incorporates priorities relating to community safety, health and wellbeing, youth development, alcohol management, domestic and family violence, community leadership, infrastructure, employment and service coordination.

Council wishes to ensure the updated Plan:

- reflects current community priorities and aspirations;
- incorporates contemporary challenges, including youth offending, illicit drugs, family wellbeing and community safety;
- supports effective coordination across service providers;
- aligns with Alcohol Management Plan objectives and relevant Queensland Government frameworks; and
- provides practical, measurable actions with clear accountability.

2. Objective

The objective is to deliver a contemporary, evidence-based and community-endorsed Community Safety Plan that:

- identifies key community safety challenges and opportunities;
- reflects local voices and community priorities;
- strengthens partnerships between Council, community organisations, government agencies and service providers;
- includes measurable actions, performance indicators and implementation responsibilities; and
- supports long-term community wellbeing and resilience.

3. Scope of Services

Stage 1 - Desktop Review

Review relevant documents and evidence, including:

- the existing Palm Island Community Safety Plan;
- monitoring and implementation reports;
- Queensland community safety planning frameworks;
- Alcohol Management Plan documentation;
- relevant Council strategic documents;
- community wellbeing and health plans;
- available crime, health, education and social data; and
- relevant Queensland Government policies and reports.

The review must identify progress under the current Plan, emerging issues and trends, gaps in the current framework, and opportunities for future action.

Stage 2 - Stakeholder Engagement

Develop and implement an engagement program that obtains meaningful input. Respondents must clearly outline their proposed methodology. Stakeholders may include:

Community	Service providers	Government statutory agencies	and Council
Elders; Traditional Owners; youth; women; men; families; community members;	PICC; Community Justice Group; schools; health providers; youth services; PCYC; DFV	Queensland Police Service; relevant Queensland Government	Elected Members; Executive Leadership Team; relevant operational staff

Community	Service providers	Government and Council statutory agencies
people with lived experience	services; mental health and wellbeing providers	departments and regulators; other relevant agencies

Stage 3 - Community Safety Planning

Prepare a draft Plan addressing key themes including:

- youth engagement and youth offending; community safety; domestic and family violence;
- alcohol-related harm; illicit drug use and addiction; health and wellbeing;
- culture and identity; employment and economic participation; housing and environmental factors; and
- service integration and coordination; community leadership; community resilience.

The draft must include strategic priorities, desired outcomes, actions, lead and supporting agencies, timeframes, performance measures and reporting arrangements.

Stage 4 - Finalisation

Following feedback from Council and stakeholders, provide:

- a final professionally presented Community Safety Plan suitable for community publication, Queensland Government engagement, funding applications, and strategic planning and implementation;
- a concise Executive Summary suitable for stakeholder distribution; and
- an Implementation Framework setting out priority actions, responsibilities, KPIs, and monitoring and reporting arrangements.

4. Deliverables and Indicative Timeframes

Deliverable	Due from commencement
Project Plan and Engagement Methodology	Within 7 days
Desktop Review Findings	Within 21 days
Community Engagement Summary	Within 45 days
Draft Community Safety Plan	Within 50 days
Final Community Safety Plan	Within 60 days

5. Mandatory Requirements

Respondents must demonstrate:

Experience

- community safety planning;
- Indigenous community engagement and community consultation;
- social and strategic planning; and
- alcohol management planning and/or harm minimisation strategies.

Understanding

- Aboriginal and Torres Strait Islander communities;
- remote and discrete communities;
- community-led planning principles; and
- multi-agency governance environments.

Personnel

- details of the project lead and key personnel;
- relevant qualifications and experience; and
- examples of previous comparable projects.

6. Quotation Requirements

Submissions must include:

1. Methodology covering the desktop review, stakeholder engagement, consultation methods, data collection, analysis and reporting.
2. Project Plan setting out key milestones, timeframes and resource allocation.
3. Relevant Experience comprising three comparable projects completed within the last five years.
4. Personnel and capacity, including the proposed team, roles, qualifications and availability.
5. Fixed lump-sum pricing inclusive of professional fees, travel, accommodation, incidentals, GST and all other costs. No additional costs will be accepted unless approved in writing.
6. Completed declarations and any identified assumptions, exclusions, conflicts of interest or departures from this RFQ.

7. Evaluation Criteria

Criterion	Weighting
Demonstrated experience and capability	35%
Quality of methodology and engagement approach	35%
Understanding of community safety and Indigenous community contexts	15%
Value for money	15%

8. Council Expectations

- undertake genuine community engagement rather than relying solely on workshops;
- capture the views of under-represented groups, particularly young people, men and vulnerable community members;
- produce a practical and implementable Plan;
- deliver measurable outcomes rather than broad aspirational statements; and
- complete the project within 60 calendar days from commencement.

9. Conditions of Quotation

- Council is not bound to accept the lowest-priced or any quotation.
- Council may seek clarification or further information from a respondent.
- Respondents are responsible for all costs associated with preparing and submitting a quotation.
- Information supplied by Council must be treated confidentially and used only for preparing the quotation.
- The successful respondent must comply with applicable laws, Council requirements, workplace health and safety obligations, privacy requirements and culturally safe engagement practices.
- Any conflicts of interest, actual or perceived, must be declared in the response.
- The final scope, deliverables, price, intellectual property arrangements and engagement conditions will be documented in Council's contract or purchase order.

10. Submission Instructions

Closing	27 November 2026
Submit to	governance@palmcouncil.qld.gov.au
Email subject	RFQ Response - Community Safety Plan 2027-2031

Enquiries

Governance Officer governance@palmcouncil.qld.gov.au | (07) 4770 0200

Late submissions may not be considered. Respondents should retain confirmation that their submission was received.