# Supply data *for Planned Event Temporary Supply*

This quick reference guide explains the data recorded about planned event temporary supplies in Hinekōrako, the Taumata Arowai regulatory and intelligence system. This guide will be referenced by separate guides on how to:
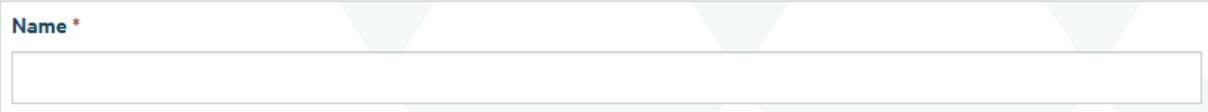
- Register a new supply.
- Edit a supply.

This guide covers data held for planned event temporary supplies. There are separate guides on the data recorded for Water Carrier Services and permanent fixed supplies.

## Overview

Data held about Planned Event Temporary Supplies can be divided into the following sections of the registration form, each of which is on a separate screen:
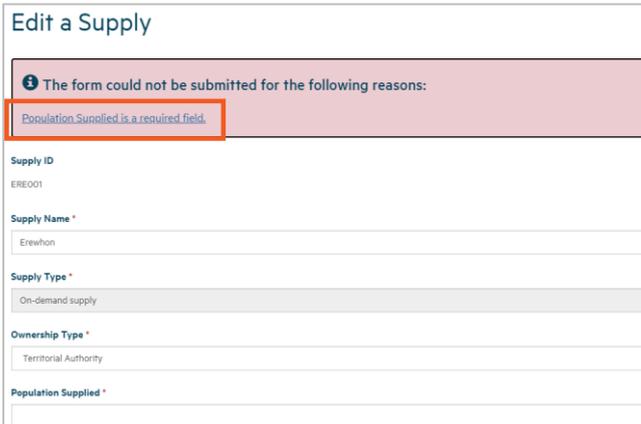
| Section | Explanation |
|---|---|
| Supply Details | The overarching details of the Planned Event Temporary Supply, e.g. its name, the type of event, the dates for the event. |
| Supply Relationships | Details of the organisations and people that have some kind of relationship with the event supply, including the nature of that relationship, e.g. owner, operator. |
| Final Details | Any documents that have been uploaded in relationship to the supply, e.g. your Drinking Water Safety Plan. |

The following sections explain the data able to be recorded on each of the above screens, including the allowable values for each piece of data and any other requirements. *Mandatory field* means you must provide data in that field on the screen. *Mandatory* fields are indicated by a red asterisk:

Name *

There are different types of fields that provide different ways of recording data. See **Appendix A** at the end of this document for a full list.

If you attempt to move on from any screen and have not provided all the mandatory data, or there is some problem with the data you have provided, one or more error messages will be displayed indicating the problem. Where the problem is with a particular field, you can click on the *error message link* to go to that field.

# Supply details



The *Supply Details* section of the registration form records the following data:

| Field | Explanation |
|---|---|
| **Supply Id** | This is the unique identifier of the supply. Where the supply is a new supply, the system will generate a new ID by taking the first three characters of the *Supply Name* and then appending the next three digit number which is available for that prefix. |
| | For example, if the Supply is named Erewhon the prefix will be ERE. If there is already an ERE001 but not an ERE002, the latter will be the Supply ID. |
| **Supply Name** *Mandatory field* | Describes the name of the event the water supply is for. |
| **Supply Type** *Mandatory field* | Choose Planned Event Temporary Supply from the following: <br>• *On-demand supply* <br>• *Tricklefeed supply* <br>• *Self-supplied building* <br>• *Community drinking water station* <br>• *Water carrier service* |

