

### What is AUS-SPEC?

AUS-SPEC is the technical specification system for the management of minor infrastructure. AUS-SPEC specifications are a system of *Templates* and supporting information used for the life cycle management of assets. AUS-SPEC worksection *Templates* are consistent, effective and efficient. IPWEA and NATSPEC have significantly revised the AUS-SPEC specifications that were originally developed in 1997. AUS-SPEC captures the experience of your peers and reduces the potential liability of out-of-date information.

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

- Complete (Includes all AUS-SPEC technical specifications, NATSPEC Basic package for buildings and NATSPEC landscape package)
- Contracts
- Urban and open spaces (Includes NATSPEC landscape package)
- Buildings package (Includes NATSPEC Basic)
- Roadworks and bridges
- Public utilities
- Maintenance
- Rural Roads

### Not-for-profit organisation

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. You may register your interest via email to [aus-spec@natspec.com.au](mailto:aus-spec@natspec.com.au).

- National, comprehensive, annually updated
- Quick and easy with SPECbuilder
- 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 that prevent duplication of effort and reduce costs."*

*The AUS-SPEC library of civil 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, AUS-SPEC streamlines asset life cycle planning and maintenance, while maintaining the essential focus on community safety and risk prevention."*



- David Jenkins  
CEO, IPWEA



**IPWEA**

INSTITUTE OF PUBLIC WORKS  
ENGINEERING AUSTRALASIA

## Subscriber Testimonials

“Using the proactive approach to asset maintenance provided by AUS-SPEC has helped in achieving nearly a negligible number of insurance claims.”

Andy Ling, Manager Civil Infrastructure,  
**City of Parramatta**

“Dubbo Regional Council has utilised the AUS-SPEC suite of documentation, Design and Construction, to cover all general civil infrastructure works since 1999. The benefits the Council has seen in using these documents has been a consistency in approach between Council constructed activities and private developers/contractors.”

Julian Geddes, Director Infrastructure,  
**Dubbo Regional Council**

“AUS-SPEC provides Council with an annually updated, comprehensive specification and contract documentation suite. Developed in consultation with the wider industry, which is well suited to the urban and rural environment that Council has to maintain and enhance by means of remediation works and the realisation of capital works projects.”

Alex Burjan, Contract Administrator,  
**Liverpool City Council**



“MidCoast Council has been utilising AUS-SPEC and SPECbuilder in combination for the compiling of tenders since 2007, and is part of our standard operating procedures for all tenders. This has allowed Council to ensure that our Template specifications are up to date for each and every tender that we issue to the public. The use of SPECbuilder has allowed Council to utilise multiple staff in the preparation of tenders, customise the Template documents to suit our requirements, and prepare a final single electronic document for tender release. The process is simple and straight forward and I have no hesitation in recommending them to other Local Government authorities”

Stuart Small, Team Leader Project Delivery,  
**MidCoast Council**

“The **AUS-SPEC** documents have helped the Council get consistency in Design and Construction for Contracts, Internal Works, and Subdivision and Development Works. The Maintenance Specifications have also helped with our levels of service.”

Mathew Naylor, Section Leader Asset Project Delivery, **Coffs Harbour City Council**

AUS-SPEC is the essential technical resource for the life cycle management of minor infrastructure assets. As a national specification, AUS-SPEC addresses the challenges associated with inconsistencies in regulation and processes that can occur between jurisdictions. AUS-SPEC promotes standardisation and consistency in documentation across Local Government infrastructure works to increase competition, productivity and efficient use of resources.



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

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. Packages include Complete, Urban and Open Spaces, Roadworks and Bridges, Public Utilities, Maintenance and Contracts.

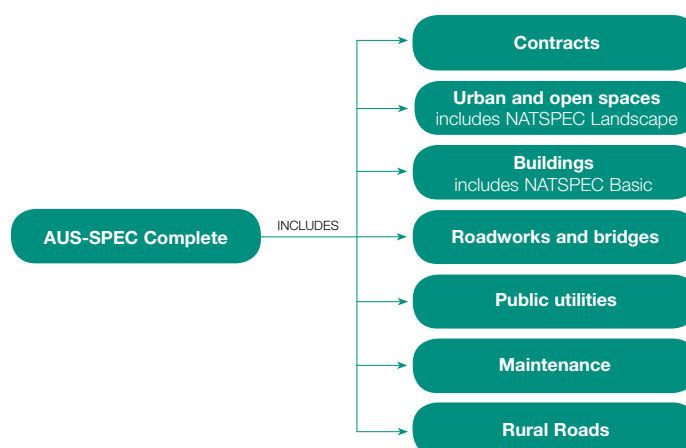
NATSPEC's objective is to improve the construction quality and productivity of the built environment through leadership of information.

