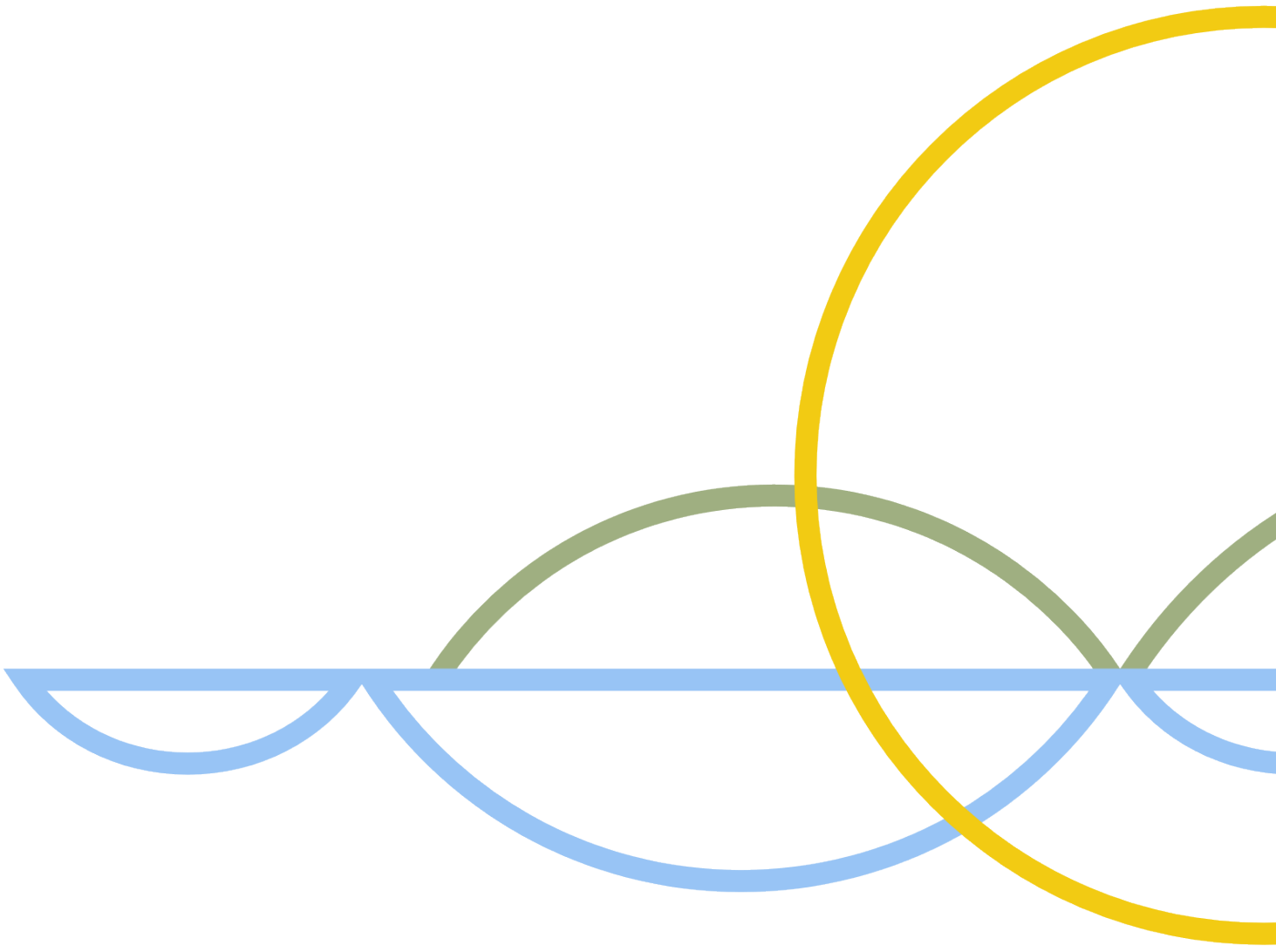
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TIAKI WAI

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Decommissioning and Abandonment Process



Document control

Version	Version date	Changes	SME	Approver
2	07/09/2026	Rebrand and review		Project Manager - Standards
1	15/11/2025	Final formatting	Head of Design	Chief Operating Officer
0.2	1/07/2025	Updated following review workshop and feedback		

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1 Purpose

The purpose of this document is to establish a process for decommissioning publicly-owned water supply, wastewater and stormwater assets managed by Tiaki Wai. This process document provides clarity and direction to ensure a consistent approach.

