Government
of South Australia

Department for Infrastructure
and Transport

Construction Procurement Policy
Project Implementation Process

Accreditation Framework for
Planned Small Construction Projects

Framework Guideline

AF-01
Version 0.4
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Contents

Introduction

There are two methods of managing construction procurement on South Australian Government Assets. Construction projects valued less than $1m are procured under the Across Government Facilities Management Agreement (AGFMA). Construction Projects valued over $1m are procured within the Government of South Australia's policy framework provided by the 5-Step Infrastructure Planning and Delivery Framework, - Construction Procurement Policy: Project Implementation Process and Treasurer's Instructions.

Project Delivery Pathways

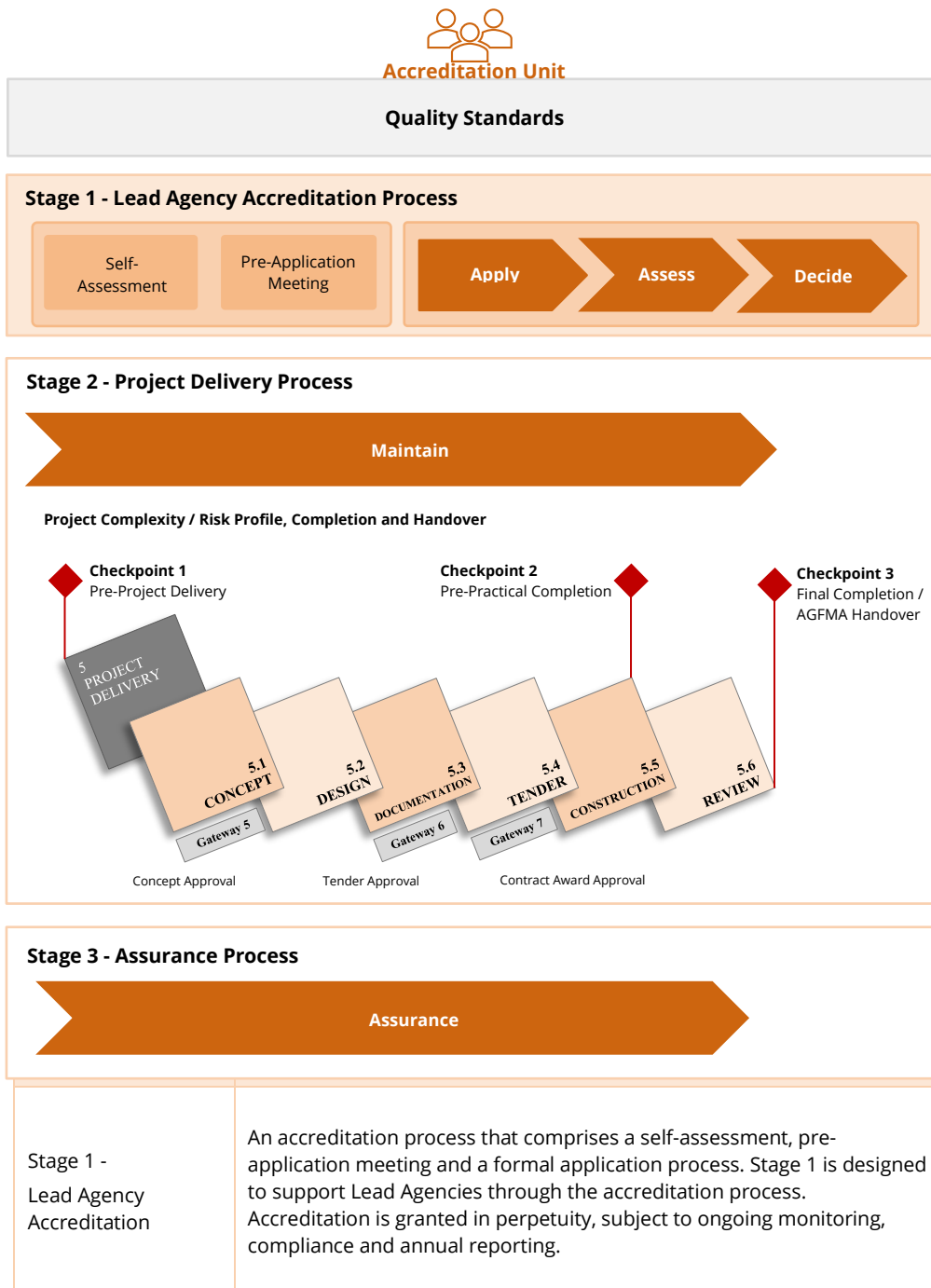An Accredited Agency can either self-perform Low risk, Low Value Projects up to $4 Million or utilise the AGFMA Service Provider or Department of Infrastructure and Transport (DIT) Building Projects as shown in the following pathway diagram. For Level 4 Projects Lead Agencies must use DIT Building Projects or the AGFMA Service Provider.

Purpose

The purpose of this document is to provide a guideline for the accreditation framework to support Lead Agencies in becoming accredited and maintaining their accreditation to undertake construction procurement and independently manage low risk PSC projects.

Accreditation Framework Overview

The Accreditation Framework for PSC projects (the Framework) comprises a set of Quality Standards and a 3-Stage Process as shown in Figure 2 below. The Framework is applicable to Projects which fit the definition of a PSC project. Inclusions and exclusions are detailed in the Project Delivery Principles section.

