# GATE 0 Project JUSTIFICATION REPORT

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| **PROJECT/PROGRAM NAME:** | [Project name] |
| **PORTAL PROJECT ID:** | [Project ID from NSW Assurance Portal] |
| **SENIOR RESPONSIBLE OFFICER:** | [Name of sponsor agency’s nominated SRO] |
| **AGENCY HEAD:** | [Name of sponsor agency’s Secretary or CEO] |
| **SPONSOR AGENCY:** | [Name of sponsor agency] |

*Agencies are to complete a Project Justification Report prior to registering the project on the NSW Assurance Portal. Projects will not be escalated for consideration by the INSW Risk Review Advisory Group (RRAG) unless a Project Justification Report has been submitted. Justification Reports require ministerial approval prior to submission.*

*The Gate 0 Gateway Review assessment process is outlined in the Gate 0 Workbook.*

*The Project Justification Report must be emailed to* [*project.eval@infrastructure.nsw.gov.au*](mailto:project.eval@infrastructure.nsw.gov.au) *and cc’d to* [*assurance@infrastructure.nsw.gov.au*](mailto:assurance@infrastructure.nsw.gov.au)

COST ranges:

The agency is to provide guidance as to the estimated range of cost for the next stages of the project (including an estimate that includes forecast internal and external costs combined):

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| **OVERALL ETC RANGE** | **STRATEGIC BUSINESS CASE COST** | **FINAL BUSINESS CASE COST** |
| ETC Range | SBC Cost | FBC Cost |

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| **INTENDED FUNDING SOURCE FOR S/FBC:** | [Commentary on likely source of funds] |
| **INTENDED FUNDING SOURCE FOR DELIVERY:** | [Commentary on likely source of funds] |

**ELECTION COMMITMENT STATUS**

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| **Is this project an election commitment?** | [Yes/No] |
| **Election commitment number** | [EC number from TCO] |
| **Election commitment description** | [Provide the description from the TCO database] |

**SCORING CRITERIA**

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| Government priority AND SERVICE NEED |
| *How has NSW Government identified the proposed project as a strategic priority?* |

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| [Provide detail on the NSW Government’s priority for the project. State if it is included in the government’s priority project list or fast-track project list. Provide details of policies and strategies where the project, or the need for the project, is directly identified. Stated government strategic priorities, Cabinet-endorsed strategies, policies, election commitments or decisions will attract a higher score where the agency demonstrates that the project is **critical to achieving** them.  Provide details on what prioritisation has been conducted with respect to the proposal's priority relative to similar proposals which serve the same government priority (eg. Other development/infrastructure proposals which are designed to deliver on the government’s housing priority). Demonstrate that this proposal should be prioritised over those other similar proposals.  **Broad alignment with the principles, outcomes or objectives of high-level strategic plans will not be sufficient to attract a higher score.**  Where a strategy, plan or other document has been provided to demonstrate the requirement for the project, provide a reference to the relevant sections or pages.  **Max length: 1 page**] | |
| **Supporting evidence of the government priority or commitment:** | Choose an item. |

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| URGENCY of Proposal | |
| *How urgent is the project to meet the community need or government priority?* | |
| [Succinctly state the urgency or the criticality of the need and likely impacts on the community if action is not taken. Urgency should consider stated government strategic priorities, stated timeframes for election commitments, public safety, agency statutory / regulatory requirements, service performance objectives as well as the short, medium and long-term deficiencies/impact on the community. Provide reference to the expected timeframes for each stage of the project and how these align to the drivers of the urgency.  **Max length: ½ page**] | |
| **Supporting evidence of the urgency of the proposal is attached:** | Choose an item. |

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| Strategic Asset management | |
| *How does the proposed project align with the agency’s strategic asset management plan, asset management plan or agency equivalent?* | |
| Briefly describe how the agency’s asset management plans (or equivalent documents) provide evidence of the need for this project to deliver on the agency’s strategic objectives.  Agencies need to demonstrate that the need for the project has been identified as being required to deliver on the agency’s strategic objectives through their asset management objectives, that is part of their long-term asset/network planning and that it has been prioritised against other similar projects and should be progressed ahead of them.  Responses will attract a higher score where the project is explicitly detailed in the asset management plan and the agency demonstrates that the project is required to deliver on the agency’s strategic objectives.  **Max length: ½ page**] | |
| **Relevant extracts from asset management plans (or equivalents) are attached:** | Choose an item. |

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| Alternatives: |
| *How has the project considered non-asset solutions or augmentation of existing assets?* |
| [Comment on why an asset solution has been proposed (accounting for the early stage of project development)] |

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| Planning, PRECINCTS and interfaces |
| [Any comment on interface with other existing or planned projects, is the project an enabler of other projects, are there inter-agency cooperation issues, project’s fit into a network or precinct and if there is a realistic planning pathway.] |

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| Agency COMMENTS |
| [Any further comments  **Max length: ½ page**] |

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| AGENCY EXECUTIVE ENDORSEMENT  (SECRETARY/CEO OR DELEGATE): | [Name and position] | [Signature and date] |

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| RESPONSIBLE MINISTER  (OR DELEGATE): | [Name and Position] | [Signature and date] |