

### What is AUS-SPEC?

AUS-SPEC is the national local government specification system for the life cycle management of assets. It is a joint venture between NATSPEC and IPWEA. The AUS-SPEC system provides tools, technical specification *Templates*, a framework and processes to document various asset life cycle activities. *Templates* are consistent, effective and efficient.

The following **AUS-SPEC packages** are available:

- Complete (includes all AUS-SPEC technical specifications, as well as NATSPEC BUILDING Basic and BUILDING Landscape)
- Contracts
- Urban and open spaces (includes BUILDING Landscape)
- Buildings (includes BUILDING Basic)
- Roadworks and bridges
- Public utilities
- Maintenance
- Rural roads

AUS-SPEC is an essential technical resource. It captures the experience of your peers and reduces the potential liability of out-of-date information.

### Industry feedback

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 of the IPWEA technical committees, we encourage the participation of subscribers. Please register your interest by emailing [aus-spec@natspec.com.au](mailto:aus-spec@natspec.com.au).

- **National, comprehensive, annually updated**
- **Quick and easy compilation with SPECbuilder**
- **Follows the National Classification System**



*IPWEA is renowned for its best practice, industry-leading publications and training. Our solutions management approach is highly valued by Councils, Government and the private sector. AUS-SPEC was developed by IPWEA Australasia to provide nationally consistent civil specifications for Councils. This prevents duplication of effort and reduces costs.*

*The AUS-SPEC library of civil engineering design, construction and maintenance templates brings a shared professional language and process to engineering projects. In the current environment of increasing pressure on resource allocation, these publications are a tool to streamline asset life cycle planning and maintenance, while maintaining the essential focus on community safety and risk prevention.*