Stage 1 - Lead Agency Accreditation	An accreditation process that comprises a self-assessment, pre-application meeting and a formal application process. Stage 1 is designed to support Lead Agencies through the accreditation process. Accreditation is granted in perpetuity, subject to ongoing monitoring, compliance and annual reporting.

Stage 2 – Project Delivery	Simple checkpoint process prior to Project Delivery, Practical Completion and at Final Completion and handover to the AGFMA Service Provider (where applicable). A Trigger Event Management process is also in place.
Stage 3 – Assurance	Administered by the Accreditation Unit, the assurance process comprises periodic reviews and random audits to ensure compliance, capture lessons and continually improve the Framework.

Figure 1: Accreditation Framework Overview

Accreditation of Lead Agencies to Undertake Construction Procurement

Treasurer's Instruction 18 includes a provision for Lead Agencies to be accredited to undertake Step 5 Project Delivery of the government's 5-Step Framework and Project Implementation Framework shown in Figure 3.
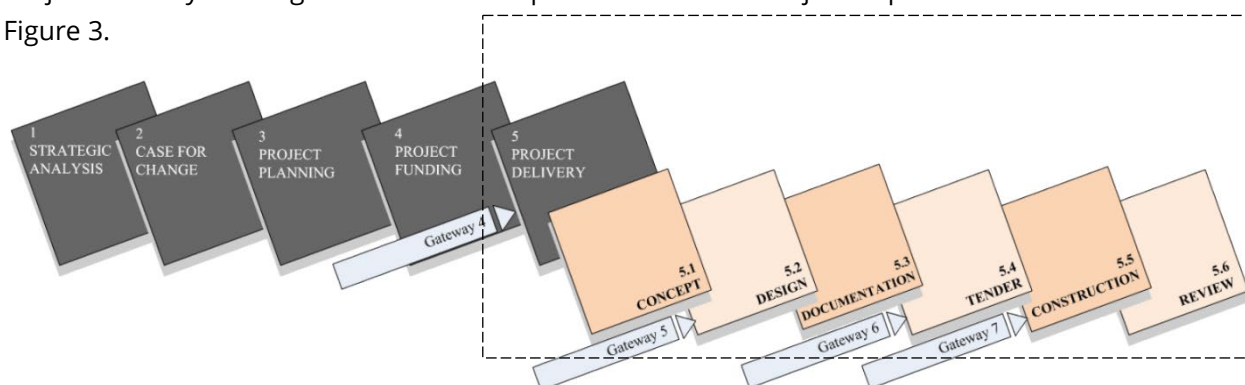

Figure 2: 5-Step Framework and Project Implementation Framework

The current AGFMA contract has provision for the Accreditation Framework and provides flexibility for an Agency managing construction under this framework.

Accreditation Unit

The Minister for Infrastructure and Transport oversees the Construction Procurement Policy: Project Implementation Process and DIT has established a separate business unit within the Building Projects directorate, to act as an Accreditation Unit which is responsible for administering the application of this Framework.

The Accreditation Unit is responsible for supporting Lead Agencies in gaining accreditation, ensuring minimum requirements are achieved through appropriate assurance and continually improves the Framework and its application.

Quality Standards

Quality Standards area critical part of the Framework as they form a key part of the Department's approach of mitigating risk to government in delivering capital projects and ensuring value for money is achieved for South Australia.

The Quality Standards component of the Framework consolidates all relevant legislation, policy, standards and guidelines that may be applicable in delivering PSC projects under the Framework.

Accredited Agencies must ensure they comply with all government requirements throughout their accreditation term when delivering PSC projects.

Quality Standards are documented in process document QS-01.

Accreditation Principles

Accreditation is at the Lead Agency level and ultimately considers risk to government in delivering PSC projects with a focus on construction procurement practices, capability and capacity. Lead Agencies are defined as participating agencies of the AGFMA, as detailed in the Agency Participation AGFMA Fact Sheet available on the AGFMA page of the Department **website**.

Accreditation of Lead Agencies is principally based the key risk mitigation strategies integral to PIP including:

- alignment with Government priorities
- a service delivery needs
- agency sponsorship and leadership
- construction procurement capability
- project, design and construction management capability
- robust project governance
- compliance with legislative and policy requirements
- socio, environmental and economic structure and
- work health and safety compliance, leadership and culture

Safety compliance and leadership is a strong theme of the Framework, with mandatory safety compliance criterion included within the accreditation application process.

Accreditation is granted in perpetuity and is subject to compliance, ongoing monitoring, trigger event management and annual performance reporting.

The Framework also includes a commitment to continuous improvement and requires Accredited Agencies to capture and communicate lessons learned through an annual reporting process.

Project Delivery Principles

For the purposes of the Framework, PSC projects and project costs are defined as:

> *Planned small construction / building work that is deemed to have a low complexity and risk profile and below the Parliamentary Public Works Committee value threshold.*
>
> *Construction Work and Building Work shall have the same meaning, as defined in the Building Work Contractor's Act 1995, including the whole or part of excavating or filing land not constituting building work. This definition:*
>
> - *includes the acquisition and installation of fixtures, plant, equipment, appliances and fittings in conjunction with building work;*
> - *includes the acquisition of survey, planning, design and other services in conjunction with building work; and*
> - *requires an assessment of the likely high-risk construction works as defined by the Work Health and Safety Regulations 2021.*

This Framework applies equally to PSC projects delivered as part of a Program.

Accredited Agencies must not break down larger PSC projects into smaller Projects, stages or separable portions to reduce the complexity / risk level. Falsifying information may constitute a breach of the Framework and may result in loss of a Lead Agencies' Accreditation status. Accredited Lead Agencies will be required to move through three checkpoints for individual PSC projects as part of the assurance process to ensure alignment with this Framework.

