

WELCOME NOTE

Moving Towards Future AGFMA

Change is in the air and it is exciting! Within that context the most important principle to remember through any change is effective communication.

This Newsletter edition includes important information, including introducing the new AGFMA Director.

Whilst the current AGFMA has served South Australia well, the implementation of a new “Future AGFMA” operating model is expected to improve the safety, efficiency and effectiveness of the maintenance of government assets. The Future AGFMA commences operation 1 December 2021, when Ventia commences as the AGFMA Facilities Management Service Provider (FMSP).

For more information on Future AGFMA [click here](#).

Michael Conroy has been appointed to the role of Director AGFMA, to lead the team that will oversight the Future AGFMA. Michael has previously (and still is, for a while longer) worked as the Facilities Services Director within the Department and he brings with him a wealth of experience and enthusiasm in leading the AGFMA Directorate.

ADVICE TO AGENCIES

Service Delivery Planning

The Service Delivery Preventative Maintenance process for 2021-22 has been documented in a specific guide note noting the commencement of Ventia part way through the financial year. Refer [Guide Note - Future AGFMA - Service Delivery Plan 2021-22](#), which summarises the 2021-22 Service Delivery Planning and Budget Process and includes frequently asked questions for Agencies and FM Service Providers.

Strategic Asset Management Framework

On 3 August 2021, a revised version of the Strategic Asset Management Framework (SAMF) was released. This is available on the [AGFMA Website](#) under Key Documents. The updated [SAMF](#) was developed following a review undertaken by external consultant MBM, and addressed a number of recommendations from external audits and reviews.

The revised SAMF includes minor modifications to improve readability and useability and is intended to be a key guidance tool for Participating Agencies to continuously improve their approach to asset management and strengthen their individual asset management strategies and/or plans from now and into the Future AGFMA. Implementation of the SAMF is also be supported by a suite of Guide Notes.

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The SAMF has undergone extensive consultation with AGFMA stakeholders including via a Working Group that comprised Participating Agency representatives, as well as the Department's AGFMA, Safety Risk and Assurance and Building Projects Directorates. We thank all stakeholders for their input.

The SAMF will be subject to post-implementation review where feedback from Participating Agencies will be gathered and considered as appropriate by the Future AGFMA Directorate. Feedback or queries regarding the SAMF can be directed to DIT.FutureAGFMA@sa.gov.au

AGFMA Work Health and Safety Framework

On 3 August 2021, the AGFMA WHS Framework was published. The Framework is now available on the [AGFMA Website](#) under Key Documents.

The [AGFMA WHS Framework](#) provides high level guidance to Key Participants (Participating Agencies, the Facilities Management Service Provider, Subcontractors and the Contract Administrator) of the AGFMA to develop and implement Work Health and Safety Management Systems (WHSMS) in line with relevant safety standards and legislation. Put simply, it details the critical steps, actions, and responsibilities your organisation should be taking to fulfil its legislative safety obligations in relation to the AGFMA.

To support implementation of the WHS Framework, the [WHS Framework Agency Fact Sheet](#) and a range of WHS Guide Notes have been published to provide guidance on minimum WHS expectations and best practice initiatives:

- [Guide Note – WHS Training and Induction](#)
- [Guide Note – Consultation and Communication for effective management of WHS](#)
- [Guide Note – Agency-Contractor Site Risk Exchange](#)
- [Guide Note – Corrective and Preventive Action](#)
- [Guide Note – WHS Internal Audit](#)
- [Guide Note – Safety Walks and Safety Observations](#)
- [Guide Note – Agency WHS Workplace Inspection](#)
- [Guide Note – WHS Objectives](#)
- [Guide Note – Leading WHS Performance Measures](#)
- [Guide Note – WHS Contractor Management](#)
- [Guide Note – WHS Incident Investigation](#)
- [Guide Note – WHS Management Review](#)

Implementation and compliance with the WHS Framework is required from Participating Agencies by commencement of the Future AGFMA on 1 December 2021. The Framework has been released in advance of the commencement of the Future AGFMA to provide Agencies time to determine their implementation pathway required to incorporate and adopt the principles of the WHS Framework.

The WHS Framework has undergone an extensive consultation process with AGFMA stakeholders including via a Working Group that comprised Participating Agency representatives, the Whole of Government WHS Managers Group as well as the Department's AGFMA, Safety Risk and Assurance and Building Projects Directorates. We thank all stakeholders for their input.

The WHS Framework will be subject to post-implementation review where feedback from Participating Agencies will be gathered and considered as appropriate by the Future AGFMA Directorate. Feedback or queries regarding the WHS Framework can be directed to DIT.FutureAGFMA@sa.gov.au

New State Procurement Framework

In its inquiry into government procurement, the South Australian Productivity Commission (SAPC) made a range of Stage 1 recommendations including:

- The State Procurement Act 2004 be repealed and replaced by a new Treasurer's Instruction (TI18);
- The State Procurement Board be abolished; and
- A new Government Procurement Framework be introduced.

