# DEEP DIVE TERMS OF REFERENCE

**PROJECT:** [Name in portal]

**GATE:** Deep Dive

**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 $20M and in accordance with the Terms of Reference.

The Review Report produced following this Review is primarily for the consideration and noting by the NSW Government. 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 Deep Dive 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 |

Deep Dive Reviews focus on a specific issue. The Terms of Reference provide guidance on the scope and focus of the Review.

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| --- |
| Scope |

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]

|  |
| --- |
| 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 Deep Dive 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] |
| [GCA Review Manager name] | GCA Review Manager | [Enter mobile] | [email] |