

OFFICIAL: Sensitive//SA CABINET

Capital Intentions Statement

& Assurance Framework

**Initiative Registration Template**

[Initiative Name]

[Sponsor Agency]

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# Preamble

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| Introduction  This template is intended to provide a summary of an initiative being submitted for consideration as part  of the annual review of the Infrastructure SA (ISA) [Capital Intentions Statement](https://www.infrastructure.sa.gov.au/our-work/capital-intentions) (CIS) or as the initial registration with ISA under the [ISA Assurance Framework](https://www.infrastructure.sa.gov.au/our-work/project-assurance/isa-assurance-framework) (ISAAF).  It is intended that from this submission, ISA obtains a solid understanding of the proposed initiative including all relevant evidence that agencies may wish to provide in support for consideration as part  of the CIS process and to contribute to the evidence required to inform ISA’s assessment process.  Agencies should provide responses and evidence to the criterion in this template, noting not all initiatives will have detailed responses nor undertaken all the associated works to date across all criteria to the same level. The amount of information provided should be commensurate with the complexity and scope of the initiative. ISA is available to provide additional clarification or support to agencies in this regard. |

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| Overview of the Capital Intentions Statement  The Capital Intentions Statement (CIS) enables ISA to provide a well-informed, contemporary view on which infrastructure initiatives being developed by agencies should be prioritised to deliver improved outcomes for South Australia. The CIS draws on a diverse range of projects, initiatives, strategies and plans to provide a consolidated view of the initiatives which should be advanced as a priority over the subsequent five-year period. In compiling this prioritised list, ISA must adopt an objective and considered approach to its analysis to ensure the CIS is an effective and robust document that is backed by evidence and useful to all agencies in undertaking their infrastructure planning.  Overview of the Infrastructure SA Assurance Framework (ISAAF)  The ISAAF is designed to provide confidence to the Government that its infrastructure program is well planned and managed and delivers on intended community benefits without duplicating existing processes or unnecessarily burdening agencies.  The framework is similar to those already operating in all other Australian jurisdictions, as well as New Zealand, the UK, Norway and Canada. The ISAAF applies to all major capital infrastructure projects or programs delivered by the State’s Agencies, State-Owned Corporations, Government Business Enterprises and any other infrastructure project or program as determined by the Premier.  For those initiatives which have not been registered with ISA previously, agencies should provide what information they have, but otherwise focus on the strategic aspects of this template. |

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| Template completion and drafting  This *Initiative Registration Template* structure is designed to mirror that of [*project justification templates*](https://www.infrastructure.sa.gov.au/our-work/project-assurance/business-case-templates) to enable agencies to make use of the same analysis where possible. This symbol within this document notes the relevant cross reference to the project development templates.  This symbol notes examples of the information and potential indicators that demonstrate how the initiative contributes to the criteria. These are examples only; ISA will consider any other type of information or indicator provided it can be supported by suitable evidence. |

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| Help, support and guidance  ISA will assess initiatives and evaluate against each criterion to provide a weighted final (aggregate) score to inform the prioritisation. Not every initiative will be able to positively score against every criterion; however, agencies should consider how their initiative may or may not impact each criterion. ISA may provide Cabinet with alternative scenarios of different weightings to enable prioritisation within the portfolio. ISA may request supporting evidence to justify the stated impacts. Further information on how initiatives are assessed and prioritised as part of the CIS is available in ISA’s Capital Intentions Statement Framework (the Framework).  Agencies are encouraged to contact ISA if they have any further questions on the *Initiative Registration Template*, the assessment and prioritisation process and CIS Framework more broadly.  General queries can be directed to:   |  |  | | --- | --- | | **Capital Intentions Statement** | **Assurance** | | John Haese Director, Infrastructure Prioritisation Ph: 61 (8) 8226 5915 Email: [john.haese@sa.gov.au](mailto:david.lovell@sa.gov.au?subject=CIS%20&%20Project%20Registration) | Graeme Brown  Director, Assurance  Ph: 61 (8) 8226 5948  Email: [graeme.brown@sa.gov.au](mailto:graeme.brown@sa.gov.au) | |