The objective is to ensure appropriate asset management of redundant assets to reduce health and safety risks, now and in the future.

Use the Decommissioning Process Form (ACMF_0003a) to ensure all required actions are completed and approved as per this process document.

2 Scope

This process applies to Tiaki Wai and those undertaking work on behalf of Tiaki Wai (e.g., consultants and contractors). This decommissioning process applies to capital projects, operational works, major projects, subdivision and land development works and any other works undertaken on publicly owned water supply, wastewater or stormwater assets.

The scope of this document excludes:

- advice on funding type or source for decommissioning works
- decommissioning of blue-green stormwater assets (e.g. wetlands, bioretention devices, or swales as covered by the Water Sensitive Design for Stormwater: Treatment Device Design Guideline (DESG_0001).

3 Related documents

- Decommissioning Process Form (ACMF_0003a)
- Handover and Commissioning Process (ACM_0002)
- Regional Standard for Water Services (STD_0001)
- Regional Specification for Water Services (STD_0002)
- Asset Information Requirements (STD_0003)
- Preventative maintenance register (STD_0003a) - template
- Asset data template (STD_0003b) - template
- Information delivery plan (STD_0003c) - template
- Shutdown Requests Process (ONPP_0001)
- Asset Accounting Guidance: 3 water infrastructure assets. (FINP_0004)
- Guidance for Capital Project Delivery (PCMG_0002)
- Health, safety and wellbeing expectations (HSEP_0056)
- Safety in Design Process (HSEP_0014)

4 Glossary

Table 1 below outlines the Tiaki Wai definitions for general terms used throughout this process document.

Table 1: General definitions

Term	Tiaki Wai definition
Decommissioned	A general, collective term used when referring to the isolation, abandonment, demolition or disposal of assets that are redundant. Decommissioned in accounting terms, refers to the provision of a separate virtual cost to allow for the cost to return the land or area to its original state as required by a contract or legislation.
Redundant	No longer required. This document refers to redundant assets as those that have been identified as no longer needed for current operations.

Table 2 below outlines the Tiaki Wai definitions for assets associated with decommissioning. The definitions have been correlated across the Finance and Digital Products and Services (DPS) teams to ensure the terminology is consistent with the Fixed Asset Register (FAR) and Asset Information Management Systems.

Table 2: Asset status definitions associated with decommissioning

Term	DPS Asset Status Code	Tiaki Wai definition	Status in the FAR
In Use	INUS	The asset is in use and operational, there is service potential and it is recognised as an asset on the FAR and depreciated.	Recognise
Abandoned	ABAN	To cease the use and maintenance of an asset with no intention to reuse the asset in future. This includes asset that **may or may not** have had decommissioning works undertaken. The asset is derecognised (written off) from the FAR. Details of the decommissioning works undertaken to be outlined by a sub-code or a free text field in Infoasset (to be determined by DPS).	Derecognise (Write Off)

