



AGFMA • FACT SHEET

AGFMA Asset Category Master List Change Request

Audience

Participating Agencies
 AGFMA FMSP
 Contractors

Purpose

This Fact Sheet provides information on the DIT maintained Across Government Facilities Management Arrangements (AGFMA) Asset Category Master List, and the process for requesting additions/deletions/edits to the Asset Category Master List.

Why does an Asset Category Master List exist?

The AGFMA categorises assets into three types, being:

- a) Core Assets,
- b) Agency Nominated Assets, or
- c) Out of Scope Assets.

Core Assets as defined by the AGFMA Asset Category Master List must be maintained by the AGFMA Facilities Management Service Provider (FMSP).

Agency Nominated assets can be either maintained by the FMSP, or the Participating Agency.

Out of Scope Assets will not be managed by the FMSP.

This categorisation is further detailed in the “Services Scope - Sites and Assets” fact sheet at [Services Scope Fact Sheet](#).

An Asset Category Master List exists to ensure consistent application of asset type definitions across the AGFMA. It ensures a consistent and transparent application of principles such as safety, compliance, risk allocation and assurance within the AGFMA, which principles align to the Agency Memorandum of Administrative Arrangements (MoAA) and the broader AGFMA objectives.

Current version of the Asset Category Master List

Both the Participating Agency and the FMSP can reference the Asset Category Master List to support preventative maintenance service development and the Annual Service Delivery Plan process. For more information on the Annual Service Delivery Plan process refer to the AGFMA Fact Sheet named [Annual Service Delivery Plans Approval Escalation Process](#).

Effective Asset Category Management

The RASCI contained within the MoAA provides information on the roles and responsibilities for understanding and developing an appropriate and risk managed preventative maintenance plan to ensure agencies levels of service are understood to ensure assets are maintained appropriately.



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Agencies should discuss these with the FMSP and fully understand these responsibilities and risks when considering or making changes to service delivery to ensure changes have been consulted, understood, and agreed within their agency. Failure to do so may result in unintended risks or compliance in areas such as Work Health and Safety. The FMSP and Participating Agencies should have a well-documented process for the administration of service level changes to ensure impacts are fully understood by both parties.

The latest AGFMA approved version of the Asset Category Master List is available at:

[Asset Category Master List](#)

Change to the Asset Category Master List - Agency Nominated Assets

Requests for changes through this process are generally associated with transitioning in assets categorised as “Agency Nominated”.

Requests for changes to the Asset Category Master List must be consistent with the service categorisation defined above.

The FMSP and authorised Participating Agency Representative should meet to discuss the change request and develop service requirements as appropriate. All activities and impacts to support the change request, including impacts on service delivery and budget, should be identified and agreed between the FMSP and authorised Participating Agency representative prior to submitting the formal change request. For example, the development of a new Technical Data Sheet/Schedule and/or other pre-servicing requirements such as asset data capture, may be required to support the transition into service of the asset/s.

A change request must be submitted by the FMSP to DIT.AGFMAASC@sa.gov.au in a format which covers all required information for the AGFMA Directorate to make a determination. Newly requested or proposed information must be consistent with existing terminology and appropriately highlighted in the change request.

Any change request submitted by an agency representative to the AGFMA Directorate will be redirected to the FMSP for the initial administration processing as outlined above. The AGFMA Directorate will review the change request and provide a response to the FMSP’s representative who initiated the request.

The FMSP will communicate updates of the Asset Category Master List to the Agency, for assets categorised as Agency Nominated Assets. The FMSP will operationalise any changes, and Participating Agency representatives should contact the FMSP for information on operational impacts where such changes occur.

Changes to the Asset Category Master List - Core Assets and Out of Scope Assets

Changes to Core Assets will generally be associated with new compulsory legislative requirements. Changes to Out of Scope Assets will generally be associated with the removal of compulsory legislative requirements. Change requests associated with either Core or Out of Scope Assets can be submitted through the above process to DIT.AGFMAASC@sa.gov.au by the FMSP. Both type of changes will be recorded on the Asset Category Master List.

The FMSP will communicate updates of the Asset Category Master List to the Agency, for assets categorised as Core Assets or Out of Scope Assets. The FMSP will operationalise any changes, and Participating Agency representatives should contact the FMSP for information on operational impacts where such changes occur.

For More Information

Contact the AGFMA Directorate - DIT.AGFMAAdmin@sa.gov.au



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Process Flow