# Initiative details

Summary information

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| --- | --- | --- | --- | --- |
| Initiative name: |  | | | |
| Initiative location: | *Ensure a location plan/map is included if available, and use drop down list.*  Choose an item. | | | |
| Sponsor Agency: |  | | | |
| Sponsor Minister: |  | | | |
| Contact person: |  | | Email: |  |
| Type of infrastructure: |  | | | |
| Sector: | Choose an item. | | | |
| Sub-sector: | Choose an item. | | | |
| Current phase: | *Identify current phase of project using the drop-down list.*  Choose an item. | | | |
| ISAAF Project Level: | *Identify level from drop-down list and attach ISAAF Project Level Calculator.*  Choose an item. | | | |
| Brief description of initiative: | *Case for change (problem/opportunity) and expected benefits and outcomes.* | | | |
| Brief description of the base case: | *Outline the situation whereby the initiative does not occur i.e. what is likely to happen if no change is made given the most likely forecasted demand scenario.* | | | |
| Initiative costs: | *Outline the estimated out turn (capital) costs of the initiative (this may be order of magnitude costs if appropriate for stage of project).* | | | |
| Project complexity: | | *Describe the key complex elements of the initiative.*  *Outline the level of skills and experience the agency has in delivering similar projects.*  *Detail any known interdependencies and/or inter-agency engagement required.* | | |
| Stakeholder engagement: | | *List the key stakeholders engaged to date and key outcomes of engagement.* | | |
| Assurance: | | *Outline current Status of ISA Assurance (if any) and indicative dates for required reviews if known.* | | |
| Support for initiative development: | | *Outline any further support required (funding or otherwise) to develop the initiative proposal or progress a final business case.* | | |
| Project funding status: | | *Outline whether any funding has been allocated to the initiative through existing budget allocations.* | | |
| Estimated project milestones: | | *Provide key project milestones (target dates) for progressing the initiative.* | | |

# Strategic criteria

## Addressing a specific need, problem or opportunity

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| **Provide evidence of the specific need, problem or opportunity that supports a case for change.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Proposal context - Nature of proposal*  *Case for change (Problem identification/Opportunity)*  *Example measurement indicators:*   * *Addresses a measurable gap in the level of services demanded* * *Facilitates investment in a new set of activities* * *Enables further economic activity* * *Addressing asset end of life/failure* |

*Insert response here – include reference to any attachments to support*

## Alignment of strategic position

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| **Describe whether – and, if so, how – the initiative aligns with the broader government policy or contributes to outcomes sought by other strategies, policies, plans and legislation.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Proposal context - Strategic position*  *Example measurement indicator: The initiative aligns with a specific need, problem or opportunity which has been identified in other policy documents (e.g. the 20 Year State Infrastructure Strategy or other relevant sector and departmental strategy and policy document, including Federal initiatives, strategies or policies).* |

*Insert response here – include reference to any attachments to support*

## Supporting other initiatives and activities

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| **Describe whether – and, if so, how – the initiative impacts other initiatives or activities.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Proposal context - Strategic position Outcomes Sought - Strategic alignment Outcomes sought - Other initiatives*  *Example measurement indicators:*   * *Initiative connects to another piece of infrastructure that has been proposed or is being planned* * *Initiative enables other activities or initiatives that rely on related or connected infrastructure* |

*Insert response here – include reference to any attachments to support*

# Economic/Financial criteria

## Supporting economic growth

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| **Provide evidence to demonstrate whether the initiative will impact economic activity including whether it will contribute to accelerated or delayed economic activity.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Economic assessment*  *Example measurement indicator:*   * *Change in the level of output by activities supported by the initiative* * *Enabling new or expanded industries* * *Encouraging investment by the private sector* |

*Insert response here – include reference to any attachments to support*

## Supporting population growth

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| **Provide evidence to demonstrate whether the initiative will impact ongoing population growth.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Economic assessment*  *Example measurement indicator:*   * *Change in the number of jobs supported by the activities being impacted by the initiative post-completion* * *Enabling additional population* |

*Insert response here – include reference to any attachments to support*

## Improving efficiency and/or productivity

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| **Provide evidence to justify whether the initiative will support productivity improvements, improves affordability over time, either by making better use of existing assets, avoiding costs or reducing/constricting expenditure growth.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Economic assessment Options assessment - Financial assessment*  *Example measurements indicator:*   * *Increased cost efficiencies for activities impacted* * *Increased output for the same or reduced inputs* * *Increased/improved service outcomes among impacted activities* * *Recurrent operational budget impact* |

*Insert response here – include reference to any attachments to support*

# Environmental criteria

## Addressing climate change by reducing greenhouse gas emissions (CO2e)

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| **Provide evidence to justify whether the initiative will result in a net change in the level of greenhouse gases produced by the activities impacted.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Environmental assessment Options assessment - Sustainability assessment*  *Example measurement indicators:*   * *Net change in energy consumption* * *Net change in CO2 emissions* |

