

Summary

Objective

To ensure that all relevant documents are reviewed and accepted before manufacturing and construction work commences. This process is also to ensure we protect Council interests and have complying assets.

It is intended for use by all business units to provide a consistent approach.

Background

Three Waters:

Infrastructure to be vested in Council needs to meet Council specifications and requirements. It is essential that any work of this type takes place only when plans have been accepted by Council's Three Waters and Waste Unit via stamps on the construction drawing(s).

Owner Mark Johnson

Expert Nikki Russell

Procedure

1.0 Submit Design Report for acceptance

Consultant , Consulting Engineer (Building Consents), Project Manager

- a Audit Design Report for documentation completeness
 -  Infrastructure Design Standards - Part 3 Quality Assurance for Design Report details.
<https://ccc.govt.nz/assets/Documents/Consents-and-Licences/construction-requirements/IDS/IDS-Part-03-Quality-Assurance-V3-September-2016.PDF>

- b Distribute Design Report to appropriate business unit.

NOTE Communication can be: Email, Verbal


It is recommended to select a method that is appropriate for your stakeholder. Request notification of who is assigned to review your Design Report and the expected date for completion.

2.0 Assign Design Report for review

Senior Subdivision Engineer, Team Leader Asset Management (W&WW), Team Leader Asset Planning (Land Drainage/SW), Team Leader Asset Planning (W&WW)

- a Receive request for review of Design Report
- b Assign to the appropriate team member(s) for completion of technical review.

NOTE Create a Technical Reviewer register to be attached to the Design Report

-  18/545645 - For Internal Use - Technical Review Register Template

- c Inform requestor of the assigned team member(s) and the expected date of completion.
- d Request a WBS Code from the requestor in Activity 1.0 (if the work is chargeable for your team)

3.0 Review Design Report

Asset Engineer (W&WW), Engineer (TSD), Engineer Subdivisions, Planning Engineer (Land Drainage/SW), Planning Engineer (W&WW)

NOTE If a Review request is sent directly to Technical Services & Design

- Do not action, send the request to the asset owner to complete activity 2.0 above
- Otākaro requests are the exception and should be reviewed as per current practice (March 2018)
- It is important to be aware of the Request for Professional Services & Technical Services (RPS Form)

- a Review the Design Report ensuring technical standards for your discipline are complied with.
- b Complete any quality assurance activities required for your technical discipline
- c Update Technical Reviewer register and append with reviewer comments

NOTE It is important to note any exceptions/concessions

4.0 Accept Design Report

Senior Subdivision Engineer, Team Leader Asset Management (W&WW), Team Leader Asset Planning (Land Drainage/SW), Team Leader Asset Planning (W&WW)

- a Receive the completed Design Report for your discipline with technical reviewer comments
- b Consider the technical reviewers comments and record overall decision
- c Return documentation to Requestor in activity 1.0 advising of the outcome and any recommendations.

5.0 Receive documentation




Consultant , Consulting Engineer (Building Consents), Project Manager


- a Receive the outcome of the review
- b Consider business unit feedback and resolve any conflicts


NOTE If declined, return the Design Report to the 'designer' for further action.

- c Ensure that any conditions of acceptance are incorporated into the design
- d Accept document, update acceptance section within documents, complete acceptance letter (examples below)

NOTE Acceptance may be with Conditions

-  2017 Water Engineering Acceptance Letter.doc
-  2018 Wastewater Engineering Plan Acceptance Letter.docx
-  2018 Wastewater & Stormwater Engineering Plan Acceptance Letter.docx

 Stamping of Drawings - Subdivision Acceptance Letter.docx

 The guides listed above are available via this link. <https://ccc.govt.nz/consents-and-licences/construction-requirements/infrastructure-design-standards/as-built-survey-and-data-requirements>

- e Action stakeholder/client communication as per your business unit's standard operating procedure.

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above, as well as; Promapp Promaster[System Stakeholder]. These parties are informed via dashboard notifications.

Triggers & Inputs

TRIGGERS

Starts	Frequency	Volume
Request for plan acceptance required prior to construction for 3W	Daily	Many per year

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

None Noted

PROCESS LINKS TO THIS PROCESS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

Asset Engineer (W&WW), Consultant, Consulting Engineer (Building Consents), Engineer (TSD), Engineer Subdivisions, Planning Engineer (Land Drainage/SW), Planning Engineer (W&WW), Project Manager, Senior Subdivision Engineer, Team Leader Asset Management (W&WW), Team Leader Asset Planning (Land Drainage/SW), Team Leader Asset Planning (W&WW)

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner	Mark Johnson
Process Expert	Nikki Russell

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

Systems

MSOutlook

Process Approval

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