Supply data
(for all users except Water Carrier Service & Planned Event Temporary Supply)

This quick reference guide explains the data recorded about drinking water supplies in Hinekōrako, the Taumata Arowai regulatory and intelligence system.

Note: This guide will be referenced by separate guides on how to:

- Confirm a migrated supply.
- Register a new supply.
- Edit a supply.

This guide covers data held for permanent, fixed supplies. There are separate guides on the data recorded for:

- planned event temporary supplies and
- water carrier services.

Overview

Data held about drinking water supplies are 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 supply, e.g. its name, the type of supply, the population supplied, the community it serves.
Supply Components	Details of the various components that make up the supply, including the water treatment plants/systems in place, the sources the supply draws from, the zones the water in the supply are distributed to and the relationships between the plants, zones and sources.
Supply Relationships	The responsibilities and statuses of the various people and organisations in relation to the supply are captured on the registration record as *Supply Relationships*. When creating a record of a *Supply Relationship* you will add a person as a contact or add an organisation, if you have not already done so for a previous *Relationship* record, and then indicate the nature of the relationship with the supply including, for example, whether the person or organisation is an *Owner, Operator or Agent* and whether the person is the *Overall Supply Contact and/or Registration Contact.*
Final Details	Any documents that have been uploaded in relationship to the supply, e.g. geospatial shape files or, if your owner/operator structure is complex, a document explaining it. Also, whether or not any *Acceptable Solutions* are in place and whether suppression of details from the public register has been requested.

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 in Hinekōrako 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.

Note: 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 where the problem is with that particular field. Click on the error message link to go to that field.

Supply details

Supply ID

SAR001

Supply Name *

Sarah Test 2

Supply Type *

On-demand supply

Ownership Type *

Individual

Population Supplied *

1

Community Name *

The information in this field will be used when consumers search the Public Register of Drinking Water Supplies. Enter the names of the communities, separated by commas, being provided with drinking water by your supply.

Testing community

Hāpori Type *

N/A ×

Hāpori Type Other Please Describe

Community Type *

Town

Region *

Consumers searching the Public Register for your supply can use this Region field to narrow down their search results. The Region you select also advises Taumata Arowai which Regional Council is responsible for the fresh water in your location.

Auckland

Territorial Authority *

Select the most relevant territorial authority that is responsible for fresh water in your area.

Auckland Council

Public Health Unit *

Select the most relevant Public Health Unit (part of District Health Boards) that is responsible for public health services where you provide water to.

Auckland Regional Public Health Service

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 has been transferred from the Ministry of Health's Register of Drinking Water Suppliers the *Supply ID* will be from that register. 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 supply. This field also allows you to change the name of your Supply
Supply Type *Mandatory field*	Choose one of the following: • *On-demand supply* • *Tricklefeed supply* • *Water carrier supply* • *Self-supplied building*

Field	Explanation
	• *Community drinking water station* • *Planned event temporary supply* • *Linked supply* If you're unsure **what type of supply you have**, there is guidance on the [Taumata Arowai website](#).
Ownership Type *Mandatory field*	Choose one of the following: • *Territorial Authority* • *Government Agency* • *Registered Company* • *Trust* • *Partnership* • *Sole trader / self-employed* • *Incorporated Society* • *Unincorporated Body* • *Individual* • *Other – describe* When *Other* is selected, you must describe the type of ownership.
Population Supplied *Mandatory field*	Enter your estimate of the population you supply. **Guidance on how to estimate population** is available on the [Taumata Arowai website](#).
Community Name *Mandatory field*	This is where you record the names of the community or communities for which your supply provides drinking water. When consumers search the public register of supplies, this is one of the fields scanned, so please include all the names, separated by commas, which consumers might use when looking for your supply or supplies in your area.
Hāpori Type *Mandatory field*	This field provides Māori suppliers to correctly categorise themself to: Iwi; Hapū; Marae; Papakāinga; Kōhanga Reo; Kura Kaupapa; Māori Community; Other; N/A This is a multi-select field Where 'Other' is chosen there is an additional free text field provided for further explanation For suppliers where Hāpori is not relevant, N/A should be selected
Community Type *Mandatory field*	Select the community type that best describes the community you serve. You can only select one, so if you serve multiple types of communities, identify the community that is the primary purpose of your supply and choose its type. When *Other* is selected, you must describe the type of community.
Region *Mandatory field*	Select the region that your supply primarily serves. Taumata Arowai will also use this information to determine the Regional Council for the community your supply serves.
Territorial Authority *Mandatory field*	Select the *Territorial Authority* whose boundary your supply is in. If there is more than one, select the *Territorial Authority* whose boundary your supply 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 [Taumata Arowai website](#)..