*Insert response here – include reference to any attachments to support*

## Adapting to climate change by improving resilience and/or addressing resilience in design

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| **Provide evidence to justify whether the initiative will affect activity or asset resilience to the effects of climate change (e.g. more severe or extreme weather events, increased operating costs to manage or respond to climate variability).**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Environmental assessment Options assessment - Sustainability assessment*  *Example measurement indicators:*   * *Increased green canopy reducing heat island effects* * *Greater resilience to storm events, sea levels rise etc* * *Greater thermal efficiency* * *Reduced incidence of flooding* |

*Insert response here – include reference to any attachments to support*

## Contributing to improved environmental outcomes (other than reducing greenhouse emissions)

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| **Provide evidence to justify whether the initiative achieves non-emissions related environmental outcomes (e.g. improved native habitat, water quality and integration of circular economy principles).**  This information may be available in the following sections of any *Strategic Assessment/Options Analysis/Business Case* prepared previously:  *Options assessment - Environmental assessment Options assessment - Sustainability assessment*  *Example measurement indicators:*   * *Impact on native vegetation, flora and fauna species* * *Net change in water consumption* * *Noise reduction* * *Increased public amenity* * *Reduced resource consumption* |

*Insert response here – include reference to any attachments to support*

# Social criteria

## Improving access to services and/or creating opportunities for people experiencing disadvantage

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| **Provide evidence to justify whether the initiative will improve equitable access to services, the quality of service delivery outcomes and/or create opportunities for people experiencing disadvantage.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Social assessment Project management - Stakeholder management*  *Example measurement indicators:*   * *Improvement in the equitable access to services for some or all groups* * *Improvement in the consistency and quality of service delivery for some or all groups* * *Service outcomes improved for people experiencing disadvantage* * *Increase in opportunities (including employment opportunities) created for people experiencing disadvantage* |

*Insert response here – include reference to any attachments to support*

## Improving health and wellbeing outcomes

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| **Provide evidence to justify whether the initiative will improve health and wellbeing outcomes.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Economic assessment Options assessment - Social assessment*  *Example measurement indicators:*   * *Change in prevalence of health risk factors* * *Change in prevalence of disease* * *Improvements in quality outcomes (e.g. re-admission rates, infection rates).* |

*Insert response here – include reference to any attachments to support*

## Improving community safety

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| **Provide evidence to justify whether the initiative will improve community safety outcomes.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Social assessment*  *Example measurement indicators:*   * *Change in rates of road crashes* * *Change in rates of crime* * *Improvements in community perceptions of safety* |

*Insert response here – include reference to any attachments to support*

## Improving liveability/amenity

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| **Provide evidence to justify whether the initiative will improve liveability.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Options assessment - Social assessment*  *Example measurement indicators:*   * *Improvements to mobility* * *Improved access to cultural offerings* * *Improved access to civic services* * *Improved access to housing* * *Increased amenity* |

*Insert response here – include reference to any attachments to support*

# Deliverability criteria

## Governance and project management

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| **Provide evidence to justify whether the initiative demonstrates a clear understanding of the delivery and approvals pathway.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Strategic assessment – Proposal Context, Project Progression Options assessment – Delivery Strategy, Project Management*  *Example measurement indicators:*   * *Governance structures and processes* * *Project management planning* * *Approvals strategy* |

*Insert response here – include reference to any attachments to support*

## Project readiness

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| **Provide evidence to justify whether the initiative demonstrates a clear understanding of the delivery and approvals pathway.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Strategic assessment – Project progression Options assessment – Delivery strategy, project management*  *Example measurement indicators:*   * *Timing, milestones and program* * *Approach to identification and management of risk and issues* * *Procurement and resourcing strategy* * *Change management and control* |

*Insert response here – include reference to any attachments to support*

## Risk and opportunity

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| **Identify any key risks or opportunities that have been identified to date and outline approach to manage.**  This information may be available in the following sections of any *Strategic Assessment/ Options Analysis/Business Case* prepared previously:  *Strategic assessment – Proposal context, project progression Options assessment – Delivery strategy, project management*  *Example measurement indicators:*   * *Governance structures & processes* * *Project management planning* * *Approvals strategy* |

*Insert response here – include reference to any attachments to support and if no risk/opportunity register currently available, utilise table below to summarise any identified risks and opportunities*

| **Risk/Opportunity** | **Impact** | **Action** |
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# Attachments

* *ISAAF Project Level Calculator*
* *Include a list of other Attachments here.*