

# A guide to the Bay of Plenty Regional Council Water Users Data Management System (WUDMS)

## What is the system and why do we need one?

We have more than 1300 resource consents for water takes in the Bay of Plenty. Many of these require keeping records of water use and sending them to Council regularly. This information helps us manage water so that everyone continues to have a secure and sustainable supply. The information is used to prepare catchment and regional plans, and to assess water allocation.

There are a number of ways that we can collect this information: automatically via a data logger, electronically through online submission or manually using a paper form.

The Council WUDMS system will make it easier for you to send us your water records electronically, saving time and reducing the need for paper records.

## How can I submit data?

There are three ways you can submit data to us:

### Electronic (automatic) submission



If you have a data logger, you can arrange to have data transferred to us directly. Once you have arranged for data transmission, you will not need to enter any data and information will be uploaded in real-time. You can do the data transfer yourself or use an external provider. For more information please check the Irrigation NZ Accredited Service Provider website <http://irrigationaccreditation.co.nz/watermeasurement/>

### Online (manual) submission



Entering the information online is now available through WUDMS and makes the process much easier for users. Using a unique username and password, you can enter water records onto WUDMS through our website. This is ideal, both when you use the water take sporadically, such as through the frost season, or for daily or weekly use. The system allows you to track your usage and produce graphs to help you manage your water take. Find out how to get started with online data submission overleaf. Contact us to find out more [www.boprc.govt.nz](http://www.boprc.govt.nz) > Environment > Fresh Water > Water Metering

### Paper (manual) submission



You can continue to post, fax or email us your water records. Although paper submission is still available, we expect to phase this process out over time.

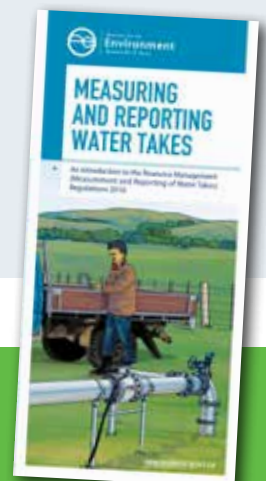
## When does my data need to be sent to Council?

Check your consent conditions – many consents issued after November 2010 require data to be sent to us by the 10th day of the following month. Some require monthly or quarterly returns and some are required annually. Using the electronic methods, sending your data on time is now even easier.

## Who is responsible for sending the data to Council?

As the consent holder, it's your responsibility to ensure the data is sent to us by the required date, even if you have an orchard or farm manager who completes and sends the return, or if you have a third party data provider.

For more information about national requirements for measuring and reporting water takes, pick up a copy of the Ministry for the Environment brochure or visit their website [www.mfe.govt.nz](http://www.mfe.govt.nz)



Please contact us on 0800 884 880 if you have any questions about WUDMS: **Regulatory Co-ordinator** – questions about water take administration. **Regulatory Compliance Officer** – questions about your consent or compliance

# Getting started with Water Users Data Management System (WUDMS)

## Step 1

### Accessing the website

1. Go to [www.boprc.govt.nz](http://www.boprc.govt.nz).
2. Go to the Water Metering page (Our Region and Environment > Fresh Water > Water Metering). Click on the Water Users Data Management (WUDMS) link on that page.
3. Enter your Customer Number - this is the same as your Regional Council debtor number (you can find this on your Council account).
4. Enter your password. The default password is "1234" and you'll be asked to change this to a unique password when you log in the first time.

## Step 2

### Entering your data

1. Click on the relevant consent number to enter readings.
2. Select the month and year for the data you wish to enter.
3. In the blue boxes, type your meter reading and hours pumped in the appropriate column. If you make a mistake, use the back arrow to return to the previous cell.
4. When you have completed data entry and you have checked that it is correct, press the submit button.

## Step 3

### Adding more readings, viewing data and sending us feedback

1. From the Consent Summary page you can choose to enter more readings or view previously entered data.
2. If you are unsure about anything, you can email us using the CONTACT US button. For example, if a pump failed or frost protection has started, let us know. Please provide a contact name and number as part of the message.

## More information

- Please check the FAQs on the BOPRC website if you have any questions, particularly if you have multiple water takes on a single consent or if you have an orchard manager who may be entering the data on your behalf.
- For more detailed information, you can also read the Help files in WUDMS. Click the "Online Help Reference" link at the bottom of each page in the system.
- Please make sure that we have your most up-to-date contact information, particularly your email address. This is important so that you can reset your password if you forget it.
- If you have any questions about WUDMS please contact our Regulatory Co-ordinator Team.



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