Field	Explanation
Public Health Unit *Mandatory field*	Select the *Public Health Unit* that looks after the communities your supply serves. If there is more than one, select the Public Health Unit that looks after the largest part of your population served. ***Guidance on determining your Public Health Unit*** is available on the [Taumata Arowai website]().

Supply components

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

- Treatment Plants
- Sources
- Distribution Zones

In addition you specify which *Treatment Plants* serve which *Distribution Zones* and which *Treatment Plants* treat water from which *Sources*.

Treatment plants

When you add or update a *Treatment Plant*, you are able to record the following data:

Field	Explanation
Treatment Plant ID *Read only field*	If the *Plant* was migrated from the Ministry of Health Public Register of Drinking Water Supplies this ID will be the *Treatment Plant Code* from that Register. Otherwise Hinekōrako will generate the *Treatment Plant ID* the first time you save the *Plant* record. When you are creating a new Plant, the field will be empty until that time. Taumata Arowai requires each Treatment Plant to be exclusive to a supply. Where a Treatment Plant in the Ministry of Health databases was associated with more than one supply, Taumata Arowai has been engaging suppliers to determine how those supplies should be set up in Hinekōrako. In the interim, those Treatment Plants have been temporarily duplicated in Hinekōrako, with the Treatment Plant ID made unique by adding a suffix, e.g. TP10000-2.
Physical Address *Optional field*	You can either start typing an address and then select it from the NZ Post lookup list or, if the address is not found, you can enter each of the address lines.
Geocode location *Mandatory field*	We need map coordinates for the *Treatment Plant*. You can choose how you want to provide these coordinates by firstly choosing the coordinate type and then you: 1. Enter the Latitude (between -34.0 and -51.0) and Longitude (-177.0 and 179.0) coordinates. 2. Enter the NZTM Easting (between 1087000 and 2974000) and Northing (between 4737000 and 6214000) coordinates. 3. Pinpoint the location on a map. See **Appendix B** for instructions on how to use the map. Please note that when you submit the *Supply Component* page, the coordinates saved will be the ones entered for the coordinate type chosen. Any coordinates entered for other coordinate types will be cleared from the fields. Therefore, you should ensure that if you have been changing the coordinate type to explore options, you have the correct coordinate type selected when you save.
Treatment Processes	You can indicate which treatment processes are used in the plant to treat drinking water including one or more *Filtration, Disinfection or Other Methods* or indicate that *No Treatment* processes are used. At least one treatment process, or No Treatment, must be chosen.
Origin *Read only field*	This is read only field which indicates how the Treatment Plant was added. Options are: • *Migrated* - the Treatment Plant was transferred from the Ministry of Health's Register of Drinking Water Suppliers. • *Portal* - the Treatment Plant was added by someone with access to your supply via the Hinekōrako supplier portal. • *Back Office* - the Treatment Plant was added by Taumata Arowai. This will only happen in exceptional circumstances.

Enter the details of your treatment plant on this screen. You need to create at least one treatment plant for your supply.

Name *

North Branch Treatment Plant

Physical Address

Address Search

Start typing in the physical address for your treatment plant. Addresses that match the entered information will be listed. Either select the address you require or, if the address is not listed, enter the address details in the address fields below.

Search Address information.
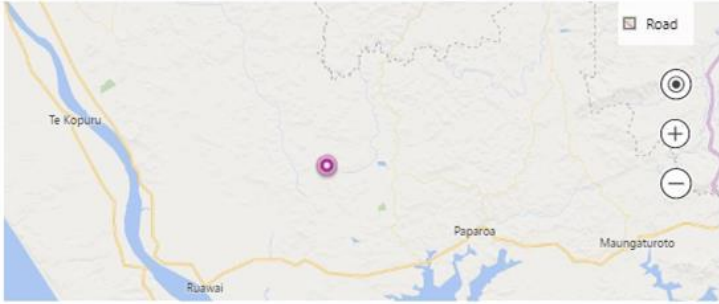
Street 1

Geocode Location

Coordinates Type

The location of your treatment plant can be provided by entering in latitude / longitude, eastings & northings (NZTM) or by placing a pin on a map. Choose the format you would like to use.

○ Latitude/Longitude ◉ Map ○ NZTM

Map Latitude *

-36.0591155382606

Map Longitude *

174.1183235466555

Treatment Processes

Select one or more treatment processes. If you have no treatment process in place, select No Treatment.

