

Version No: 01 Issue Date: ###/###/2012 Portfolio:	Horizons Regional Council	Section No: 21.11 Page: 1 of 6
horizons regional council 	Hydrology Operations Manual	 horizons regional council

Northern Monthly Data Requests

Overview:

These requests are supplied at the beginning – or as close to possible – of every month. The address details for each person.

Hilltop Site	Site Code	Statistic	Contact address:
Pakihikura at Pakihikura Airstrip	PAK	Pday Rainfall	norbury@inspire.net.nz
Whangaehu at Kauangaroa	KGA	Pday Rainfall	crannyandcath@farmside.co.nz
Rangitikei at Erewhon Station	ERE	Pday Rainfall	springvale@inspire.net.nz erewhon@inspire.net.nz
Turakina at Otairi	OTA	Pday Rainfall	charlesd@dlc.co.nz
Kawhatau Catchment at Upper Kawhatau	UKW	Pday Rainfall	clintandbeck@farmside.co.nz
Ohura at Waikaka	WAK	Pday Rainfall	macdonalda@landcorp.co.nz
Ohura at Waitewhena Airstrip	WTA	Pday Rainfall Daily Mean Soil Temperature	thegaudinz@xtra.co.nz invest@greenplan.co.nz
Tapuae at Waituna West	TPU	Pday Rainfall Wind Rose: Wind Direction (Hourly Average), Wind Speed (Hourly Average) P3 Daily Air Temperature	tapuae98@gmail.com
Rangitikei at Mangaweka	MWK	P3 Flow stats	rmako@riverlands.co.nz
Whangamomona at Bridge to Somewhere	WBS	Pday Rainfall	Mr Bill Marriot Aotuhia Station RD 23, 4392 Windgrove Rd Stratford

File Structure:

Each Site is located under an individual folder under it's site three letter code and then divided into respective years (running for a calendar year).

Within this excel workbook for each month: Pday_XXX[site code]_XXXXXXX[Tideda date for first of month] and a Disclaimer_Month for each month of data supplied.

\\ares\environmental data requests\External\Northern Team\Monthly Data Summary\ERE\2014\ and files:

Pday_ERE_2014_1140101.xls and Disclaimer – Supply of Hydrological Data_January.pdf

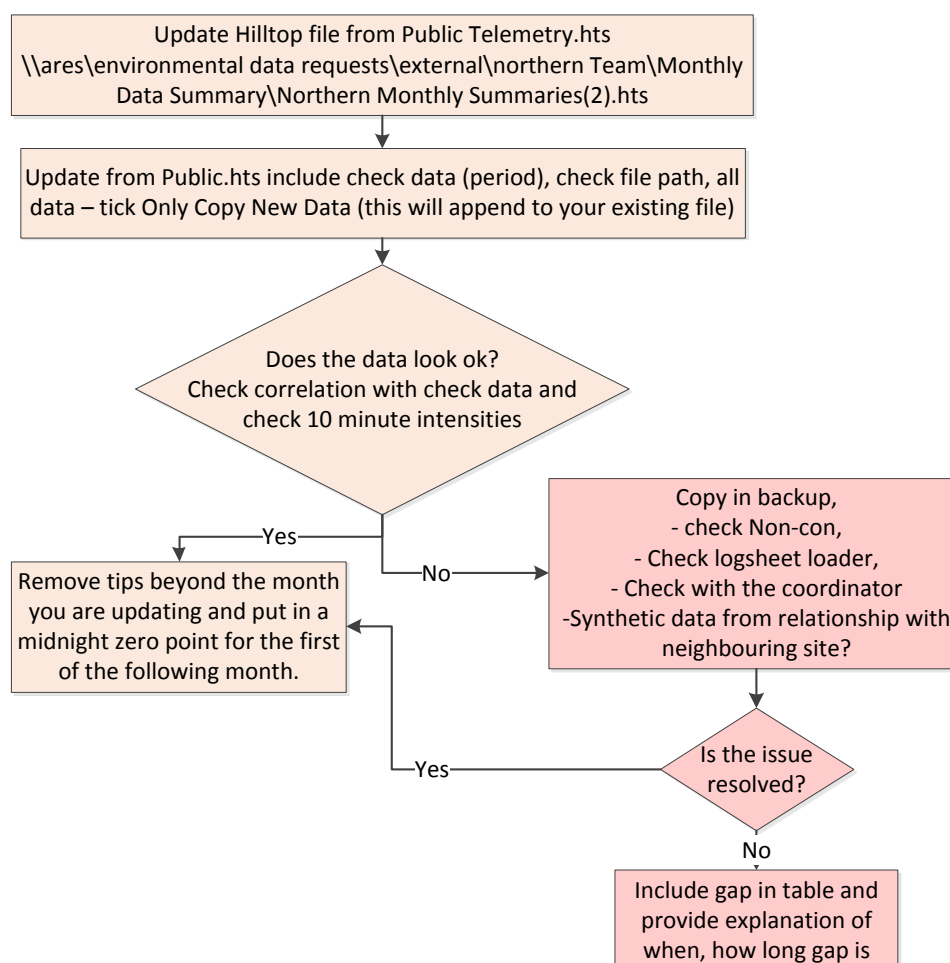
Copy the work book and re-label to the appropriate date for the new month you are doing. The excel sheet is labelled to first of each month and the disclaimer is to each month which it is sent out in.