Term	DPS Asset Status Code	Tiaki Wai definition	Status in the FAR
Active out of service	AOOS	The asset is no longer in use, but it is not formally decommissioned, and **there is intention** to keep it in a state for future refurbishment and reuse of the asset, then there is service potential and the asset shall remain on the FAR (adjustment may be required for impairment). This would generally be assigned to assets that have been isolated with a valve or some other means.	Recognise but may need to adjust for impairment
Removed / Disposed	REMO	The asset is withdrawn from use, demolished or disposed and the service potential no longer exists, therefore the asset will be removed from the FAR.	Derecognise (Write Off)
Repurposed	REPU	If an asset is repurposed, it is still in use but for a different purpose than it is originally intended. In this instance, there is service potential so this asset will continue to be recognised as an asset and remain on the FAR.	Recognise but may need to adjust for impairment or create a new asset on the FAR
Virtual	VIRT	A virtual node created in the asset management system for connecting the network assets. This is not recognised as an asset in the FAR.	
Error	EROR	This status is used to identify data entry errors in the asset management system and does not constitute an asset. However, if this asset was incorrectly valued and included in the FAR before it was identified to be an error, the value associated with this error needs to be written off.	Not an asset, but if incorrectly included on FAR before it was identified to be an error, it needs to be written off.

5 Risk and controls

The risks associated with implementation of this process and achieving its objective are shown in **Table 3** below.

Table 3: Risks and controls

Risk identified	Control
Decommissioning not specifically outlined in scope of projects	Decommissioning of assets to be referred to in Project Brief. This should also be identified during the Safety in Design Process (HSEP_0014).
Decommissioned asset is not recorded in the asset register as decommissioned	The Regional Standard (STD_001), Regional Specification (STD_002) and Asset Information Requirements (STD_0003) require decommissioned assets to be included on as-builts.
Decommissioning not undertaken due to lack of operational funding	Decommissioning should be undertaken as part of a capital project where possible as this may enable capitalisation of the decommissioning costs.
Decommissioning not undertaken as considered to not be required as a component of the associated project completion.	Establish a hold point in the Capital Project Delivery Process (PCMG_0002) that ensures decommissioning of assets is completed prior to Practical Completion. For subdivision and land development projects, establish hold point of decommissioning assets prior to signoff of s224 / sign off of the Public Drainage Permit (WCC) and assets being vested.
Assets decommissioned in an emergency situation may not be able to follow the process set out in this document	This process shall be followed retrospectively for assets decommissioned in an emergency situation to provide assurance that asset and financial information has been managed appropriately.

6 Background

Without a clear process, redundant assets could be abandoned without the appropriate decommissioning works undertaken or the correct asset information recorded. This can result in inconsistencies across projects or works and an increased risk of health and safety issues now and in the future. This can also cause the Fixed Asset Register to be incorrect which impacts on valuations and insurance. The ongoing risks associated with redundant assets are the responsibility of Tiaki Wai.

The Tiaki Wai Regional Standard for Water Services (STD_0001) does not provide detailed information on decommissioning except for stormwater laterals and wastewater laterals. The Regional Specification for Water Services (STD_0002) does not provide any specific guidance on decommissioning.

The Tiaki Wai Asset Information Requirements (STD_003), formally known as As-built Specification for Water Services, notes the requirements apply to decommissioning of assets but does not outline any specific decommissioning requirements.

The Commissioning and Handover Process for Facilities and Other Specialised Assets (ACM_0002) provides commissioning guidance, however decommissioning is not part of the document scope.

The Decommissioning Process Form (ACM_0003a) should now be used to replace the outdated OMGF_0302 Assets Disposal form.

6.1 Asset Management Framework

Tiaki Wai is implementing the Asset Management Framework (AMF) which introduces an asset management operating model that standardises processes, clarifies roles and responsibilities, and ensures consistency across the organisation. The AMF is grounded in industry best practices and establishes a structured operating model for the asset management system, with well-defined procedures and clear handover points.

Within the section of the AMF for 'Work Delivery' is element 'WD05 Technical Change Management'. The outcomes of this element are geared towards the identification and registration of assets and their specific maintenance and support requirements; it also covers their retirement. The element contains process specifications for:

- Asset Creation and Acquisition,
- Asset Decommissioning and Disposal, and
- Management of Change.

This decommissioning process is aligned to achieving the intent of point 2 and shall be maintained as a controlled document to enable people to apply it repeatedly and consistently.

