



“Deviation from Standards”

Procedure and requirements

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Document management

Document authorisation table

Issue	Date	Author	Reviewer	Approver
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Version control table

Issue	Date	Reason for issue
1	01/06/22	Issued for use
2	23/11/23	Minor amendments, updated to new template and included fillable checklist and form

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1 Background

Icon Water engineering standards include the requirements applicable to water and wastewater infrastructure projects that developers, consultants and contractors must consider and follow when delivering asset-related services to Icon Water unless an exemption is formally granted.

Design deviations from Icon Water Standards are not permitted unless it can be demonstrated that there are exceptional circumstances. Based on the project constraints, projects, building or development applications may not be able to comply with all of Icon Water's technical standards and requirements. In this scenario, permission to use an alternative provision is required and a "*Deviation from Standards*" request compliant must be in the form provided (refer Appendix – Deviation from Standards Request Checklist and Form) and must be submitted by the applicant for review and assessment. Any deviation from the technical standards requirement must be fully documented and detailed to support why the relevant standard cannot be followed.

2 Purpose

The proposed procedure ensures the processes for acceptance of alternative to the standard requirement is consistent across Icon Water's infrastructure projects and submitted applications. Additionally, any "*Deviation from Standards*" request must be sufficiently detailed, so the assigned Technical Authority is able to fully comprehend and assess the proposed alternative solution.

3 Applicability

The "*Deviation from Standards*" applies to all asset related activities such as design and construction that intend to depart from the requirements nominated in Icon Water's technical standards.

All proposed deviations require technical assessment and approval from the Technical Authority on either a temporary or permanent basis.

An approved deviation provides the application permission to comply with a specific alternative to a requirement in an Icon Water standard only to where the approval relates.

It does not convey any ongoing or repeatable permission to not comply with Icon Water standards or requirements.

Generally, deviations from Icon Water's standards are not permitted.

It is expected the consultants, designers and project teams will not deviate from relevant Icon Water standards.

Further consultants, designers and project teams must obtain approval in writing from the relevant Technical Authority prior to any approved "*Deviation from Standards*" being incorporated into the project.

Consultants, designers, and project teams shall ensure compliance with Icon Water engineering standards and a "*Deviation from Standards*" shall be the last resort when compliance with the standards is not possible or reasonably practicable.

4 Information Requirement

A "*Deviation from Standards*" request must contain sufficient information to enable the relevant Technical Authority to understand the grounds for the request and the risks and implications of the non-conformance and shall cover the nature of the problem the consultants, designers and project teams are seeking to address.

The main information required for the "*Deviation from Standards*" assessment process are:

- The details of the relevant standard, including the specific clause or section that cannot be satisfied, e.g.
 - Water Supply Code V3.1-2011
 - Section 3.1.3 Empirical sizing of reticulation mains
 - Table 3.2 empirical guide for pipe sizing
- The location of non-conformance.
- Any document being referenced, including document number, issue number, issue date and title.
- Details and supporting documents demonstrating the reasons a relevant standard cannot be met.
- The reason the standard's requirement cannot be reasonably met.
- The reason the proposed design solution achieves the same or better results (e.g. safety, function, performance, cost, timing, environmental and community perspectives).
- Options assessment that outlines the various alternatives explored, the risk evaluation and describe why the proposed alternative is the preferred option.

The template checklist and form are provided in Appendix – Deviation from Standards Request Checklist and Form.

Requests that do not provide sufficient information as outlined in the checklist and the form will be rejected.

5 Design Process Overview

5.1 Initiate request for Deviation from Standards

A “*Deviation from Standards*” request must be submitted by suitably qualified and experienced consultants, designers or nominated persons (the Applicant) to Icon Water’s responsible officer. The Applicant must complete the “*Deviation from Standards*” form (refer Appendix – Deviation from Standards Request Checklist and Form), ensuring that all the required information is provided.

“*Deviations from Standards*”, to the extent they are known, are recommended to be submitted for further discussions and decision prior to submission of final drawing packages to avoid any unwarranted or unnecessary delays.

5.2 Preliminary assessment of Deviation from Standards

“*Deviations from Standards*” must be submitted to the relevant responsible Icon Water officer by the Applicant.

The responsible officer shall conduct a preliminary review of the application for completeness and once satisfied, refer the request to the relevant Technical Authority for review and assessment.

5.3 Form the position on request for Deviation from Standards

The Technical Authority will assess an application and its supporting documents and will determine whether the request is accepted or rejected.

Once the Technical Authority has made a decision, the signed form shall be returned to the responsible officer and forwarded to the Applicant.

If the information provided is not deemed to be enough or technically suitable, the Technical Authority may request more information and may defer any decision until such information is submitted by the Applicant.

