

NATSPEC// Construction Information



Local Government Specification

NATSPEC, founded in 1975, is a not-for-profit organisation that is owned by the design, build, construct and property industry through professional associations and government property groups. It is impartial and is not involved in advocacy or policy development.

NATSPEC's major service is the provision of the comprehensive national specification systems endorsed by government and professional bodies. NATSPEC, the National Building Specification, is for all building structures, with specialist packages for architects, interior designers, landscape architects, structural engineers, service engineers and domestic owners. AUS-SPEC is the Local Government specification system for the life-cycle management of assets.

NATSPEC's objective is to improve the quality of construction in Australia through its updating services and via the provision of information, tools, products and other services.

// Air Conditioning and Mechanical Contractors' Association of Australia
// Australian Council of Built Environment Design Professions
// Australian Elevator Association
// Australian Institute of Architects
// Australian Institute of Building
// Australian Institute of Building Surveyors
// Australian Institute of Quantity Surveyors
// Building Commission Victoria
// Construction Industry Engineering Services Group
// Consult Australia
// Department of Construction and Infrastructure (NT)
// Department of Finance and Deregulation (Federal)
// Department of Finance and Services (NSW)
// Department of Public Works (QLD)
// Department of Treasury (ACT)
// Department for Transport, Energy and Infrastructure (SA)
// Department of Treasury and Finance (TAS)
// Department of Finance (WA)
// Engineers Australia
// Master Builders Australia
// Standards Australia

ABN 20 117 574 606

// Update service

// Quick and easy with SPECbuilder

// National classification system

AUS-SPEC specifications are used by Local Government (Councils) for the life-cycle management of assets. IPWEA and NATSPEC have significantly revised the AUS-SPEC set of specifications which were originally developed in 1997. This was done to capture the experience of your peers and to reduce the potential liability of out-of-date information. AUS-SPEC packages include NATSPEC worksections where appropriate.

Why an update service?

It is important to prepare specifications from the most up-to-date material to minimise contractual risk. Through the update service, NATSPEC reviews and develops the AUS-SPEC worksections to track changes to regulations and standards, incorporates the latest industry information and meets the evolving needs of subscribers. Each update includes an *Update Summary* and a fully searchable pdf with all changes clearly highlighted.

Why a national AUS-SPEC?

As a national system, AUS-SPEC promotes national uniformity and good practice in specification for Local Government. AUS-SPEC worksection *Templates* are consistent, effective, efficient and make provision for implementing local requirements.

NATSPEC, a not-for-profit organisation, is supported by many individuals and organisations who provide information and feedback for the improvement of AUS-SPEC specifications. In addition to the assistance from the IPWEA technical committees, we encourage the participation of subscribers. You may register your interest via email to aus-spec@natspec.com.au.

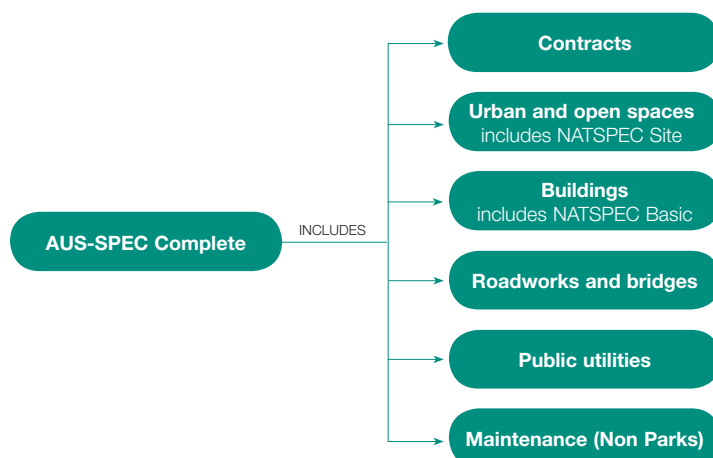


Institute of
Public Works
Engineering
Australia

"AUS-SPEC is developed by the industry, for the industry and IPWEA encourages local councils to subscribe to the new AUS-SPEC services. There is now no longer any need to purchase the series upfront. This greatly improves affordability and access to the full AUS-SPEC range."