Note the Tiaki Wai Asset Management Plan acknowledges the importance of asset disposal, removal from the asset register and consideration of health and safety risks. A disposal plan which may be generic across asset classes (e.g. for all pipelines) is also recommended, however this has not yet been developed.

Legal requirements to be considered in the decommissioning of assets includes the Local Government Act (2002), which covers public notification procedures required prior to sale and restrictions on the minimum value recovered.

6.2 Industry guidance

Industry guidance on decommissioning is limited. Water New Zealand has a Decommissioning, Decontamination and Demolition of Plant and Assets Procedure as part of the Good Practice Guide - Occupational Health and Safety in the NZ Water Industry. This document contains general information such as ensuring a health and safety risk assessment is completed for decommissioning works, a suitably qualified person undertakes the work and WorkSafe Demolition guidelines are followed.

Water UK provides a two-page guidance document on the decommissioning, abandonment or alternative use of water mains (TGN5 – Distribution System – Abandoned Mains and Changed Function Mains). This guidance primarily focuses on the need to prioritise updates of GIS following decommissioning or change of use to prevent water quality risks. It also details some physical works required as part of decommissioning a water main such as physical separation through the use of blank plates and thrust blocks and removal of valve covers and markers.

The Water Services Association of Australia (WSAA) Water Supply Code WSA-03 2011 v3.3 provides some high-level guidance relating to ensure redundant pipes are sealed, grouted and surface fittings removed.

7 Process overview

The decommissioning process is split into two sections; Part A and Part B. AMC_0003a Decommissioning Process Form has been developed to ensure all required actions are completed and approved as per this process document.

The two key sections of this process are:

- **Part A - Decommissioning Options Assessment -** outlines the process to follow when determining the preferred decommissioning option, and who should be consulted and who approves the decision. This section provides guidance on risks to consider during the assessment of options and the Tiaki Wai preference for specific assets.
- **Part B – Implementing the Decommissioning Solution** - outlines the asset information management and financial information requirements.

Figure 1 below shows a flowchart outlining the key steps in Part A. **Figure 2** shows the flow chart for Part B.

