New Zealand
School Property Agency

Reimbursing costs for your school water or wastewater supply

Information sheet on cost reimbursement for schools supplying their own drinking water

- Schools that supply their own drinking water and treat and discharge their own wastewater on-site are eligible for reimbursement of costs associated with servicing, repairs, maintenance, sampling and testing and monitoring.
- To be reimbursed:
  - complete this form
  - attach your invoice(s)
  - email form and invoice(s) to resourcing@education.govt.nz. Please include an explanation of your costs.
- Applications for reimbursement must be submitted **within 12 months of the date of each** invoice.
- A reimbursement claim for an incurred cost can be lodged at any time within 12 months of the date of the invoice. Claims for reimbursements can be made as often as needed (for example, monthly, or every few months).
- Exception: If the cost to replace a specific asset or piece of equipment exceeds $5000, it must be covered from your school's 5YA funding. Talk to your NZSPA property advisor and see 5 Year Agreement (5YA) funding – New Zealand School Property Agency for guidance.

Examples of reimbursable costs

Drinking Water Supply	Wastewater Disposal System
• Engaging a contractor for regular and routine system maintenance. • Consumables and spare parts: UV light bulbs, filter cartridges, etc. • Engaging a contractor to respond to a failed water test, including system cleaning, repairs, maintenance, and materials. • Providing drinking water from an alternative source due to a failed water test. • Use of a courier or transport provider to get water samples to the lab for testing. • Travel costs for a staff member (or community member) to deliver water specimens to the lab for testing. Reimbursement is based on the current teachers' collective agreement rates.	• Engaging a contractor for regular and routine system maintenance. • Costs for septic tank pump-out and disposal costs • Costs for sample collection and testing of treated wastewater samples to verify effective system operation. • Costs to validate the accuracy of flow meters • Annual costs for remote monitoring systems

If you have any issues around reimbursement for water supply-related expenses, feel free to contact us and we will do what we can to assist.

Ngā mihi nui

The Water Services Team

water.services@schoolproperty.govt.nz