



## C5. Checklist for Stage 2: Initiative Identification and Options Development

The following provides a checklist for proponents to use at the end of Stage 2.

Proponents are encouraged to contact Infrastructure Australia for clarification on any part of this checklist, or for additional guidance in preparing a submission.

Infrastructure Australia can be contacted via email on [mail@infrastructureaustralia.gov.au](mailto:mail@infrastructureaustralia.gov.au), or telephone on (02) 8114 1900.



### C5.1 Step 1: Initiative description

**Table 4** Describe each initiative being considered

Key questions	Complete?
What is the expected stakeholder impact (these should be quantified where possible)?	
What is (are) the location(s) of all associated benefits and costs?	
What are the infrastructure outputs, changes or enablers that will achieve these outcomes?	
What non-infrastructure outputs, changes or enablers have been considered that will achieve these outcomes?	
What are the costs for each initiative (including capital expenditure and operating expenditure, where relevant), and how are these expected to vary over time?	
Is it important to consider alternative future scenarios of key drivers, and, if so, which have been considered?	
What are the key initiative dependencies (including complements and substitutes)?	
How does each initiative align with jurisdictional plans or strategies, including any references where relevant?	
How can individual initiatives and options be packaged together, or better coordinated, or sequenced over time?	

## C5.2 Step 2: Capital and non-capital solutions

**Table 5** Describe the capital and non-capital solutions considered

Key questions	Complete?
What regulatory reform, governance reform, better use reform and capital investment solutions have been considered?	
Please provide justification where options are not considered for any of these reform categories.	

## C5.3 Step 3: Initiative identification long-list process

**Table 6** Describe the process used to develop a long-list of initiatives (e.g. options development workshop)

Key questions	Complete?
What stakeholders were involved?	
How were stakeholders coordinated and how did workshops function (i.e. the structure and governance arrangements around the initiatives development process)?	
For what time period were the initiatives developed?	

## C5.4 Step 4: Cost and funding

**Table 7** Describe the funding and costs of each initiative

Key questions	Complete?
What are the initiative cost estimates (in real, \$million, \$20XX and PV terms)?	
What are the probabilistic cost estimates (where applicable), and the probability levels used (e.g. p50, p90)?	
What components of the initiative are seeking Australian Government funding?	
What components of the initiative are seeking state or other government funding?	
What components of the initiative are seeking non-government (private sector) funding?	

### **C5.5 Step 5: Key risks or sensitivities**

**Table 8** *Describe risks or sensitivities*

Key questions	Complete?
What risks or sensitivities have been identified that pose fundamental challenges or impose critical constraints on the successful implementation of the initiative?	
Where multiple future scenarios have been considered because of future uncertainties, does the initiative perform robustly across these scenarios?	

### **C5.6 Step 6: Supporting data**

**Table 9** *Provide supporting data or key measures relevant to the initiative*

Key questions	Complete?
Where applicable, what previous economic assessment(s) have been undertaken?	
Where applicable, what previous economic assessment of capital, operational and maintenance costs, including the relevant probabilistic (p) level assessments have been undertaken?	
Where applicable, what analysis has been produced on the wider benefits associated with the initiative?	
Is there any other supporting information? If so, what is it?	

### **C5.7 Step 7: Short-listing of options\***

**Table 10** *Describe each option that has been short-listed and the short-listing process.*

Key questions	Complete?
What options have been retained in the short-list following the options assessment exercise?	
What are the characteristics of the short-listed options?	
What is the status of each short-listed option's development? This includes, but is not limited to:	
<ul style="list-style-type: none"> <li>▪ Planning studies</li> <li>▪ Feasibility studies</li> <li>▪ Business case</li> <li>▪ Environmental assessment or and Gateway reviews/approvals</li> <li>▪ Economic appraisal studies</li> <li>▪ Gateway reviews</li> <li>▪ Approvals</li> <li>▪ Benefit realisation plan development</li> </ul>	

\* There should be at least two short-listed options.

## C5.7 Step 7: Short-listing of options (continued)

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### Key questions

Complete?

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What methodology was used to refine the long-list of options to a short-list of options to be considered in further detail in a business case?

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What are the costs of the different options?

- Provide initial estimates of the investment costs, as a minimum, at P50 real (current) \$
- Proponents are encouraged to provide costs at P90 level real (current) \$
- Any supporting data or information should be included.

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How will each option address the problem or opportunity of national significance?

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What is the economic, social and environmental impact of the option, in addition to the resolution of the problem/opportunity?

- Use the following hierarchy of evidence:
  - monetisation of costs of a problem or value of an opportunity
  - quantification of impacts in terms of economic, social and environment
  - qualitative discussion of impacts in terms of economic, social and environment.

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What are the likely project externalities (positive and negative)?

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What are the linkages of each option to other problems and/or programs and projects?

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What opportunities exist to package different options?

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What are each option's deliverability risks and mitigation strategies?

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Over what timeframe is the option expected to address the problem/opportunity?

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### **C5.8 Step 8: Next steps**

**Table 11** *Specify the next activities planned to progress the initiative*

Key questions	Complete?
What are the next activities planned to progress the initiative?	
<p>What are the next planned outputs?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ demand modelling</li> <li>▪ quantity surveyor’s report</li> <li>▪ economic analysis</li> <li>▪ business case</li> <li>▪ gateway review.</li> </ul>	
When are these activities due to commence and when are they due to be completed?	
When does the proponent expect to make a Stage 4 (business case) submission to Infrastructure Australia?	

### **C5.9 Step 9: Confidentiality**

**Table 12** *Confidentiality claim*

Key questions	Complete?
What information provided to Infrastructure Australia is confidential?	