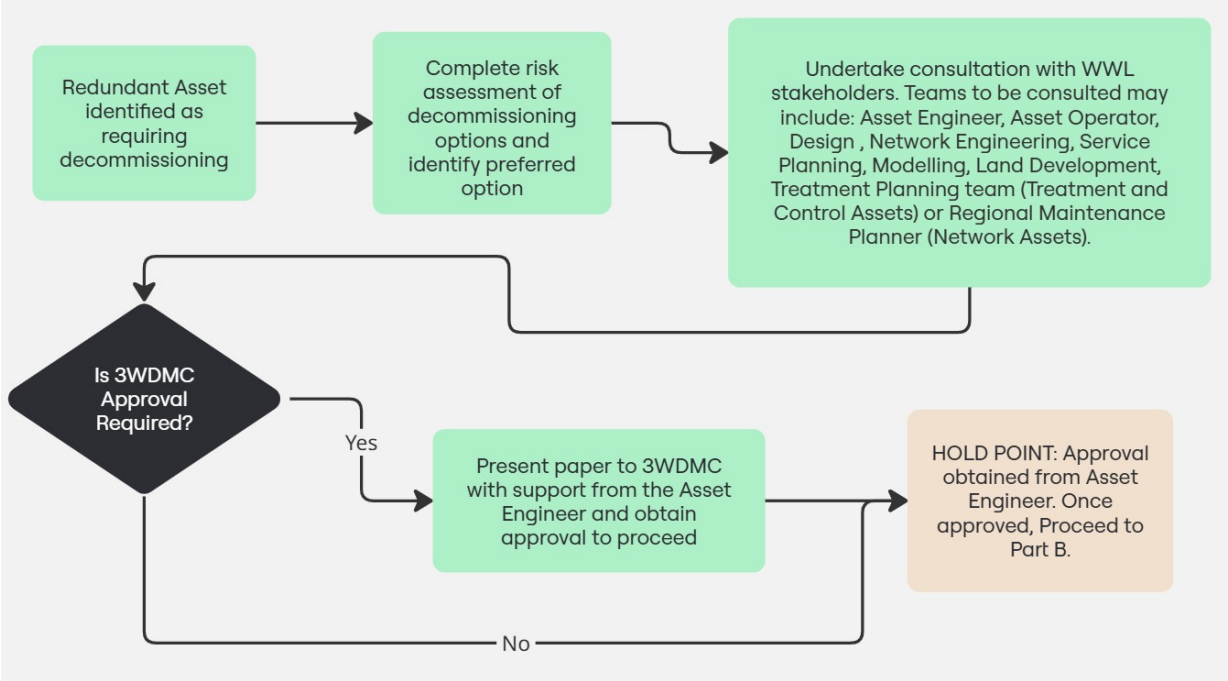


Figure 1: Flow chart for Part A - Decommissioning Options Assessment



Figure 2: Flow chart for Part B – Implementing the Decommissioning Solution

8 Part A - Decommissioning Options Assessment

8.1 Risk based decision making approach

Each situation will require an individual assessment of the risks, costs, advantages and disadvantages of different decommissioning options to identify the preferred option. This assessment requires consultation with Tiaki Wai stakeholders, and approval by the Asset Engineer depending on the type of asset or project. If the preferred option carries a high level of residual risk, endorsement may also be required by the relevant Tiaki Wai General Manager (formerly the Three Waters Decision Making Committee 3WDMC under Wellington Water).

The considerations listed in **Table 4**, below, shall be reviewed when assessing decommissioning options. Management of current and future risks shall inform decision making of preferred option.

Table 4: Considerations for decommissioning options

Category	Risks	Examples
Health and Safety	Are there current health and safety risks?	• Limiting space and safe movements onsite • Removal of asbestos materials creates health and safety risks • Removal of assets may expose workers to risk (e.g., High voltage assets in trench).
	Are there future health and safety risks associated with the redundant assets?	• Future collapse of deteriorated pipes (e.g., requiring grouting). • Potential risk of collapse of structure in seismic event with potential to cause harm
Environmental and Cultural	Are there current environmental risks associated with the redundant assets?	• Environmental rehabilitation required if there are spills or contamination. • Does waste need removal offsite
	Are there future environmental risks associated with the redundant assets?	• Potential to contaminate soil as asbestos pipes degrade

Category	Risks	Examples
	Are there any cultural or heritage considerations associated with the asset?	• Assets in a culturally significant area may enhance the cultural value of the area if removed • Assets constructed prior to 1900 may have heritage or archaeological value.
Value for Money	What are the ongoing costs to manage the redundant asset (e.g., are there operations and maintenance costs?)	• Redundant assets may still require inspections, monitoring or maintenance.
	Are there opportunities for use (including for an alternative purpose) of assets now or in the future?	• Reuse of redundant equipment components in good condition • Future use of redundant pipes as an conduit
	Are there opportunities to recover costs from redundant materials?	• Sale of materials or equipment that have value (ensure legislative requirements for sale of assets are considered)

8.2 Specific considerations for pipelines

Pipelines are regularly renewed and upgraded resulting in a significant amount of redundant pipe. Additional considerations for Asbestos Cement (AC) pipes are noted in Section 8.6, below.

Pipes are usually made redundant when renewed or upgraded, as part of a capital project or as part of a development. Pipes replaced along the same alignment requires the decommissioning solution to be removal and disposal. Alternatively, the original pipe may remain in place if a pipe is slip lined, or relined in a way that may or may not create a new asset that is structurally independent from the host pipe. Pipe bursting is another renewal method that leaves broken pipe in the ground which should be recorded in the asset data.