A new Procurement Services SA branch (PSSA) was established within DTF from 1 July 2021 and PSSA has established a new Procurement Framework consisting of TI18 with supporting policies and guides.

Under the current AGFMA arrangements, for works/services below \$30,000 (ex GST), the FMSP's are required to apply the agreed schedule of rates or by seeking a single quote if the Principal or Agency directs them to do so, with no acquisition plan. For works/services with an expected value above \$30,000, two to three written quotes or a formal tender are required, depending on the complexity of the works/services or an Agency's specific direction.

The new requirements under the new State Procurement Framework are as follows:

PSSA *Procurement Planning Policy; Sourcing Strategy* now requires a minimum number of 1 quote for all procurement less or equal to \$50,000 (ex GST).

In order to align the AGFMA with State Procurement Policies, this new \$50,000 threshold was presented to the FM Governance Group for ratification in August 2021 and the FMSPs were informed of the change as required under the AGFMA arrangements. The change in threshold also means that several AGFMA documents will now have to be updated wherever the old threshold is mentioned, where possible (e.g. Agency Works Procedure Manual and FAMIS work instructions on our Website). All supplementary contract documents are being reviewed and updated, where possible.

Advice to Agencies on logging work and projects in the lead up to 1 December 2021

Agencies are advised that they should continue raising work orders for planned works (Minor Works, Replacement Refurbishment and Small Construction Work) as per normal processes for project/planned works.

Ventia will commence as the successful FMSP and will deliver services from **1 December 2021** (contract commencement). Work requests will continue to be received by Spotless or Facilities Services until **30 November 2021**. Where works are raised before 30 November 2021 and need to be completed beyond 1 December 2021, these will be completed by Spotless or Facilities Services.

DIT is committed to ensuring that all work orders are completed with minimal disruption to Participating Agencies. Participating Agencies are encouraged **not** to 'fast track' raising of work orders during the period up to 30 November 2021, instead just raise work orders as they would normally.

Please refer to the [Inflight Works Fact Sheet](#) or contact the Future AGFMA Reform Team – DIT.FutureAGFMA@sa.gov.au for further enquiries.

SAFETY ALERT

Red Zone and Immunisation Update

SA Health specific requirements for workers and contractors vaccinations in normal business:

The Emergency Management (Supervised Quarantine No 11) (COVID-19) Direction 2021 (SA) came into effect on 17 September 2021 and the Emergency Management (Activities-General No. 3) (COVID-19) Direction 2021 (SA).

These two documents outline the definitions and requirements for entry into Red Zones and high risk areas.

Red Zones

Red Zones, classified as areas that contain a confirmed or suspected case of COVID-19, are now in effect on all SA Health Hospitals and satellite sites including Medi-Hotels.

Entry into a Red Zones are strictly controlled and require;

- Vaccination against COVID-19;
- Vaccination against current seasonal influenza; and
- The use of specific PPE including a personally fitted N95 mask.

Immunisation Requirements

All AGFMA workers (contractors and subcontractors) who enter SA Health facilities or other government sites may be required to demonstrate additional COVID related access requirements.

Site entry conditions and requirements for sites, and in some cases designated areas within sites as determined by each Agency, as of August 4 2021, may apply stricter access controls, additional verification or in some cases specific personal protective equipment (PPE).

Whilst this advice predominately relates to SA Health sites, the COVID-19 situation is ever-changing, and government strongly encourages vaccination and recommends this requirement be considered as part of wider risk assessments and the duty of care approaches for other/all sites.

Any person planning to attend any site managed under the AGFMA is strongly encouraged to contact the site in order to ascertain any entry requirements prior to attending.

Further information and fact sheets can be found on the AGFMA website [\(click here\)](#).

USEFUL INFORMATION AND LINKS

Go to https://dit.sa.gov.au/facilities_management
Or select Asset Management from the DIT website.

Further information on the role of members of the AGFMA team:

https://www.dit.sa.gov.au/facilities_management/contact_us.

SAMIS: your link for all things SAMIS:

https://www.dit.sa.gov.au/facilities_management/agfma_information_systems/samis

FAMIS: FAMIS holds information on the facilities management activity within agencies using the Across Government Facilities Management Arrangements. This information is available to FAMIS users within each agency via a password authenticated login: <https://famis.sa.gov.au/famis/login/login.jsp>

For information on the **Future AGFMA**, go to https://dit.sa.gov.au/future_agfma/future_agfma

AGFMA Hotline:

Metropolitan Adelaide (Region N) Northern – 1300 342 911
Metropolitan Adelaide (Region C) Central – 1300 319 055
Metropolitan Adelaide (Region S) Southern – 1300 316 277
Regional SA – 1300 116 336