☐ No Treatment

Filtration
☐ Gravity rapid sand or media filtration

☐ Pressure sand or media filtration

☐ Diatomaceous earth filtration

☐ Slow sand filtration

☐ Membrane filtration

☐ Cartridge filtration

☐ Bag filtration

Disinfection
☐ Chlorine dioxide

☐ Solid - Calcium hypochlorite

☐ Liquid - Sodium hypochlorite

☐ Chlorine gas

☐ MiOx

☐ Ozone

☐ Ultraviolet light (UV)

Other Methods
☐ Coagulation

☐ Flocculation

☐ Sedimentation

Other Treatment Processes
☐ Fluoridation

☐ Other treatment process

Submit

Sources

There are two scenarios for sources of your drinking water:

1. If your supply is a *Linked Supply*, you will select one or more other supplies as your Source. Please note that Linked *Supply* is a *Supply Type* reserved for use by Taumata Arowai.
2. Otherwise, you will specify the details of the Sources that you operate.

For a *Linked Supply*, you are able to capture the following data for another supply as your *Source:*

Field	Explanation
Lookup Supply *Optional field*	When you choose to create a new *Source* for a *Linked Supply*, you can look up the supply from the public register of supplies by searching for the *Supply ID* or for text in the *Supply Name*. The public register of supplies is only populated as supplies migrated from the Ministry of Health public register are confirmed by their suppliers or new supplies are registered. It is possible therefore that you cannot find the supply you are looking for.
I cannot find the supply *Optional field*	If you cannot find the supply it has either not yet been transferred to the Hinekōrako public register or it's because you are not using a registered supply as your source. If this is the case you can click on the *I cannot find the supply* checkbox. **Note:** supplies will be displayed on the Hinekōrako public register once drinking water suppliers have reviewed and confirmed the registration details, and any requests to suppress information have been decided.
Please enter the name of the supply *Mandatory field*	If you have indicated that you cannot find the supply this field appears and must be completed. Enter the name of the supply you are using and, if you know it, the *Supply Code* from the Ministry of Health public register.

When you add or update a *Source* for all other supply types, you are able to record the following data:

Field	Explanation
Source ID *Read only field*	If the *Source* was migrated from the Ministry of Health Public Register of Drinking Water Supplies this ID will be the *Source Code* from that Register. Otherwise Hinekōrako will generate the *Source ID* the first time you save the *Source* record. When you are creating a new *Source*, the field will be empty until that time. Taumata Arowai requires each Source to be exclusive to a supply. Where a *Source* in the Ministry of Health databases was associated with more than one supply, Taumata Arowai has been engaging suppliers to determine how those supplies should be set up in Hinekōrako. In the interim, those Sources have been temporarily duplicated in Hinekōrako, with the Source ID made unique by adding a suffix, e.g. S10000-2.
Name of the abstraction point *Mandatory field*	A name for the point at which you abstract water from the source, so we know how to refer to it if we need to discuss it with you.
Source Water Type *Mandatory field*	Select one of the following: • Bore • Spring • River, stream, creek

Field	Explanation
	• Lake • Roof
Bore depth (meters) *Mandatory field*	This is a mandatory field if you selected *Bore* as the *Source Water Type.* This measurement is the length of the casing to the top of the uppermost screen. Further guidance is available on the [Taumata Arowai website](#).
Geocode location *Mandatory field*	We need map coordinates for the *Source.* You can choose how you want to provide these coordinates by firstly choosing the coordinate type and then you: • Enter the Latitude (between -34.0 and -51.0) and Longitude (-177.0 and 179.0) coordinates. • Enter the NZTM Easting (between **1087000 and 2974000**) and Northing (between **4737000 and 6214000**) coordinates. • Pinpoint the location on a map. See Appendix B for instructions on how to use the map. Please note that when you submit the *Supply Component* page, the coordinates saved will be the ones entered for the coordinate type chosen. Any coordinates entered for other coordinate types will be cleared from the fields. Therefore, you should ensure that if you have been changing the coordinate type to explore options, you have the correct coordinate type selected when you save.
Location description *Mandatory field*	This is a mandatory field if geocode location coordinates are not provided. If geocode location coordinates are not provided for the location of the *Source*, you need to provide a detailed description of the location instead.