Retaining redundant pipelines for possible reuse as a host pipe in future (Including the use of these by third parties, such as telecommunications) is not the Tiaki Wai preference unless identified for a specific use at the time of decommissioning. Where a specific future use as a host pipe is identified, then this should be considered, however retaining the potential future use of an asset should not be at the expense of significant risks. If a redundant asset is proposed for use by a third party, then a written agreement is required to ensure Tiaki Wai is not responsible for the ongoing health and safety risks or maintenance of the asset.

Assessment of decommissioning options for pipelines shall consider the following (in addition to the general considerations listed in Section 8.1 above):

- Potential for pipe failure / collapse in future and the associated consequences (e.g., a large pipe in a carriageway should be filled with low strength grout (<5MPa)).
- Other ground impacts such as subsidence, ground instability

- Consideration of congestion of services in busy areas
- Future need for removal
- Ability for water leaks to track along redundant pipes and surface in a different location and potential for grouting plugs to be installed at various points along a pipeline to prevent this
- Costs of removal or grouting.

Decommissioning of pipes shall ensure the following physical works are completed:

- Physical separation from live assets at all connections
- Installation of blank plates and thrust blocks on live assets and removal of redundant fittings where possible
- Removal of valve/hydrant cover boxes and post markers/road markers.

All new assets including lining of pipelines shall be updated in the asset information management system. Pipelines that have structural relining undertaken must be shown as a new asset with the original host pipe shown as 'disposed'.

8.3 Specific considerations for pump stations

Decommissioning pump stations should be included within the scope of a capital project where possible, if the asset is being renewed or upgraded. The Tiaki Wai preference for decommissioning pumping facilities is to demolish and remove all assets from site. Assets that provide value if sold must comply with legislative requirements associated with sale of assets. When material or equipment is retained for potential future use, the equipment shall be relocated to a safe storage area and assigned a new asset ID.

Consideration of the condition and potential reuse of the pump station buildings shall be considered, however if assets are in poor condition and ongoing maintenance is required with no clear potential reuse, then the Tiaki Wai preference is to demolish. Any risks associated with falling from heights or other health and safety issues associated with pumping wells must be mitigated to ensure public safety. Some pump station buildings may have heritage protections that require the retaining the assets.

8.4 Specific considerations for reservoirs

Decommissioning a reservoir is a significant project and where relevant, should be considered in the scope of a reservoir renewal or upgrade project. The Tiaki Wai preference for reservoir decommissioning is to fully demolish and dispose of reservoirs and associated equipment. If the reservoir is not being replaced as part of a major capital project or development prior to decommissioning, endorsement is generally required from the relevant General Manager due to the likely risks created by the removal of water storage from the system.

Redundant reservoirs can have significant health and safety risks associated with potential confined space entry, damage to nearby properties following a seismic event, and inadvertent non-isolation from the network.

The Tiaki Wai preference for decommissioning buried and partially buried reservoirs is to remove the roof or part of the reservoir close to the ground surface and fill these reservoirs with clean fill.

Decommissioning reservoirs requires the development of a detailed isolation procedure through the shutdown portal. This should include specific measures to ensure the reservoir is completely isolated from the water supply network and fully disconnected following a trial period of isolation.

8.5 Specific considerations for treatment assets

Decommissioning assets at treatment plants should be included within the scope of a capital project where possible, if the asset is being renewed or upgraded. The Tiaki Wai preference for decommissioning facilities and plant equipment is to demolish and remove from site. Assets that provide value if sold must comply with legislative requirements associated with sale of assets. When material or equipment is retained for potential future use, the equipment shall be relocated to a safe storage area and assigned a new asset ID.

If treatment processes are changed via the decommissioning of assets, PI&Ds, functional descriptions, critical control points, water safety plans, drawings and any other relevant process control information must be reviewed and updated. The Commissioning and Handover Process for Facilities and other Specialised Assets provides some useful information regarding these requirements that may also apply to decommissioning, such as information on key documentation that would require updating and insight into key stakeholders who should be consulted.

