



SIMPLE WORKS PROCEDURES

Purpose

This document provides an explanation of what constitutes Simple Works, the related work processes and interactions between agencies, the Department of Finance (Finance) staff and its maintenance contractors.

Date Issued	28 June 2021
Content Owner	Assistant Director Low Value Maintenance
Version	1.1
Next revision	July 2022
Enquiries	Mario.Lewis@finance.wa.gov.au



Contents

Purpose	1
1. Overview	3
2. Management of Risks	3
3. Assessment of Agencies	4
4. Level 1 – Works Up To \$5,000	5
5. Level 2 – Works Up To \$20,000	5
6. Finance Approvals	5
7. Responsibilities	5
7.1 Agency Responsibilities	5
8. Contractors’ Responsibilities	6
9. Simple Works Process	6
9.1 Process Flow for Level 1 Simple Works.....	7
9.2 Process Flow for Level 2 Simple Works.....	9
10. DOCUMENT CONTROL	11
Build Status	11
Amendments in this Release:.....	11
11. DOCUMENT APPROVAL	11

1. Overview

Simple Works is low value maintenance work that is not a breakdown and possesses the following characteristics:

- it is straightforward in nature;
- low in value;
- low in risk;
- suitable for delivery by a single breakdown repair contractor; and
- able to be satisfactorily managed by the person requesting the work.

In other words it is work that is similar in complexity to a simple breakdown but does not meet the criterion of something that has ceased to function.

The person requesting the work is required to have the authority and budget to approve the work; and is willing to engage with the contractor assigned through the Finance Maintenance Call Centre (MCC) under a direct purchase arrangement; either on the basis of “do and charge,” or via a single quote.

Simplistically, in requesting Simple Works an approved agency would proceed as follows:

- identify requirement and assess suitability for Simple Works;
- complete and submit the Simple Works request form (Doc # 03510312);
- liaise with the contractor assigned by the MCC to confirm scope, cost and timing of the work;
- manage the work being carried out;
- seek Finance approval where required; and
- sign off on work when completed.

2. Management of Risks

Although when undertaking Simple Works, the agency determines the scope of the work and negotiates the cost and time for completion with the assigned contractor, the resulting contract is between the contractor and the Minister for Works, under either the terms of the Low Value Maintenance Panel (LVMP) or Service Alliance 12 (SA12).

The resultant risks to Finance (as the representative of the Minister for Works) can be categorised as below.

- Technical – request is for an inappropriate solution.

- Contractual – client agency behaves in a manner that breaches the conditions of contract.
- Relationships – behaviour by either agency or contractor adversely effects relationship with Finance.
- Health and Safety – actions undertaken impact the welfare of others.
- Legislation – work is carried out in a manner that breaches statutory requirements.
- Value for Money – procurement activities do not achieve value for money.

Finance has determined that risks associated with Simple Works can be managed through the established process. The key measures employed in the management of risks are:

- agencies must obtain Finance approval before being allowed to request Simple Works using the prescribed Simple Works Application Form (Doc # 03510381) ;
- all requests must be lodged through the MCC;
- the MCC will only process requests from approved agencies;
- requests are made using the prescribed Simple Works request form (Doc # 03510312);
- requests are limited to work that:
 - has been estimated to be less than \$5,000 in value;
 - relates to a single trade;
 - is low risk;
 - does not involve structural work; and
 - does not involve hazardous materials.
- Work estimated to be above \$5,000 requires prior Finance approval.
- work over \$5,000 to subject to a quotation;
- contractors are selected in accordance with the Finance Work Allocation Plan for Breakdown Repairs;
- cost increases above the agreed financial limit require Finance approval;
- the requestor “attests” to the satisfactory completion of the work and cost on the Maintenance Advice Form; and
- agencies are monitored for compliance with requirements.

3. Assessment of Agencies

Before permitting an agency access to Simple Works, Finance will assess the agency’s suitability to participate in this service offering.

