



UNSOLICITED PROPOSAL SUBMISSION FORM

Submit your Unsolicited Proposal for consideration by the City of Charles Sturt.

This is an initial submission form only, please provide enough information for Council to determine whether your proposal is suitable for consideration under the Unsolicited Proposals Policy.

If your proposal progresses beyond the initial stage, Council may request more detailed information, supporting material or further discussions.

Section 1 - Applicant Details

This section collects basic contact information so Council can communicate with you during the assessment process

Organisation / Business Name *(optional)*

If applicable, enter the name of your organisation or business.

Full Name *(required)*

If applicable, enter the name of your organisation or business.

Position / Role *(optional)*

Provide your role if submitting on behalf of an organisation.

Email Address *(required)*

Council will use this email address for all correspondence related to your proposal.

Phone Number *(required)*

An alternate contact method, if required for further clarification.

Address *(optional)*

Postal or business address.

ABN *(optional)*

Provide your ABN if submitting on behalf of a registered business or organisation.

Section 2 - Preliminary Screening

This section provides Council with a high-level understanding of your proposal and whether it is suitable to be considered as an unsolicited proposal.

Proposal Title *(required)*

Short Summary *(required) - up to 250 words*

Summarise your proposal, including:

- what you are proposing
- the problem or opportunity it addresses
- why Council should consider it
- the key benefits for the community

What makes your proposal unique or innovative? *(required) - up to 250 words*

Explain what is distinctive about your proposal and why it is not a standard offering that could be readily sourced through the market.

Why can this proposal not reasonably be considered through an existing tender, quotation, expression of interest, grant or other standard process? Ónleljuiúedú - up to 100 words

Explain why this proposal is better suited to the Unsolicited Proposals pathway.

Category of Proposal Ónleljuiúedú

Select One

If "Other", please specify Ónleljuiúedú - up to 150 words

How does your proposal align with Council's strategic direction and Community Vision 2040? Ónleljuiúedú - up to 100 words

Describe how your proposal supports Council's priorities and the outcomes it may deliver for the Community.

Have you had a pre-lodgement discussion with Council about this proposal? *ólléijuiííedú*

☐ Yes ☐ No

If Yes, provide the name of the Council officer or business area, and the date of discussion. *óíí knownú*

Section 3 - Proposal Summary

This section provides a high-level summary only, detailed business case information is not required at this stage.

Problem or Opportunity Addressed *ólléijuiííedú - up to ηηλ óοííds*

Explain the Community need, challenge or opportunity your proposal responds to.

Expected Community Benefits *ólléijuiííedú - up to ηηλ óοííds*

Outline the social, environmental, economic or service benefits your proposal would deliver and how these contribute to Community Vision 2040.

Target Audience / Beneficiaries *(optional - up to 1p1 éoíds)*

Identify who will benefit from your proposal (e.g.: residents, businesses, visitors, specific community groups).

Implementation Requirements *(optional - up to 1p1 éoíds)*

Outline any key delivery requirements, partnerships, resourcing needs or approvals.

Estimated Cost or Budget *(optional - up to 1p1 éoíds)*

Provide any estimated costs, funding assumptions, or financial information available.

Proposed Timeline *(optional - up to 1p1 éoíds)*

Indicate key milestones or proposed time frames

Section 4 - Declarations

All check-boxes below are required:

- ☐ I confirm that this initial submission does not contain confidential or proprietary information unless expressly requested by Council.
- ☐ I understand that submitting a proposal does not create any obligation or contract with the City of Charles Sturt.
- ☐ I understand that I am responsible for my own costs in preparing and submitting this proposal unless Council expressly agrees otherwise.
- ☐ I confirm that I am the owner of the idea or have the permission to submit it.
- ☐ I consent to the City of Charles Sturt reviewing and storing this information for assessment purposed.
- ☐ I confirm that any attached documents included in the submission do not contain confidential or proprietary information unless expressly requested by Council.

Section 5 - Submission

Before submitting, please ensure all information provided is accurate and complete. All proposals are assessed in accordance with probity, transparency and responsible governance principles that underpin Community Vision 2040.

Final Confirmation *(required)*

- ☐ I declare that the information provided is true and correct to the best of my knowledge.

Full Name *(required)*

Date *(required)*

Signature *(required)*

Please email your completed submission form to council@charlessturt.sa.gov.au, ensuring to include all relevant attachments to support your application.