Version No: 01 Issue Date: ###/###/2012 Portfolio:	Horizons Regional Council	Section No: 21.11 Page: 2 of 6
horizons regional council 	Hydrology Operations Manual	

Northern Monthly Data Requests

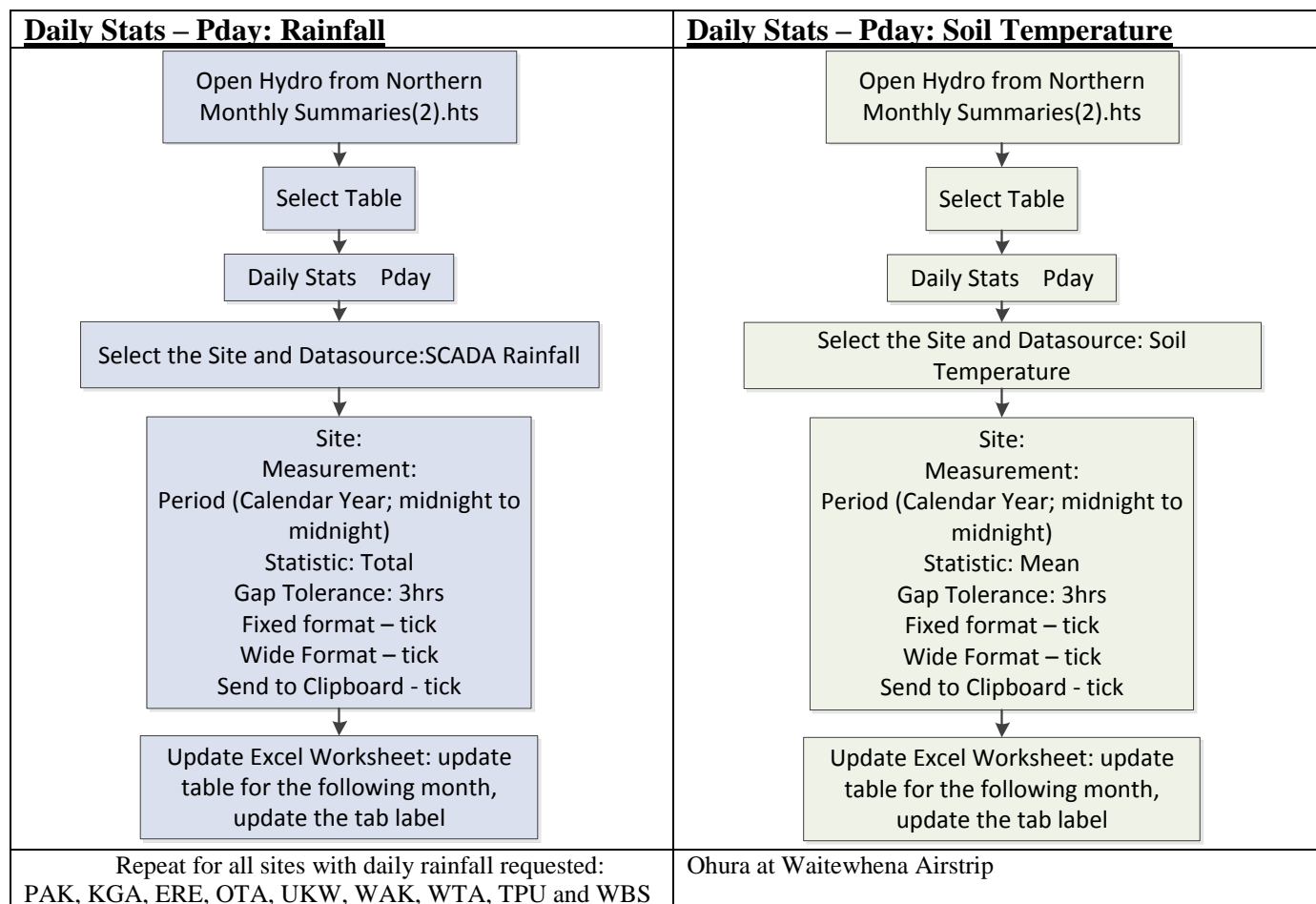
You will need to correct the monthly tab in the excel sheet and make sure the period of analysis is adjusted in the fourth row to extend it to the appropriate period of analysis.