4. Level 1 – Works Up To \$5,000

Finance will generally grant approval to agencies to access Simple Works up to \$5,000 (Level 1 Simple Works); provided the person requesting the work has the authority to arrange the work and expend the funds. It is important that the person requesting the work is available to liaise directly with the contractor, to give directions and sign off on the work. Ideally, such persons are located at the site where the work is being carried out.

5. Level 2 – Works Up To \$20,000

Finance will only approve an agency application for Simple Works up to \$20,000 (Level 2 Simple Works) provided the agency has satisfied Finance of its ability to manage Finance's risks. This will involve the agency advising Finance of the project management experience, procurement controls and delegations that it will impose on personnel requesting and managing the work.

Level 2 Simple Works are best suited to agencies where such works will be managed by personnel directly involved in the management of that agency's assets.

6. Finance Approvals

Apart from the initial assessment and approval for agencies to request Level 1 or Level 2 Simple Works, Finance's "transactional" approval **must** be sought in the following scenarios:

- a work order, initially issued as Level 1 Simple Works is likely to exceed the \$5,000 threshold;
- a request is initially estimated to fall within the Level 2 Simple Works value range; or
- a Level 2 Simple Works work order is likely to exceed the \$20,000 threshold.

It should be noted that these values are GST inclusive and have been chosen to align with Finance procurement policy and maintenance practices being:

- Level 1 Simple Works may be procured as "do and charge"; and
- Level 2 Simple Works may be procured under the financial delegation of a level 4 procurement/project officer; and work up to this value will typically represent low technical and contractual risks.

7. Responsibilities

7.1 Agency Responsibilities

Approved agencies are required to manage Simple Works in the best interest of both the agency and Finance. It is expected that the agency will:

- be open and honest when preparing scopes and estimates for submission;
- treat Finance contractors fairly and in accordance with both the Head Agreement and any Customer Contract;
- initiate Simple Works requests with the genuine intent of proceeding with the work;
- attempt a negotiated outcome where a quote is considered high before cancelling the work order;
- ensure prompt sign off once the contractor completes the work;
- apply due diligence to ensure value for money;
- actively manage the work;
- advise Finance of cost escalations requiring approval as soon as they become evident; and
- advise Finance when the nature of the work changes due to unforeseen complexity and risk.

