# GATEWAY REVIEW TERMS OF REFERENCE

**PROJECT:** [Name in portal]

**GATE:** Gate 5 Readiness for Service

**DELIVERY 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 over $20M and in accordance with Gate 5 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] [project summary and background – one-third to half page]

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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 the preparedness and the asset’s suitability to enter operations. It is important the Gate 5 Review considers the readiness of the physical asset to enter operations, the robustness of the commissioning plan and the preparedness of the operational team to accept handover of the asset.

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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**:

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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] |