Distribution zones

Supplies of the type Self-Supplied Building do not have *Distribution Zones* recorded. For all other supply types, when you add or update a *Distribution Zone*, you are able to record the following data:

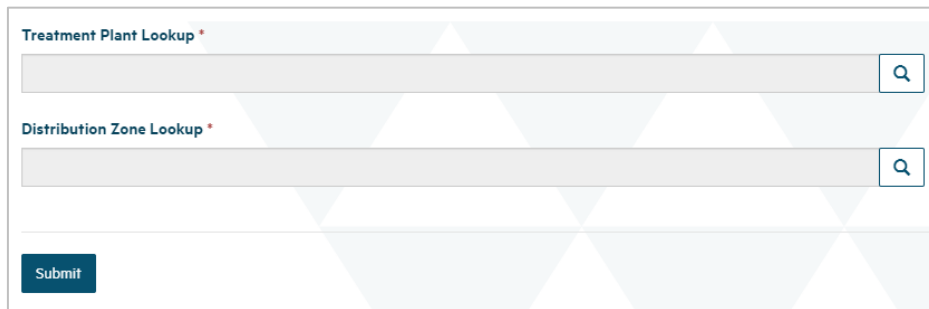| Field	Explanation
Zone ID *Read only field*	If the *Zone* was migrated from the Ministry of Health Public Register of Drinking Water Supplies this ID will be the *Distribution Zone Code* from that Register. Otherwise Hinekōrako will generate the *Zone ID* the first time you save the Zone record, by taking the *Supply ID* and then adding the Zone ID suffix you provided when creating the Zone. When you are creating a new Zone, the field will be empty until that time.
Zone Id suffix *Mandatory field*	This is a mandatory field when creating a *Zone*. You can choose any two characters as a short code for the *Zone*. The short code must be unique to *Zones* within this supply. It will be added as a suffix to the *Supply ID* to create the *Zone ID*. You cannot change the suffix once you have created the Zone.
Name *Mandatory field*	The name you wish to call the distribution zone.
Population *Mandatory field*	This is the population for the Distribution Zone. For guidance on how to estimate population see the guidance on the [Taumata Arowai website](#).
Location description *Optional field*	We do not capture geocode data for *Distribution Zones*, but you can record a description of the location of the *Zone* here and you can upload shape files containing geocode data for the *Zone* on the final page.

Plant/zone Relationships

If you have only one *Treatment Plant*, you do not need to indicate the relationship between *Treatment Plants and Zones.* But when you have more than one *Treatment Plant* you need to explain which *Plants* serve which *Zones.*

When you add or update a *Plant/Zone Relationship*, you are able to record the following data:

Field	Explanation
Treatment Plant Lookup *Mandatory field*	Select a *Treatment Plant*.
Distribution Zone Lookup *Mandatory field*	Select a *Distribution Zone* served by the *Treatment Plant.*

Because the only information recorded is the *Plant and the Zone*, you cannot edit a *Plant/Zone Relationship*, only remove it and if needed, create a new one.

Treatment Plant Lookup *

[🔍]

Distribution Zone Lookup *

[🔍]

Submit

Plant/source relationships

Create relationships to show which *Treatment Plants* receive water from which *Sources.* When you add a *Plant/Source Relationship*, you are able to record the following data:

Field	Explanation
Source Lookup *Mandatory field*	Select a *Source* that has water treated by the *Treatment Plant* selected.
Treatment Plant Lookup *Mandatory field*	Select a *Treatment Plant.*

Because the only information recorded is the *Plant* and the *Source,* you cannot edit a *Plant/Source Relationship,* only remove it and, if needed, create a new one.

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.

Supply Relationship records serve three purposes:

1. They inform Taumata Arowai of the people and organisations related to the supply and their responsibilities with respect to the supply.
2. Some of the information is used to display on the public register of supplies for the benefit of consumers.
3. They can be used to restrict Hinekōrako user access to supplies. See the *Supply Group* section below.

You must list all *Owners and Operators* of the supply, as this information is required for the public register of supplies, but you can list other organisations and individuals, e.g. Agents, and you can indicate that they have more than one role, e.g. *Owner and Operator or Owner and Trustee.*

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. The *Overall Supply Contact* will be displayed, along with all *Owners,* on the Public Register and will be the person that consumers will contact regarding their supply.

If you are a *Supply Group Administrator* and 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 S*upply 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](#).

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 choose one or more of the following relationship types: • *Supply Owner* • *Supply Operator* • *Agent* • *Other* 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. We do not capture relationships at a *Supply Component* level here. If there are complex relationships you should upload a document explaining those relationships on the *Final Details* screen. 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: • starting to type the organisation's name into this field (or type in two spaces) and • clicking the down arrow at the end of this field and • choosing from the list that appears. Once you have chosen the organisation, the details of the organisation will be displayed. If you are editing an existing *Organisation relationship* or have selected an existing *Organisation*, you can choose to edit the *Organisation Details*. If a record of the *Organisation* does not exist, you can create one by clicking on the *Create Organisation* button. 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: • starting to type the person's name into this field (or type in two spaces) and • clicking the down arrow at the end of this field and • choosing from the list that appears If a record of the *Individual* does not exist you can create one by clicking on the *Create Contact* button. 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 *

	Q	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.

