

Dispensations



Purpose

The purpose of this Guidance Note is to define a consistent approach when a departure from Watercare standards, specifications, drawings, and templates is considered necessary. A visible, consistent approach across the business will help identify trends and therefore opportunities to improve on and update existing documents.

Overview

The relative complexity of project outcomes, and constraints, may mean that complying with Watercare Standards requirements may not always be achievable or practical when developing and engineered solution.

In such situations, an **Application for Dispensation** must be completed and assessed by the appropriate technical discipline group before the design can be finalised / approved, and before construction work take place.

An **Application for Dispensation** will apply where there are departures to any of the following documents:

- Code of Practice (e.g., CoP-01: Code of Practice for Land Development – Chapter 6: Water)
- Design publications (e.g., DP-07: Design Principles for Transmission Water and Wastewater Pipeline Systems)
- Specifications (e.g., CG: General Civil Construction Standard)
- Standard Drawings
- Approved materials list (Material Supply Standard)

To assess the risk and consequential impact of departing from Watercare Standards, the following must be captured in an **Application for Dispensation** as a minimum:

- Reference to the document being departed from
- Evidence-based validation supporting the proposed departure
- Rationalised risk assessment demonstrating that the residual risk is defined as acceptable by Watercare's corporate risk framework
- Options assessment demonstrating that the proposed departure is an appropriate solution that meets the operational performance, and intended asset life requirements
- Record(s) of formal, minuted consultation with key stakeholders through the appropriate channels (e.g., Watercare Service Delivery and Asset Lifecycle)

Dispensation Process

The dispensation process involves the review, assessment, and approval of the **Dispensation Application**.

There are up to three approvers when submitting a **Dispensation Application**:

- Endorser – Project Manager / Development Engineer
- Approver 1 – Principal Asset Lifecycle Engineer
- Approver 2 – Head of Service Delivery / Head of Production (dependent on application and operational authority)



Based on the request, the Endorser (The Watercare Project Manager / Development Engineer) will initially assess the application in consultation with the allocated Watercare points of contact. Where similar applications have been received and a sensible approach is agreed, i.e., the risk has been assessed and the solution is of a standard that is equal to or better than what is being departed from – this can be resolved at a project level and approved by the Endorser.

If the Endorser has any uncertainty or has not had this request before, this should go through the decision process illustrated below which involves consultation with Approver 1 & 2.

All Departures should be recorded in the **Dispensation Register** which is administered by the Asset Lifecycle team. Documenting these decisions on the register allows the process to become more efficient for future requests, whilst also identifying trends and potential amendments to future standards.

