[Initiative title]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Initiative details | | | | |
| Type of initiative | Asset and Output | | Output only | Output with Asset |
| Responsible Minister | [Select Minister] | | | |
| Coordinating Minister’s ranking | [x of y] | | | |
| Election commitment (LFS)? | No | Yes | |  |
| Is this a lapsing program seeking  further funding? | No | Yes ► Has an Evaluation been provided? | | Yes  No |
| Is this an HVHR initiative? | No | Yes | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Categorisation | | | |
| Part of whole of Government submission? | No | Yes ► Submission title: | [Enter submission title] |
| Part of Regional Partnership program? | No | Yes ► Regional area: | [Select Regional Partnership area]  If more than one, specify other areas: [Partnership areas] |

|  |  |  |  |
| --- | --- | --- | --- |
| Location of option A (preferred solution) | | | |
| Region | Metropolitan | Regional | Statewide |
| Area of service | [Select an area of service]  If ‘various’, specify all areas impacted:  [n/a] | | |
| Victorian government region | [Select Victorian government region]  If ‘various’, specify all regions impacted:  [n/a] | | |
| Local government area (LGA) | [Select local government area]  If more than one, specify other LGA(s):  [n/a] | | |
| Address | [Street address]  [Suburb / town] | | |

|  |
| --- |
| Location of alternative options |

[If required, select number of alternative locations]

|  |  |  |  |
| --- | --- | --- | --- |
| Other | | | |
| Is the initiative eligible for funding from another source/fund/levy? | No | Yes ► Fund/source: | Specify name of source/fund/levy:  [n/a] |
| Does the initiative support an Infrastructure Victoria recommendation? | No | Yes ► Recommendation: | [Select the recommendation]  If more than one, list each one below:  [n/a] |

Guidance notes

|  |  |
| --- | --- |
| Topic / field | Description |
| Initiative title | Should be short, succinct, and clearly describe the initiative. |
| Type of initiative | Output with Asset applies to initiatives with significant and ongoing operating expenses (other than Capital Asset Charge (CAC) and depreciation). |
| Responsible Minister | The portfolio Minister which will be responsible for delivering the initiative. |
| Coordinating Minister’s ranking | The order of priority the departmental coordinating Minister has ranked the initiative against all other initiatives. |
| Election commitment (LFS) | Select *Yes* only if the initiative was listed in the 2014 Labor Financial Statements (LFS) document. |
| Is this a lapsing program seeking further funding? | This applies where funding expires in the current financial year.  If *Yes*, an evaluation should also be provided.  Please refer to *Attachment E – Additional guidance section 3* for further details. |
| High Value High Risk (HVHR) | Please refer to the HVHR webpage for information on the criteria:  <www.dtf.vic.gov.au/Investment-Planning-and-Evaluation/High-Value-High-Risk>  *Note:* Proposed changes to the HVHR criteria are to be considered by Government in October. DTF will advise departments of any changes and publish them on the webpage above. |
| Part of whole of Government submission? | If the initiative is part of a whole of Government submission, please provide the name. |
| Part of Regional Partnership program? | If the initiative is part of a Regional Partnership program, please select the Regional Partnership area (there are nine) from the drop-down menu. If it is part of more than one, please add these in the text field. Further information is available at:  <www.rdv.vic.gov.au/regional-partnerships> |
| Location(s) of options | The locations of all options in the business case need to be included should an option other than the preferred solution be funded.  If an initiative will be located in multiple locations, please list all (e.g. a new road should include all suburbs, towns, regions, etc. it will run through). |
| Region | The region of the physical location of the asset or service. |
| Area of service | The area the project or program will benefit. Select from the drop-down menu of eight regions – five rural and three metropolitan. For programs or projects comprising a number of smaller projects, select the predominant region.  For projects or programs to be delivered across a number of regions, *Metropolitan various*, *Regional various* or *Statewide* may be selected. |
| Victorian Government Region | The region of Victoria where the project or program will be located (in most cases this is likely to be the same as the ‘*Area of Service*’). The drop-down menu options are the same as for *Area of Service*. |
| LGA | The Local Government Area (LGA) is a municipal district (i.e. council) the asset will be located in. Select one from the drop-down menu (there are 79 councils).  Maps of councils can be found on the Victorian Electoral Commission website:  <www.vec.vic.gov.au/ElectoralBoundaries/LocalCouncilMaps.html> |
| Address | Specify street number, name, type (e.g. street, road, lane), town or suburb the asset or service will be located.  This should **not** be the department or agency head office address. |
| Is the initiative eligible for funding from other source/fund/levy? | Does the project satisfy eligibility criteria/guidelines for funding from another source, fund or levy? Some examples have been included in the drop-down menu, however, this is not a comprehensive list.  If you are nominating a funding source outside your department it is expected that you have consulted with the relevant entity to ensure that the initiative meets eligibility criteria and that there is available capacity. |
| Does the initiative support an Infrastructure Victoria recommendation? | Infrastructure Victoria has released a 30 Year Infrastructure Strategy outlining 137 recommendations for improving the provision, operation and use of the state's infrastructure. Please select from the drop-down menu the recommendation(s) the initiative will support, either in part or in full. If there is more than one, please include these in the text field. |