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 *Mandatory field (sometimes)*	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.
Postal Address Search *Mandatory field*	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 *Mandatory field (sometimes)*	Some 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
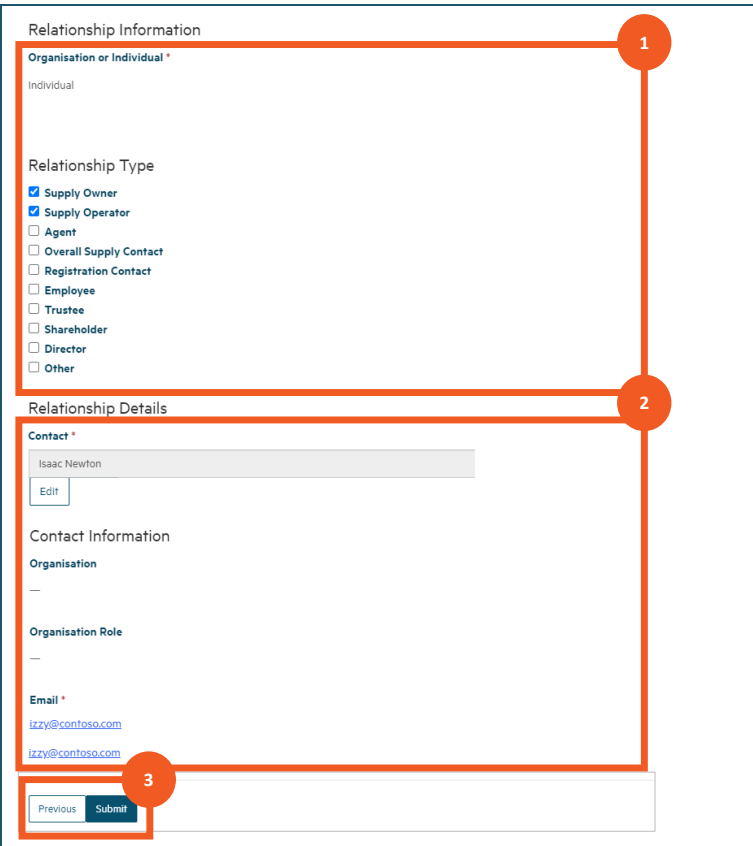
☐ **Postal Address is Different**

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 role the person has in relation to the supply from the following list: • *Supply Owner* • *Supply Operator* • *Agent* • *Overall Supply Contact* • *Registration Contact* • *Employee* • *Trustee* • *Shareholder* • *Director* • *Other* When *Other* is selected, you must describe the type of relationship.
Contact	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: • starting to type the person's name into this field (or type in two spaces) 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. 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.

Relationship Information

Organisation or Individual *

Individual

Relationship Type

- ☑ Supply Owner
- ☑ Supply Operator
- ☐ Agent
- ☐ Overall Supply Contact
- ☐ Registration Contact
- ☐ Employee
- ☐ Trustee
- ☐ Shareholder
- ☐ Director
- ☐ Other

Relationship Details

Contact *

Isaac Newton

Edit

Contact Information

Organisation

—

Organisation Role

—

Email *

izzy@contoso.com

izzy@contoso.com

Previous | Submit

Individual

When you create or update a record of an individual person who has some 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: • starting to type the organisation's name into this field (or type in two spaces) and • clicking the down arrow at the end of this field and • 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 *Mandatory field (sometimes)*	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.

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.
- Provide us with information about any *Acceptable Solutions* you have in place.
- Request suppression of details of your supply from the public register.

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 ⌄

There are no records to display.

Final Information

Acceptable Solution *
If you have adopted an acceptable solution for this supply, you will need to tick the box and then select the Drinking Water Acceptable Solution from the list that will be displayed.
◉ No ○ Yes

Request Suppression of details from Public Register
You can request that some or all of the details of your supply are suppressed from the Public Register. If you select Yes, your registration will be put on hold until we receive a full suppression request from you. You can find out more about the circumstances under which suppression will be granted and how to apply for suppression in the *Request for Suppression of Information on the Public Register* guidance document on our website.
◉ No ○ Yes

Submit

Document upload

When you upload a document you provide the following data:

Field	Explanation
Document Type *Mandatory field*	Select from one of the following options: • *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. • *PETS Drinking Water Safety Plan*. Only required when the Supply Type is a Planned Event Temporary Supply. • *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. Certain file types are not allowed as they pose a security risk to Taumata Arowai and files larger that 30Mb cannot be uploaded.