Assurance Principles

In addition to the three checkpoints for PSC projects, the Accreditation Unit will administer an assurance process comprises periodic reviews and random audits to ensure Lead Agencies comply with the Framework. The assurance process aims to capture learnings that can be applied to continually improve the Framework.

Stage 1 – Lead Agency Accreditation Process

Accreditation is granted and maintained at Agency level, with a focus on construction procurement practices, capability and capacity. Lead Agencies are required to demonstrate that they have the capability and capacity to manage risk to government, as contemplated in this framework.

Once accreditation is granted, Accredited Agencies may choose to perform the role of Lead Agency and Infrastructure Agency under this framework when delivering PSC projects.

Accreditation is granted in perpetuity and is subject to compliance, ongoing monitoring, trigger event management and annual performance reporting.

Agency Self-Assessment

To commence the accreditation process, all Lead Agencies seeking accreditation under the Framework must complete the Accreditation Self-Assessment

The purpose of the assessment is to prepare Lead Agencies for the formal application process under the Framework. The process will assist Lead Agencies in understanding their own capability to manage and mitigate risk to Government in accordance with this framework.

The assessment has been aligned to the mandatory assessment criteria for accreditation and details the required artefacts to be provided as supporting evidence. The checklist must be completed and lodged with the Accreditation Unit along with the Lead Agency's Pre-Application Meeting Request. Supporting evidence is to be either uploaded to *Kiteworks*® or emailed to the Accreditation Unit at **PSCAccreditationUnit@sa.gov.au.**

Upon receipt of a Pre-Application Meeting Request, the Accreditation Unit will arrange a pre-application meeting for the Lead Agency to present its self-assessment and artefacts in preparation for lodgement of a formal application.

Templates, Forms and Reference Documents

- AP-01 Accreditation Self-Assessment Process
- AP-02 Pre-Application Meeting Request
- AP-03 Accreditation Self-Assessment Checklist

Pre-Application Meeting

The pre-application meeting will be a two-way conversation between the Lead Agency and Accreditation Unit to identify any gaps or areas of concern, which may prevent accreditation from being granted. The pre-application meeting is to ensure both parties gain a good understanding of the accreditation application before lodgement and that Lead Agencies can demonstrate their capability and capacity to mitigate risk to government through provision of satisfactory evidence.

Through the pre-application meeting, the Accreditation Unit will advise if the Lead Agency is approved to proceed with the formal application process or if further effort is required by the Lead Agency to demonstrate sufficient capability and capacity. Where additional support is required by the Lead Agency, the Accreditation Unit may supply supporting resources at an additional cost.

Templates, Forms and Reference Documents

- AP-04 Pre-Application Meeting Process

Apply

For Lead Agencies to become accredited under the Framework, they must seek approval (accreditation) through the Accreditation Unit. A completed Accreditation Application Form must be submitted by the Lead Agency to the Accreditation Unit for assessment.

The purpose of the Accreditation Application Form is to provide relevant Lead Agency information demonstrating its capability and capacity to manage and deliver PSC projects and mitigate risk to government, reflecting the risk mitigation strategies integral to this framework.

It is expected that the Lead Agency has successfully completed the Self-Assessment and the Pre-Application Meeting has been held with the Accreditation Unit, prior to completing and submitting the Accreditation Application Form.

The form must be certified by the Lead Agency Chief Executive and Lead Agency Infrastructure Executive (or equivalent), providing surety that the responses provided are an accurate reflection of the Lead Agency's capability and capacity to deliver PSC projects in a manner that:

- complies with the Framework
- complies with the Quality Standards all applicable SA Government Requirements; and
- complies with the current SA WHS Act and Regulations.

As reflected in the required certifications above, Work Health and Safety (WHS) in design and in construction of PSC projects is an important component of the Framework and requires best practice safety leadership and culture.

A third-party assessment of the Lead Agency's safety maturity related to Project delivery is a requirement of the Accreditation application process. This assessment must be undertaken by an experienced safety expert. A list of service providers able to undertake this assessment can be obtained from the Accreditation Unit.

Following completion of the Application Form, the Lead Agency will provide this to the Accreditation Unit, along with any supporting evidence.

Templates, Forms and Reference Documents

- AP-05 Accreditation Application Process

- AP-06 Accreditation Application Form

- AP-07 Annexure 1 Construction Procurement Capability

Assess

To evaluate Lead Agency applications and determine whether the Agency has the appropriate capability and capacity to deliver PSC projects, the Accreditation Unit will utilise a standardised Capability and Capacity Assessment Tool. This Tool reflects the criteria within the Lead Agency

Accreditation Application Form and provides a structured assessment framework for the Accreditation Unit.

The Accreditation Unit will assess Lead Agency applications and provide suggestion to the PSC Accreditation committee (the Committee) on acceptance. The Committee will further review and advise of a determination within twenty (20) working days of receipt, assuming the submitted application is complete and all required evidence is submitted.

Templates, Forms and Reference Documents

- AP-08 Accreditation Assessment Process
- AP-09 Accreditation Assessment Tool

Decide

Following assessment of the Lead Agency's Application Form, a determination will be formally communicated to the Lead Agency, through a Decision Notification Letter issued by the Accreditation Unit. Where accreditation is granted, duration will be in perpetuity, subject to annual performance reporting including maintenance of an accreditation Trigger Management Plan. Where unsatisfactory or non-performance creates risk for continued accreditation, the Accreditation Unit will follow the action list provided within the Accreditation Audit Framework.

