# GATEWAY REVIEW TERMS OF REFERENCE

**PROJECT:** [Name in portal]

**GATE:** Gate 2 Business Case

**AGENCY:** [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 Gate 2 Gateway Review Workbook.

The Review Report produced following this Review is primarily for the consideration of and noting by, the NSW Cabinet. This 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 as follows:

|  |  |
| --- | --- |
| 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 submit the Final Business Case for investment approval and proceed to market. The Final Business Case is the key document that justifies the project scope and investment as an appropriate and deliverable response to the service need and which will maximize benefits at optimal cost.

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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**:

* The Cost Review table is included in the Review Report and must be addressed in the Review.
* 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 |
| [name] | Team Leader | [Enter mobile] | [email] |
| [name] | Team Member | [Enter mobile] | [email] |
| [name] | Team Member | [Enter mobile] | [email] |
| Review Manager | GCA Review Manager | [Enter mobile] | [email] |