# GATEWAY REVIEW TERMS OF REFERENCE

**GATE:** Capital PortfolioHealth Check

**DELIVERY AGENCY:** [Delivery agency responsible for the capital portfolio]

**CLUSTER:** [Cluster delivery agency belongs to]

**AGENCY HEAD:** [Agency Head name] **EMAIL:** [Agency Head email]

The Review will be conducted in line with Infrastructure NSW’s mandate to provide investor assurance for infrastructure projects and programs valued at or over $10M and in accordance with the Capital Portfolio Health Check Review Workbook.

The Review Report produced following this Review is primarily for the consideration of and noting by, the NSW Cabinet. The Terms of Reference form part of the Review Report.

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| CAPITAL PROGRAM BACKGROUND |

[Capital portfolio summary and scope]

[Program objectives and intended outcomes]

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| GATEWAY TIMING |

The timing of the Gateway Review is:

|  |  |
| --- | --- |
| Activity | Date |
| Documents to Reviewers | [Enter date dd/mm/yy] |
| Capital Portfolio 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 confidence in program management, capability, capacity, governance and financial supervision across the development, procurement and delivery of the capital portfolio.

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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]

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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 Capital Portfolio Health Check Review:

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewer Name | Position | Contact Number | CONTACT EMAIL |
| [Reviewer name] | Team Leader | [Enter mobile] | [Enter email] |
| [Reviewer name] | Team Member | [Enter mobile] | [Enter email] |
| [Reviewer name] | Team Member | [Enter mobile] | [Enter email] |
| [Reviewer name] | Team Member | [Enter mobile] | [Enter email] |
| Review Manager | GCA Review Manager | [Enter mobile] | [Enter email] |