### 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
- Dept for Infrastructure and Transport (SA)
- Dept of Energy and Public Works (QLD)
- Dept of Finance (Federal)
- Dept of Finance (WA)
- Dept of Infrastructure, Planning and Logistics (NT)
- Dept of Treasury and Finance (TAS)
- Dept of Treasury and Finance (VIC)
- Engineers Australia
- Major Projects Canberra
- Master Builders Australia
- Public Works Advisory (NSW)
- Standards Australia



# 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 open and urban spaces, buildings, minor roads, minor bridges for vehicle and pedestrian use, and public utilities. It includes the NATSPEC 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, Operational personnel, and Asset Managers, and 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, Purchasing, and Legal Officers.
<b>Urban and open spaces</b>	<b>AUS-SPEC Urban and open spaces</b> covers planning and design, tendering and contract preliminaries, construction, maintenance, and operations of urban and open spaces. It also includes the NATSPEC 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 operation of buildings and their associated services. It also includes the NATSPEC 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 (RMP), 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 specification, tender and contract documentation, Maintenance Plans contract schedules and Activity Contract Requirements (ACR). This package is for Engineering Services, Environmental Services, and Asset and Maintenance Managers.
<b>Rural Roads</b>	<b>AUS-SPEC Rural Roads</b> covers documentation for planning, design, tendering, contract preliminaries, construction, maintenance and operation of regional and rural roads. Several new specifications and reference documents included in the package will assist rural Councils to effectively manage their sealed and unsealed road network.

## Benefits of the subscription

## What AUS-SPEC covers

### Economies of scale

NATSPEC is a not-for-profit organisation owned by you through government and industry. Our team of 20 track and incorporate the latest changes to regulation, standards, and industry practices. Can you afford to have 20 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.

### National

AUS-SPEC is a national specification system. It is broad, comprehensive, and relevant to Local Government projects across Australia.

### Current information

NATSPEC's greatest value is in its update service. Only NATSPEC can claim the accuracy and currency of its information. Additionally, the NATSPEC website has monthly updates on standards, and information on standard currency. Worksections are regularly reviewed by the industry, for the industry. Each update includes an *Update Summary* and a fully searchable pdf with all changes clearly highlighted.

### PDF versions

PDF versions of AUS-SPEC's worksections 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 changes to standards, 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 their relevance to your project. This document is searchable to provide easy research and advises designers where they may purchase the documents.

### AUS-SPEC TECHguides

TECHguides provide roadmaps and examples for compiling the documentation required for Local Government projects. They include information on contracts, technical specifications and tender submission requirements, and should be read before commencing a project. They are in pdf format and are freely available on the NATSPEC website.

### AUS-SPEC Papers and Case Studies

AUS-SPEC Papers and Case Studies provide an overview of AUS-SPEC, and guidance in use for contract documentation, asset maintenance, and sustainability of local infrastructure assets.

### TECHnotes

TECHnotes are short guidance notes for consideration for your design and specification choices. They are divided into three groups – General, Design, and Product. TECHnotes help you to keep up-to-date with industry changes.

### TECHreports and NATSPEC Papers

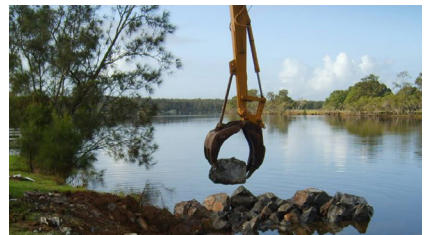
TECHreports and NATSPEC Papers are more detailed reference documents. Examples include *Specifying ESD*, *Specification Writing*, and *Using NATSPEC for refurbishment and adaptive re-use*.

### SPECbuilder

SPECbuilder is NATSPEC's online specification compilation program. It permits worksections to be easily compiled into a draft project specification by the design team.

### Branded worksections

While NATSPEC does not endorse any specific manufacturer's products we do encourage you to consider our Product Partners' offerings. As a not-for-profit organisation, Product Partners assist NATSPEC to keep the price of the National Building Specification affordable. These Branded worksections are pre-completed and allow your selections to be quickly incorporated into the specification.





**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)

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 \$ \_\_\_\_\_ CVV \_\_\_\_\_ ☐ Mastercard ☐ Visa

Card number \_\_\_\_\_ Expiry \_\_\_\_\_ / \_\_\_\_\_

Cardholders 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 ten 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 \_\_\_\_\_ Web \_\_\_\_\_

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 which 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.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/NATSPEC.

### Subscription rates

Subscriptions may be increased 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  
Level 4  
263 Clarence Street  
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 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 two year 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.

Direct debits are only required when entering into a quarterly subscription payment arrangement

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ABN 20 117 574 606

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