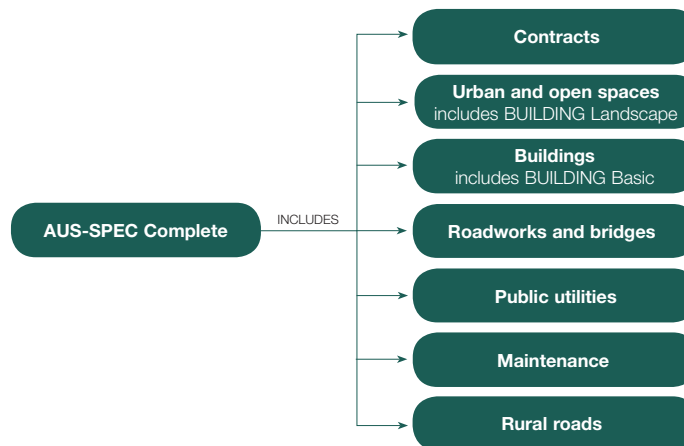
**IPWEA**

INSTITUTE OF PUBLIC WORKS  
ENGINEERING AUSTRALASIA



**David Jenkins**  
CEO, IPWEA

# AUS-SPEC Packages



PACKAGE	APPLICATION
<b>Complete</b>	<b>AUS-SPEC Complete</b> covers planning and design, tendering, contract preliminaries, construction, maintenance and operations of urban and open spaces, buildings, minor roads, minor bridges for vehicle and pedestrian use, and public utilities. It includes the NATSPEC BUILDING Basic and Landscape packages. It provides worksection <i>Templates</i> ; guidelines and examples for preparing specifications, tender and contract documentation, maintenance management plans, and contract schedules for construction and/or maintenance contracts. This package is for Design, Construction, Maintenance and Operational personnel, and Asset Managers. It satisfies most local government needs.
<b>Contracts</b>	<b>AUS-SPEC Contracts</b> covers tendering, contract preliminaries, quality checklists and quality requirements for the supply of projects and services. It provides worksection <i>Templates</i> , guidelines and examples for preparing tender and contract documentation, maintenance management plans, and contract schedules. This package is for Contract, Supply, Asset and Works Managers, and Purchasing and Legal Officers.
<b>Urban and open spaces</b>	<b>AUS-SPEC Urban and open spaces</b> covers planning and design, tendering, contract preliminaries, construction, maintenance and operations of urban and open spaces. It includes the NATSPEC BUILDING Landscape package for site preparation works and all landscape works within the site boundary, with mechanical, hydraulic and electrical services for design and installation work. It provides worksection <i>Templates</i> , guidelines and examples for preparing specifications, tender and contract documentation, Park Maintenance Plans (PMP), contract schedules, and Activity Contract Requirements (ACR). This package is for Environmental Services, Recreation and Maintenance Managers, and Park Superintendents.
<b>Buildings</b>	<b>AUS-SPEC Buildings</b> covers planning and design, tendering and contract preliminaries, maintenance and operations of buildings and their associated services. It includes the NATSPEC BUILDING Basic package for simple site, structural, architectural, interiors, landscaping and mechanical, hydraulic and electrical services design and installation work. It provides worksection <i>Templates</i> , guidelines and examples for preparing specifications, tender and contract documentation, Building and Facilities Maintenance Plans (BFMP), contract schedules, and Activity Contract Requirements (ACR). This package is for Building, Asset, Property Services and Engineering Services Managers.
<b>Roadworks and bridges</b>	<b>AUS-SPEC Roadworks and bridges</b> 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 worksection <i>Templates</i> , guidelines and examples for specifications, tender and contract documentation, Road Reserve Maintenance Plans (RRMP), contract schedules and Activity Contract Requirements (ACR). This package is for Design and Development, Contracts, Asset, Maintenance Business Unit and Strategic Planning Managers.
<b>Public utilities</b>	<b>AUS-SPEC Public utilities</b> 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 worksection <i>Templates</i> , guidelines and examples for specifications, tender and contract documentation, Maintenance Plans, contract schedules, and Activity Contract Requirements (ACR). This package is for Engineering Services, Environmental Services and Maintenance Managers.
<b>Maintenance</b>	<b>AUS-SPEC Maintenance</b> covers tendering and contract preliminaries, maintenance and operations of Urban and open spaces, buildings, roadworks, minor bridges for vehicle and pedestrian use and public utilities. It provides worksection <i>Templates</i> , guidance and examples for specifications, tender and contract documentation, Maintenance Plans, contract schedules and Activity Contract Requirements (ACR). This package is for Engineering Services, Environmental Services, Asset and Maintenance Managers.
<b>Rural roads</b>	<b>AUS-SPEC Rural roads</b> covers planning and design, tendering, contract preliminaries, construction, maintenance and operations of regional and rural roads. The specifications and reference documents included in the package assist regional and rural Councils to effectively manage their sealed and unsealed road network. This package is for Engineering Services, Environmental Services, Asset and Maintenance Managers.

# The Necessity of Local Government Specification

## ***Brodie v Singleton Shire Council and the Highway Rule***

On 31 May 2001, in the case of *Brodie v Singleton Shire Council*, the High Court ruled in favour of the applicant Mr Brodie. In August 1992, Mr Brodie had driven a truck with a 22-tonne loaded weight across a 50-year-old wooden bridge. The bridge collapsed, the truck was damaged upon falling into the creek bed below, and Mr Brodie suffered injuries.

The bridge's supporting girders had failed, causing the collapse. Council had previously replaced the bridge's faulty planks but had neither inspected nor repaired the girders. This was found to be an act of nonfeasance. Highway users remained unaware of the danger.

This judgement overturned what was known as the highway rule. Under this rule, public authorities responsible for highways were liable for acts of misfeasance but not nonfeasance. In *Brodie v Singleton Shire Council*, the Court reconsidered highway authorities' immunity to nonfeasance and held that tortious liability would be determined according to the general principles of negligence.

The Court concluded that highway authorities owe users a duty of care to ensure community assets are safe and fit for purpose.

**Malfeasance, misfeasance and nonfeasance** are types of failure to discharge public obligations as instated by common law, custom or statute.

- **Malfeasance** is the wilful and intentional act that results in injury.
- **Misfeasance** is the wilful inappropriate action that results in injury.
- **Nonfeasance** is the failure to act where wilful action is required, resulting in injury.

## **State Government Civil Liability Acts**

Subsequent State and Territory Civil Liability Acts prescriptively qualify some of the generalities of the above High Court judgement. These Acts transformed the way personal injury damages are awarded, significantly affecting many product liability claims, including those against local councils.

The Civil Liability Acts give some protection from breach of duty of care by considering:

- The limitation of financial resources.
- The broad range of the road authority's activities.
- Whether the road authority has complied with its general procedures and standards.