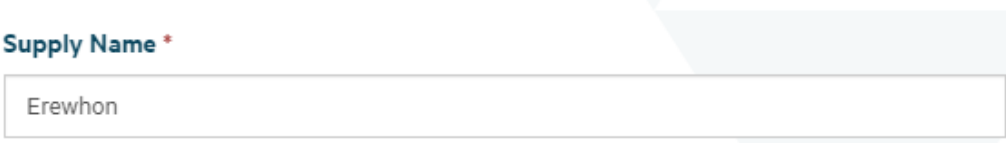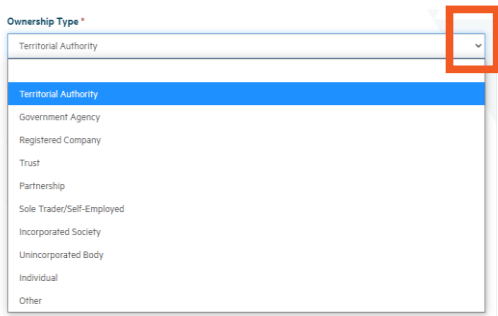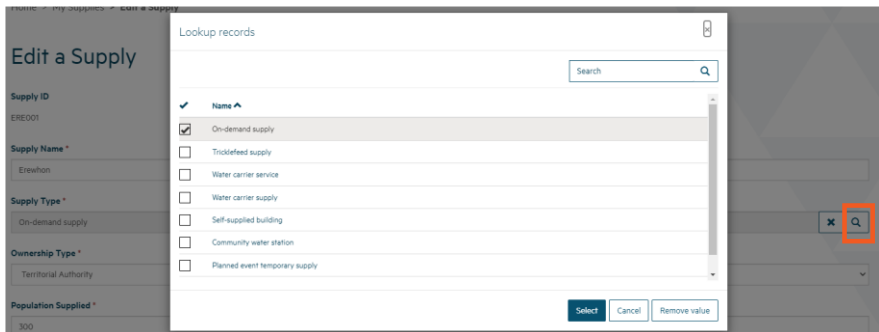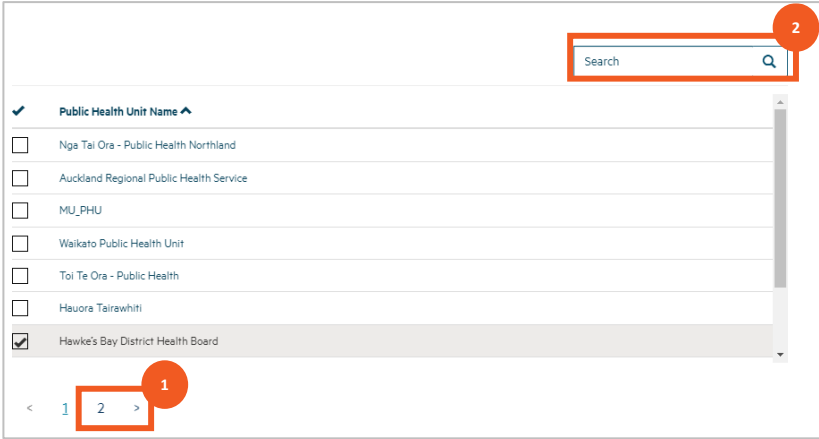| Field	Explanation
Malware Scan *Read only field*	This field appears once the file is uploaded and reports the status of the virus scan of the file.

Other final details

On the final page you are able to record the following data:

Field	Explanation
List of Acceptable Solutions *Mandatory field*	It is mandatory to select one option if you have indicated *Yes* for *Acceptable Solution*. The list of *Acceptable Solutions* displayed will depend on the *Source Types* you have indicated. • *Rural Agricultural Water Supply* – always displayed • *Spring or Bore water supply (<500 people)* – only displayed if your supply has an active source with a source type of spring or river • *Roof water supply (<500 people)* – only displayed if your supply has an active source with a source type of roof
Request Suppression of details from the Public Register *Optional field*	If you indicate the need to suppress details, we will not automatically add your new supply registration to the public register of supplies. We will place that processing on hold until we receive and make a decision on a formal request from you for suppression of supply details. See **Appendix C** at the end of the document for a list of the data from your supply registration which will appear on the supply public register unless it is suppressed. ***Guidance for requests to suppress information on the public register*** is available on the Taumata Arowai website.