Where a Lead Agency is dissatisfied with the determination made by the Accreditation Unit, they may appeal the decision. Any appeal should be managed in good faith, by the Lead Agency Infrastructure Executive and Executive Director, Infrastructure Delivery, DIT. Where resolution cannot be achieved, escalation to Chief Executive level will be required.

Templates, Forms and Reference Documents

- AP-10 Accreditation Decision Notification Letter (Successful)
- AP-11 Accreditation Decision Notification Letter (Unsuccessful)
- AP-12 Accreditation Audit Framework

Stage 2 – Project Delivery Process
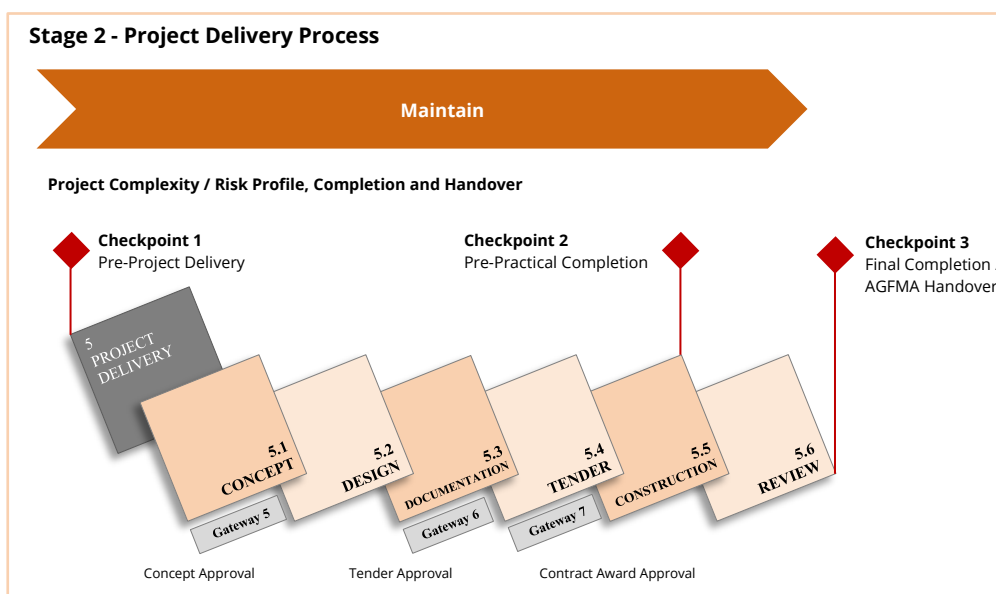
Stage 2 of the Framework comprises a series of project reviews comprising the following three (3) checkpoints:

- Checkpoint 1: Pre-Project Delivery
- Checkpoint 2: Pre-Practical Completion
- Checkpoint 3: Final Completion / AGFMA Handover

The checkpoints also ensure that projects comply with relevant Government standards, meet mandatory safety requirements, and deliver assets that will be maintainable in the future.

Checkpoints will be used to ensure PSC projects are reviewed prior to project Delivery for compliance with the Framework and that the Accreditation Unit is notified of key project stages being Practical and Final Completion, with handover from the Accredited Agency to the AGFMA Service Provider (where applicable).

Handover to Facilities Management Requirements

Changes introduced as part of the Across Government Facilities Management Arrangements (AGFMA) ensuring all assets created are effectively transitioned to the AGFMA Facilities Management Service Provider (FMSP) or for non- AGFMA Agencies, the equivalent Facilities Management Provider, for future maintenance requirements. The process of transferring asset data to the AGFMA FMSP (or equivalent) begins prior to the Practical Completion (PC) stage of the project with the FMSP taking over responsibly of the asset at the Final Completion stage (after DLP).

It is the responsibility of the Project Lead of the Accredited Agency to engage the FMSP (or equivalent) directly prior to the PC stage The FMSP (or equivalent) is responsible for the collection of data and will confirm;

- What asset information is required;
- What data format is required
- Request all require building and asset documentation

- The preparation a future Preventative Maintenance plan; and
- the date of handover

Practical Completion is not considered achieved by the Accreditation Unit until the FMSP (or equivalent) has been engaged for the data handover processes. Failure to initiate this process risks the Asset not being maintained and may risk a breach in legislative requirements.

Checkpoint 1: Pre-Project Delivery

Checkpoint 1 is undertaken by the Accredited Agency prior to the commencement of project Delivery, as outlined in the Stage 2 – Project Delivery Process above.

The purpose of Checkpoint 1: Pre-Project Delivery, is to assess a PSC project's compliance with the Framework prior to project Delivery.

Checkpoint 1 is an assessment by the Accredited Agency that prior to project Delivery, a PSC project has key foundational documents and approvals are in place, is appropriately resourced and ensures the complexity, risk and scale of a PSC project falls within acceptable thresholds.

For PSC projects with an estimated project cost equal to or greater than $500,000, Accredited Agencies must complete the Checkpoint 1: Pre-Project Delivery Form and the Complexity and Risk Evaluation Tool to undertake this checkpoint.

For PSC projects with an estimated project cost between $165,000 and $500,000, Accredited Agencies can undertake Project Delivery by notification to the Accreditation Unit.