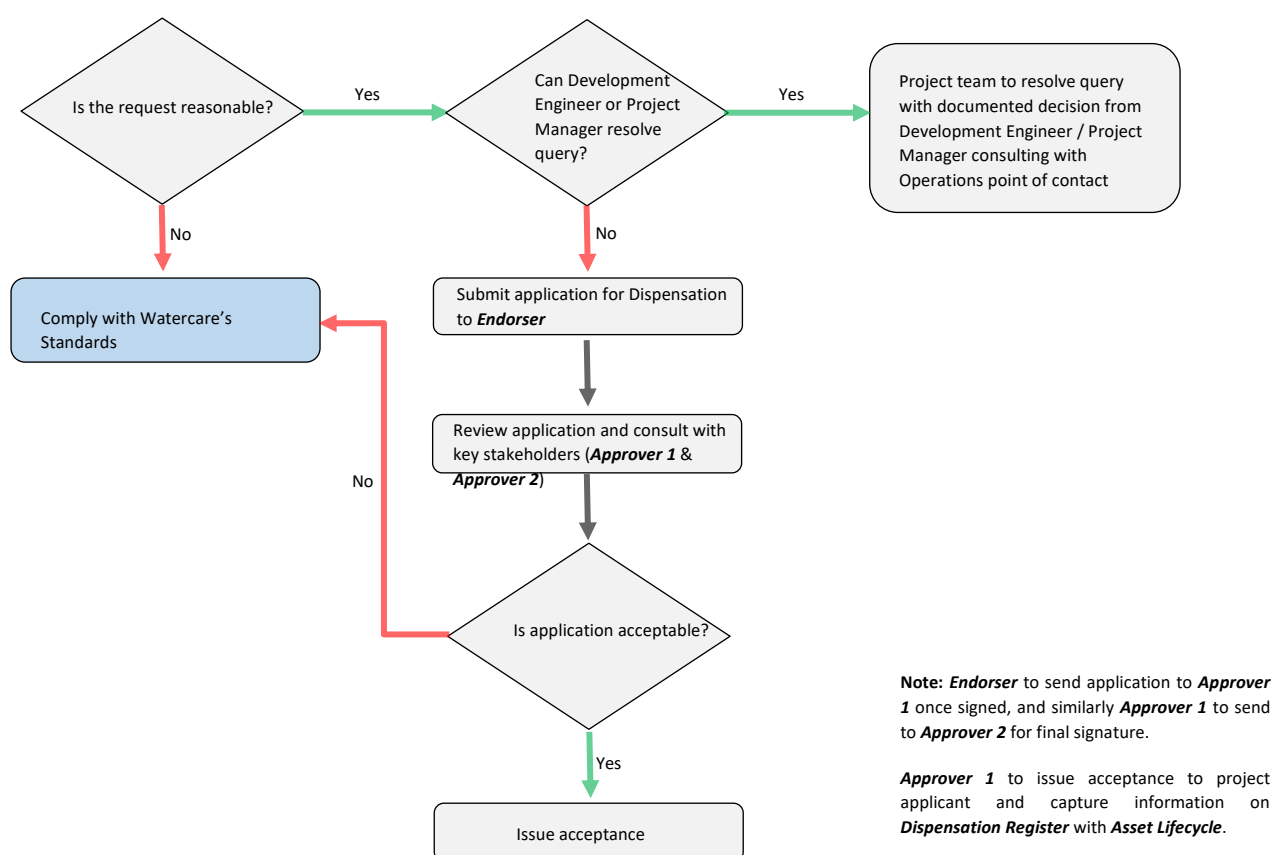


Figure 1: Dispensation Process

Application for Dispensation

The **Application for Dispensation** aims to capture the reasoning, risk analysis and benefits of adopting the proposed approach over the lifecycle of an asset. This should include a quantitative, evidence-based assessment. Below is the information required to be submitted when proposing a dispensation.



Project Information

Project Name:

Project Address:

Project Type:

[Major Project / Renewal / Land Development (also provide brief description of works)]

Dispensation Information

Watercare Standard:

[Reference the Watercare Standard or Drawing Set deviated from]

Clause / Drawing No.:

[Specify Clause or Drawing Number]

Proposed Solution

[Describe proposed solution and how this deviates from the Watercare Standard]

Validation:

[Provide context to the reasoning for this dispensation and evidence-based validation that Watercare's Standard cannot be practically met, and how the proposed solution provides an equal or better outcome.]

Risk Assessment:

[Provide a risk assessment to support proposed option. This should include any residual risk following an assessment of compliance with Watercare's corporate risk framework.]

Options Assessment:

[List alternative options assessed including risks and benefits associated with each – this should include at least one alternative to the proposed solution]

Consultation with Stakeholders

Stakeholder(s) Consulted

[e.g., Service Delivery and Contact Person]

Details of Consultation

[Provide details of formal consultation and attach confirmation of their endorsement for the proposed solution]

Applicant Information

Applicant:

[Designer / Developer / Contractor etc.]

Phone No.

Mobile No:

Applicant Address:

Email:

Date:

Contact Person:

[Application No. (Provided by Watercare) or EPA No.]



Checklist	Included	Not Applicable
1. Applicant Information	<input type="checkbox"/>	<input type="checkbox"/>
2. Project Information	<input type="checkbox"/>	<input type="checkbox"/>
3. Dispensation Information	<input type="checkbox"/>	<input type="checkbox"/>
3.1 Validation	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Options Assessment	<input type="checkbox"/>	<input type="checkbox"/>
4. Consultation with Stakeholders	<input type="checkbox"/>	<input type="checkbox"/>

Approval Decision		
Decision:	Approved / Rejected	
Comment:	[Commentary on the reason for the decision]	
Endorser	[E.g., Project point of contact (e.g., Project Manager or Development Engineer):]	Date:
	Name: Role:	
Approver 1 (If applicable to Standards)	E.g., Asset Lifecycle Engineer Signature:	Date:
	Name: Role:	
Approver 2	E.g., Head of Service Delivery / Production etc depending on discipline Signature:	Date:
	Name: Role:	

For further information or application forms, please contact Asset Lifecycle or email standards@water.co.nz