



NATIONAL BUILDING SPECIFICATIONS

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
- // Association of Consulting Engineers 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
- // Department for Transport, Energy and Infrastructure (SA)
- // Department of Finance and Deregulation
- // Department of Planning and Infrastructure (NT)
- // Department of Public Works (QLD)
- // Department of Services, Technology and Administration (NSW)
- // Department of Territory and Municipal Services (ACT)
- // Department of Treasury and Finance (TAS)
- // Department of Treasury and Finance (WA)
- // Engineers Australia
- // Master Builders Australia
- // Standards Australia

ABN 20 117 574 606

// Updated and comprehensive

// BCA compliant

// Quick and easy with SPECbuilder Pro

// National classification system

// From \$290 + gst

GOVERNMENT DEPARTMENTS AND CLIENTS PREFER NATSPEC

In the majority of Australian States and Territories, NATSPEC specifications are required for building projects. Government Departments and clients prefer NATSPEC specifications so that they are assured of a baseline level of project quality. Whilst drawings and schedules only provide the form and materials, it is a properly constructed specification that outlines the quality desired. For over 30 years NATSPEC has been trusted to deliver quality results.

CONTRACTORS PREFER NATSPEC

It is a competitive world and as the industry continues to consolidate, greater emphasis is being placed on the cost of a project. Contractors want to compete on an even footing and a NATSPEC specification means that the job will not be lost to someone who will cut the quality of construction. NATSPEC is independent and does not favour one party over another.

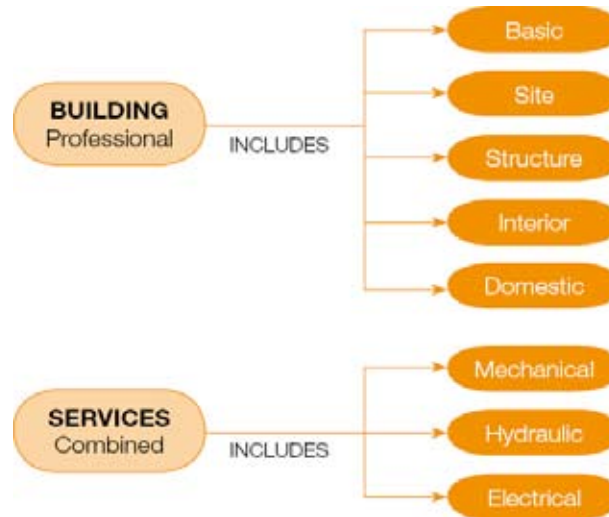
CONSULTANTS PREFER NATSPEC

The number of regulations that change each year continues to increase. Pressures on consultant's fees and the time required to design do not allow for individual organisations to monitor all the regulatory changes. NATSPEC provides the economies of scale to keep consultants up-to-date. Consultants know that NATSPEC is comprehensive and provides a clear outline of the quality of materials and tolerance of construction required. NATSPEC specifications save litigation and support the teams desire for successful projects.

PROJECT MANAGERS PREFER NATSPEC

When all parties are clear on the expected outcome the project progresses quickly and without undue confrontation. NATSPEC's template specifications are written in simple plain English without duplication or contradiction so that Project Managers do not waste time clarifying project requirements.