Appendix A: List of field types

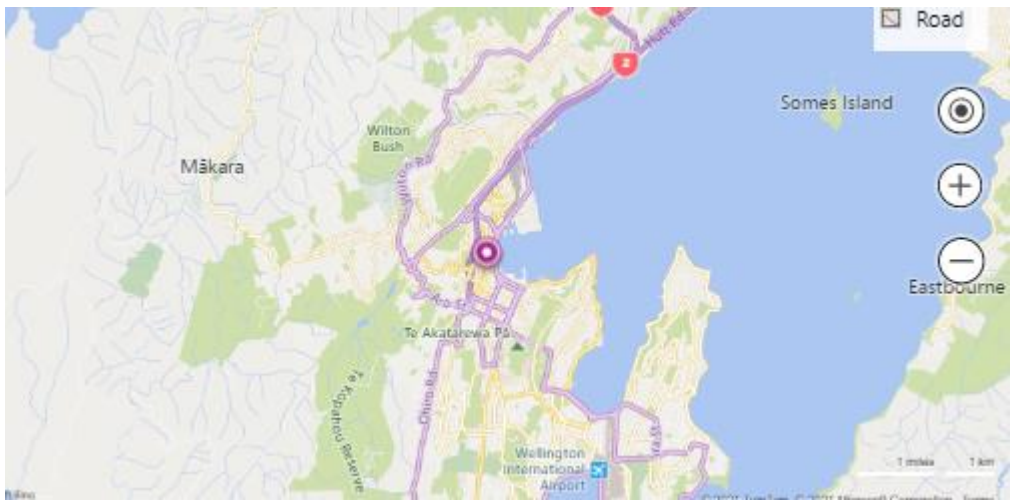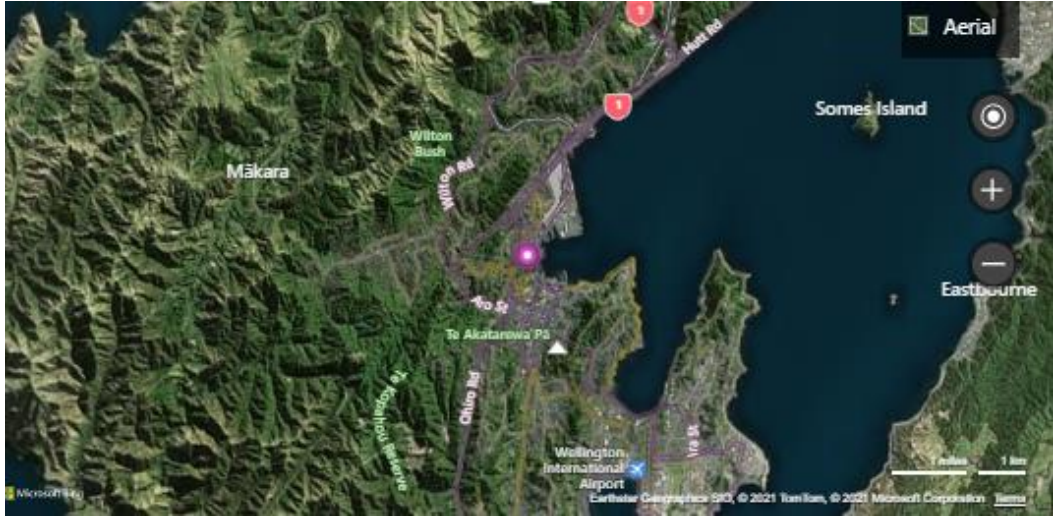The table below includes a list of all the different field types and how to use them to record your data:

Field Type	Explanation
Free text fields	This is a simple field where you can type text to record data: **Supply Name** * Erewhon
Read only field	These are fields that are displayed for your information. You do not need to and cannot update them: **Supply ID** 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: Geocode Location **Coordinates Type** ○ 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. 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: Ownership Type * Territorial Authority Territorial Authority Government Agency Registered Company Trust Partnership Sole Trader/Self-Employed Incorporated Society Unincorporated Body Individual Other Sometimes you can click on the *magnifying glass*, which will open a pop up screen listing the options to choose from: Lookup records Edit a Supply On-demand supply Tricklefed supply Water carrier service Water carrier supply Self-supplied building Community water station Planned event temporary supply Select the option you want by ticking the box next to it and then clicking on the *Select* button. 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. 2. Search the list by entering text in the *Search box* at the top and clicking the *magnifying glass.* Public Health Unit Name ⌃ ☐ Nga Tai Ora - Public Health Northland ☐ Auckland Regional Public Health Service ☐ MU_PHU ☐ Waikato Public Health Unit ☐ Toi Te Ora - Public Health ☐ Hauora Tairawhiti ☑ Hawke's Bay District Health Board < 1 2 >
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: Treatment Processes ☐ No Treatment Other Methods ☐ Coagulation Filtration ☑ Flocculation ☐ Gravity rapid sand or media filtration ☐ Pressure sand or media filtration ☑ Sedimentation
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 select it to populate the address fields below: Physical Address Physical Address Search 1 Test 1 Test Street, South Hill, Oamaru 9400 Physical Address: Street 2 Physical Address: Street 3 If the address is not found you can record it in the fields yourself. 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. Physical Address: Country/Region * New Zealand Physical Address: ZIP/Postal Code 4775 ☐ Postal Address is Different

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 use the entered information to start looking up the *NZ Business Number* register and display a list of organisations on that register that match the text you have entered. Account Information **Organisation Name** * Ministry of Ed Ministry of Education Trading Name 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.