6 Limitations

Submission of a “*Deviation from Standards*” request in accordance with this procedure does not guarantee acceptance of a nonstandard design solution.

The acceptance or rejection of a request for “*Deviation from Standards*” does not relieve the Applicant from their design responsibility for the safety, adequacy, completeness and fitness-for-purpose of the item or service being provided in accordance with the technical standard and legislative requirements.

The acceptance of a “*Deviation from Standard*” does not create, nor should be seen as creating a precedence whereby similar requests will be considered in future.

It is the responsibility of the designer (as defined under legislation) to ensure that their designs comply with the WHS relevant legislation.

Appendix – Deviation from Standards Request Checklist and Form

Project Title:	
Applicant Company:	
Applicant Name:	
Contact detail:	
Date:	
Please ensure the following items has been provided.	Checklist
<ul style="list-style-type: none"> • Provide summary and background of the design elements and works. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Describe the issue which requires to be addressed. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Where is the non-conforming item located in the supporting documentation? (Refer and highlight the section, document number, issue date, etc.) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • What is the standard requirement that the project cannot comply with? (Refer the requirement as set out in Icon Water's standard) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Why can't the relevant standard requirement be achieved? (Constraints shall be clearly identified) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Explain the consequences (Cost and Performance) of complying with the standard requirement. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Explain the alternative options been considered and rejected. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Describe the risk assessment undertaken to ensure the alternative solution does not adversely impact the safety and operation during the life cycle of the asset. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • What is the alternative solution proposed for the non-conforming item? 	<input type="checkbox"/>
<ul style="list-style-type: none"> • List of supporting documents. (Site plans, profiles, drawings, photos and environmental, potholing, survey, geotechnical investigations): 	<input type="checkbox"/>

Project Reference:		Request Number	
Project Name:			
Project Stage:		Project Status: (select one)	<input type="checkbox"/> Concept Design <input type="checkbox"/> Detailed Design <input type="checkbox"/> Construction
Company:		Block, Section & Suburb:	
Document Reference:		Project Scope:	

Important Notes:

- This form is to be used by consultant and contractors to seek appropriate agreement to a deviation from existing Icon Water technical standards.
- All relevant information must be provided to support requests as final determination may be made based only on the documentation presented.
- Where multiple deviations are requested, each deviation must be submitted separately.
- Final acceptance of deviations from standards and guidelines is not confirmed until the completion of the final design is issued for construction version.
- Designers and consultants must make every effort to comply with current Icon Water technical standards and guidelines and minimise the number of such deviations requests presented as part of the final detailed design plans to be issued for construction.

Project background

Provide a brief description and background of the design elements and works.

Issue description

Describe the issue which requires to be addressed.

Location of the non-conforming item

Where is the non-conforming item located in the supporting documentation (refer and highlight the section, document number, issue date, etc.)?

Reason of non-conformance

Why can't the relevant standard requirement be accomplished (constraints shall be clearly identified)?

Icon Water's Standard requirement

What is the standard requirement that the project cannot comply with (details of the relevant standard, including the specific clause or section that cannot be satisfied)?

Consequence of conformance

Explain the consequences (cost and performance) of complying with the standard requirement. For example, provide comment on the additional costs for complying with the approved standard, impacts on project time frames and the like.

Rejected alternative options

Explain the alternative options been considered and rejected.

Risk assessment

Describe the risk assessment undertaken to ensure the alternative solution does not adversely impact the safety and operation during the life cycle of the asset.

Proposed alternative solution

Describe the proposed alternative solution. Provide details on if the proposed design solution achieves the same or better results (e.g., safety, function, performance, cost, timing, environmental and community perspectives). Why is the proposed alternative the preferred option?

Existing Deviation Requests to be withdrawn/impacted

List the numbers of any existing deviation requests to be withdrawn if this request is agreed to. List the numbers of any existing deviation requests to be varied or will be impacted if this request is agreed to.

Supporting documents

List all supporting documents (site plans, profiles, drawings, photos and environmental, potholing, survey, geotechnical investigations, detailed design report, calculations, etc.).

Applicant	
Name	Position
Company	
Signature	
Date	

For Icon Water internal use. Does not convey acceptance of this request.

Having considered the proposed deviation, I:

Accept the proposed deviation as it will not have significant adverse impacts(s) on other existing standards or guidelines. Agreement in-principle is therefore granted to this request for the purpose of continuing with the proposed design.

Do Not accept the proposed deviation for the following reasons:

Technical Authority

Name		Position	
Signature		<input type="checkbox"/> Consulted with Technical Director	
Date			

Responsible Technical Officer

Name		Position	
Signature		Decision forwarded to applicant on	
Date			