Complexity and Risk Evaluation

As defined, a PSC project is *planned small construction / building work that is deemed to have a low complexity and risk profile and below the total Project cost (as defined in the Project Delivery Principles) of less than $4,000,000.*

At Checkpoint 1, Accredited Agencies are required to evaluate a PSC project using the Risk Assessment Tool to determine the complexity and risk score. This is only applicable for PSC projects with an estimated project cost equal to or greater than $500,000.

Once a score is generated, it is coupled with the estimated project cost to determine the Project Level as detailed in Table 1.

Weighted Complexity and Risk Score	Estimated Total project cost			
	$165,000 to $500,000	$500,000 to $1,500,000	$1,500,000 to $2,500,000	$2,500,000 to $4,000,000
0 to 40	Level 1	Level 2	Level 2	Level 3
41 to 70	Level 1	Level 2	Level 3	Level 4
71 to 90	Level 2	Level 3	Level 3	Level 4
91 to 100	Level 3	Level 4	Level 4	Level 4

Table 1: Project Complexity and Risk Assessment Matrix

Under the Framework, Accredited Agencies are permitted to undertake PSC Level 1, 2 and 3 projects, however, are not permitted to deliver Level 4 projects given the increased complexity and risk profile.

Checkpoint Assurance

Stage 2 of the Framework comprises a series of three (3) project level checkpoints. The checkpoints may be used to ensure that PSC projects comply the Framework, and deliver assets that are safe and maintainable in the future.

The checkpoint process is primarily a notification process, however Level 2 and 3 PSC projects require assessment and approval of Checkpoint 1 from the Accreditation Unit prior to Project Delivery as shown in Table 2.

Checkpoints	Assurance			
	Level 1	Level 2	Level 3	Level 4
1	Notice Only	**Applicable**	**Applicable**	Level 4 Project Not Applicable
2	Notice Only	Notice Only	Notice Only	
3	Notice Only	Notice Only	Notice Only	

Table 2: Project Checkpoint Assurance Requirements

For Level 1 PSC projects, Checkpoint 1 is a notification only. Accredited Agencies must complete a Checkpoint 1: Pre-Project Delivery Form for all Level 2 and 3 PSC projects and submit to the Accreditation Unit.

The Accreditation Unit in conjunction with the Committee will assess submitted Checkpoint 1: Pre-Project Delivery Forms and notify the Accredited Agency of approval or otherwise within ten (10) business days.

Accredited Agencies must not proceed with delivering a PSC project until a determination has been provided in writing by the Committee.

Templates, Forms and Reference Documents

- PD-01 Checkpoint 1: Pre-Project Delivery Process
- PD-02 Checkpoint 1: Pre-Project Delivery Form
  - PD-02.1: Risk Assessment Tool
- PD-03 Checkpoint 1 Letter of Notification (Level 1)
- PD-04 Checkpoint 1 Letter of Decision (Acceptance)
- PD-05 Checkpoint 1 Letter of Decision (Non-Acceptance)

Checkpoint 2: Pre-Practical Completion

Checkpoint 2 is undertaken by the Accredited Agency prior to Practical Completion being granted, as outlined in the Stage 2 – Project Delivery Process above.

The purpose of Checkpoint 2: Pre-Practical Completion is to notify the Accreditation Unit that a PSC project is nearing completion and has been delivered in accordance with all relevant aspects of the Framework.

In the lead up to Practical Completion being reached, the Accredited Agency Project Lead must be in contact with the Accreditation Unit to notify that Practical Completion is imminent. The

Accredited Agency must complete the PD-07 Checkpoint 2: Pre-Practical Completion Notification Letter & begin completing the PC checklist provided by the Accreditation Unit and issue it to the Accreditation Unit prior to Practical Completion being achieved.

It is the responsibility of the Lead Agency to ensure the competency of all the documents provided meet the required standards and expectation required for this project. Checkpoint 2, Practical Completion cannot be signed off until endorsed by the DIT Manager, Professional and Advisory Services. This is facilitated by provision of a completed PD-07.1 Practical Completion Checklist.

The Accreditation Unit must inspect the works prior to Practical Completion being granted. Therefore Checkpoint 2 must be undertaken on all PSC projects prior to Practical Completion being issued.

Accredited Agencies must provide a copy of any letter/certificate of practical completion issued to the Accreditation Unit to allow for records to be updated accordingly.

A copy of the PC checklist and a Written Builders Statement (see PD-6.1 PC Guide note) must be submitted to the Accreditation Unit as a part of Checkpoint 2.

Where applicable, Checkpoint 2 also notifies the Accreditation Unit of the planned date a PSC project will be formally handed over to the AGFMA Service Provider for ongoing facilities management. Checkpoint 2 also initiates asset data transfer process to the AGFMA, which are completed in checkpoint 3.

Templates, Forms and Reference Documents

- PD-06 Checkpoint 2: Pre-Practical Completion Process
- PD06.1 Accreditation Framework Practical Completion Guidenote
- PD-07 Checkpoint 2: Pre-Practical Completion Notification Letter
- PD-07.1 Practical Completion Checklist

Checkpoint 3: Final Completion / AGFMA Handover

Checkpoint 3: Final Completion / AGFMA Handover is undertaken by the Accredited Agency upon Final Completion being granted, as outlined in the Stage 2 – Project Delivery Process above.

The purpose of Checkpoint 3 is to notify the Accreditation Unit that a PSC project has achieved Final Completion and, where applicable, has been formally handed over to the AGFMA Service Provider for ongoing facilities management.

Accredited Agencies must provide a copy of any letter/certificate of Final Completion issued, to the Accreditation Unit to allow for records to be updated accordingly.