8.6 Specific considerations for assets containing asbestos

Asbestos Cement (AC) is a common pipe material present across all water and wastewater networks that Tiaki Wai manages. Asbestos is also present in buildings and many other assets that Tiaki Wai manages. Tiaki Wai has a responsibility to manage asbestos risks during construction works, throughout the asset's useful life, and also once it is redundant.

8.6.1 Industry guidance

Most industry guidance on the management of AC pipes is general, leaving it to the Water Service Provider to specify their preference. The two most relevant documents in New Zealand, discussed below, recommend leaving AC pipes undisturbed where possible.

The National Asbestos Cement Pressure Pipe Manual (Water NZ, 2017), provides general advice to leave AC pipes undisturbed whether in service or abandoned. The New Zealand Guidelines for Assessing and Managing Asbestos in Soil (BRANZ, 2024) provides advice on managing asbestos contamination of soil. Section 6.7 of this BRANZ guideline recommends AC pipe should not be moved unless necessary due to being a hazardous material.

The Australian Asbestos-Cement Water and Sewer Pipe Management Guidelines (Asbestos and Silica Safety and Eradication Agency, 2024), recommends undertaking what is reasonably practicable with regard to decommissioning AC pipes. The following exert from this guideline provides further details on what is considered reasonably practicable.

Reasonably practicable

What is reasonably practicable means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

a) the likelihood of the hazard or the risk occurring
b) the degree of harm that might result from the hazard or the risk
c) what the person knows, or ought to reasonably know, about the hazard or risk, and ways of eliminating or minimising the risk
d) the availability and suitability of ways to eliminate or minimise the risk, and
e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

The preference for management of redundant AC pipe varies amongst water service providers. Some organisations prefer to remove and dispose of all redundant AC pipes when renewing a pipeline, and accept the increased cost of doing so, whilst some prefer to leave the redundant AC pipes undisturbed in the ground. The Asbestos-Cement Water and Sewer Pipe Management Case Studies (Asbestos and Silica Safety and Eradication Agency, 2024), provides case studies of how AC pipes have been managed in various situations across some Australian Water Service Providers.

8.6.2 Tiaki Wai considerations for AC Pipes

The current and future health and safety risks of redundant assets containing asbestos must be considered to minimise risks where reasonably practicable. This must be done in accordance with the Health and Safety at Work Act 2015 and the Health and Safety at Work (Asbestos) Regulation 2016.

The Tiaki Wai preference is for AC pipes to be left undisturbed and not removed from the ground unless they are located in private property or there is an increased risk of exposure now or in the future. In addition to the risks noted above in **Table 3**, further consideration of the factors noted below shall be undertaken to determine if there is an increased likelihood of exposure:

- Is it located close to the ground surface?
- Is the pipe broken or likely to break (e.g., wastewater pipe that is already broken or the material has softened).
- Is it likely to be exposed in future by Tiaki Wai or a third party (e.g., in a busy services corridor).

Consideration of what is reasonably practicable as suggested in the Asbestos-Cement Water and Sewer Pipe Management Guidelines (Asbestos and Silica Safety and Eradication Agency, 2024), should also be undertaken once the likelihood of exposure has been assessed, to determine if the cost to remove is appropriate for the potential exposure risk.

8.7 Consultation and approval required

The Project Manager is responsible for consulting, seeking approval and informing relevant internal stakeholders. The internal stakeholders who are required to be consulted are listed based on asset types in **Table 5** below.

The Asset Engineer is responsible for the approval of the preferred decommissioning option and may delegate based on the schedules and financial delegation to address varying levels of risk. The risks associated with decommissioning a major asset may also require endorsement from the relevant General Manager. The Asset Engineer shall provide guidance on this if required.