| Field | Explanation |
|---|---|
| | • *Water carrier supply*<br>• *Planned Event Temporary Supply*<br>• *Linked supply* |
| **Event Type**<br>*Mandatory field* | Select the type of event from those listed. If you choose *Other*, you will be required to enter in a description for the type of event |
| **Start Date and Time**<br>*Mandatory field* | Click on the *Calendar* icon at the end of the field and select the date that the event is due to start. Once the date is selected, the date and time will be populated into this field. The time can be adjusted by editing the field. The date can be adjusted by clicking on the *Calendar* icon again.<br>The *Start date* for the event cannot be in the past. |
| **End Date and Time**<br>*Mandatory field* | Click on the *Calendar* icon at the end of the field and select the date that the event is due to finish. Once you have selected the date you can select the time by clicking on the *clock* icon at the bottom of the pop up screen.<br>Once the date is selected, the date and time will be populated into this field and can be adjusted by clicking on the *Calendar* icon again.<br>The *End date* for the event cannot be prior to the *Start date.* |
| **Expected Attendance**<br>*Mandatory field* | Enter the total number of people expected to attend the event. |
| **Expected number of events to be held within the next 12 months**<br>*Mandatory field* | Enter the expected number of times this event, at this location, will take place within the next 12 months. The maximum number of events in a 12 month period is 52. |
| **Population Supplied**<br>*Mandatory field* | Enter the total number of people expected to have access to drinking water at the event. E.g. You may have a total attendance of 10,000 people at an event but drinking water from the supply is only supplied to those camping there which could be a smaller number. |
| **Event location**<br>*Mandatory field* | Enter information about the location of the event. This could be a specific address, the name of an event venue, the name of a building, etc. |
| **Region**<br>*Mandatory field* | Select the region where your event will be located. Taumata Arowai will also use this information to determine the Regional Council for your event. |
| **Territorial Authority**<br>*Mandatory field* | Select the Territorial Authority whose boundary your event is located. If there is more than one, select the Territorial Authority whose boundary your event is primarily in. The list of Territorial Authorities is filtered to those that operate within the Region you have selected. ***Guidance on determining your local authority*** is available on the website [Taumata Arowai website](#). |
| **Public Health Unit**<br>*Mandatory field* | Select the Public Health Unit that looks the area your event is located. ***Guidance on determining your Public Health Unit*** is available on the website [Taumata Arowai website](#).. |

# Supply relationships

In this section you can provide details of one or more:

- *Organisations* that have a relationship with your supply.
- *Individuals*, i.e. people, that have a relationship with your supply.

When creating a *Supply Relationship* with an organisation you can and, in the case of an *Owner* must, add an associated contact record for the person who is the *Key Contact*.

You must list all *Owners and Operators* of the supply and you can also list other organisations and individuals, e.g. Agents. You will need to provide information for at least one *Owner*. For each organisation or individual you can indicate that they have more than one role, e.g. *Owner and Operator or Owner and Trustee*. If the list of relationship types doesn't include the role you're looking for, select *Other* and enter in the role name e.g. Event Organiser. In the future, we will update the list of relationship types to provide a wider selection of roles.

Two important roles are the *Registration Contact* and the *Overall Supply Contact*. Your supply must always have contacts for these roles. The *Registration Contact* will be the person we will contact for anything to do with the supply registration.

If you administer or, over time, will administer, a group of supplies, for example a series of different events that require temporary supplies, or the same event over several years (each is a separate supply) or administer other types of supplies in addition to planned event temporary supplies, all of those supplies will be part of a *Supply Group*.

As a *Supply Group Administrator* you are able to invite other users to set up their own Hinekōrako user account to access one or more of the supplies you administer.

If you want to enable a person to access Hinekōrako but to only be able to see a subset of the supplies you administer, you can give that person a Hinekōrako role which means they can only see the supplies they, as a *Contact*, have a *Supply Relationship* with. If you are a *Supply Administrator*, your access to supplies is restricted to those you have a *Supply Relationship* with, the users you manage are only those that have a *Supply Relationship* with a supply you have a *Supply Relationship* with and any role you give them will only allow them to access the supplies they have a *Supply Relationship* with. For more information, see the **Understand supply groups and user roles (for Supply Group Administrators and Supply Administrators)** quick reference guide on the [Taumata Arowai website](#).