The law therefore only protects Councils that have proactive asset defect maintenance systems in place. Evidence is crucial to show that a Council competently and effectively uses these systems to maintain the quality and safety of public assets.

## **Asset Maintenance: Reactive and Proactive**

Reactive maintenance involves unplanned repair work that is carried out in response to service requests and supervisory direction.

Proactive maintenance includes both planned scheduled maintenance (e.g. every six months) and planned unscheduled maintenance (e.g. at component failure). It requires continuous monitoring and application of periodic and preventative work to ensure assets reach their useful life.

AUS-SPEC supports a proactive approach based on programmed maintenance, quality management and competitive principles. The AUS-SPEC system can be adapted for documenting routine, periodic and urgent maintenance, and for using in-house service agreements, external contracts, or a combination of both. AUS-SPEC asset maintenance templates are customisable to incorporate local requirements.

Maintenance of community assets is an essential Council activity. Inappropriate maintenance and repairs result in unnecessary costs, inconvenience, and a decreased standard of user safety. Councils have a duty of care to deliver and maintain these assets so that they are safe for the community.





# Benefits of Subscription

**Economies of scale:** NATSPEC's team of 20 tracks the latest changes to regulations, standards and industry practices.

**National focus:** AUS-SPEC is broad, comprehensive and applicable to local government projects all across Australia.

**Up to date:** AUS-SPEC worksections are updated every year to reflect changes to Australian Standards and the National Construction Code.

**SPECnotes:** NATSPEC's quarterly newsletter outlines the latest regulatory changes and industry news.

**NATsource:** The definitive reference document for standards and other industry reference documents.

**AUS-SPEC TECHguides:** Guidance for compiling local government documentation. TECHguides should be read before starting a project. They are available as free PDFs from the AUS-SPEC website.

**AUS-SPEC Papers and Case Studies:** Detailed guidance for using AUS-SPEC in contract documentation, asset maintenance, and improving sustainability of local infrastructure assets.

**TECHnotes:** Guidance on a wide range of topics that either relate to several worksections or do not fit into a generic worksection. TECHnotes complement *Guidance* text.

**TECHreports and NATSPEC Papers:** Detailed reference documents. NATSPEC independently invests in industry research to produce useful resources for the industry.

**SPECbuilder:** NATSPEC's online specification compilation software for easily creating a draft project specification.

**Branded Worksections:** Up to 90% pre-edited with information from a Product Partner manufacturer.

***AUS-SPEC** local government specifications guide infrastructure project managers in all areas to develop, adapt and operate sustainable asset networks at the agreed level of service while managing risk and cost. IPWEA is pleased to support **AUS-SPEC** specifications.*

Steve Verity, Principal Advisor Asset Management,  
**IPWEA**

*Dubbo Regional Council has used the **AUS-SPEC** suite of documentation to cover all general civil infrastructure works since 1999. In using these documents, we have seen a consistency in approach between Council-constructed activities and private developers or contractors.*

Luke Ryan, Director Infrastructure,  
**Dubbo Regional Council**

*MidCoast Council has been using **AUS-SPEC** for the compilation of tenders since 2007. This has allowed Council to ensure that our *Template* specifications are up to date for every tender that we issue to the public. *SPECbuilder* allows multiple Council staff to customise the *Template* documents and prepare a final electronic document for tender release. The process is simple and straightforward. I have no hesitation in recommending **AUS-SPEC** to other local government authorities.*

Stuart Small, Senior Project Manager Transport,  
**MidCoast Council**



NATSPEC is the trading name of Construction Information Systems Limited, ABN 20 117 574 606.

NATSPEC's objective is to improve the construction quality and productivity of the sustainable built environment through leadership of information.

Founded in 1975, NATSPEC 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 system 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, civil and structural engineers, services engineers and domestic owners. AUS-SPEC is the local government specification system for the life cycle management of assets. Packages include Complete, Contracts, Urban and open spaces, Buildings, Roadworks and bridges, Public utilities, Maintenance and Rural roads.

