



Simple Works Request Form

Please answer the following prior to lodging this request:

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| 1. Do you have the authority to expend the funds for this work? | Yes | No |
| 2. Can the work be completed by a single trade allocated by the Maintenance Service Centre? | Yes | No |
| 3. Are you confident the Authorised Requester is able to direct/guide the contractor as required? | Yes | No |
| 4. Are you confident that a value for money outcome can be achieved? | Yes | No |
| 5. Is the work free of hazardous materials e.g. asbestos? | Yes | No |
| 6. Will the work impact current entrance or egress arrangements? | Yes | No |
| 7. Is the work likely to overload services, e.g. electrical, water, drainage and sewerage? | Yes | No |
| 8. Does the work involve structural changes? | Yes | No |

If any answer to questions 1-5 is NO, or 6-8 is YES, do not proceed with this form and contact either Finance or your facilities/asset management team for advice.

WORK VALUE

Is the value of the work estimated to be less than \$5,000 (incl GST)? Yes No

If Yes – fill out **Section A** and forward this form to the Maintenance Service Centre at simpleworks@royallifesavingwa.com.au

If No - **Has your agency been approved to undertake Simple Works over \$5,000 (incl GST)?** Yes No

If Yes – fill out Sections A and B and forward this form to Finance at simpleworks@finance.wa.gov.au

If No – contact simpleworks@finance.wa.gov.au for other options.

SECTION A – For work estimated to be below \$5,000 (GST Inc)

Part 1: Authorised Requestor Details *(person authorised to approve funding for requested work)*

The person nominated below is responsible for arranging site access, finalising the scope of work, authorising the contractor to proceed and signing off on the works once complete.

Full Name:	Date:
Title:	Tel:
Email:	
Client Order Number (if applicable):	
Site Name:	
Site Number:	



Part 2: Funding Source *(who will be billed for this work)*

Head office funded

Site funded

Gateway Grant (DoE only)

Part 3: Scope for Work

SECTION B – For work estimated to be above \$5,000 (GST Inc)

Part 1: Please provide the following information in support of your request.

Estimated cost of work:

What is the basis for the cost estimate?

How will this work be managed?

Part 2: Approval over \$5,000 - to be completed by Finance

Approval code:

Approver name:

Approver signature:

Please note:

- 1. Work above \$5,000 (incl GST) must be undertaken based on a quote.**
 - 2. If at any point the work is likely to exceed \$20,000, agency must contact the Officer at Finance who previously approved the request to obtain a further approval code**
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