

QUICK REFERENCE GUIDE



Register and verify your wastewater networks

This guide helps you to register a public wastewater network in Hinekōrako. It only applies to public wastewater networks operated by Territorial and Local Authorities (councils).

The instructions below are for registering a **new** wastewater network.

If you operate an **existing** wastewater network, it will already appear in Hinekōrako. We have transferred relevant information about your wastewater networks to Hinekōrako. We know there may be some gaps or inaccuracies in the information we have transferred and would like you to check the information is correct, fill in any gaps and correct any inaccuracies.

Tips:

- Have a copy of any treated wastewater effluent discharge resource consents handy. This will make the process a little easier and faster.
- Aim to complete the screen you are working on in within 10 minutes, otherwise you may be timed out and lose the data you have entered.
- When you progress to the next screen, it will automatically save.
- All four screens need to be completed to complete the verification for the network.
- If you have any questions or need help, please contact us at measures@taumataarowai.govt.nz

Starting the Registration Process

Step	What to do
1	Once you are logged in to the portal, choose Register New Network on the My Wastewater Networks home page

My Wastewater Networks

Nau mai, welcome to Hinekōrako

Hinekōrako is the primary channel for wastewater operators to manage information on their wastewater networks including registration details.

Hinekōrako holds information about registered wastewater networks and supports the [Public Register of Wastewater Networks](#).

Your networks are listed below. Depending on your level of access to Hinekōrako you can:

- verify networks by confirming the registration information
- edit networks already registered
- register new networks.

There are [guidance and resources](#) available about registering your network and maintaining network information.

In Progress Network Registrations

Below are the migrated networks not yet confirmed and submitted, and any new network registrations not yet completed and submitted.

Network ID	Wastewater Group	Wastewater Network Name	Population Served	Region
WWN-01016	WWG for Auckland Council	[Redacted]		West Coast
WWN-01015	WWG for Auckland Council	[Redacted]		Auckland

Step	What to do
2	<p>You will be taken to the first of several screens in the process of registering a new network.</p> <p>Enter your network details on this screen. Fields with a red * are mandatory fields and must be completed.</p> <p>The Territorial or Local Authority field will become available once the Region has been added.</p> <p>When you have finished, click on the Next button. If there are no problems with the data, you'll be taken to the Network Components Screen.</p>

Network Details

Wastewater Group *
Select a Wastewater Group for the Network, if no Wastewater Groups are displayed please contact Taumata Arowai.

Network ID
WWN-01015

Wastewater Network Name *

Population Served

Region *
Select the Region for your network.

Territorial Authority *
Select the Territorial Authority for your network.
Please select a Region

Next

Note: The **Wastewater Network Name** and **Network ID** are unique Taumata Arowai network identifiers for all aspects of the network (e.g. reticulation collection, treatment plant, effluent discharge and sludge processing). In most cases, the Network Name is the name of the Wastewater Treatment Plant, or the councils name for the network. During the verification process these should appear as pre-populated fields. If you are uncertain about these, please contact us.

Create Supply Components

Step	What to do
3	<p>On the Network Components screen, you can add:</p> <ul style="list-style-type: none"> The Treatment Plants used within your wastewater network The Resource Consents for your wastewater network The Discharge Points of treated wastewater from your wastewater network as it is discharged back into the environment. <p>You enter a network component details by:</p> <ol style="list-style-type: none"> Clicking on the Add button above a component list to add a new component of that type. When you've finished creating your network components, clicking on the Next button will take you to the Operator Relationships screen.

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Note:

- **Consents:** Details of all resource consents pertaining to a network are not mandatory. At this initial stage of establishing the Register, we would like to gather basic detail on all resource consents regarding effluent discharge to the environment, particularly treated effluent discharge to waterways. The Register will expand over time to include additional consent detail.
- **Discharge Points.** In the initial version of the Register, the key piece of data we would like you to complete is this one. This concerns the location of the discharge of treated effluent to the environment.
 - Please note that the map provided to help you enter discharge point coordinates may not allow Hinekōrako to automatically load the coordinates. If this is the case, simply read the coordinates of the discharge point, and enter those coordinates manually.