8. Contractors' Responsibilities

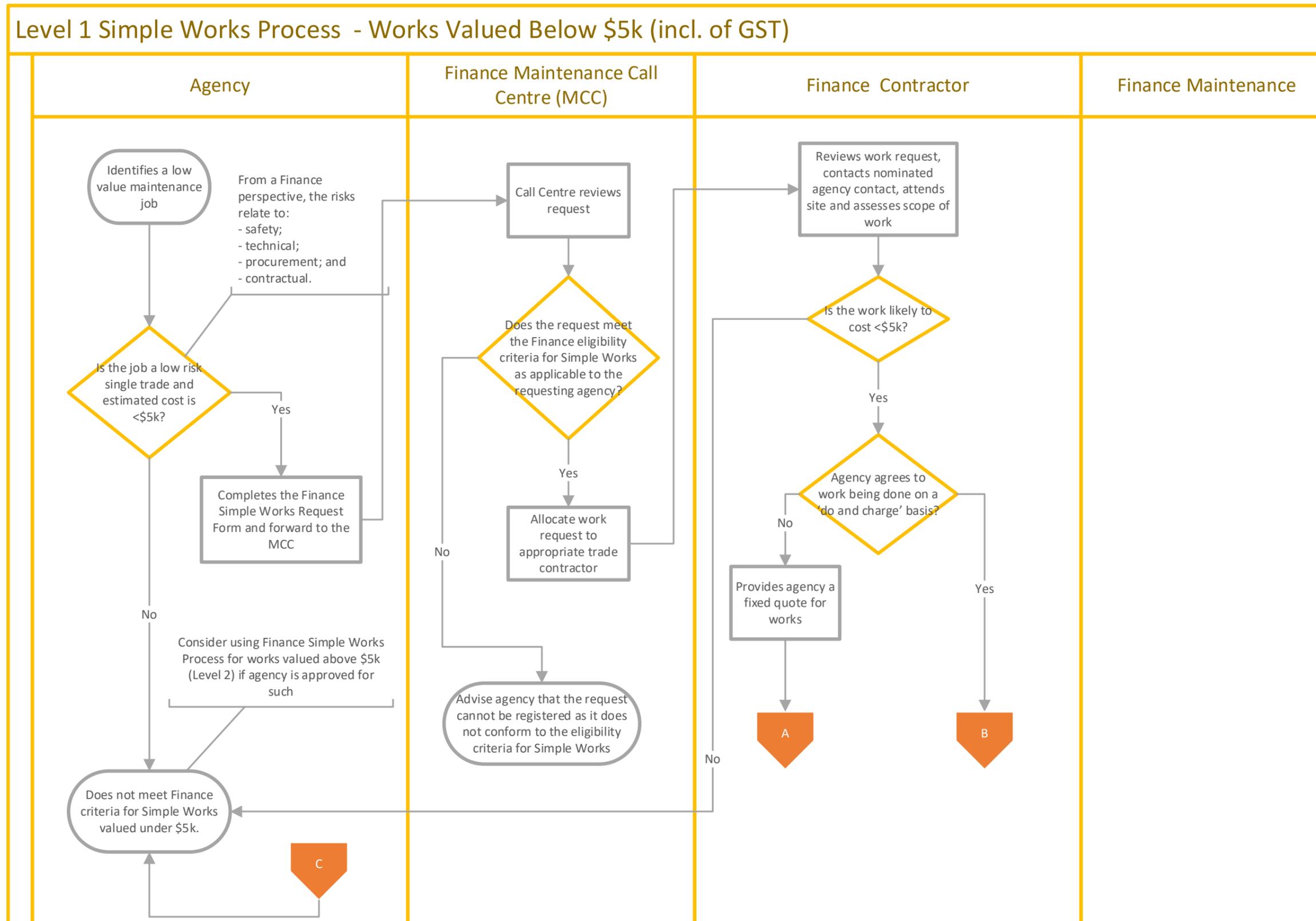
The assigned Finance contractor is required to:

