

## WHAT THE REVIEW TEAM SHOULD KNOW

### OVERVIEW

- Gateway is a constructive, structured, expert peer review. It is not an audit.
- Reviews follow the process outlined in the Gateway Workbooks found at <http://www.infrastructure.nsw.gov.au/project-assurance/>.
- The Review Team must jointly prepare a Report that follows the appropriate Gateway Report template (customised for each Review type).
- There is no 'informal' aspect to Gateway and Review Team Members are not to provide any briefings or discuss the Review without the permission of the GCA Review Manager.
- Interviews should go for between 30 minutes and an hour and follow the agreed interview schedule.
- Questions should relate to the interviewee's area of expertise and function within the project.
- All interviews are confidential, and discussions are not repeated or attributed outside the Gateway process.

### WHO'S WHO IN A GATEWAY REVIEW

#### Gateway Coordination Agency (GCA) Review Manager

The GCA Review Manager has Cabinet level reporting responsibilities for project assurance. The Review Team is primarily responsible to the GCA Review Manager, who selects the Review Team, prepares the Terms of Reference, and manages the Review process through to finalising the Review Report. The GCA Review Manager will attend the Project Briefing but generally not the project interviews.

#### Review Team Leader (RTL)

The RTL is an experienced Reviewer who will lead the interview process, lead interaction with the GCA and ensure the Review Report is prepared on-time and to appropriate quality.

The RTL also coordinates with their Team to provide feedback (through the GCA Review Manager) on the proposed interview schedule and other logistical matters.

At the beginning of each interview the RTL is requested to introduce themselves and provide a two-

minute overview of Gateway to the interviewees, focused on the context of the Review and its purpose.

#### Review Team Member (RTM)

At the beginning of each interview, each RTM is requested to provide a one-minute introduction on their background and core expertise relevant to the Review.

When asking questions, RTMs should be mindful of their tone and language. Questions and discussion should always be constructive and focused on improving project outcomes, not highlighting mistakes.

RTMs must all contribute constructively to the Review Report and provide commentary and recommendations to a high standard.

RTMs should not provide personal anecdotes or spend significant time speaking on their past experiences during interviews.

#### Senior Responsible Officer (SRO) and Project Director

The SRO and Project Director are responsible for ensuring the required interviewees and documentation is available to the Review Team. Interviewees will be nominated by the Project Director and agreed with the RTL and GCA Review Manager prior to, or at, the Project Briefing. Project documentation will be distributed electronically via a data room.

#### Interviewees

Interviewees are selected to provide specific information relevant to the Review, based on their role or expertise.

A key principle of Gateway is that the Review Team provides a high-quality Review Report to the GCA and this can only be achieved through the cooperative and open participation of interviewees.

### REPORT AND RECOMMENDATIONS

The Gateway Review Report is confidential and supplied only to the GCA Review Manager.

RTMs must not retain copies of the Review Report or any other documentation relating to the Review.

### INDEPENDENCE

RTMs must maintain their independence from the project. Under no circumstances are RTMs to offer additional services to the project team or use their knowledge from the Review for the benefit of their organisations or partners.