Table 5: Stakeholders to be consulted

Asset Type	Consulted
Network Assets	• Operations and Engineering Team • Design Team • Network Engineering • Service Planning • Modelling Team • Land Development if associated with a development • Regional Maintenance Planner
Reservoirs and Pump Stations	• Operations and Engineering Team - Utilities • Design Team • Network Engineering • Service Planning • Modelling Team • Land Development if associated with a development • Regional Maintenance Planner
Treatment Assets	• Treatment Operations • Design Team • Network Engineering • Service Planning • Treatment Planning Team

9 Part B – Implementing the Decommissioning Solution

Part B of the process predominately outlines the asset information management, financial information requirements. It also outlines some considerations for safe operations and identifies internal stakeholders that need to be informed of asset changes.

The Project Manager must identify what documentation related to asset information requirements and asset management is needed and include these requirements in the project plan, design, contract, etc.

9.1 Financial management

Tiaki Wai owns and manages the three water infrastructure assets. The Tiaki Wai Finance Team must be notified when assets are redundant so that appropriate financial advice can be provided, and asset values can be reviewed. This information is critical to ensuring that assets are accurately valued and depreciated, which supports the integrity of financial reporting, ensure compliance with audit and regulatory requirements, support asset management planning, budgeting, insurance valuations, and overall financial management.

The Finance team must write off the assets from the asset register if the asset is no longer able to be used (abandoned or demolished). If the asset is redundant but left in a way that allows for future use, the asset will be noted as a 'standby' asset and the remaining useful life will be adjusted.

The information the finance team requires in order to complete this is listed below and also provided on the Decommissioning Form.

- Asset IDs
- Level of Decommissioning
- Remaining useful life for assets which could be used in future

In some cases, decommissioning and returning an area to its original state at a defined point in time may be required due to legislation or contractual agreements. This information is required to be provided to the Tiaki Wai Finance team to ensure a virtual cost is assigned to the future decommissioning of assets.

Where possible, decommissioning works shall be undertaken as part of a renewal or upgrade project to enable capitalisation of decommissioning costs. Further Accounting Guidance is provided in the document Asset Accounting Guidance: 3 water infrastructure assets (FINP_0004).

9.2 Asset information management

The asset information requirements are outlined in the Asset Information Requirements (STD_0003).

Please contact the Tiaki Wai Digital Products and Services Team for any forms or processes that need to be followed to ensure all asset information is recorded consistently and accurately.

Some examples of asset information documentation that may require creating or updating as part of decommissioning works include:

- Master Asset Data (including Infoasset, GIS and Maximo)
- Drawings
- Operations and Maintenance Manual
- Maintenance Schedules
- Functional Descriptions
- Process and Instrumentation Diagrams (P&IDs)

10 Responsibilities

Position title	What they are responsible for
Project Manager (this may also be a Developer / Operations Engineer)	• Ensuring this process has been followed • Completing the Decommissioning Form, undertaking consultation, seeking approval, and informing stakeholders. • Ensuring Asset Documentation such as drawings, process control documentation, operations and maintenance schedules and other relevant documentation are updated
Internal Stakeholders to be consulted	• Providing feedback to the Project Manager on the decommissioning options assessment
Asset Engineer (Strategy and Planning)	• Approval of asset being made redundant. Approving the preferred decommissioning option. Providing advice on whether higher level approval is required
Digital Products and Services Team	• Update all asset information including Infoasset, GIS, Maximo and other relevant systems
Finance Team	• Ensuring Tiaki Wai has updated the asset register and financial information for the relevant redundant assets

10.1 Legislation and standards

Decommissioning and management of redundant assets must comply with the following;

- **Local Government Act 2002** – Which covers public notification procedures required prior to sale and restrictions on the minimum value recovered.
- **Reserves Act 1997** – Covers procedures for changing or revoking the classification of reserves including public notification prior to sale, resolution of objections and a requirement to first offer surplus to the original owners.
- **Public Works Act 1981** – Outlines offer-back procedures where land was acquired under the terms of the Act.
- **Health and Safety at Work 2015** – Requires leadership and action from business, workers and Government towards reducing workplace injury and death tolls
- **Health and Safety at Work (Asbestos Regulations) 2016** – contains technical details pertaining to appropriate management of asbestos and asbestos containing materials.

11 References

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