Chris Champion, IPWEA National CEO

AUS-SPEC Packages



PACKAGE	APPLICATION
Complete	AUS-SPEC Complete covers planning and design, tendering, contract preliminaries, construction, maintenance and operations of open and urban spaces, buildings, minor roads, minor bridges for vehicle and pedestrian use, and public utilities. AUS-SPEC TECHguides included provide guidelines and examples for preparing specifications. This package satisfies most local Councils' needs and is used by design, maintenance and operational personnel.
Contracts	AUS-SPEC Contracts covers tendering, contract preliminaries, quality checklists and quality requirements for the supply of projects and services. It includes sample documents which provide guidelines for completing the tender and contract documentation, maintenance management plans and contract schedules for a maintenance contract. AUS-SPEC TECHguides included provide guidelines and examples for specifications. This package is for Contract, Supply, Asset and Works Managers, Purchasing and Legal Officers.
Urban and open spaces	AUS-SPEC Urban and open spaces covers planning and design, tendering and contract preliminaries, construction, maintenance and operations of urban and open spaces (landscaping, pathways and retaining walls). It provides the concepts of Park Maintenance Plan (PMP) to organize and ensure quality maintenance, Activity Contract Requirements (ACR) cover horticultural and built items, cleaning operations and miscellaneous activities such as storm damage response. It also includes the NATSPEC Building SITE package for site preparation works and all works external to the building but within the site boundary together with mechanical, hydraulic and electrical services design and installation work. AUS-SPEC TECHguides included provide guidelines and examples for specifications. This package is for Environmental Services, Recreation and Maintenance Managers and Park Superintendents.
Buildings	AUS-SPEC Buildings covers planning and design, tendering and contract preliminaries, maintenance and operation of buildings and their associated services. A Building and Facilities Maintenance Plan (BFMP) is provided to ensure better coordination of quality management and performance requirements covering security, emergency call out, storm damage response and cleaning. It also includes the NATSPEC Building BASIC package for simple building projects where brevity is a priority. It covers site, structural, architectural, interiors, landscaping and mechanical, hydraulic and electrical services design and installation work. AUS-SPEC TECHguides included provide guidelines and examples for specifications. This package is for Building, Asset, Property Services and Engineering Services Managers.
Roadworks and bridges	AUS-SPEC Roadworks and bridges covers planning and design, tendering and contract preliminaries, construction, maintenance and operations of minor roads and minor bridges for vehicle and pedestrian use. It provides the concepts of Maintenance Management Plan (MMP) to organize and ensure quality maintenance processes and Activity Contract Requirements (ACR) covering road pavement and shoulder, drainage, roadside, traffic facilities and miscellaneous activities such as emergency call out. AUS-SPEC TECHguides included provide guidelines and examples for specifications. This package is for Design and Development, Contracts, Asset, Maintenance Business Unit and Strategic Planning Managers.
Public utilities	AUS-SPEC Public utilities covers planning and design, tendering and contract preliminaries, construction, maintenance and operations of public utilities (water supply, water cycle management, sewerage systems and cleaning and waste management). It provides the concepts of Maintenance Management Plan (MMP) to organize and ensure quality maintenance and Activity Contract Requirements (ACR) for various activities. AUS-SPEC TECHguides included provide guidelines and examples for specifications. This package is for Engineering Services, Environmental Services and Maintenance Managers.
Maintenance (Non Parks)	AUS-SPEC Maintenance (Non Parks) covers tendering and contract preliminaries, maintenance and operations buildings, roadworks, minor bridges for vehicle and pedestrian use and public utilities. It provides the concepts of Maintenance Management Plan (MMP) to organize and ensure quality maintenance and Activity Contract Requirements (ACR) for various activities. AUS-SPEC TECHguides included provide guidelines and examples for specifications. This package is for Engineering Services, Environmental Services, Asset and Maintenance Managers.

For more information including Package contents visit www.natspec.com.au

Economies of Scale

NATSPEC is a not-for-profit organisation owned by you through government and industry. Our team of twenty track and incorporate the latest changes to regulation, standards and industry information. Could you afford to have twenty of your staff dedicated to this function? We are indebted to the many organisations and individuals that freely provide their time in the development and review of worksections.