## Supply Relationships

### Supply Details

| Supply ID | Supply Name * |
|---|---|
| KIW002 | Kiwi drinking water supply |

### Organisation Supply Relationships

**Organisation Supply Relationships**

Web - Active Organisation Supply Relationships ▾

New Organisation Relationship

| Supply | Account | Owner Key Contact | Status Reason | Created On | |
|---|---|---|---|---|---|
| Kiwi drinking water supply | Kiwi water | John Smith | Active | 23/09/2021 06:42 | ▾ |

### Contact Supply Relationships

**Contact Supply Relationships**

Web - Active Contact Supply Relationships ▾

New Contact Relationship

| Contact ▲ | Status Reason ▾ | Origin (Contact) | Relationship Types | |
|---|---|---|---|---|
| Isaac Newton | Active | Portal | | ▾ |
| John Smith | Active | Back Office | | ▾ |

Next

## Organisation relationship

When you add or update an *Organisation Relationship*, you are able to record the following data:

| Field | Explanation |
|---|---|
| **Relationship Type** *Mandatory field* | You can select one or more roles the organisation has in relation to the supply from the following list:<br>• *Supply Owner*<br>• *Supply Operator*<br>• *Agent*<br>• *Other*<br><br>The *Organisation* does not need to be the *Owner or Operator* of the whole supply. If they are an *Owner or Operator* of a part of it, you should include them here.<br><br>We do not capture relationships at a *Supply Component* level. If there are complex relationships you should upload a document explaining those relationships on the *Final Details* screen.<br><br>When *Other* is selected, you must describe the type of relationship. |
| **Organisation** *Mandatory field* | This is the *Organisation* the relationship is with. If a record of the *Organisation* has already been created for your supplies, you can find and select that *Organisation* by:<br>• starting to type the organisation's name into this field and<br>• clicking the down arrow at the end of this field and<br>• choosing from the list that appears.<br><br>Once you have chosen the organisation, the details of the organisation will be displayed.<br><br>If you are editing an existing *Organisation* relationship or have selected an existing *Organisation*, you can choose to edit the *Organisation Details.*<br><br>If a record of the *Organisation* does not exist, you can create one by clicking on the *Create Organisation* button.<br><br>See the section below on the data you can capture for an *Organisation*. |
| **Owner Key Contact** *Mandatory field* | This is a mandatory field if the relationship types include *Supply Owner*. This is the person at the *Organisation* who will be our *Key Contact* when liaising with the *Organisation* about the *Supply*. If a record of the Individual has already been created for your supplies, you can find and select that person by:<br>• starting to type the person's name into this field (or type in two spaces) and<br>• clicking the down arrow at the end of this field and<br>• choosing from the list that appears<br><br>If a record of the Individual does not exist you can create one by clicking on the *Create Contact* button.<br><br>See the section below on the data you can capture for an Individual. |

**Empty *Organisation Supply Relationship* form**

Relationship Information

**Organisation or Individual** *

Organisation

Relationship Type

☐ **Supply Owner**
☐ **Supply Operator**
☐ **Agent**
☐ **Other**

Relationship Details

**Organisation** *

[                                                                    ] [🔍] [Create Organisation]

[Previous] [Submit]

**Populated *Organisation Supply Relationship* form**

Showing:

1. The relationship details that have been entered.

2. Followed by some of the read only details of the organisation the relationship is with, and the option to *Edit* those details.

3. *Followed by some of the read only details of the Key Contact individual because, in this case, the Organisation is a Supply Owner.*

4. At the bottom of the form, the option to *Submit* the new or edited relationship or to return to the *Previous* screen without saving.

Relationship Information

**Organisation or Individual** *
Organisation

Relationship Type
☑ **Supply Owner**
☐ **Supply Operator**
☑ **Agent**
☐ **Other**

Relationship Details
**Organisation** *
Erewhon Water Consultancy [🔍]
[Edit]

Organisation Details

**Trading Name**
—

**NZBN**
—

**Email**
info@erewhonwaterconsulting.co.nz

**Main Phone**
+6412345678

Physical Address
**Physical Address: Street 1**
1 Test Street

**Owner Key Contact** *
John Doe
[Edit]

Contact Information
**Organisation**
—

**Organisation Role**
—

**Email** *
jdoe@contoso.com

**Business Phone**
+6412345678

**Mobile Phone**
Provide a telephone number

Physical Address
**Physical Address: Street 1**
1 Test Street

**Physical Address: Street 2**
—

**Physical Address: Street 3**
South Hill

[Previous] [Submit]