Commented [GS1]: Aimee - Robert and I have edited this to make it shorter, more readable.

Treatment Plants

Plant ID	Wastewater Network	Plant Name
There are no records to display.		

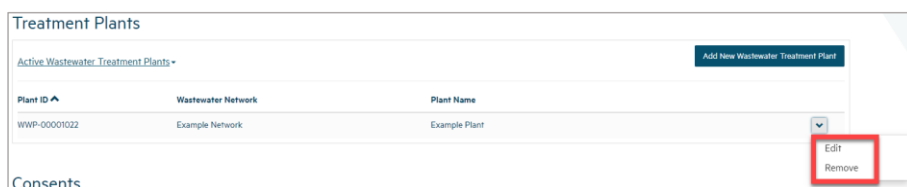
Consents

Consent ID	Wastewater Network	Consent Type	Reference Number	Expiry Date	Consent Status
There are no records to display.					

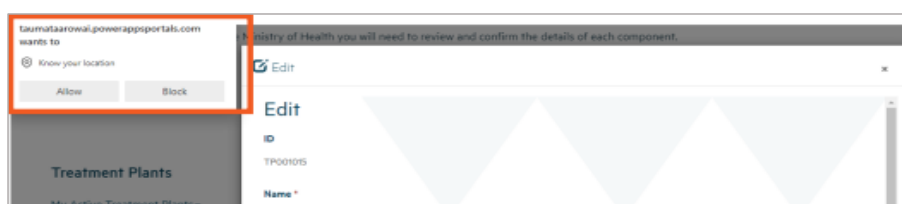
Discharge Points

Discharge Point ID	Wastewater Network	Discharge Point Name	Discharge Receiving Environment
There are no records to display.			

Step	What to do
4	<p>If you have created a component and you need to update details, or you have created the component in error, you can update details by:</p> <ol style="list-style-type: none"> 1. Choosing the Edit or Remove option from the drop-down menu at the end of a component's row in the list, to update the component's details or to remove the component. 2. When you've finished, clicking on the Next button will take you to the Network Components screen.



Step	What to do
5	<p>When you choose to create or edit a network component, a screen will pop up where you can add or update the details for that component.</p> <p>If the details include the geocode location for the component, i.e. the coordinates that pinpoint its exact location, then one option is for you to indicate the location on a map. In that case, you may be prompted to allow Hinekōrako to know your current location. If you want to use the Hinekōrako map feature to identify component coordinates you must choose Allow for the map to work.</p> <p>If you choose Block and then change your mind you will need to go to your browser's location settings and remove the taumataarowai.powerappsportals.com address from your blocked sites, then reload the screen. It's possible your workplace may block this option entirely and if this is the case, maps will not be available to you.</p>



Step	What to do
6	<p>If you choose to remove a component, a screen will pop up where you can:</p> <ul style="list-style-type: none"> • Check the component details so you are sure you are removing the correct component • Provide a reason for the removal • Confirm you wish to remove the component.

If you remove the component, it will be removed from the list of components of that type. You can see removed components by clicking on the **My Active Treatment Plants**, for example, and then choosing **My Inactive Treatment Plants**. The inactive components will be listed. You cannot reactivate them yourself. If you want them to be reactivated, contact Taumata Aroha

Plant Details

Plant ID
WWP-00001022

Plant Name *
Example Plant

Remove Treatment Plant

I want to remove this treatment plant from the Network *

Remove Reason *

Description

Submit

Treatment Plants

Active Wastewater Treatment Plants Add New Wastewater Treatment Plant

Active Wastewater Treatment Plants	Wastewater Network	Plant Name
Inactive Wastewater Treatment Plants	Example Network	Example Plant