Templates, Forms and Reference Documents

- PD-08 Checkpoint 3: AGFMA Handover Process
- PD-09 Checkpoint 3: AGFMA Handover Notification Letter

Monitoring and Reporting

Monitoring and reporting on accreditation compliance and Project Delivery performance by an Accredited Agency is essential in maintaining accreditation status under the Framework.

Trigger Event Management

Accreditation is granted to Lead Agencies in perpetuity, therefore Accredited Agencies must continually monitor, manage accreditation trigger events and self-report.

As detailed in the overview section of this Guideline, accreditation of Lead Agencies is generally based the key risk mitigation strategies integral to PIP, therefore these form the basis of accreditation trigger events.

An accreditation trigger event is a significant departure from the original accreditation application and the compliance certification made by the Accredited Agency's Chief Executive and Infrastructure Executive.

An accreditation trigger event, if not managed appropriately can impact an Accredited Agency's ability to meet the requirements of ongoing accreditation.

Table 3 provides a list of accreditation and project delivery trigger events that must be regularly monitored and managed by Accredited Lead Agencies:

Criteria	Definition	Trigger
Lead Agency Accreditation Process		
Government Policy and Strategic Direction / Service Delivery Needs	PSC projects delivered must meet service delivery needs consistent with strategic directions and business objectives.	PSC projects delivered do not align with strategy nor business objectives, are cancelled and waste financial resources.
Agency Sponsorship and Leadership	Projects require strong leadership from the Lead Agency and Lead Minister who take responsibility for its progress.	Senior leadership unaware of projects being delivered under the Framework.
Governance	Project Governance and clear lines of accountability for all phases of the Project with documentation to provide an audit trail.	No governance oversight of a Project. Decisions not documented.
Compliance	Adhering to the required gateway approvals process and the relevant legislative and policy framework	PIP Gateways missed or not documented on a project.
Construction Procurement Capability and Capacity	Ensuring Project Delivery is managed by appropriately qualified and experienced personnel. Skills in construction procurement, project and risk management to ensure essential requirements are met and provide value.	Key personnel depart leaving a gap in capability and/or capacity to successfully deliver the Project.
Professional Expertise	Selecting and assigning appropriate professional expertise to develop the approved concept, undertake design, manage risk, calculate cost and program times during the procurement process and to manage construction.	Professional expertise not engaged on a project leaving a gap in capability and capacity to successfully deliver the project.
Socio, Environment and Economic Benefits	Project design considers 'whole of life' costs, ecologically sustainable development consistent with the triple bottom line of economic, environmental and social outcomes.	No consideration for project 'whole of life' costs nor triple bottom line.

Work Health and Safety Compliance, Leadership and Culture	Ensuring Safety in Design, Construction Safety and compliance with the SA Work Health and Safety Act and Regulations.	No process in place nor approach to SID or Construction Safety compliance evident on project.
Project Delivery Process		
Risk Management	Ensuring project risks are actively managed.	No risk management plan nor current risk register in place for a project.
Quality Standards	Compliance with the Quality Standards section of the Framework and all SA government requirements.	No evidence of Quality Management process to ensure applicable Quality Standards are complied with.
Checkpoints	Adherence to the Checkpoint process detailed within the Framework.	Accredited Agency does not comply with check point process.
Monitoring	Undertaking regular monitoring of accreditation and project delivery requirements of the Framework and maintaining a trigger event management plan in accordance with the Framework.	Trigger Management Plan not in place. Trigger Management Plan in place but not maintained. No management of trigger events.
Annual Reporting	Submitting an annual report to the Accreditation Unit in accordance with the Framework.	An Accredited Agency fails to submit annual performance reports to the Accreditation Unit, despite two reminders by the Accreditation Unit.

Table 3: Types of Trigger Events

Accredited Agencies must develop and maintain a Trigger Event Management Plan. This document is used to identify and monitor trigger events and to identify and monitor the actions taken to address these trigger events.

Accredited Agencies must submit all Trigger Event Management Plans related to trigger events identified in the previous financial year to the Accreditation Unit, as a part of the annual performance reporting cycle.

Templates, Forms and Reference Documents

- PD-10 Trigger Event Management Process
- PD-11 Trigger Event Management Plan

Reporting Requirements

Accredited Agencies will be required to provide an Annual Agency Performance Report on project delivery performance including but not limited to:

- Value for money outcomes
- Compliance with Government requirements

The Accreditation Unit will generate an Annual Report which consolidates pertinent performance metrics across the Accredited Agencies and highlights any areas of opportunity or concern across the Framework.

Templates, Forms and Reference Documents

- PD-12 Annual Agency Performance Report Process
- PD-13 Annual Agency Performance Report Template
- PD-14 Accreditation Unit Annual Report Process
- PD-15 Accreditation Unit Annual Report Template

Stage 3 – Assurance Process

Stage 3 - Assurance Process

Assurance → Continuous Improvement

Project Reviews and Random Audits

To ensure compliance with the Accreditation Framework and relevant Government requirements, a random audit process will be undertaken by the Accreditation Unit or nominated agents.

Accredited Agencies are therefore encouraged to maintain continual and demonstratable compliance with the Framework.

Where unsatisfactory or non-performance creates risk for continued accreditation, the Accreditation Unit will follow the action list provided within the Accreditation Audit Framework (AP-12).

Continuous Improvement

In the interest of continuous improvement, key learnings from the Accreditation process, project delivery and from the overarching assurance program will be formally captured in the Lead Agency quarterly and annual reports.

