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| --- | --- |
| Lead Agency  | *e.g. Department for Health and Wellbeing* |
| Lead Agency Chief Executive  | Name: | *e.g. John Smith*  |
| Position: | *Chief Executive*  |
| Telephone: | *e.g. (08) 8888 8888* |
| Email: | *e.g. John.Smith@sa.gov.au* |
| Lead Agency Infrastructure Executive | Name: | *e.g. John Smith*  |
| Position: | *Chief Executive*  |
| Telephone: | *e.g. (08) 8888 8888* |
| Email:  | *e.g. John.Smith@sa.gov.au* |
| Lead Agency Accreditation Contact | Name: | *e.g. John Smith*  |
| Position or title: | *Chief Executive*  |
| Telephone: | *e.g. (08) 8888 8888* |
| Email: | *e.g. John.Smith@sa.gov.au* |

Overview

The Accreditation Framework for Planned Small Construction Projects (the Framework) is governed by Premier and Cabinet Circular 028: Construction Procurement Policy: Project Implementation Process (PC028). Accredited Lead Agencies must comply with the Framework in all respects. The Project Implementation Process details the process for development and delivery of construction projects.

Its key features are:

* ensuring that projects meet service delivery needs consistent with the Government’s strategic directions, agency business objectives and the business case or equivalent agreed under the 5-Step process.
* requiring every construction project to have strong leadership from the Lead Agency and Lead Minister by taking responsibility for its progress from inception to handover and final completion.
* ensuring every project has construction procurement managed by an infrastructure agency and/or an accredited lead agency.
* selecting and assigning appropriate professional expertise to develop the approved concept, undertake design, manage risk, calculate cost and program durations during the procurement process and to manage construction.
* establishing good project governance and clear lines of accountability for all phases of the project with documentation to provide an audit trail.
* adhering to the required gateway approvals process and relevant legislative and policy framework.
* providing a holistic approach that rigorously considers ‘whole of life’ costs, ecologically sustainable development initiatives and design options consistent with the triple bottom line of economic, environmental and social outcomes.
1. Compliance Certification

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| * 1. Confirm the Lead Agency Chief Executive and Lead Agency Infrastructure Executive (or equivalent) is supportive of becoming Accredited under PC028.
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| * 1. Confirm the Lead Agency will comply with the requirements of the Accreditation Framework for Planned Small Construction Projects, should accreditation be granted.
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1. Government Policy and Strategic Direction

A key feature of PC028 is ensuring that projects meet service delivery needs consistent with the Government’s strategic directions, Lead Agency business objectives and the business case process agreed under the 5-Step Framework and Project Implementation Process.

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| * 1. Confirm the Lead Agency will only deliver projects or programs of work that align with government strategic directions and/or business objectives through the Framework.
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1. Leadership, Governance and Compliance

A key feature of the framework is to ensure that every construction project has strong leadership from the Lead Agency and Lead Minister by taking responsibility for its progress from inception to handover and final completion.

Confirm the Lead Agency can provide:

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| * 1. Typical governance framework for the delivery of Planned Small Construction Projects, including clear lines of accountability through to the Chief Executive and Lead Minister.
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| * 1. Typical process within the Lead Agency for administering the PC028 gateway approval process and the record keeping process to provide an audit trail.
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| * 1. Confirmation that the Quality Standards associated with the Framework and all other applicable Government requirements will be complied with.
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1. Construction Procurement Capability and Capacity

A key feature of PC028 is to ensure every project has construction procurement managed by appropriately qualified and experienced personnel. For reference, general capability standards are provided within the Quality Standards.

Confirm the Lead Agency can provide:

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| * 1. Confirmation that the Lead Agency has appropriately qualified and experienced personnel to manage construction procurement.
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| * 1. Confirmation that the Lead Agency has appropriately qualified and experienced personnel with project, design and construction management capability.
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1. Professional Expertise

A key feature of PC028 is to ensure appropriate professional expertise is selected and assigned to construction projects to develop the approved concept, undertake design, manage risk, calculate cost and program time during the procurement process and to manage construction.

Confirm the Lead Agency can provide:

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| * 1. A method by which appropriate professional expertise is selected and assigned to develop designs, manage risk, calculate costs and manage timely delivery of Planned Small Construction Projects.
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1. Socio, Environment and Economic Benefits

A key feature of PC028 is to provide a holistic approach that rigorously considers ‘whole of life’ costs, ecologically sustainable development initiatives and design options consistent with the triple bottom line of economic, environmental and social outcomes.

Confirm the Lead Agency can provide:

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| * 1. A method by which the Lead Agency strives to achieve a triple bottom line of economic, environmental and social outcomes for the projects to be delivered under the Framework.
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1. Work Health and Safety Compliance, Leadership and Culture

Work Health and Safety (WHS) throughout the design and construction of Planned Small Construction Projects is an important component of the Framework and requires strong safety leadership and culture.

Confirm the Lead Agency can provide:

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| * 1. Confirmation that the Work Health and Safety Act and Regulations will be complied with when delivering Planned Small Construction Projects.
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| * 1. A copy of the Lead Agency’s WHS Policy and typical safety plan, detailing how Safety in Design and Safety in Construction is lead, managed and supervised from the Lead Agency’s perspective.
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| * 1. Acknowledge that a third-party assessment of the Lead Agency’s safety maturity related to construction project delivery will be required as part of the Application Process
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1. Risk Management

Managing risk to Government is an important aspect of the Framework as is the management of project risk throughout project delivery.

Confirm the Lead Agency can provide:

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| * 1. Risk management policy and risk management procedure associated with the delivery of Planned Small Construction Projects.
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| * 1. Typical templated risk management plan and risk register that will be used on all Planned Small Construction Projects.
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Supporting Evidence

The Lead Agency is to collate the following artefacts as supporting evidence and provide to the DIT Accreditation unit as part of the request for pre-application meeting.

* Typical governance framework for the delivery of Planned Small Construction Projects including clear lines of accountability through to the Chief Executive and Lead Minister.
* Typical process within the Lead Agency for administering the PC028 gateway approval process, the record keeping process to provide an audit trail and for complying with the Quality Standards associated with the Framework.
* A typical project management plan that will be used on all PSCPs.
* Details relating to a Lead Agency’s experience to undertake construction procurement including project, design and construction management and any appropriately qualified key personal.
* A method by which appropriate professional expertise is selected and assigned to develop designs, manage risk, calculate costs and manage timely delivery of PSCPs.
* A method by which the Lead Agency strives to achieve a triple bottom line of economic, environmental and social outcomes for the PSCPs to be delivered under the Framework.
* A copy of the Lead Agency’s WHS Policy.
* A copy of a typical safety plan detailing how Safety in Design and Safety in Construction is lead, managed and supervised from the Lead Agency’s perspective.
* A copy of the Lead Agency’s risk management policy, typical risk management plan and risk register that will be used on all Planned Small Construction Projects.
* A copy of the Lead Agency’s Project Management Framework or Project Delivery Manual, if available.
* Other artefacts may also be added at the Lead Agency’s discretion.

**The above artefacts form the evidence required in the Pre-Application meeting process.**