



SUBDIVISIONS
PROCEDURE FOR CONSULTANTS / DEVELOPERS
AS-CONSTRUCTED DATA (A-SPEC)

1. PURPOSE

To record and provide 'As Constructed' digital data in a GIS ready format for newly constructed and reconstructed public infrastructure assets for which the City is responsible.

2. SCOPE

This procedure applies to all subdivisions, developments and re-construction programs.

3. PROCESS OVERVIEW

- To manage the accurate capture of as-constructed infrastructure asset data in the City's Asset Management System and Geographical Information System (GIS).
- To improve process efficiency in checking as-constructed infrastructure asset data against design criteria, design plans, constructed details.
- To improve the quality of information for modelling.
- To provide a structure for the consistent management of all assets.
- To allow best practise asset management.
- To provide as-constructed digital data to an industry standard: A-SPEC specification.

4. PROCESS

Step	Action	Responsibility
1.	Upon completion of all construction works, an as-constructed survey is to be undertaken by a certified surveyor to record information of all assets in accordance with A-SPEC digital data specifications - https://www.a-specstandards.com.au/	Developer or representative
2.	The engaged surveyor to complete the City's 'As-Constructed Certification' form- Appendix A. To be provide to the City together with As-constructed data submission.	Certified Surveyor
3.	Receipt, by the City, of as-constructed data and certification form.	Coordinator Subdivision Assessment
4.	Validation within the prescribed timeframe, by the City, of as-constructed data according to the A-Spec specification.	Coordinator Asset and Spatial Services
5.	Acceptance of data or request for amendment(s)	Coordinator Asset and Spatial Services
6.	Insertion of the data into the City's Geographic Information System	Coordinator Asset and Spatial Services
7.	Issue of clearance for development assets	Coordinator Subdivision Assessment

5. EXPLANATION OF PROCESS

Step 1. The City is a member of A-SPEC, an industry developed standard to record and provide as constructed data for newly constructed and reconstructed public infrastructure assets for which the City is responsible. A-SPEC is a suite of data specifications supporting the delivery of machine readable data relating to infrastructure assets. A-SPEC provides certainty that the correct data is captured in the correct format - streamlining processes related to the capture, validation and usage of infrastructure information - www.a-specstandards.com.au

The **developer / consultant or a representative** shall be responsible for:

- Engaging a certified surveyor to record information of newly constructed and reconstructed public infrastructure assets in accordance with A-SPEC digital data specifications.
- Ensuring as constructed data is supplied within 3 weeks of work being completed unless otherwise agreed to with the City.
- Ensuring as constructed data supplied to the City is correct, accurate, and complete.

Step 2. As constructed data certification form (Appendix A) must be completed, signed and forwarded to the City together with as-constructed data (A-SPEC) digital data in either one of these formats: ESRI Shapefile (.shp), MapInfo (TAB) or (MIF/MID).

Step 3. The City will provide acknowledgment of the receipt of as-constructed data submissions.

Step 4. The City will carry out a validation process of as-constructed data submissions according to the A-SPEC specification.

Errors and omissions will result in the City requesting the developer / consultant or representative to provide data amendment(s). **This may result in a delay in the provision of a clearance.**

Step 5. The City will provide validation confirmation or a data amendment request within 10 working days of data receipt. Data amendments will be assessed by the City within 10 working days of receipt.

Step 6. Insertion of the data into the City's Asset Management System and Geographic Information System (GIS).

Step 7. The City will issue a clearance letter once the as-constructed data has been validated and all other conditions have been met.

6. IMPORTANT POINTS TO CONSIDER

- A complete ASPEC as constructed data submission requires **all** applicable attributes of the specification to be populated including but not limited to: unit rates, photos and photo references.
- The **developer / consultant or a representative** is to engage a surveyor that is able to provide as-constructed data deliverables to the City's requirements (refer to step 2) and provide the relevant information to the surveyor in order for the data submission to be complete e.g. Bill Of Quantities (BOQ), invoices, or the project costing information.
- The engagement of a surveyor does not involve the City, however we do offer support and clarification on the City's requirements. The City will not correct, modify or complete non-compliant data submissions. Data amendment requests will be issued to the **developer / consultant or a representative**.
- It is highly recommended for the **developer / consultant or a representative** to render services complete with the engaged surveyor after a data validation notification is issued by the City.
- Audits of the physical assets will be conducted by the City during the construction phase and at practical completion.



AS CONSTRUCTED DATA CERTIFICATION

CERTIFIED SURVEYORS

Appendix A

The City's As-constructed Data Policy states upon completion of all construction works, an as-constructed survey is to be undertaken by a certified surveyor to record information of all assets in accordance with A-SPEC digital data specifications - <https://www.a-specstandards.com.au/>

This certification must be completed, signed and forwarded together with as-constructed data (A-SPEC) digital data in either one of these formats: ESRI Shapefile (.shp), MapInfo (TAB) or (MIF/MID).

The City will assess data submissions according to the A-SPEC specifications; request amendments when required; and provide notice of compliance once the data is validated and complete.

Surveyor's Certification:

Details Required	Description	Enter Details
Project	Project / estate name	
Stage	Subdivision stage name	
WAPC number	Reference number	
A-Spec member	Participating LGA	City of Gosnells
Date submitted	Date the digital data submitted to City of Gosnells	
Engineering company name		
Contact	Contact for this project	
Telephone	Engineering contact numbers	
Surveyor's company name	Firm name	
Telephone	Surveyor's contact numbers	
Coordinates / datum	The coordinate system the data is in	MGA2020 Zone 50
Transformation	The coordinate system the data was transformed from	
Software format & version	The software used to create the digital data	
Notes	Important notes or information to be included here	

I,		(Name & Surname)
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hereby certify that the attached as-constructed data (A-SPEC) digital data is a true and correct record of the assets delivered on the ground.

	Signature		Date
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