Appendix B: How to use the map

The table below describes how to provide co-ordinates for treatment plants and source using a map:

Step	Explanation
Select the Map coordinate type	Selecting this coordinate type results in a map being displayed. You may need to scroll down to see the map. Using the map coordinate type relies on you having allowed Hinekōrako to know your current location. The map will be displayed with a round location icon centred on the map which is where Bing Maps has determined you are currently located.
Changing the view	There are two options for the type of map displayed. The default is *Road,* but you can change this to *Aerial.* This can be helpful to see the area that your treatment plant or source is located.
Zooming in and out	Use the *Plus and Minus* buttons to zoom closer or further out on the map. Using the *Minus* button to zoom further out is useful if the location of your treatment plant or source is not within the map displayed.

Step	Explanation
Moving the map	If the location for your treatment plant or source is not within the current view, you can move the map by using your *mouse and double-clicking* anywhere on the map and dragging the map. Alternatively, if your computer has a touch screen you can simply *drag the map with your finger*.
Pinpointing the location of your treatment plant or source	To pinpoint the location of your treatment plant or source, firstly *click and drag the location icon* to the general area required. You need to double click on the location icon but don't release the second click before dragging the icon to the required area. This action will usually change the zoom of the map. Once you have dragged the icon to the general area you can zoom further in or out on the map to more precisely place the location icon.
	When you move the location icon on the map, the latitude and longitude coordinates will be automatically updated and saved for your treatment plant or source location when you Submit the page.

Appendix C: Details shown on public register

The table below describes the details of supplies that will be shown on the Public Register if no suppression has been applied:

Supply Details	
Field	**Description**
Supply Id	This is the unique identifier of the supply. Where the supply has been transferred from the Ministry of Health's Register of Drinking Water Suppliers the *Supply ID* will be from that register. 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.
Supply Name	The name of the supply entered when the supply was registered or updated.
Supply Type	
Registration Status	The current status for the registration. This will generally be displayed as *Registered* but could be *Lapsed or Cancelled.*
Community Supplied (hidden for Water Carrier Supply)	The names of communities entered when the supply was registered or updated.
Region	Name of the region for the supply
Territorial Authority	Name of the territorial authority for the supply
PHU	Name of the Public Health Unit for the supply
Overall Supply Contact Details	
Field	**Description**
Legal Name	First and last name of the contact where relationship type is *Overall Supply Contact*. Where there is an associated organisation for the contact, the organisation name is also displayed.
Trading Name	Where there is an associated organisation for the contact, the trading name for the organisation.
Supply Roles	The relationship roles for the overall supply contact where the role is *Supply Owner, Supply Operator or Overall Supply Contact*. Other roles are not displayed.
Contact Email	Email address for the overall supply contact.
Phone Number(s)	The phone numbers for the overall supply contact.
Owner or Operator Contact Details	
Field	**Description**
Legal Name	First and last name of the contact where relationship type is *Supply Owner* or *Supply Operator*.
Supply Roles	The relationship roles for the contact where the role is *Supply Owner, Supply Operator.* Other roles are not displayed.
Contact Email	Email address for the contact.

Owner or Operator Organisation Details

Field	Description
Legal Name	Name of the organisation where relationship type is *Supply Owner or Supply Operator.*
Supply Roles	The relationship roles for the organisation where the role is *Supply Owner, Supply Operator.* Other roles are not displayed.
Contact Email	Email address for the organisation.
Trading Name	The trading name for the organisation.

Supply Components – Sources

Field	Description
Source Id	
Source Type	

Supply Components – Supplies as Sources (for Linked Supplies)

Field	Description
Supply Id	The identifier for the supply selected as the source for the supply displayed on the Public Register.
Supply Name	The name of the supply selected as the source for the supply displayed on the Public Register.

Supply Components – Treatment Plants

Field	Description
Treatment Plant Id	
Treatment Plant Name	

Supply Components – Distribution Zones

Field	Description
Distribution Name Id	
Distribution Name	
Population Supplied	