# 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.*

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] |

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| Government priority AND SERVICE NEED |
| *How has NSW Government identified the proposed project as a strategic priority?* |
| [Provide detail on the NSW Government’s priority for the project. This can include policies and strategies to which the project is aligned. Stated government strategic priorities, Cabinet-endorsed strategies, policies, election commitments or decisions will attract a higher score. Briefly describe how the project is critical to achieving the government’s priorities, objectives, election commitment or other decisions. 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 (e.g. 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. Where a strategy, plan or other document has been provided to demonstrate the alignment, provide a reference to the relevant sections or pages. Where the project is the subject of an election commitment, the agency is to provide the election commitment number issued by TCO and the details on what was promised as part of the commitment] |
| **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 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.] |
| **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 project is aligned with the agency’s strategic 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] |
| **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] |

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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] |