The Accreditation Unit will also report annually on continuous improvement initiatives, discussing key themes arising from the accreditation process and the assurance program.

Accreditation Toolkit

The Accreditation Toolkit summarises the forms and templates available for use under the Framework.

Document #	Document	Description
Accreditation Framework for Planned Small Construction Projects		
Framework Guideline		
AF-01	Framework Guideline	The Framework Guideline supports Lead Agencies in becoming accredited and maintaining their accreditation to undertake construction procurement and independently manage lower risk and/or simple projects.
Quality Standards		
QS-01	Quality Standards	The Quality Standards consolidates all relevant legislation, policy, standards and guidelines that may be applicable in delivering projects under the Framework. It is a requirement of the Framework that Accredited Agencies acknowledge the Quality Standards through the accreditation process and comply with them (as applicable) throughout project delivery.
Stage 1 - Lead Agency Accreditation Process		
Self-Assessment		
AP-01	Accreditation Self-Assessment Process	The purpose of the Accreditation Self-Assessment process is to prepare Lead Agencies for accreditation and seek feedback from the Accreditation Unit prior to the formal application process under the Framework.
AP-02	Pre-Application Meeting Request	Contained within AP-01, the purpose of the Pre-Application Meeting Request is for Lead Agencies to formally request a pre-application meeting with the Accreditation Unit.
AP-03	Accreditation Self-Assessment Checklist	Contained within AP-01, the purpose of the Self-Assessment Checklist is for Lead Agencies to undertake a self- assessment of its ability to meet the Framework requirements and seek feedback from the Accreditation Unit prior to formal lodgement of an Application.

Document #	Document	Description
Pre-Application Meeting		
AP-04	Pre-Application Meeting Process	The purpose of the Pre-Application Meeting is for the Lead Agency to present its Accreditation Self-Assessment and preliminary supporting evidence to the Accreditation Unit and to discuss any perceived gaps which may prevent accreditation from being granted. The Accreditation Assessment Tool will be used as an agenda by the Accreditation Unit to guide the discussion between the Lead Agency and the Accreditation Unit and to document outcomes of the meeting.
Apply		
AP-05	Accreditation Application Process	The purpose of the Accreditation Application is to enable a Lead Agency to formally apply for accreditation under the Framework. It allows the Lead Agency to provide relevant information to the Accreditation Unit, which will demonstrate its capability and capacity to manage and deliver projects and mitigate risk to government in accordance with PIP.
AP-06	Accreditation Application Form	
AP-07	Annexure 1 – Construction Procurement Capability	Annexure 1 supports the AP-06 Accreditation Application Form and requests the Lead Agency to provide assurance that key attributes of a Project Manager is understood.
Assess		
AP-08	Accreditation Assessment Process	The purpose of the Accreditation Assessment Tool is to provide a standardised approach to assessment of a Lead Agency self-assessment and/or a formal accreditation application under the Framework.
AP-09	Accreditation Assessment Tool	
Decide		
AP-10		

Document #	Document	Description
AP-11	Accreditation Decision Notification Letter Templates	Upon completing assessment of a Lead Agency accreditation application, the Accreditation Unit will forward a copy of the Decision Notification Letter to communicate the outcome of the application.
AP-12	Accreditation Audit Framework	The Accreditation Audit Framework provides assurance to the Accreditation Unit that Accredited Agencies have processes and functions in place to ensure Government facilities and assets are being adequately procured and constructed in compliance with applicable legislation and / or regulations.
Stage 2 – Project Delivery Process		
Checkpoint 1		
PD-01	Checkpoint 1 Pre-Project Delivery Process	The purpose of Checkpoint 1 Pre-Project Delivery is to assess the complexity, risk and scale of a project to be delivered by an Accredited Agency and to ensure it falls within acceptable thresholds.
PD-02	Checkpoint 1 Pre-Project Delivery Form	
PD-02.1	Checkpoint 1 – Pre Project Delivery Appendix PSC Project Risk Assessment	
PD-03	Checkpoint 1 Letter of Notification (Level 1)	Where the Accredited Agency intends to deliver a Level 1 project under the Framework, they will provide the Checkpoint 1 Letter of Notification (Level 1) to the Accreditation Unit, prior to commencing project delivery activities.

Document #	Document	Description
PD-04	Checkpoint 1 Letter of Decision	Upon completing review of a Lead Agency Checkpoint 1 Pre-Project Delivery Form, the Accreditation Unit will forward a copy of the Letter of Decision to communicate the outcome of the review.
PD-05		
Checkpoint 2		
PD-06	Checkpoint 2 Pre-Practical Completion Process	Checkpoint 2 is an assessment by the Accredited Agency that a project is nearing Practical Completion and complies with all relevant aspects of the Framework, Quality Standards and PIP.
PD-06.1	Accreditation Framework Practical Completion Guidenote	
PD-07	Checkpoint 2 Pre-Practical Completion Notification Letter	
PD-07.1		
Checkpoint 3		
PD-08	Checkpoint 3: Final Completion / AGFMA Handover Process	The Accredited Agency will complete the Checkpoint 3: Final Completion / AGFMA Handover Notification Letter and issue it to the Accreditation Unit prior to Final Completion being achieved. This letter serves to endorse that the project is ready to be handed over to AGFMA
PD-09	Checkpoint 3: Final Completion / AGFMA Handover Notification Letter	
Monitoring and Reporting		
PD-10	Trigger Event Management Process	The Trigger Event Management process provides a structured way for Accredited Agencies to monitor, manage and self-report on continual compliance with the requirements of the Framework.
PD-11	Trigger Event Management Plan	The Trigger Event Management Plan is used to identify and monitor trigger events and to identify and monitor the actions taken to address these trigger events.

