

## Updating water supply details in Hinekōrako

### Getting started

- Before updating your water supply details, we recommend you inspect your water source and treatment system (and even take photographs to help you remember). You will need to provide details in Hinekōrako about the supply's components.
- To begin updating your supply information, click the down arrow on the right-hand side of the row and select 'Continue registration'.
- Please check the contents of every field. Some information will have been pre-populated by the Ministry of Education.
- Click 'Allow' when 'Let Hinekōrako know your location' appears in the top left corner of your screen. This will allow coordinates to be auto-filled from the location of the computer you are working on. Please note that selecting 'Allow' will only automatically put in your school's coordinates if you are physically on the school grounds.
- **Four steps (four pages) outlined below are required for you to fully complete the updating process.**

Step 1 (first page)		
Tab name	Action	Comment
Supply ID	Should be pre-populated. If not, skip.	
Supply name	Use 'School Name'	
Supply type	Select 'Self Supplied Building'	If fewer than 10 buildings
	Select 'Networked Supply'	If more than 10 buildings <b>OR</b> you supply properties <u>outside</u> the school boundary
Ownership type	Select 'Government Agency'	
Population supplied	Enter peak roll numbers + 10%	
Community name	Use 'School Name'	Unless supply provides for a wider area when it might be more appropriate to use a community name.
Hāpori type	Select 'N/A' if not relevant	
Community type	Select 'Education Facility'	
Region	Use 'Regional Council Name'	
Territorial Authority	Use 'District or City Council Name'	
Regional Public Health Service	Use RPHS Name	
Supply area	Ignore this field	
Supply network	Ignore this field	

Step 2 (second page)		
<ul style="list-style-type: none"> <li>If you have more than one source for your drinking water, make sure they are all listed. If they are not, create an additional supply source.</li> </ul>		
Tab name	Action	Comment
<b>Sources</b>		
Sources	Select 'Edit' on the right and drop down, or 'Create' if no source currently active.	
Abstraction point	Enter 'School Name' and the source type e.g., XXXX School Bore/Roof/Stream	
Source water type	Select relevant source type.	
<u>Specific to bores:</u>		
Bore depth	Enter known depth or, if unknown, '0' as directed	
Sanitary bore head	Select 'No'	Unless you can confirm your bore has been upgraded to meet the sanitary bore standard
Surrounding catchment	Select appropriate option	
Source water risk assessment date	Enter the date	
<b>Protozoa log requirement – applicable to school water supplies serving more than 100 persons</b>		
Bore source	<p>If groundwater is drawn from <b>more than 10m below ground</b>, select '3 log requirement'.</p> <p>If groundwater is drawn from <b>less than 10m below ground</b>, select '4 log requirement'.</p>	Two-stage cartridge and UV disinfection provides 6 log protection and meets <b>all</b> protozoa log credit requirements.
Rainwater sources	Select '3 log barrier requirement'	
Surface sources	Select '4 log barrier requirement'	
Cyanobacteria risk assessment	Select 'Low'	Unless your water source is a surface source.
Regional council source ID	Enter bore ID, if known (not compulsory)	
Geocode location	Should be pre-populated	
Location description	Provide as much detail as you can (e.g., bore located 100m west of school, 20m from stream).	
<ul style="list-style-type: none"> <li>More than one source may mean that there is an additional treatment plant. Please identify and record as such.</li> </ul>		
<b>Treatment plant</b>		
Name	Enter 'School Name' followed by 'Treatment Plant'	
Physical address	Use 'School Address'	
Geocode location	Should be pre-populated	

Treatment processes	Select all treatment stages.	Typically cartridge filter and UV disinfection.
<b>Distribution zone – only for network supplies</b>		
Zone ID Suffix	As directed	
Name	Use 'School Name'	
Population	Peak user numbers	If you have one zone, then the number is the same as for the entire school. Otherwise, estimate a split for each zone.
Location	Brief description of the zone	
Backflow programme implemented	Select 'No'	Unless annual testing of backflow completed.
New and repaired water mains hygiene procedures implemented	Select 'Yes'	Provided you have engaged a contractor who follows best practice for repairs and maintenance.
Water storage rules implemented	Select 'No'	Unless a storage management plan is in operation <b>and</b> you have scheduled annual cleaning, inspection and disinfection.
Residual disinfection implemented	Select 'No'	<b>Unless</b> supply includes chlorination (typically hypochlorite solution addition) after treatment. Note this does not refer to manual addition of chlorine to the supply.
Microbiological and Metal Monitoring Implemented	Select 'Yes'	<b>Provided</b> school is collecting and testing monthly samples.
<b>Treatment plant/zone relationships</b>		
With <b>one</b> treatment plant there is no need to create a relationship between treatment plant and the zone. This is only required where you have several treatment plants and zones and need to link each zone to a treatment plant.		
<b>Treatment plant/source relationships</b>		
Source lookup    Select a source and match to the treatment plant. Typically, you will have just one relationship to select. If you have <b>two or more water sources</b> , you will need to create a relationship with a treatment plant for each.		

<b>Step 3 (third page)</b>	
<ul style="list-style-type: none"> <li>'Supply relationships' should have been pre-populated by the Ministry of Education, please double check.</li> <li>School should have a minimum of <b>four</b> supply relationships include two organisations and two individuals.</li> </ul>	
Tab name	Action / Comment
Organisation or Individual	Organisation – MOE as Supply Owner  Organisation – School BoT as Supply Operator

	Individual - Principal/Office staff member as a registration contact  Individual - Principal/office staff member as overall supply contact
Relationship type (required)	Overall supply contact (Principal/office staff member)  Registration contact (Principal/office staff member)  Supply operator (Board of Trustees)  Supply owner (Ministry of Education)
Individual relationship details	Create 'New contact' if a new relationship is being created otherwise edit 'Existing contact'.

Step 4 (fourth page)	
Tab name	Action / Comment
Documents	It is helpful (but not essential) if you upload supporting information, e.g., any layout plans or drawings of the water supply system to support the updated information in the register.  We do <b>not</b> recommend uploading the following: <ul style="list-style-type: none"> <li>○ Water Safety Plan (Water Services team will help you to develop a new Water Safety Plan in due course).</li> <li>○ Personal information about any individuals or the school.</li> </ul>
List of acceptable solution	Do not select anything here. These have not been finalised with Taumata Arowai and you are unlikely to currently meet all the requirements.
Request suppression of details from the public register	We ask that you not select this option. We recommend only include school and education email contacts and not personal contact details, e.g., <a href="mailto:principal@xxxxxxxxx.school.nz">principal@xxxxxxxxx.school.nz</a> and school office phone.
<b>END OF PROCESS</b>	