## Stakeholders

- Air Conditioning and Mechanical Contractors Association of Australia
- Australian Elevator Association
- Australian Institute of Architects
- Australian Institute of Building
- Australian Institute of Building Surveyors
- Australian Institute of Quantity Surveyors
- Construction Industry Engineering Services Group
- Consult Australia
- Department of Housing and Public Works (QLD)
- Department for Infrastructure and Transport (SA)
- Department of Finance (Federal)
- Department of Finance (WA)
- Department of Logistics and Infrastructure (NT)
- Department of Treasury and Finance (TAS)
- Department of Treasury and Finance (VIC)
- Engineers Australia
- Infrastructure Canberra
- Master Builders Australia
- Public Works Advisory (NSW)
- Standards Australia

**AUS-SPEC Packages**

<input type="checkbox"/> Complete	<b>Annual</b> \$3190 + \$319 GST
<input type="checkbox"/> Contracts	\$740 + \$74 GST
<input type="checkbox"/> Urban and open spaces	\$1430 + \$143 GST
<input type="checkbox"/> Buildings	\$1430 + \$143 GST
<input type="checkbox"/> Roadworks and bridges	\$1380 + \$138 GST
<input type="checkbox"/> Public utilities	\$740 + \$74 GST
<input type="checkbox"/> Maintenance	\$1380 + \$138 GST
<input type="checkbox"/> Rural roads	\$1380 + \$138 GST

**Ongoing payment system**

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

Annual \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

- ☐ On receipt of an invoice  
(with a Council Purchase Order)
- ☐ Cheque enclosed
- ☐ Credit card

**Credit card payment (refer to Direct Debit Arrangements on Subscription Page 2 of 2)**

Please debit according to the above schedule \$ \_\_\_\_\_

Mastercard

☐ Visa

Card number \_\_\_\_\_

Expiry \_\_\_\_ / \_\_\_\_

Cardholder's name \_\_\_\_\_ Signature \_\_\_\_\_

**Bank account debit (refer to Direct Debit Arrangements on Subscription Page 2 of 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 10 dollars.
- > A subscription is required for each Council or each office using AUS-SPEC.
- > Ownership of the material remains with NATSPEC.
- > 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 \_\_\_\_\_ Website \_\_\_\_\_

Street address \_\_\_\_\_ Address level \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_ Mobile \_\_\_\_\_

PO Box \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Send to NATSPEC

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## Subscription Conditions

### Terms 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

AUS-SPEC subscribers are licensed to reproduce the subscription package material during the subscription period. At all times, ownership of all information and material supplied by NATSPEC remains with NATSPEC. This licence extends to the single office or Council nominated as the organisation in the Subscription Order and payment authorisation. This licence only extends to the production of specifications by a single office or Council for projects on which that office is engaged to produce the specification and either the drawings or the bill of quantities. NATSPEC material may not be used to provide a commercial specification preparation service, or for any other purpose, without approval in writing from NATSPEC.

As part of the licence agreement, Councils may distribute, in non-editable formats, amended relevant worksections to consultants or contractors involved in a particular project, who do works for Council or do works that Council later accepts (e.g. residential subdivision).

NATSPEC requests that any PDF versions of project specifications uploaded to a Council's website are placed in a secure location and require registration before downloading or viewing.

Consultants or contractors engaged to produce and be responsible for a specification based on AUS-SPEC also require a relevant NATSPEC subscription. State, territory and federal government bodies can check that consultants are subscribers by viewing the subscriber list on [www.aus-spec.com.au](http://www.aus-spec.com.au) or [www.natspec.com.au](http://www.natspec.com.au).

If an organisation has more than one office, each office using NATSPEC material must have a subscription.

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

### Subscription rates

Subscriptions may be increased annually each June by the national CPI rounded down to the nearest 10 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

Level 4

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SYDNEY NSW 2000

Australia

## Direct Debit Arrangements

**Note:** Direct debits are only required when entering into a quarterly subscription payment arrangement.

### Our commitment to you

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

### Initial terms of the arrangement

Under the terms of the Direct Debit arrangements authorised by you, we undertake to periodically debit your nominated account for the agreed amount for 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 two-year period from the date of the first quarterly payment.

### Enquiries

Direct all enquiries to NATSPEC, rather than to your financial institution. Enquiries 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 from your nominated account.

### Disputes

If you believe that a drawing has been initiated incorrectly, please 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
- On the drawing date there are enough cleared funds in the nominated account; and
- You advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution we will contact you and then redraw after three working days. Any transaction fees payable by us in respect of the above will be added to your account.

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