Updating Request File:



Version No: 01 Issue Date: ####/2012 Portfolio:	Horizons Regional Council	Section No: 21.11 Page: 3 of 6
	Hydrology Operations Manual	



Northern Monthly Data Requests



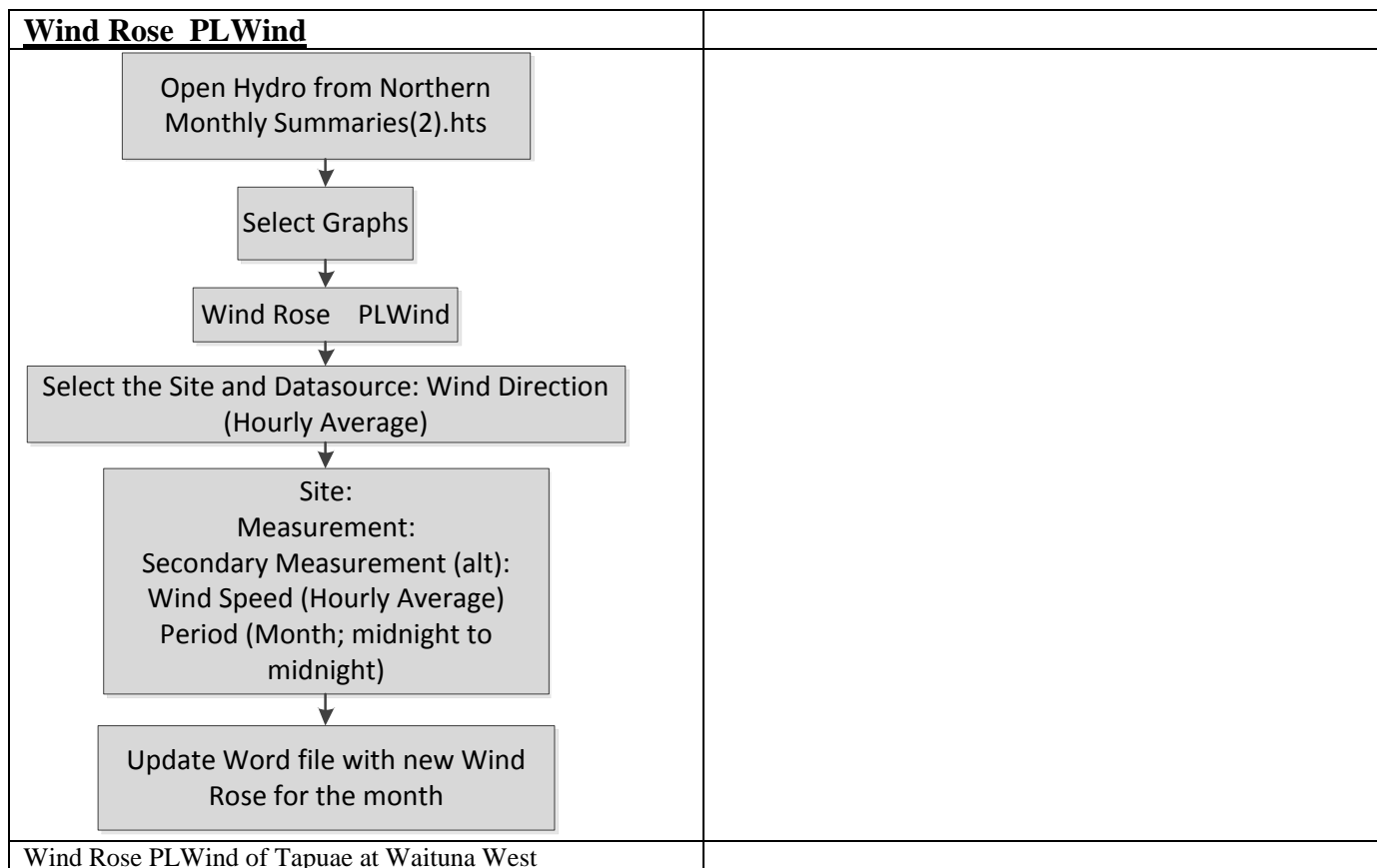
Version No: 01 Issue Date: ###/###/2012 Portfolio:	Horizons Regional Council	Section No: 21.11 Page: 4 of 6
	Hydrology Operations Manual	

