Stage 4 Submission

# [*Insert proposal name*]

[The following boxes are provided for information and can be deleted prior to submission.]

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| How to use this checklist:   * During **Stage 4** you will undertake a post completion review to demonstrate how investment has responded to the nationally significant problems and opportunities identified in **Stage 1,** and against the preferred project option identified in **Stage 3**. * We will assess your Stage 4 submission to:   + Identify whether the project achieved its intended objectives and was delivered in accordance with the plans outlined in the business case, including time, cost, scope and realisation of risk   + Determined whether the project’s net benefits have been realised as per the business case and that the assumptions adopted in the cost-benefit analysis were appropriate   + Identify if the outcomes could have been achieved in a more effective and efficient way. * The Assessment Framework has been designed to align with other national, state and territory frameworks. **We accept submissions that conform to the relevant state or territory guidelines, so long as they include all the required information as set out in this document**. Before submitting, cross-reference your submission against the **Stage 4 Assessment Criteria and Submission Checklist** to ensure you have met our requirements. * We encourage you to engage with us as early as you can when developing a proposal, so that we can provide advice to strengthen your submission and clarify any assessment requirements. |

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| Key terms:  **Assessment Criteria:** three overarching criteria we use to assess the merit of every proposal, at every stage of the Assessment Framework – Strategic Fit, Societal Impact and Deliverability.  **Program**: a proposal involving a package of projects that are clearly interlinked by a common problem or opportunity. The package presents a robust and holistic approach to prioritise and address the projects, and there is a material opportunity to collaborate and share lessons across states, territories or agencies. The projects can be delivered in a coordinated manner to obtain benefits that may not be achieved by delivering the interventions individually.  **Project:** an infrastructure intervention. A project will move through the stages of project initiation, planning, delivery and completion. A suite of related projects to address a common problem or opportunity will create a program.  **Proponent:** an organisation or individual who prepares and submits infrastructure proposals to us for assessment. To be a proponent of a business case (a Stage 3 submission), the organisation must be capable of delivering that proposal.  **Proposal:** the general term we use for successful submissions to the Infrastructure Priority List, across the key stages of project development, specifically – early-stage (Stage 1), potential investment options (Stage 2) and investment-ready proposals (Stage 3). Proposals that have been delivered would be assessed in Stage 4. |

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| Lodging your submission:  Contact us to discuss your proposal before submission and to arrange a secure file transfer facility for your submission. You can contact us via email at [proposals@infrastructureaustralia.gov.au](mailto:proposals@infrastructureaustralia.gov.au) or call us on **02 8114 1900**. |

# Stage 4: Post completion review

## Proposal information

In preparing this document, please refer to the [Stage 4](http://www.infrastructureaustralia.gov.au/publications/assessment-framework-stage-4-post-completion-review) volume of the Assessment Framework and relevant technical guides. If you require any assistance, you can contact us via email at [proposals@infrastructureaustralia.gov.au](mailto:proposals@infrastructureaustralia.gov.au) or call us on **02 8114 1900**.

### Document control details

|  |  |  |  |
| --- | --- | --- | --- |
| PROPOSAL NAME[[1]](#footnote-1) |  | PROPONENT ORGANISATION |  |
| VERSION[[2]](#footnote-2) |  | DATE SUBMITTED | DD/MM/YYYY |
| CHANGES FROM PREVIOUS VERSION (IF APPLICABLE) | | | |
|  | | | |

### Prepared by (point of contact for us to engage on specific technical matters)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME |  | JOB TITLE |  | ORGANISATION | |  |
| CONTACT DETAILS | Phone | Mobile | | | Email | |
| DATE | DD/MM/YYYY |  | | | | |

### Approved by (point of contact for formal engagement on the status of the submission)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME |  | JOB TITLE |  | ORGANISATION | |  |
| CONTACT DETAILS | Phone | Mobile | | | Email | |
| DATE | DD/MM/YYYY |  | | | | |

### Confidentiality

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| *Please identify if any of the information provided to Infrastructure Australia in this template is confidential. Please provide a brief explanation of the reasons for the request of confidentiality.*  *Information submitted confidentially will not be released or published by Infrastructure Australia without the written consent of the proponent.* |

### State and Territory review

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please identify if any state and territory assurance reviews, such as infrastructure advisory body or equivalent, gateway reviews, have been completed, and the status of these reviews.*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | NAME |  | PHONE |  | EMAIL |  | |

## Stage 4 Submission Checklist

We classify submission documentation as required, recommended or good practice, as described in the table below:

|  |  |
| --- | --- |
| **Classification** | **Description** |
| Required | Proponents must provide evidence justifying their assessment of required items. |
| Recommended | Proponents must consider recommended items and provide supporting evidence justifying if they have not been assessed. |
| Good practice | Proponents should consider these discretionary items as part of good practice, but they may not apply to all projects. |
| Classification | Description |
|  | |

Please complete the submission checklist below, indicating:

* which items have been provided as part of your application
* where the information can be found in the attached documentation.

| **Item** | **Requirement** | **Name relevant documents you have attached** | **Where can we find that info in the documents (if relevant)** | |
| --- | --- | --- | --- | --- |
| **Project information** | | |  | |
| Project description | Required | Included above. Identify any additional information attached. |  |
| Information is finalised (i.e. not draft or identified as subject to change) | Required |  |
| Information is not out of date (i.e. produced several years prior) | Required |  |
| Confidentiality requirements | Required |  |
| State or territory (gateway) review (i.e. infrastructure advisory body or equivalent), where relevant | Good practice |  |  |
| **Step 4: Gather information for review** | See **Section 2.5** of the[Stage 4](http://www.infrastructureaustralia.gov.au/publications/assessment-framework-stage-4-post-completion-review)volume for more information | | | |
| Forecast and actual project delivery costs and timeframes | Required | e.g. Post completion review report | e.g. Section 3.1 | |
| Forecast and actual infrastructure performance data | Required |  |  |
| Forecast and actual operating and maintenance data | Required |  |  |
| Forecast and actual benefits | Required |  |  |
| Forecast and actual performance metrics | Required |  |  |
| Interviews undertaken with the project delivery team | Required |  |  |
| **Step 6: Reporting and next steps** | See **Section 2.7** of the[Stage 4](http://www.infrastructureaustralia.gov.au/publications/assessment-framework-stage-4-post-completion-review)volume for more information | | | |
| Comparison of outcomes from the document review and the interviews | Required |  |  |
| Key findings | Required |  |  |
| Approach to communicate key findings and recommendations | Required |  |  |
| Timing and nature of key findings and any subsequent review | Required |  |  |

Please note, information on Steps 1–3 and 5 are contained in the [Stage 4](http://www.infrastructureaustralia.gov.au/publications/assessment-framework-stage-4-post-completion-review) volume.

1. 1 Title of the underlying problems and opportunities, rather than the anticipated solution. See IPL for examples. [↑](#footnote-ref-1)
2. First issue to Infrastructure Australia should be version 1, with version updated for subsequent submissions. [↑](#footnote-ref-2)