## Organisation

When you create or edit an *Organisation*, you are able to record the following data:

| Field | Explanation |
|---|---|
| **Organisation Name** *Mandatory field* | See the *Organisation Name* field in the list of field types in **Appendix A**, including an explanation of the NZBN look up. |
| **Trading Name** *Optional field* | Automatically populated if you select an organisation from the NZBN look up. Can be manually entered. |
| **NZBN** *Read only field* | Automatically populated if you select an organisation from the NZBN look up. |
| **Email** *Optional field* | The general email address of the organisation. |
| **Phone number** *Mandatory field* | Must start with + and then the country code, e.g. 64 for New Zealand. |
| **Physical Address Search** *Mandatory field* | See the *Address Search* field in the list of field types in **Appendix A,** including an explanation of the NZ Post address database look up. |
| **Physical Address fields** *Some fields are mandatory* | Some fields are mandatory. Automatically populated if you select an address from the *Physical Address Search* look up results. |
| **Postal address is different** *Optional field* | Click on this if the postal address is different from the physical address. If you click on it, *Postal Address* fields appear. |
| **Postal Address Search** *Mandatory field* | This is a mandatory field if *Postal Address is Different* is checked. See the *Address Search* field in the list of field types in **Appendix A**, including an explanation of the NZ Post address database look up. |
| **Postal Address fields** *Some fields are mandatory* | Some fields are mandatory. Automatically populated if you select an address from the *Postal Address Search* look up results. |

Account Information

**Organisation Name** *

Erewhon Water Consultancy

**Trading Name**

**NZBN**

—

**Email**

info@erewhonwaterconsulting.co.nz

**Phone** *

+6412345678

Physical Address

**Physical Address Search**

1 Test Street, South Hill, Oamaru 9400

**Physical Address: Street 1** *

1 Test Street

**Physical Address: ZIP/Postal Code**

9400

**Physical Address: Country/Region** *

New Zealand

☐ Postal Address is Different

Submit

## Individual relationship

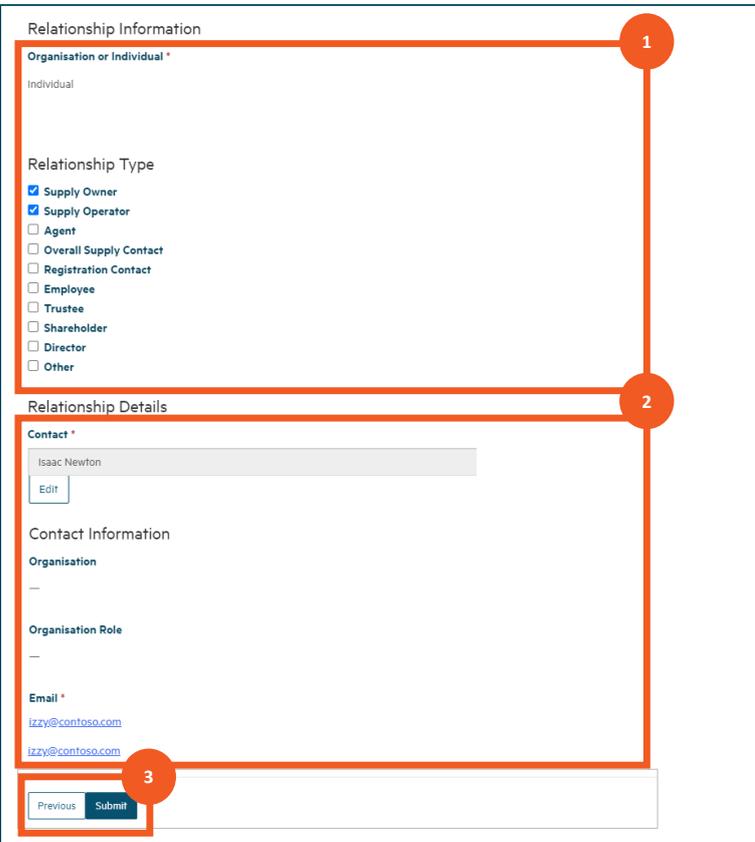When you create or edit a relationship with an individual person, you are able to record the following data:

| Field | Explanation |
|---|---|
| **Relationship Type** *Mandatory field* | You can select one or more roles the person has in relation to the supply from the following list:<br>• *Supply Owner*<br>• *Supply Operator*<br>• *Agent*<br>• *Overall Supply Contact*<br>• *Registration Contact*<br>• *Employee*<br>• *Trustee*<br>• *Shareholder*<br>• *Director*<br>• *Other*<br>When Other is selected, you must describe the type of relationship. |
| **Contact** | The name of the individual person who has the relationship to the supply. If a record of the person has already been created for your supplies, you can find and select that person by: |

| Field | Explanation |
|---|---|
| | • starting to type the person's name into this field and |
| | • clicking the down arrow at the end of this field and |
| | • choosing from the list that appears |
| | If a record of the person does not exist you can create one by clicking on the *Create Contact* button. |
| | If you are editing an existing Individual person relationship you can choose to edit the person's Contact details from here by clicking on the *Edit* button. |
| | See the section below on the data you can capture for an Individual person. |

**Populated *Individual Person Supply Relationship* form**

Showing:

1. The relationship details that have been entered.

2. Followed by some of the read only details of the individual person the relationship is with, and the option to *Edit* those details.

3. At the bottom of the form, the option to *Submit* the new or edited relationship or to return to the *Previous* screen without saving.

## Individual

When you create or edit a record of an individual person who has a relationship to the supply, you are able to record the following data:

| Field | Explanation |
|---|---|
| **First Name** *Mandatory field* | The first name of the person. |
| **Last Name** *Mandatory field* | The last name of the person. |
| **Organisation Name** *Optional field* | If the person is part of an organisation and that organisation has a relationship with the supply, you can find and select that *Organisation* by: <br>• starting to type the organisation's name into this field and <br>• clicking the down arrow at the end of this field and <br>• choosing from the list that appears. |
| **Organisation role** *Optional field* | The role the contact has within the organisation. |
| **Email** *Mandatory field* | Mandatory field. |
| **Business Phone** *Mandatory field* | It's mandatory to provide either this business phone number or the mobile number in the field below. Must start with + and then the country code, e.g. 64 for New Zealand. |
| **Mobile Phone** *Mandatory field* | It's mandatory to provide either this mobile phone number or the business phone number in the field above. Must start with + and then the country code, e.g. 64 for New Zealand. |
| **Physical Address Search** *Mandatory field* | See the *Address Search* field in the list of field types in **Appendix A,** including an explanation of the NZ Post address database look up. |
| **Physical Address fields** *Some mandatory* | Automatically populated if you select an address from the *Physical Address Search* look up results. |
| **Postal address is different** *Optional field* | Click on this if the postal address is different from the physical address. If you click on it the *Postal Address* fields appear. |

## Relationship Details

**Contact** *

Iriaka Rātana

Create Contact

Edit

---

## Contact Information

**First Name** *

**Last Name** *

**Organisation**

🔍

**Organisation Role**

**Email** *

**Business Phone**

e.g. +64 4 123 4567 or +64271234567

**Mobile Phone**

e.g. +64271234567

## Physical Address

**Physical Address Search**

Search Address information.. 🔍

**Physical Address: Street 1** *

**Physical Address: Street 2**

**Physical Address: Country/Region** *

☐ Postal Address is Different

Submit

# Final details

In this section you can upload one or more documents related to your supply registration.

**Final Information**

**Supply Details**

**Supply ID**

PAS001

**Supply Name** *

Passion Rock Concert

You have the option to upload any documents required to support your registration.

When registering a Planned Event Temporary supply you should upload your Drinking Water Safety Plan.

If different parts of your supply are owned or operated by different organisations or people, then you can upload documents about this to help us understand your structure.

If you have other information to support your registration then you can upload the relevant documents.