10 specialist packages



| PACKAGE | APPLICATION |
|------------------------------|---|
| BUILDING Professional | For architects and building designers working on major and/or complex buildings. It is NATSPEC's definitive specification. It covers site, structural, architectural, interiors, landscaping work and mechanical, hydraulic and electrical services design and installation work. BUILDING Professional includes the BUILDING Basic worksections which may be selected for the uncomplicated component parts of specific projects. Demolition, tendering and contract preliminaries are also covered. The content is informed by the Building Code of Australia. The DOMESTIC package is also included. |
| BUILDING Basic | For architects and building designers working on less complex building projects where brevity is a priority. It covers site, structural, architectural, interiors, landscaping work and mechanical, hydraulic and electrical services design and installation work. Demolition, tendering and contract preliminaries are also covered. The content is informed by the Building Code of Australia. |
| BUILDING Site | For engineers and landscape architects engaged on 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. Demolition, tendering and contract preliminaries are also covered. It is not applicable to works outside the site boundary such as vehicular crossings and works within local or state government roads. The content is informed by the Building Code of Australia. |
| BUILDING Structure | For engineers engaged on structural work intended for occupation. It covers materials for components that are necessary for the adequate strength and appropriate serviceability behaviour of the buildings. It is not intended that the worksections should apply to civil engineering structures such as bridges, dams and roads. The content is informed of the Building Code of Australia. |
| BUILDING Interior | For architects, building designers and interior designers working on comprehensive interior projects. It covers interior building and finishing work together with mechanical, hydraulic and electrical services design and installation work. Demolition (interior), tendering and contract preliminaries are also covered. The content is informed by the Building Code of Australia. |
| DOMESTIC | For architects and building designers constructing, extending or renovating uncomplicated single detached dwellings. It covers site, structural and architectural work and mechanical, hydraulic and electrical services design and installation work. The content is informed by Volume Two, Housing provisions, of the Building Code of Australia. |
| SERVICES Combined | For engineers working on projects of all complexities. It contains all material in each of the SERVICES Mechanical, Hydraulic and Electrical specification packages. It also includes separate basic versions of common worksections pre-edited for fast production of specifications for smaller, straightforward projects. Demolition, tendering and contract preliminaries are also covered. The content is informed by the Building Code of Australia. |
| SERVICES Mechanical | For engineers engaged on the mechanical services of projects of all complexities. It includes separate basic versions of common worksections pre-edited for fast production of specifications for smaller, straightforward projects. Demolition, tendering and contract preliminaries are also covered. The content is informed by the Building Code of Australia. |
| SERVICES Hydraulic | For engineers and hydraulic consultants engaged on the hydraulic installations of a wide range of small to large projects. It includes the most commonly used hydraulic services and components. Demolition, tendering and contract preliminaries are also covered. The content is informed by Volume One of the Building Code of Australia and the Volume Two, Housing provisions have also been taken into account. |
| SERVICES Electrical | For engineers engaged on the electrical installations of projects of all complexities. It also includes separate basic versions of common worksections pre-edited for fast production of specifications for smaller, straightforward projects. Demolition, tendering and contract preliminaries are also covered. The content is informed by the Building Code of Australia. |

Economies of Scale

NATSPEC is a not-for-profit organisation owned by you through government and industry. Our team of fifteen track and incorporate the latest changes to regulation, standards and industry information. Could you afford to have fifteen 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. Not only are the worksections updated every April, to reflect the changes with the Building Code of Australia, the October update includes the latest status including Standards updates. 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 the CD are pdf versions of NATSPEC's worksections. These are fully searchable to quickly locate information and the latest changes highlighted in yellow for your convenience.

SPECnotes

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

NATsource

NATsource is the definitive reference document for Standards and reference documents relating to the building industry. The short descriptive 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.

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 your CD and are generally updated in April and October.

TECHreports and NATSPEC Papers

TECHreports and NATSPEC Papers are fuller reference documents and are included in the reference documents section of your CD. Topics include Specifying ESD and Specification Writing.

SPECbuilder Pro

SPECbuilder Pro is NATSPEC's special compilation program. It permits worksections to be easily compiled into a draft worksection by the design team. Unfortunately SPECbuilder pro is not available for Macintosh users.

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

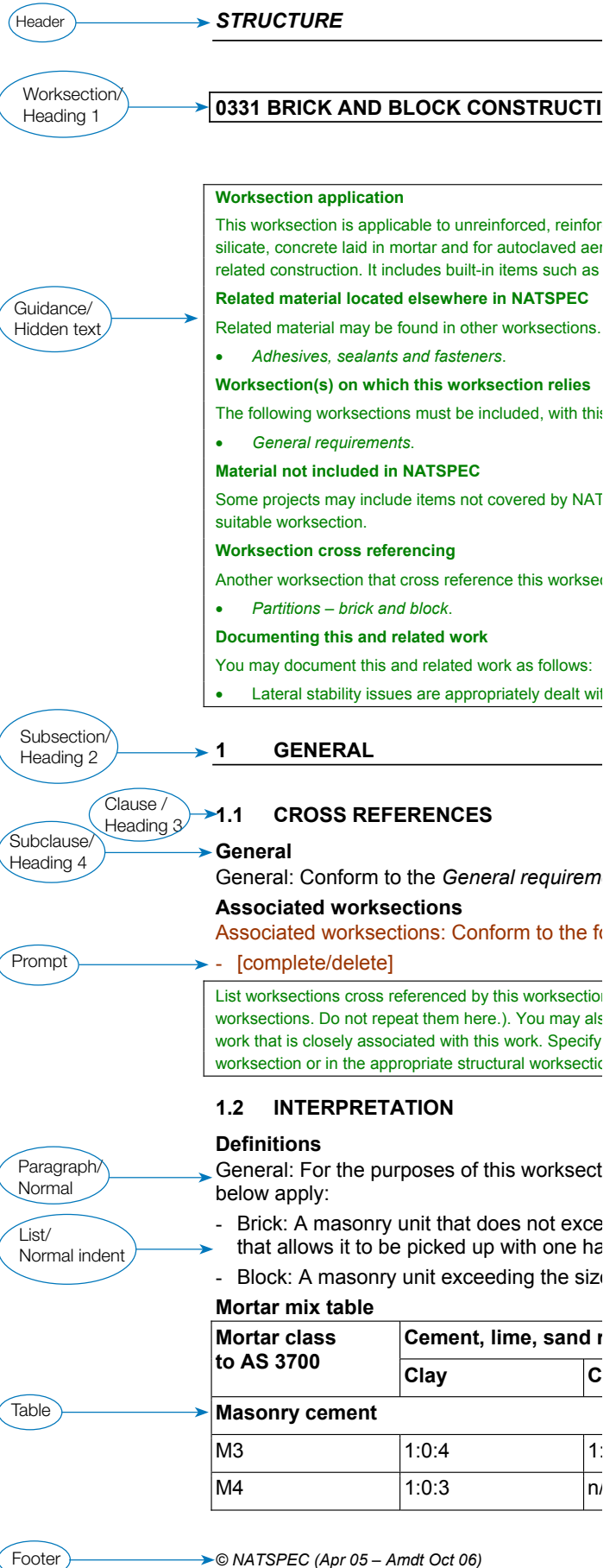
NATSPEC is a truly national Australian specification system. Its approach of incorporating feedback from many sources means that one specification system is relevant to projects spread across Australia.