Current Information

NATSPEC's greatest value is its update service. Only NATSPEC can claim the accuracy and currency of its information. Additionally, the NATSPEC website has monthly updates on Standards plus additional relevant information. Worksections are reviewed by the industry for the industry.

PDF Versions

Within the reference documents section of SPECbuilder are pdf versions of AUS-SPEC's worksections. These are printable and fully searchable enabling you to quickly locate information.

SPECnotes

SPECnotes is the quarterly newsletter on Standards and regulatory changes. Included is an outline of the latest Standards changes as well as additional information of interest.

NATsource

NATsource is the definitive reference document for Standards and reference documents relating to the building industry. The short description of the publications allows you to determine its relevance to your project. The pdf version is searchable to provide easy research. This document also advises designers where they may purchase the documents.

AUS-SPEC TECHguides

TECHguides provide roadmaps and examples of compiling the documentation required for local government projects. They include information on contracts, technical specifications and tender submission requirements. They should be read prior to commencing a project. They are included in the reference documents section of SPECbuilder in pdf format and can be printed as well.

TECHnotes

TECHnotes are one-page summaries of information to support your design and specification choices. They are divided into three groups – Design, General and Product. TECHnotes help you to keep up-to-date with industry changes. They are included in the reference documents section of SPECbuilder and are generally updated in April and October.

TECHreports and NATSPEC Papers

TECHreports and NATSPEC Papers are more detailed reference documents and are included in the reference documents section of SPECbuilder. Topics include *Specifying ESD* and *Specification Writing*.

SPECbuilder

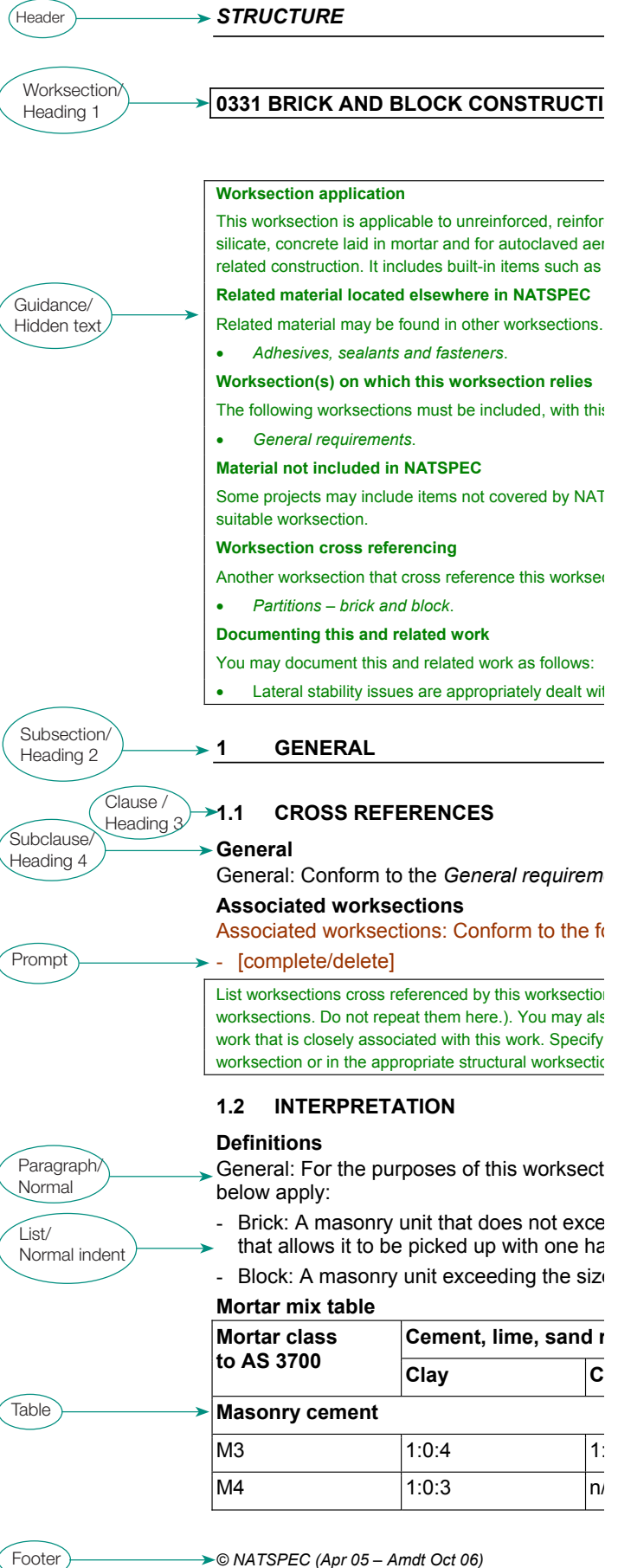
SPECbuilder is NATSPEC's specification compilation program. It permits worksections to be easily compiled into a draft worksection by the design team. SPECbuilder is available in CD and online versions.

