



AGFMA • FACT SHEET

AGFMA Agency or Site Addition or Change

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Audience

Participating Agencies

AGFMA FMSP

Contractors

Purpose

This Fact Sheet provides information on initiating the process for Agencies either requesting to participate in the Across Government Facilities Management Arrangements (AGFMA), or for Agencies already participating in the AGFMA to change their administrative arrangements, predominately driven by a Machinery of Government (MoG) change.

The AGFMA

The AGFMA is a Cabinet-approved framework providing facilities management services to government agencies across the South Australian public sector.

Process Initiation

In each case noted in the Purpose section above, Agencies should contact the AGFMA Directorate in the first instance.

The Non-Participating Agency Addition process

All government Agencies currently not participating in the AGFMA will undergo an initial review by the DIT AGFMA Directorate which will include an understanding of key stakeholders and a comprehensive understanding of the asset scope and current asset management practices. The AGFMA will advise the Facilities Management Service Provider (FMSP) of the non-participating agencies intention with a minimum of 90 days' notice.

The AGFMA Directorate will provide initial oversight and communication with agency leads to ensure appropriate agency representatives are initiating and administering the process and required approvals.

Once the preliminary determinations have been established the AGFMA Directorate will refer the Agency to the FMSP who will initiate contact with the authorised agency representative to confirm agency requirements inclusive of costs and benefits.

AGFMA will review any concerns from either the FMSP or the Agency representative as to the likely timeframe for completing the new Participating Agency process.

The Participating Agency Change process

Agency representatives notifying of Agency Change requirements under the AGFMA must provide reasonable notice. A minimum of 90 days' notice is required to be provided to the FMSP for the addition of a new Participating sub-Agency, the removal of a Participating Agency or the restructure of one or more Participating Agencies (i.e. involving a transfer of locations and assets).





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The AGFMA Directorate will provide initial oversight and communication with agency leads to ensure appropriate agency representatives are initiating and administering the process and required approvals. Once the preliminary determinations have been established the AGFMA Directorate will refer the Agency Change to the FMSP for undertaking their administrative phases and completing the change. The FMSP may be required to assess the complexity of the work to add / remove / edit an agency or Site and confirm if the change requirement can be met within 90 days. AGFMA will review any concerns from either the FMSP or the Agency representative as to the likely timeframe for completing the change.

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The FMSP's responsibility in the processes

The FMSP are ultimately accountable for each Agency or Site Change project, including the overall management of the required change.

For More Information

Agencies seeking to join the AGFMA should initially review the available fact sheets on the dedicated AGFMA Website on the following <u>link</u>. Recommended Fact Sheets at a minimum include Agency Participation, Application of Fees and Services Scope.

To contact the AGFMA Directorate for initial discussions please email the AGFMA Service Coordination Team on <u>DIT.AGFMASC@sa.gov.au</u>.

An outline of the process is available at Attachment 1.



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Attachment 1

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Government of South Australia

Department for Infrastructure and Transport

Agency Change Process

	HIGH LEVEL PROCESS FOR AGENCY CHANGES (ADDITIONS or REMOVALS or MoG)							
	ENQUIRE		ASCERTAIN		OPERATIONALISE		FINALISE	
AGENCY	Agency enquire with AGFMA regarding Agency Change - adding or removing an agency (or MoG changes).		Agency representative discusses, reviews and confirms agency requirements.	Agency representative distributes information within agency for review and approvals. Meets with the FMSP to ensure required activities understood.	Agency representative sources required agency approvals and provides the FMSP necessary information to join/leave or transfer sites and assets in AGFMA.	Agency undertakes required administration operationalisation activities and agency representative inform the FMSP of completion/readiness	AGENCY / ASSETS SL	
	↓		↑		<u></u>	↑		
DIT AGFMA	AGFMA undertake agency prechecks (eg.): 1. the contact is authorised/appropriate 2. add/removal requirements (valid/scope)	AGFMA provide agency contact details and confirmation and relevant information from prechecks to the FMSP			AGFMA may be required to intervene, for example: 1. data collection costs and scope 2. 90 days limit (for larger agency additions or removals or transfers)	AGFMA undertake c administration operationalisation a (eg. FMGG or contra impacts) and AGFM/ the FMSP of completion/readine	ctivities CFF Act A inform	
	•				·			
FMSP	FMSP redirect any Agency Change enquiry to the AGFMA relating to adding or removing an agency (or Mog changes).	,	FMSP contact authorised agency representative for initial discussion to confirm add/remove/transfer requirements (eg. which model of entry suits the agency - is it a sub-agency of agency, new agency, etc.)	FMSP provide information pack to agency representative (eg. for new agency, outlining information required and potential costs or for transfer of sites (eg. FLOC details). Follow up with meeting.	FMSP operationalise the information ready for 'go live' with changes.	FMSP inform AGFMA and Agency representative of potential 'go live' date (provide a 2 week window for both Agency and AGFMA to finalise internal administration processes)	FMSP implement agency requirements at agency and site/Asset level for changes (add or remove or transfer) of agency and/or assets.	
	Agency to contact the FMSP for enquiries where exisiting agency undertake activities to commission or decommission or transfer an asset (site or plant and equipment) which requires an asset/Asset change							

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