**Documents**

| | | | | |
|---|---|---|---|---|
| | | | Upload Document | |
| **Title** | **Document Type** | **Document Attached** | **Document Modified On ▼** | |
| Complex ownership.docx | Complex Owner – Operator Document | Yes | 25/11/2021 10:44 | ▼ |

Submit

## Document upload

When you upload a document you can provide the following data:

| Field | Explanation |
|---|---|
| **Document Type** *Mandatory field* | Select from one of the following options: <br>• *Complex Owner – Operator*. A document that explains the owner/operator structure of a supply where it is complicated, e.g. owners/operators of some components but not others. <br>• *PETS Drinking Water Safety Plan*. Only required when the *Supply Type* is a *Planned Event Temporary Supply.* <br>• *Registration Supporting Document*. Any other kind of file that is relevant, e.g. shape files with geospatial data relating to the supply, particularly distribution zones. |
| **Document Description** *Optional field* | You can provide a description of the file to help us understand what is in it and its relevance to your supply. |
| **Attach a File** | Clicking on *Choose File* will allow you to browse your folders to find the file you wish to upload. <br>Certain file types are not allowed as they pose a security risk to Taumata Arowai and files larger that 125Mb cannot be uploaded. |
| **Malware Scan** | Read only field. This field appears once the file is uploaded and reports the status of the virus scan of the file. |

**Title**

Owner operator structure for Erewhon supply.pdf

**Document Type** *
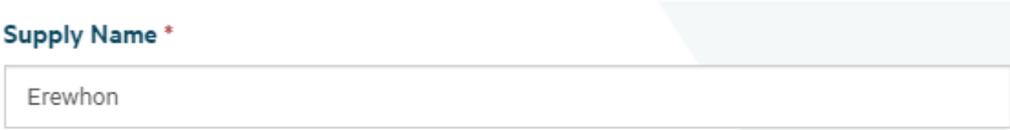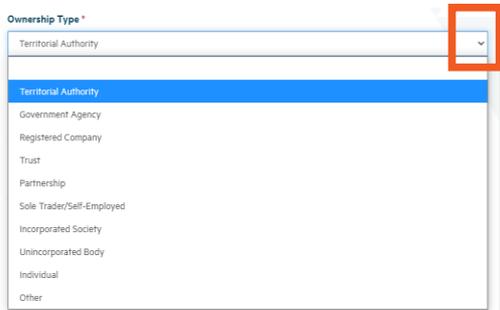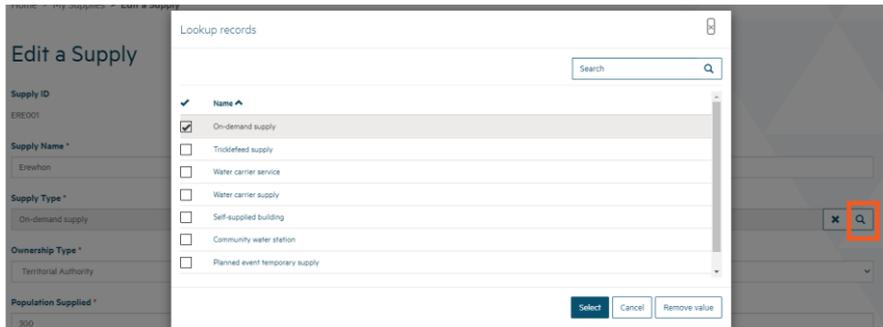
Complex Owner - Operator

**Document Description**

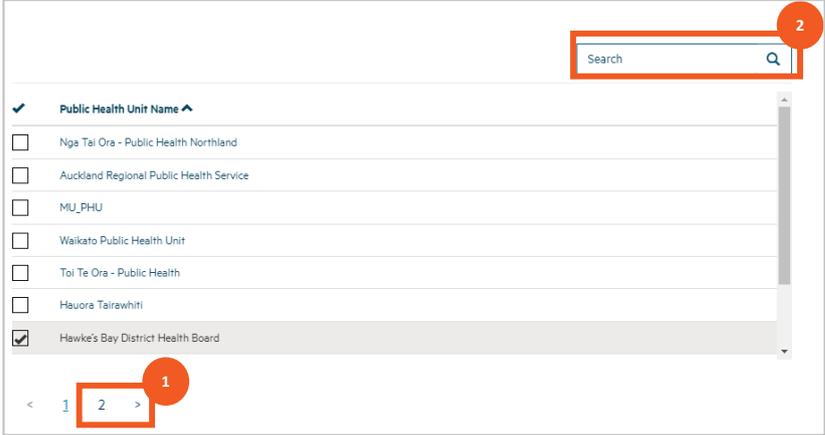An explanation of which parties own and operate which parts of the Erewhon supply.

