



Finance Technical Guideline

TG001 NATSPEC Specification

1 Purpose

This technical guideline supplements *TG035 Specifying by Performance and Example* and provides supporting guidance on meeting the Department of Finance's (Finance) requirements for using the National Building Specification (NATSPEC) system to produce specifications for government building projects.

2 Requirements

The NATSPEC building professional package should be used to prepare technical specifications for all Finance projects with an estimated construction value of \$3 million or greater. This requirement applies to all Consultants, including Sub-Consultants.

The use of NATSPEC is optional for projects with a construction value less than \$3 million.

3 Background

NATSPEC Building Professional package is a comprehensive national specification system. It provides design and installation work sections for site, architectural, interiors, landscaping, mechanical, hydraulic, and electrical services. Demolition, tendering and contract preliminaries are also covered.

NATSPEC can be used to produce specifications for all types of projects, from large technically complex projects through to very simple buildings. Not all work sections will be relevant to all projects. Consultants are therefore required to read NATSPEC specification templates, select the sections that are relevant to each project, and edit these sections as required.

3.1 Why Finance uses NATSPEC

Finance uses NATSPEC to:

- Ensure standards specified are the latest versions,
- Assist consultants to produce generic specification clauses resulting in high quality, durable products, and
- Support consistency and understanding of the building quality required for government projects.

4 How to Use NATSPEC

Download *NATSPEC Quickstart* for an introduction to using NATSPEC worksections to create specifications: <http://www.natspec.com.au/images/PDF/QUICKstart.pdf>

4.1 Duplication of information

NATSPEC, particularly workgroup *01 General*, includes information that duplicates, or contradicts, clauses in Finance's contract preliminaries. **Consultants shall review Finance's Preliminaries and ensure that only relevant NATSPEC worksections and content are included in the project specification to eliminate unnecessary duplication, contradiction and potential for error.**

Where duplication or contradiction occurs between NATSPEC and Finance's Preliminaries, Finance's Preliminaries shall take precedence, and the duplicate information should be omitted from the NATSPEC worksection(s).

For example, worksection *0171 General requirements* contains clauses governing authority approvals, which is also covered by Finance's Preliminaries. NATSPEC worksection 0171 Section 1 *General Clause 1.7 Submissions* requires (among other things) submission of the following "Authority approvals: Notes of meetings with authorities whose requirements apply to the work and evidence that notices, fees and permits have been sought and paid, that authority connections are complete and that statutory approvals by the authorities whose requirements apply to the work have been received." This clause is not relevant for Contractors constructing Finance projects, for which Finance project managers will obtain the required approvals.

This may not necessarily be the only example of duplication in worksection 0171, and the consultant shall review thoroughly as necessary.

4.2 Scheduling

Every project specification should, at a minimum, include the following schedules:

- Schedule of all Operation and Maintenance Manuals which must be delivered as part of Practical Completion.
- Schedule of all warranties which must be provided as part of Practical Completion.
- Schedule of all required tests and inspections, including any hold points.
- Schedule of materials and finishes. The specification/schedule should be specific regarding the level of quality required, especially if this is a higher level than the relevant Australian Standard requires. Specify that the installation shall be in accordance with the manufacturer's requirements.

4.3 Table of Contents

The specification should include a single table of contents. NATSPEC suggests editing the specification templates in the individual worksection files rather than in the merged file. Then use the master document to generate the table of contents and print the full

specification. If possible, the table of contents should be hyperlinked to allow easy navigation within the specification.

The level of detail of the table of contents need only include reference to worksections, and not to individual sections and clauses within worksections.

4.4 Formatting

Finance's Preliminaries should be amended as appropriate to suit the project, then combined in a PDF document with the relevant NATSPEC sections and other documentation. Consultants are not expected to format Finance's Preliminaries to match NATSPEC. The formatting for NATSPEC individual worksections will be consistent if the natspec.dot file, which is automatically downloaded when the specification is first compiled, is used.

4.5 Specification by Performance and Example

NATSPEC is a performance-based specification, although it allows for specification by example to be used if required.

Please refer to TG035 *Specifying by Performance and Example* for guidance on meeting Finance's requirements when specifying either by performance or by example using NATSPEC on government building projects.

5 References

TG035 Specifying by Performance and Example, Department of Finance [TG035 Specifying by Performance and Example \(www.wa.gov.au\)](http://www.wa.gov.au)

Specnotes NATSPEC's quarterly newsletter contains information on new and revised NATSPEC worksections and technotes, and Australian Standards.

NATSPEC Quickstart NATSPEC

<http://www.natspec.com.au/images/PDF/QUICKstart.pdf>

NATSPEC TECHnotes <http://www.natspec.com.au/index.php/resources/technotes>

Specification Writing NATSPEC Paper, October 2021

http://www.natspec.com.au/images/PDF/Specification_Writing_Paper.pdf

Guide Notes to Assist in The Preparation of the Specification Preliminaries and the Specification Generally for Works Contracts Tendered by the Department of Finance in the Name of the Minister for Works, Department of Finance

Western Australian Procurement Rules, Department of Finance [Western Australian Procurement Rules \(www.wa.gov.au\)](http://www.wa.gov.au)

6 Document control

TRIM Reference	2015/02812 DOC 01137885
Revision Date	December 2021
Next Revision	December 2022
Content Owner	Assistant Director, Building Technical Services
Enquiries	Consult with Content Owner or principal.architect@finance.wa.gov.au

Revision Date	Author	Reason	Sections
27/02/2016	BTS	Initial Release	All
21/02/2017	BTS	Include document reference number (TG001)	Title
13/07/2018	BTS	Update links Revise Version Control Protocol Revise Principal Architect	References Document Control Document Approval
16/11/2018	BTS	Open and Effective Competition Policy product specification hierarchy and requirements clarified.	1.3 Why BMW uses NATSPEC 2.5 Specification by Example.
6/07/2021	BTS	Revise references to BMW Open and Effective Competition Policy product specification hierarchy and requirements clarified.	All 2.5 Specification by Example
23/12/2021	BTS	Updated in relation to TG035 and WA Procurement Rules	All

7 Document approval

This guideline was endorsed and approved for use on 23/12/2021 by:

Dean Wood, Principal Architect