Branded Worksections

Whilst NATSPEC does not endorse any specific manufacturer's products we do encourage you to consider our Product Partner's offerings. As a not-for-profit organisation, Product Partners assist NATSPEC keep the price of the National Building Specification affordable. These Branded Worksections have most of the complete/delete clauses completed for you and allow your selections to be quickly incorporated into the specification.

National

NATSPEC is a national Australian specification system. Its approach of incorporating feedback from many sources means that this specification system is relevant to projects spread across Australia.



AUS-SPEC Packages

	Annual
<input type="checkbox"/> Complete	\$2990 + \$299 GST
<input type="checkbox"/> Contracts	\$690 + \$69 GST
<input type="checkbox"/> Urban and open spaces	\$1380 + \$138 GST
<input type="checkbox"/> Buildings	\$1380 + \$138 GST
<input type="checkbox"/> Roadworks and bridges	\$1380 + \$138 GST
<input type="checkbox"/> Public utilities	\$690 + \$69 GST
<input type="checkbox"/> Maintenance (Non Parks)	\$1380 + \$138 GST

Ongoing payment system

Annually on receipt of an invoice
(Please include first payment)

Annual \$ _____
 GST \$ _____
 Total \$ _____

Cheque enclosed
 Credit card

Credit card payment (refer to direct debit arrangements on page 2)

Please debit according to the above schedule \$ _____

Mastercard Visa

Card number _____ Expiry ____ / ____

Cardholders name _____ Signature _____

Bank account debit (refer to direct debit arrangements on page 2)

I/We request Construction Information Systems Limited [ID 184871] to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule above

Name and branch of financial institution _____

BSB No. _____ - _____ Account No _____ Commencing Immediately

Agreement

I/we have read and agree to be bound by the subscription conditions on page 2. It is understood that NATSPEC may need further information before opening a subscription account. If NATSPEC accepts this application it is understood that:

- > Subscriptions run for a minimum of two years.
- > Subscription rates increase each June by the national CPI rounded down to the nearest ten dollars.
- > Ownership of the material remains with NATSPEC.
- > A subscription is required for each office using AUS-SPEC.
- > Subscribers may NOT distribute editable versions of AUS-SPEC to non-subscribers

Authorised signature(s) for this agreement _____ Date _____

Name(s) of person(s) signing _____ Date _____

Contact details

Organisation _____ ABN _____

Contact name _____ Telephone _____

Job Title _____ Fax _____

Email _____ Web _____

Street address _____ Address Level _____

Suburb _____ State _____ Postcode _____ Mobile _____

PO Box _____ Suburb _____ State _____ Postcode _____

Send to NATSPEC
 PO Box 1527
 QVB NSW 1230
 Australia

phone 1300 797 142
 fax 1300 797 143
 email mail@natspec.com.au

Term of Subscription

AUS-SPEC subscriptions run for a minimum of two years. After the first year of subscription a renewal invoice will be issued for the part-calendar-year to bring the subscription to the common renewal date of 1 July.

Termination

After the initial period, a subscription to an AUS-SPEC package will continue until either party cancels it in writing. Payment will be required to the end of the fiscal year. Once the subscription is terminated all copies of our material must be destroyed and no new specifications may be developed using all or part of AUS-SPEC or NATSPEC material.

