



AGFMA • FACT SHEET

AGFMA Agency or Site Addition or Change

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.

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 [link](#). 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 DIT.AGFMA@sa.gov.au.

An outline of the process is available at Attachment 1.



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Attachment 1

Agency Change Process