Document #	Document	Description
PD-12	Annual Agency Performance Report Process	The Annual Agency Performance Report refers to Agency-specific performance. Lead Agencies are to complete and submit their Annual Agency Performance Report at the end of each financial year, for review and approval by the Accreditation Unit.
PD-13	Annual Agency Performance Report Template	
PD-14	Accreditation Unit Annual Report Process	The Accreditation Unit Annual Report consolidates pertinent performance metrics across the Accredited Agencies and highlights any areas of concern across the Framework. The Report considers continuous improvement initiatives, discussing key themes arising from the accreditation process and the assurance program.
PD-15	Accreditation Unit Annual Report Template	

Glossary

Term	Definition
Accreditation	Accreditation is an official approval given by an organisation, stating that somebody or something has achieved a required quality standard.
Accredited Agency	A Lead Agency who has become accredited under the Framework. Once accredited an Accredited Agency may choose to perform the role of Lead Agency and the Infrastructure Agency for their own project.
Accreditation Unit	A unit within Infrastructure Delivery responsible for administering the Framework.
AGFMA	Across Government Facilities Management Arrangements.
AGFMA Service Provider	Organisation appointed to provide Facilities management service delivery for the AGFMA
Building Projects	A directorate within Infrastructure Delivery responsible for delivering building projects in accordance with PIP.
Checkpoint	A project level review at a predetermined point in project delivery. A checkpoint ensures that projects comply with Quality Standards, relevant Government requirements, PC028, meet mandatory safety requirements, and deliver assets that will be maintainable in the future.
The Planned Small Construction (PSC) Committee (the Committee)	The committee will review and approve all Accreditation Applications and project checkpoint 1 for works greater than $500k. The committee is made up by internal DIT SME, external advisers and the PSC Accreditation Unit.
Project costs	As defined on page 5 under "Project Delivery Principles". All amounts listed within this document are GST exclusive.
Defects Liability Period	A period between Practical Completion and Final Completion generally 12 months in duration.
Delivery Agency	Accredited Agencies are also referred to as Delivery Agencies.
Final Completion	A stage of a Project when all minor works, defects and faults have been received. Final Completion generally occurs at the successful completion of the Defects Liability Period.
Framework	Accreditation Framework for Planned Small Construction projects
Gateways	PIP Gateway approvals are mandatory and must be documented throughout project delivery. Gateway 4 is a perquisite to Checkpoint 1.
Infrastructure Agency	The Government of South Australia agency responsible and accountable for implementing policies, guidelines and processes for construction procurement. The Infrastructure Agency is DIT through its project delivery and Asset Maintenance directorate. Note that SA Water and Renewal SA undertake extensive construction procurement however, as prescribed public authorities under the State Procurement Act 2004 and State Procurement Regulations 2005, those agencies are exempt from this policy.

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Term	Definition
Infrastructure Delivery	A division of DIT
Kiteworks®.	File sharing platform utilised by the Accreditation Unit. Alternative platforms maybe used subject to whole of government and Accreditation Unit approval.
Lead Agency	The agency in the Government of South Australia responsible and accountable for the construction project as its sponsor and funder. A participating agency in the AGFMA, as detailed in the Agency Participation AGFMA Fact Sheet.
Planned Small Construction Project	Planned small construction / building work that is deemed to have a low complexity and risk profile and below the Parliamentary Public Works Committee value threshold.
Practical Completion	A stage of a project when all works are complete except for minor works and defects. The projects is at a stage it can be used for its intended purpose.
Project	Planned Small Construction project.
Project Delivery	Step 5 of PC028 PIP 5 5-Step Framework and Project Implementation Framework. The Framework includes a simple checkpoint process prior to project delivery, Practical Completion and at Final Completion and handover to the AGFMA Service Provider.
Project Implementation Process	As defined by Treasurer's Instruction 18.
Program	Multiple projects that are similar and/or interrelated.
Quality Standards	The Quality Standards component of the Framework consolidates all relevant legislation, policy, standards and guidelines that may be applicable in delivering projects under the Framework.
SA Government Requirements	All current relevant legislation, policy, standards and guidelines that may be applicable in delivering projects under the Framework
SA WHS Act and Regulations	SA Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012. Current version as amended from time to time.
Treasurer's Instruction 18	The SA Government Procurement Policy that prescribes the use of the Accreditation Framework for Planned Small Construction Projects in the delivery of Construction Projects as defined in the Building Work Contractor's Act 1995,

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Document Control & Contact Details

Electronically Approved by:	Simon Morony, Executive Director, AGS
Approval Date:	30 March 2022
Review Date:	First review in January 2023, then annually.
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Division:	Infrastructure Delivery
Policy Owner:	Executive Director

If you have any questions or queries relating to the Framework or suggestions for improvement please contact the Accreditation Unit by email on **DIT:PSCAccreditationUnit@sa.gov.au**.

Document Control

This is a controlled document and endorsed updates will take place as required.

Version	Description	Name	Date	Status
0.4	Draft Document	Aurecon	15/12/2022	Draft
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Document Approval

Description	Name	Date	Signature
AGFMA Reform Steering Committee	Various	22/03/2022	Meeting minutes knet#18261986
Executive Director, AGS	Simon Morony	30/03/2022	Minute knet#18520926
Director, Building Projects	John Harrison	TBC	

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