

Business Case Selection Criteria – External Request For Proposal

***8 Caffery Place, Hamilton Hill
(Southwell Community
Centre)***



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INTRODUCTION AND BACKGROUND

In order to submit a proposal for the use of 8 Caffery Place, Hamilton Hill, please:

1. Fill in the below criteria;
2. add supporting documents as required and
3. Submit to propertyservices@cockburn.wa.gov.au prior to close of business **11 November 2024**



WEIGHTING SUMMARY

Submissions will be assessed on the weighting outlined in the business case brief below:

Needs analysis	30%
Alignment with Strategic Community Plan	30%
Proposal Specifics (including Budget)	20%
Risks	20%



NEEDS ANALYSIS (30%)

What is the determined need for this proposal?

1. Provide purpose and background of proposal.

2. Outline the business/economic/community outcome achieved or service level increase to City of Cockburn stakeholders.



3. Advise if external consultancy or other research investigations have occurred in support of this proposal.



ALIGNMENT WITH STRATEGIC COMMUNITY PLAN (30%)

What is the strategic link for this proposal?

4. What outcome are you trying to achieve?

5. Where and how is this aligned with the City's [Strategic Community Plan](#)? Identify the relevant objectives and briefly explain how the idea supports them.



6. Describe the strategic objectives of the City of Cockburn that the proposed idea aligns with.



PROPOSED SPECIFICS INCLUDING BUDGET (20%)

What do you require from the property?

7. Summarise the proposed and/or required site infrastructure. Highlight the relevance and/or proposed benefits of the infrastructure.

8. Provide a brief overview of the proposal, including its purpose, scope, and expected outcomes.



9. Key details such as estimated cost and timeframes if you have this available.

10. Include your scope of works and specification if you have this available.

11. Is there current budget for this idea, or does budget need to be sourced?



12. What year is it proposed this budget is secured or is it proposed to take this proposal to Council to secure budget earlier?

RISKS (20%)

Risks should be listed as dot points. Maximum of 3.

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ADDITIONAL SUPPORTING INFORMATION

1. Consultation

13. Outline if any consultation is required

2. Identification of Stakeholders

14. City of Cockburn service units (list them)

15. External stakeholders/agencies (list them)