Northern Monthly Data Requests

<u>Min Mean Max – P3: Daily Flow</u>	<u>Min Mean Max – P3: Air Temperature (1.5m)</u>
<div> <div>Open Hydro from Northern Monthly Summaries(2).hts</div> <div>Select Table</div> <div>Min Mean Max P3</div> <div>Select the Site and Datasource: Backup Flow</div> <div> Site: Measurement: Period (Month; midnight to midnight) Statistic: Daily Min, Mean, Max Gap Tolerance: 3hrs Day begins at 00:00 </div> <div>Update Excel Worksheet: update table for the following month, update the tab label</div> </div>	<div> <div>Open Hydro from Northern Monthly Summaries(2).hts</div> <div>Select Table</div> <div>Min Mean Max P3</div> <div>Select the Site and Datasource: Air Temperature (1.5m)</div> <div> Site: Measurement: Period (Month; midnight to midnight) Statistic: Daily Min, Mean, Max Gap Tolerance: 3hrs Day begins at 00:00 </div> <div>Update Excel Worksheet: update table for the following month, update the tab label</div> </div>
P3 Daily Flow for Rangitikei at Mangaweka	P3 Daily Air Temperature (1.5m) for Tapuae at Waituna West

Version No: 01 Issue Date: ##/##/2012 Portfolio:	Horizons Regional Council	Section No: 21.11 Page: 5 of 6
horizons regional council 	Hydrology Operations Manual	 horizons regional council

Northern Monthly Data Requests



Version No: 01 Issue Date: ###/###/2012 Portfolio:	Horizons Regional Council	Section No: 21.11 Page: 6 of 6
horizons regional council 	Hydrology Operations Manual	 horizons regional council

Northern Monthly Data Requests

Disclaimer:

A data disclaimer needs to go out with every request which includes the staff member who did the request, Source (Public telemetry in this case), Date the request was completed and a file path (location) of the request file as shown below:

Supplementary Conditions of Data Provision

HRC Staff Member:

Source:

Date:

This Data series contains un-audited data, as with all data it needs to be treated with caution.

Please contact Horizons Regional Council if there are any concerns and further information requirements.

Data Request file:

File information [\Environmental Data Requests\External\Northern Team\Monthly Data Summary\TPU\2014\](#)

The template is located: [\\ares\environmental data requests\](#) Disclaimer – Supply of Hydrological Data 2014_Small Requests

Save the completed Disclaimer as a pdf

Email or post to each contact their requested information

Contact:

Title: Daily Rainfall Totals for X

Attachments: Excel/Word files and Disclaimer

Please find attached the daily Rainfall totals for X at X from 1-X-20XX until 1-X-20XX.

This Data series contains un-verified data, as with all data it needs to be treated with caution.

Please contact Horizons Regional Council if there are any concerns and further information requirements.

Kind regards,

X

Update Logsheet Loader Request form to reflect the data request which has just been completed.