City of Ryde

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Unsolicited Proposals - FAQs

What is an unsolicited proposal?

An unsolicited proposal is an approach made to Council by a private sector entity, public organisation, or individual offering a unique and innovative idea, project, or service that has not been requested through a formal procurement or tender process.

What types of proposals does this policy cover?

The policy applies to proposals involving Council-owned land, public infrastructure, innovative business ideas, or major commercial transactions that deliver community benefit.

Who can submit an unsolicited proposal?

Any individual, company, or organisation from the private or public sector can submit a proposal, provided it meets the Policy's principles and criteria.

How do I submit a proposal?

All unsolicited proposals must be submitted in writing to Council's Public Officer (Manager Executive Services and Governance) using the City of Ryde Unsolicited Proposal Submission Form.

Can I contact Councillors or the Mayor to discuss my proposal?

No. Proponents must not contact Councillors or the Mayor. Doing so may disqualify the proposal from consideration.

How are unsolicited proposals assessed?

Proposals are evaluated through a four-stage process: (1) Initial review, (2) Internal review and consultation, (3) Negotiation of final binding offer, (4) Council endorsement.

What are the key assessment criteria?

Proposals are assessed on Mutual Benefit, Uniqueness, Value for Money, Net Economic Benefit, Planning Approval potential, and Risk Allocation.

What are possible outcomes after assessment?

Council may decline the proposal, refer it to another process, invite a detailed proposal, or progress it to contract negotiation or approval.

How does Council ensure fairness and integrity?

Council follows a Probity Framework ensuring impartiality, accountability, confidentiality, and management of conflicts of interest.

Will my proposal and information remain confidential?

Council will protect commercially sensitive information but may be required to disclose certain details under the Government Information (Public Access) Act 2009 (NSW).

Which laws and policies apply to unsolicited proposals?

Local Government Act 1993 (NSW); Local Government (General) Regulation 2021 (NSW); NSW Government Unsolicited Proposals Guide 2022; Code of Conduct; Procurement Policy; Statement of Business Ethics; ICAC Act 1988 (NSW).

Who is responsible for managing unsolicited proposals?

Manager Executive Services and Governance – receives and reviews proposals; Directors – investigate and recommend; CEO – refers conforming proposals to Council; Council – makes final decision.

How can proponents ensure their proposal is considered seriously?

Demonstrate clear community benefit, align with Council's strategic objectives, provide evidence of uniqueness and feasibility, and communicate only through the nominated contact officer.