Contractually "tight"

Tight specifications produce quality projects and minimise variations. NATSPEC places particular emphasis on producing contractually tight specifications by eliminating such risks as vague and contractually empty phrases, unnecessary duplication and reliance on out of date standards and reference documents.

Integrated

Because it is a comprehensive specification system NATSPEC is integrated. Unlike specifications built by combining material from disparate sources, a project that uses NATSPEC's integrated approach can eliminate the "holes" and duplication inherent in other approaches. That means it can reduce the risk of contract variations while also reducing the cost of coordination.



NATSPEC Packages

| BUILDING | Annual | Quarterly |
|---------------------------------------|--------------------|---------------------|
| <input type="checkbox"/> Professional | \$1990 + \$199 GST | \$498 + \$49.80 GST |
| <input type="checkbox"/> Basic | \$590 + \$59 GST | \$148 + \$14.80 GST |
| <input type="checkbox"/> Site | \$690 + \$69 GST | \$173 + \$17.30 GST |
| <input type="checkbox"/> Structure | \$690 + \$69 GST | \$173 + \$17.30 GST |
| <input type="checkbox"/> Interior | \$690 + \$69 GST | \$173 + \$17.30 GST |

| SERVICES | Annual | Quarterly |
|-------------------------------------|--------------------|---------------------|
| <input type="checkbox"/> Combined | \$1990 + \$199 GST | \$498 + \$49.80 GST |
| <input type="checkbox"/> Mechanical | \$690 + \$69 GST | \$173 + \$17.30 GST |
| <input type="checkbox"/> Hydraulic | \$690 + \$69 GST | \$173 + \$17.30 GST |
| <input type="checkbox"/> Electrical | \$690 + \$69 GST | \$173 + \$17.30 GST |
| <input type="checkbox"/> DOMESTIC | \$290 + \$29 GST | \$73 + \$7.30 GST |

Annual/Qtly \$ _____
 GST \$ _____
 Total \$ _____

Cheque enclosed
 Credit card

Ongoing payment system

- Quarterly by direct debit only
(Please complete authority below)
- Annually on receipt of an invoice
(Please include payment)

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.
- > Ownership of the material remains with NATSPEC.
- > A subscription is required for each office using NATSPEC.
- > Refer to server conditions over.

Signature(s) for this agreement _____

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 _____

Business details

Total professional/technical personnel

- 1-4 5-9 10-19 20 +

Wordprocessing software

Word for Windows Ver _____
 Word for Macintosh Ver _____

Building profession

- Architects/Building designers
 Civil engineers
 Contractors
 Electrical engineers
 Facilities managers

- Hydraulic consultants
 Interior designers
 Landscape architects
 Mechanical engineers
 Multi-disciplinary engineers
- Project managers
 Quantity surveyors
 Structural engineers
 Others _____

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

NATSPEC 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 January.

Termination

After the initial period a subscription to a NATSPEC package will continue until either party cancels it in writing. Payment will be required to the end of the calendar 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 NATSPEC material.

Licence

Subscribing to a NATSPEC 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 NATSPEC material.

NATSPEC material may not be placed on an organisations national server unless all Australian offices listed on the organisations website are subscribers to NATSPEC.

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
Level 4
217 Clarence Street
SYDNEY NSW 2000
Australia

| | |
|-------|---------------------|
| PHONE | 1300 797 142 |
| 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 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 NATSPEC 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, where such divisions exist:

- **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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Stakeholders

- Air Conditioning and Mechanical Contractors' Association of Australia
- Association of Consulting Engineers Australia
- Australian Council of Built Environment Design Professions
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CONTACT INFORMATION

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