

Unsolicited Proposals Policy and Guideline

Friday, 6 February 2026

Audit and Risk Committee

Strategic Alignment - Our Corporation

Program Contact:

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Public

Approving Officer:

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EXECUTIVE SUMMARY

The purpose of this report is to present the updated Unsolicited Proposals Policy and Unsolicited Proposal Guideline to the Audit and Risk Committee.

On occasion, the council will receive suggestions and ideas seeking council's involvement, which may form the basis of an Unsolicited Proposal. To be considered as an Unsolicited Proposal, a proposal needs to be new and innovative, received from the private / non-government sectors, assist Council to achieve its strategic objectives or satisfy a community need, and not have been requested by the Council through its regular procurement process.

The Audit and Risk Committee is asked to note the Strategic Risk and Internal Audit (SRIA) Group's internal Unsolicited Proposal Policy and Unsolicited Proposal Guideline which are administrative in nature and apply to internal processes.

RECOMMENDATION

THAT THE AUDIT AND RISK COMMITTEE:

1. Notes the Strategic Risk and Internal Audit Group's internal Unsolicited Proposals Policy as contained in Attachment A to Item 6.6 on the Agenda for the Audit and Risk Committee meeting held on 6 February 2026.
2. Notes the Strategic Risk and Internal Audit Group's internal Unsolicited Proposal Guidelines as contained in Attachment B to Item 6.6 on the Agenda for the Audit and Risk Committee meeting held on 6 February 2026.

IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Our Corporation
Policy	The Strategic Risk and Internal Audit Group's internal Unsolicited Proposal Policy and Guideline
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	The Unsolicited Proposals Policy and Unsolicited Proposal Guideline reduce risk for Council by providing clarity to proponents of unsolicited proposals, Council Members, the Administration and the community on how it will receive and consider unsolicited proposals to ensure Council/community benefit, value for money, probity, accountability and transparency through the process.
Opportunities	Unsolicited proposals present an opportunity for Council to consider innovative ideas and alternative delivery models that may not emerge through standard planning or procurement processes. When aligned with Council's strategic objectives, such proposals can accelerate outcomes, leverage private sector expertise, and improve the utilisation of Council assets to deliver enhanced community benefits. While these opportunities can support improved service delivery and infrastructure outcomes, they must be considered within a robust governance, probity and value-for-money framework to ensure transparency, fairness and alignment with legislative and policy requirements.
25/26 Budget Allocation	Not as a result of this report
Proposed 26/27 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
25/26 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

1. At the SRIA meeting on 13 November 2025, a decision was made to:
Receive the draft Unsolicited Proposals Policy and Guideline as contained in Attachments A & B on the agenda for the meeting of the Strategic Risk and Internal Audit Group held on 13 November 2025.
2. SRIA noted at the meeting, that the next steps was to present the Policy and Guideline to the Audit and Risk Committee (the Committee).
3. The receipt of an Unsolicited Proposal should be reviewed as an exploration of both opportunity and risk for the Council.
4. While there is no legislated requirement for Council to have a Policy or Guideline that addresses unsolicited proposals, it is considered good practice to have a clear and transparent process for addressing these types of requests.
5. At a Council meeting on 15 March 2022, the Council revoked the previous Guidelines relating to unsolicited proposals and noted that SRIA will manage the receipt of unsolicited proposals moving forward and assess them using the City of Adelaide's risk framework prior to the Council's discussion and decision.
6. Prior to March 2022, Council used the Guideline to manage unsolicited proposals. The Guideline was intended to give innovators, entrepreneurs, investors, and the community confidence that proposals would be considered consistently, transparently, and lawfully.
7. Since the March 2022 Council decision, the assessment of any unsolicited proposals received has been managed in accordance with the City of Adelaide's Risk Management framework.
8. In 2025, the Strategic Risk and Internal Audit Group (SRIA) reviewed the Unsolicited Proposals Policy (Policy) (**Attachment A**) and the Unsolicited Proposal Guideline (Guideline) (**Attachment B**). Both documents are administrative in nature and are intended to guide internal decision-making and procedural consistency.
9. Given that the consideration of an Unsolicited Proposal is directly related to an assessment of risk, it is appropriate to utilise SRIA to ensure that Unsolicited Proposals are assessed from a risk management perspective. This is designed to ensure fairness and equity in the consideration of Unsolicited Proposals, considering Council's strategic priorities, its policy framework, legal, reputational and political risks.
10. Proposals ought to be reviewed constructively with a comprehensive review of the opportunity presented to Council, balanced with a risk-based approach that examines how risk can be managed.
11. The SRIA Terms of Reference state that SRIA will assess the risks and opportunities from Unsolicited Proposals and ensure the evaluation process includes consideration of key elements such as strategic plan alignment, relevance to existing policies, legislative compliance, transparency in the decision-making process, and respect for confidentiality requirements.
12. In addition, the use of SRIA ensures that the Audit and Risk Committee is involved in the advisory process.

DATA AND SUPPORTING INFORMATION

Nil

ATTACHMENTS

Attachment A – Unsolicited Proposal Policy

Attachment B - Unsolicited Proposal Guideline

- END OF REPORT -