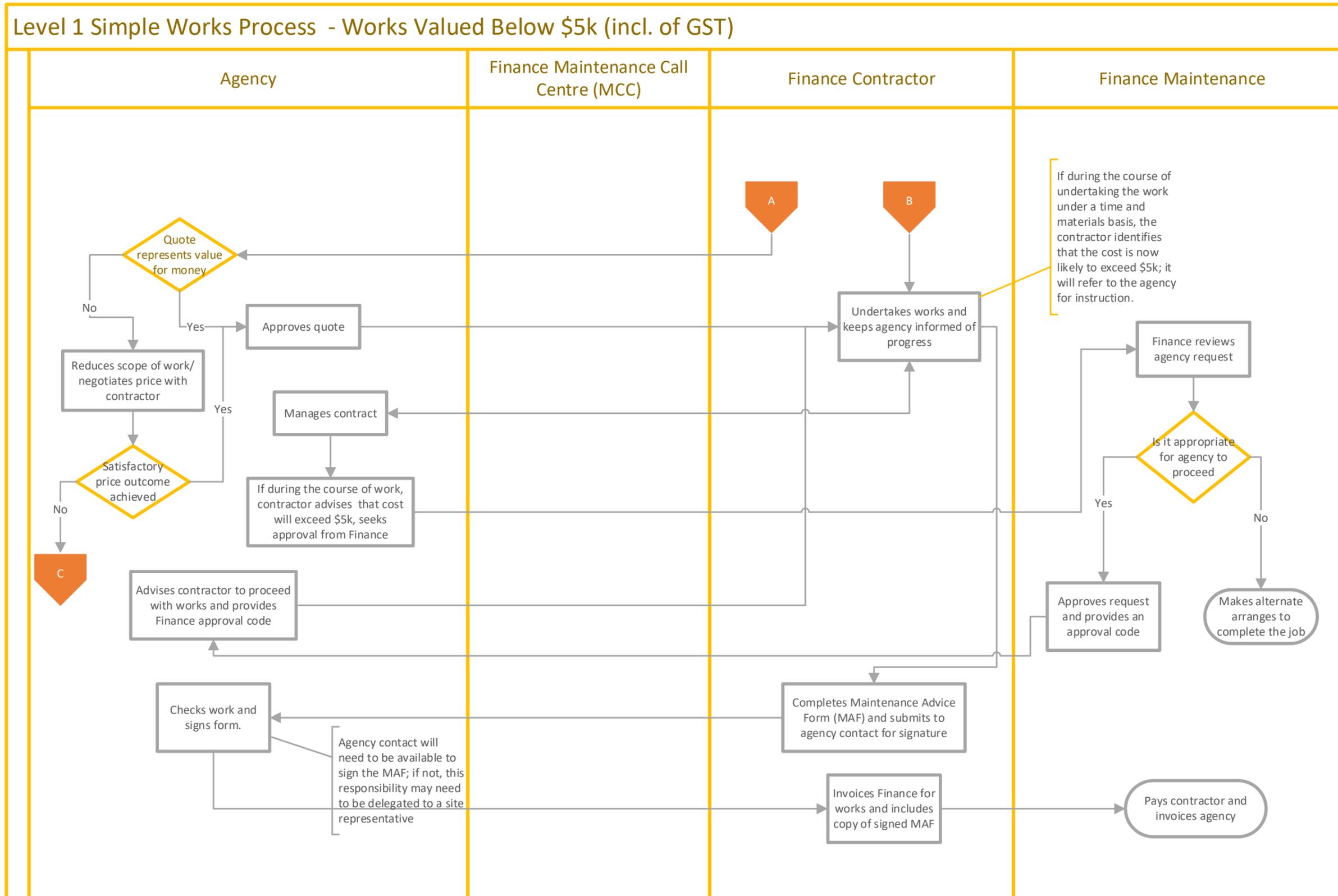
- contact the nominated agency personnel and arrange a site visit;
- work collaboratively with the agency;
- provide an agreed scope and cost;
- advise the agency of likely cost increases, especially for “do and charge” work; and
- be cognisant of Finance approvals being required for costs that exceed the respective Level 1 and Level 2 Simple Works thresholds.