Step	What to do
7	<p>Once you have completed entering your network components, click Next. As usual the data will be checked and, if there are any problems, error messages will be shown at the top of the screen.</p> <p>If there are no problems with the data, you'll be taken to the Operator Relationships screen.</p>

Add Operator Relationships

Step	What to do
8	<p>On the Operator Relationships screen, you can add relationships that organisations and individuals have to your network. In this context, <i>Operator</i> effectively means the Owner of the public wastewater network – the Territorial or Local Authority.</p> <p>You can create new Operator relationships by:</p> <ol style="list-style-type: none"> 1. Clicking on the New Operator Relationship button above the relationship list to create a new relationship. 2. When you've finished, click on the Next button to go to the Supporting Information screen

The screenshot shows the 'Operator Relationships' interface. At the top right, there is a red box around the 'Add New Operator Relationship' button. Below it is a table with the following columns: 'Operator Relationship ID', 'Wastewater Network', 'Organisation or Individual', 'Organisation', 'Contact', and 'Relationship Types'. Two rows are visible: one for 'WWR-00001048' with 'Mr Smith' as an 'Overall Network Contact', and another for 'WWR-00001049' with 'Mr Smith' as a 'Network Owner, Network Operator'. A red box highlights the 'Edit' and 'Remove' options for the second row. At the bottom left, there are 'Previous' and 'Next' buttons, with 'Next' highlighted in red.

Step	What to do
9	<p>When you choose to create a new Operator Relationship, you'll be taken to a screen where you can provide the details for that relationship.</p> <p>You will need to choose between Organisation and Individual.</p> <p>If the organisation or individual you are creating the relationship for already has a relationship with one of your other supplies or networks, you'll be able to look up and select that organisation or individual for the new relationship by typing in the organisation name and selecting it.</p> <p>If a relationship does not already exist, you'll be able to create a record by selecting create new organisation or create new contact. This will expand the form to allow entry of the new organisation or individuals details.</p> <p>You are required to have at least one Network Owner, Network Operator and Overall Network Contact</p> <p>Note: One person may fulfil the roles of both Individual and Organisation for a network.</p> <p>As you add an organisation or individual to the relationship, all their details are shown, which can make the screen very long. If you scroll down, the Submit button is at the very bottom.</p>

Relationship Information

Organisation or Individual *

▼

Organisation

Individual

Submit

Step	What to do
10	<p>On the Supporting Information screen, you will be able to attach any supporting documents for your registration.</p> <p>The Upload Document button will take you to the Create screen, where you will be able to attach a supporting document.</p> <p>The Submit button will complete the registration form.</p>

Supporting Information

Network ID **Wastewater Network Name ***

WWN-0106 Example Network

Documents

Upload Document

Title ▲	Document Type	Document Attached	Document Modified On
There are no records to display.			

Previous **Submit**

Step	What to do
11	<p>On the Supporting Information screen, you will be able to attach any supporting documents for your registration. <i>Sometimes a schematic of the treatment processes can be very helpful.</i></p> <p>Press the Choose File button, then find your document and press Open.</p> <p>Press Submit to attach the document to the registration.</p> <p>This will take you back to the Supporting Information screen</p>

Create

Document Type *

Wastewater Network Supporting Document

Document Description

Attach a file *

Choose File No file chosen

Submit

Step	What to do
12	<p>Registered Networks or In Progress Network Registrations can be viewed or edited from the My Wastewater Networks page.</p> <p>This is done by selecting the View Network Details, Edit Network or in the case of in progress registrations Continue Registration</p>

In Progress Network Registrations

Below are the migrated networks not yet confirmed and submitted, and any new network registrations not yet completed and submitted.

Search Register New Network

Network ID	Wastewater Group	Wastewater Network Name	Population Served	Region
WWN-0014	WWG for Auckland Council			West Coast
WWN-0013	WWG for Auckland Council			Auckland

Continue Registration
View Network Details