



POLICY NO. AP 2.4.20

AS-CONSTRUCTED DATA

PURPOSE

To establish standards for the provision of data about newly constructed and reconstructed public infrastructure assets for which the City is responsible.

POLICY STATEMENT

1. AS CONSTRUCTED DATA SPECIFICATIONS

1.1 A-SPEC is a specification for the supply of digital data relating to 'as-constructed' infrastructure assets. The City requires all as-constructed data to be in accordance with the specifications prescribed in the A-SPEC guidelines - www.a-specstandards.com.au.

1.2 A-SPEC is a suite of data specifications supporting the delivery of digital data relating to infrastructure assets. Specifications relevant to the City are outlined below:

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|--------|---------------------------|
| B-SPEC | Buildings infrastructure |
| D-SPEC | Drainage infrastructure |
| O-SPEC | Open space infrastructure |
| R-SPEC | Road infrastructure |

2. REQUIREMENTS

2.1. With the exception of buildings, as-constructed data for infrastructure assets that are under the City's control must be provided upon the practical completion of construction works in the relevant A-SPEC data specification listed in 1.2, above. This includes subdivisions and developments within the City and the City's own capital and reconstruction projects.

2.2. The following provisions apply to the supply of as-constructed data for buildings.

2.2.1. As-Constructed data is to be provided in the B-SPEC data specification for any buildings with one or more of the following characteristics:

- Multi-level buildings with an elevator;
- Buildings with HVAC systems; or
- Aquatic Centres.

2.2.2. As-constructed data in the B-SPEC data specification can be collected for other buildings at the discretion of the Director Infrastructure or the Manager Facilities and Fleet Services.

2.2.3. As-constructed data collection shall not be required to be undertaken retrospectively (for existing buildings), and data capture will only be required for upgrade and renewal works.

2.3. An as-constructed survey must be undertaken by a licenced surveyor to record asset information and to certify that the data is a true and correct record of the assets delivered.



- 2.4. All as-constructed data for works not done by the City shall be submitted to the City prior to clearance of the construction works being granted.
- 2.5. As-constructed data format and conformance checks will be performed by Information Services to confirm it is valid and complete.
- 2.6. Should significant anomalies, errors or missing information be identified during these checks, the as-constructed data may be returned to the provider for correction and resubmission in order to be approved by the City prior to formal acceptance of the construction works.
- 2.7. Once submitted data is confirmed as valid and complete, Information Services will issue a notification to the relevant stakeholders.

GOVERNANCE REFERENCES

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|----------------------------------|---|
| Statutory Compliance | |
| Industry Compliance | Institute of Public Works Engineering Australia, Local Government Guidelines for Subdivisional Development GISSA International www.gissa.com.au |
| Organisational Compliance | |
| Process Links | |

POLICY ADMINISTRATION

| Directorate | | Officer Title | | Contact: | |
|--------------------|---------------------------------|---|----------|------------------|------|
| Business Services | | Coordinator Asset and Spatial Services | | 9397 3000 | |
| Risk Rating | Medium | Review Cycle | Biennial | Next Due: | 2025 |
| Version | Decision Reference | Synopsis | | | |
| 1. | OCM 417/28/08/2012 | New policy to provide a statutory reference for internal documents and procedures. | | | |
| 2. | OCM 415/29/09/2013 | Reviewed and amended to include new requirements for easement for services and to include having an easement deed prepared. | | | |
| 3. | OCM 382/23/09/2014 | Reviewed and amended with minor wording additions to include open space, building and public assets. | | | |
| 4. | OCM 387/25/10/2016 | Reviewed with no amendments. | | | |
| 5. | OCM 303/11/09/2018 | Revoked and replaced with administration policy. | | | |
| 6. | Exec Team Meeting 25/09/2018 | Policy renamed to include Easements in title and policy rewritten. | | | |
| 7. | Exec Team Meeting 13/07/2020 | Amended with minor wording changes. | | | |
| 8. | Exec Team Meeting 29/8/2022 | Amended – removal of reference to Easements, rewording of clauses under requirements. | | | |
| 9. | Exec Team Meeting 12/06/2023 | Amended – inclusion of thresholds for requirement of B-SPEC data for City buildings. | | | |