**Malware Scan**

Malware Scan Complete - No Issues

**Note Text**

less than a minute ago

John Doe     Owner operator structure for Erewhon supply.pdf (182.90 KB)

# Appendix A: List of field types

The table below includes a list of all the different field types and how to use them to record your data:

| Field Type | Explanation |
|---|---|
| **Free text fields** | This is a simple field where you can simply type text to record data:<br><br>Supply Name *<br><br>Erewhon |
| **Read only field** | These are fields that are displayed for your information. You do not need to and cannot update them:<br><br>Supply ID<br><br>ERE001 |
| **Fields where there are a limited number of options, and you can pick one of them** | The options are usually all displayed on the screen, and you select one by clicking on the circle next to it:<br><br>Geocode Location<br><br>Coordinates Type<br>○ Latitude/Longitude  ● Map  ○ NZTM |
| **Fields where there are many options to choose from and you can pick one of them** | There are two ways Hinekōrako enables you to make your choice, depending on how it stores the options.<br><br>Sometimes you can click on the down arrow at the end of the field to open a drop down list of options to choose from:<br><br>Ownership Type *<br>Territorial Authority<br><br>Territorial Authority<br>Government Agency<br>Registered Company<br>Trust<br>Partnership<br>Sole Trader/Self-Employed<br>Incorporated Society<br>Unincorporated Body<br>Individual<br>Other<br><br>Sometimes you can click on the *magnifying glass*, which will open a pop up screen listing the options to choose from:<br><br>Lookup records<br>Edit a Supply<br>Supply ID ERE001<br>✔ Name ^<br>☑ On-demand supply<br>Supply Name * Erewhon<br>☐ Tricklefeed supply<br>☐ Water carrier service<br>Supply Type *<br>On-demand supply<br>☐ Water carrier supply<br>☐ Self-supplied building<br>Ownership Type *<br>Territorial Authority<br>☐ Community water station<br>☐ Planned event temporary supply<br>Population Supplied *<br>300<br>Select  Cancel  Remove value<br><br>Select the option you want by ticking the box next to it and then clicking on the Select button.<br><br>Sometimes this list is long and is broken across pages. You can: |

| Field Type | Explanation |
|---|---|
| | 1. Move to the next page by clicking on the *page number* or the right arrow.<br><br>2. Search the list by entering text in the *Search box* at the top and clicking the *magnifying glass.* If the text you are searching for is not at the beginning of the information, enter an asterisk in front of the text you are searching for. E.g. you can find Ngā Tai Ora in the list below by entering *Northland in the search box and clicking the magnifying glass.<br><br> |
| **Fields where you can select one or more options** | Below the field title there will be a series of checkboxes, which you can click on to select one or more of the options:<br><br> |
| **Address search** | Whenever you are able to record an address, there is a *Physical Address Search* field where you can start typing the address and Hinekōrako will look up the database of NZ Post addresses as you type, giving you a list of addresses it has found. When your address appears in the list you can click on it to select it and populate the address fields below:<br><br><br><br>If the address is not found you can record it in the fields yourself.<br><br>Sometimes we will ask you for the Postal Address as well as the Physical Address. By default we will assume they are the same, but if they are not you can click on the *Postal Address is Different* checkbox.<br><br> |

| Field Type | Explanation |
|---|---|
| | If you click the checkbox *Postal Address* fields will appear, including a *Postal Address Search* box you can use to find your address in the NZ Post database. |
| **Organisation Name** | If you are creating a new record of an *Organisation*, when you start typing the *Organisation Name* Hinekōrako will start looking up the NZ Business Number register and display a list of organisations on that register that match the text you have entered.<br><br>Account Information<br>**Organisation Name** *<br>Ministry of Ed<br>Ministry of Education<br>Trading Name<br><br>If you select the organisation from the drop down list, the *Organisation Name, Trading Name and NZBN number* will be populated automatically. If the Organisation is not NZBN registered, you can complete recording the *Organisation Name* by continuing to type and then record the *Trading Name* yourself if relevant. |