# GATEWAY REVIEW TERMS OF REFERENCE

**PROJECT:** [Name in portal]

**GATE:** Gate 1 Strategic Options

**AGENCY:** [Delivery agency responsible for project]

**CLUSTER:** [Cluster delivery agency belongs to]

**SRO:** [SRO name] **EMAIL:** [SRO email]

The Review will be conducted in line with Infrastructure NSW’s mandate to provide investor assurance for infrastructure projects valued at or over $10M and in accordance with the Gate 1 Gateway Review Workbook.

The Review Report produced following this Review is primarily for the consideration of and noting by, the NSW Cabinet. The Terms of Reference form part of the Review Report.

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| PROJECT BACKGROUND |

[Project scope]

[Objectives and intended outcomes]

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| GATEWAY TIMING |

The timing of the Gateway Review is:

|  |  |
| --- | --- |
| Activity | Date |
| Documents to Reviewers | [Enter date dd/mm/yy] |
| Project Briefing (half day) | [Enter date dd/mm/yy] |
| Interview Days (all day) | [Enter date dd/mm/yy] |
| Report and Recommendations Table from Reviewers | [Enter date dd/mm/yy] |
| Final Report with delivery agency responses | [Enter date dd/mm/yy] |

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| TERMS OF REFERENCE |

The purpose of this Review is to assess whether the delivery agency is ready to proceed to preparing the Final Business Case. Primarily, the Gate 1 Review should clearly prove the service need and that a robust options analysis has been undertaken to address that service need on a value-for-money basis.

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| Scope |

In addition to applying the Gateway Review approach and assessing the response to issues raised in any previous Reviews, the Review Team is asked to comment on the following:

[Area or question for Review Team to investigate]

[Area or question for Review Team to investigate]

[Area or question for Review Team to investigate]

**Additional questions**:

* Is there evidence of the implementation of the [NSW Government Action Plan: Ten Point Commitment](https://www.infrastructure.nsw.gov.au/industry/nsw-government-action-plan/)?

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| Out of Scope |

The Review Team should avoid:

[Area or question considered outside the focus of the Review]

[Area or question considered outside the focus of the Review]

[Area or question considered outside the focus of the Review]

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| REVIEW TEAM |

The following table lists the Review Team members for the Gateway Review:

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewer Name | Position | Contact Number | Email |
| [Reviewer name] | Team Leader | [Enter mobile] | [email] |
| [Reviewer name] | Team Member | [Enter mobile] | [email] |
| [Reviewer name] | Team Member | [Enter mobile] | [email] |
| Review Manager | GCA Review Manager | [Enter mobile] | [email] |