9. Simple Works Process

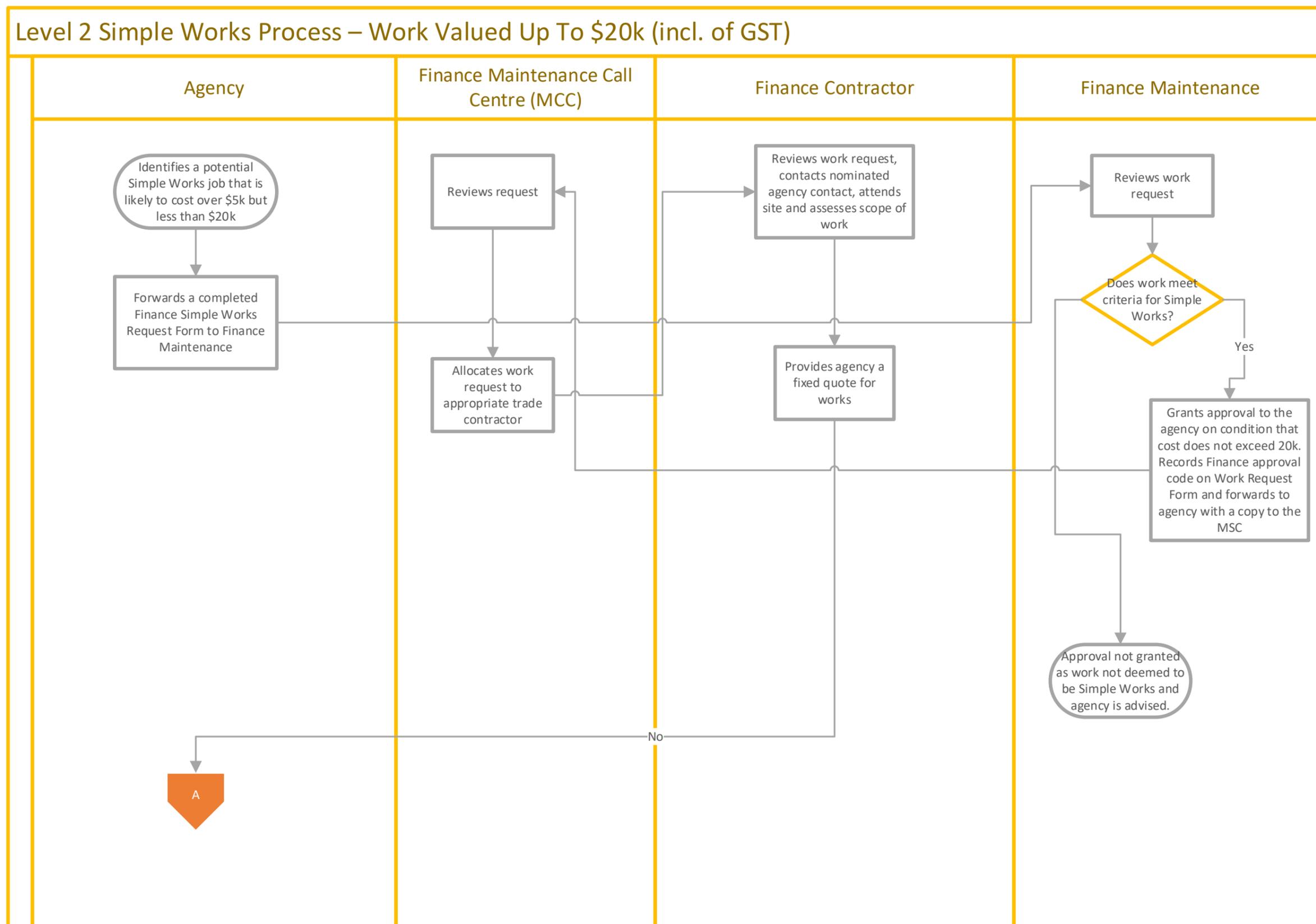
The process flows for Level 1 and Level 2 Simple Works are detailed overleaf.

9.1 Process Flow for Level 1 Simple Works





9.2 Process Flow for Level 2 Simple Works



10. DOCUMENT CONTROL

Works Document Number: 1480

TRIM Reference: 03510304

Build Status

Version	Date	Author	Reason	Sections
1.0	26/05/2020	S Barrett	Document Issue	
1.1	28/06/2021	M Lewis	Minor updates and amendments	Cover page, sections 6, 9.1 and 9.2

Amendments in this Release:

Section Title	Section Number	Amendment Summary
Cover Page		Updated position title of content owner and email address for enquiries.
Overview and Management of Risks	1 and 2	Amended references to Maintenance Service Centre (MSC) to Maintenance Call Centre (MCC).
Finance Approvals	6	Amended first sentence of first paragraph of section 6.
Process Flow for Level 1 Simple Works and Process Flow for Level 2 Simple Works	9.1 and 9.2	Amendments to flowchart in sections 9.1 and 9.2 – amended references to Maintenance Service Centre (MSC) to Maintenance Call Centre (MCC); and deleted “LVMP” in the swim lane titled “Finance Contractor”.

11. DOCUMENT APPROVAL

This document was endorsed and approved for use on 28 June 2021 by Susanne Harris, General Manager Procurement Frameworks.