Licence

Subscribing to an AUS-SPEC specification package and/or purchasing a single worksection will license you to reproduce the material in specifications during the subscription period. At all times, ownership of all information and material supplied by NATSPEC remains with NATSPEC.

This licence only extends to specifications produced in your office for projects on which you are engaged to produce the specification and either the drawings or the bill of quantities. You may not use it to provide a commercial specification preparation service, or for any other purpose, unless NATSPEC has given approval in writing.

If you have more than one office you must have a subscription for each office that is using AUS-SPEC or NATSPEC material.

NATSPEC material may not be placed on an organisation's national server unless all Australian offices on the organisation's website are subscribers to AUS-SPEC/NATSPEC.

Subscription Rates

Subscriptions increase annually each June by the national CPI rounded down to the nearest ten dollars.

Changes to Fees and Conditions

We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice will state any changes to the initial terms. If you wish to discuss any changes to the initial terms please contact NATSPEC.

NATSPEC
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FAX	1300 797 143
EMAIL	mail@natspec.com.au
WEB	www.natspec.com.au

Our commitment to you

This document outlines the Direct Debit Request (DDR) arrangements made between Construction Information Systems Limited (NATSPEC) (DDR ID #184871) and you.

Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for NATSPEC and AUS-SPEC subscriptions.

Drawing arrangements

The first drawing under this Direct Debit arrangement will occur immediately. If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.

Changes to the arrangement

If you want to make changes to the drawing arrangements, please contact NATSPEC. However, please note that you have agreed to make payments for your AUS-SPEC subscription for a minimum period from the date of the first quarterly payment.

Enquiries

Direct all enquiries to NATSPEC, rather than to your financial institution, and these should be made at least 14 working days before the next scheduled drawing date. All communication addressed to us should include your Subscriber ID #.

All personal customer information held by us will be kept confidential except information provided to our financial institution to initiate the drawing to your nominated account.

Disputes

If you believe that a drawing has been initiated incorrectly, we encourage you to contact us directly.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- that on the drawing date there are enough *cleared* funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution we will phone/email you and then re-draw after 3 working days. Any transaction fees payable by us in respect of the above will be added to your account.

SPECIFICATIONS

WHY HAVE A SPECIFICATION?

The primary function of the drawings and specification is to give effect to design decisions. Many design decisions cannot be expressed in graphic form and therefore rely on words for their expression. Other decisions would be too tedious or impractical to be conveyed in graphic form. The drawings and specification complement each other.

THE IMPORTANCE OF A SPECIFICATION?

The quality of a building project is dependent on the documentation provided. The contract documentation includes the conditions of contract, the drawings, the schedules and the specification. Whilst the specification is a multi-purpose document, its primary function is to define precisely and succinctly the quality required and the processes necessary for achieving it. Its role includes, but extends beyond, the selection of materials by providing the criteria for acceptable quality of construction.

THE ROLES OF THE SPECIFICATION

The specification has many roles including being:

- a written record of design decisions taken.
- a document demonstrating compliance with statutory requirements.
- an estimating document.
- a tendering document.
- a legal (contractual) document.
- an on-site working document.
- a dispute settlement document.
- a project management tool.

THE FORM OF A SPECIFICATION

NATSPEC specification worksections are classified, numbered and sequenced in a logical order, which responds to the Australian construction industry. There are recognised methods of specification writing. These include specifying by:

- **Reference:** Where an identifiable printed and published document is incorporated by reference to it. These may be Australian Standards or manufacturer's technical manuals.
- **Performance:** That is, by stating a desired end result and the criteria by which the result will be judged for its acceptability.
- **Description:** Detailing the materials, workmanship and installation procedures to be used.
- **Direct/Proprietary:** Specification stating a proprietary trade name product.

Each worksection is divided into General, Products, Execution and Selections.

- **General** includes cross referencing, standards, definitions, submission and inspection requirements, tolerances, samples, testing and the like.
- **Products** includes details of materials and components.
- **Execution** deals with the fabrication, installation, erection and completion as part of a project.
- **Selections** may be made within the text, in schedules within the worksections or provided separately. With simple projects, all selections may be on the drawings.

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