



Insert business name

## WATER SAVING ACTION PLAN

**Once completed, a completed copy of this document should be forwarded to your local Council.**

The information in this form will assist Council in carrying out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it is collected.

Document prepared by:

Position:

Signature:

Date:

Local Council:

Date sent to Council:

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## Organisation Details

Organisation Name:

ABN:

Mailing Address:

Physical Address:

Contact Name:

Position:

Email:

Phone:

Industry:

Description of organisation:

Describe the nature of your business, products/services you provide, number of employees etc.

## Why is Saving Water Important?

As community demand for water increases, the availability of this valuable natural resource is decreasing. This makes it more important than ever to employ water conservation measures.

To assist your businesses in saving water, this Water Saving Action Plan (WSAP) template has been designed and is intended to save your business water and money.

## What will a WSAP help my business achieve?

- Assess current water usage
- Identify ways to reduce water usage
- Prepare an action plan to reduce water usage
- Affectively communicate your WSAP throughout your business and community

## Further Information

Further information is available by contacting your local Council.

# Record your Water Meter Usage

Before you can identify ways in which you can save water, it is important to understand your current water usage.

You can begin to understand your water usage by monitoring your meter readings and completing the table below over a period of time.

You can calculate your consumption since last reading as follows:

**2,345,094 litres (new reading) —**  
**2,345,678 litres (previous reading)**  
**= 8,476 litres or 8.416 kL usage**

DATE	METER READING	CONSUMPTION SINCE LAST READING	USAGE/NOTES

## Benchmarks and Targets

Further to the development of your WSAP, benchmarking is a site specific measure. The measure determines how much water is consumed on site relevant to your industry. Determining an appropriate benchmark will allow water use comparisons to be made and water saving measures to be implemented.

The below table can be used to identify your industry specific benchmark.

INDUSTRY TYPE	BENCHMARK INDICATOR
<b>Shopping Centre</b>	kL/GLA or kL/attendance
<b>Hotel / Motel</b>	kL/occupied room or kL/guest night
<b>Caravan Park</b>	kL/site or kL/occupant
<b>Hospital</b>	kL/patient bed day
<b>Mining</b>	kL/tonne of ore produced or kL/tonne LPG produced
<b>TAFE / University / School</b>	kL/student/staff
<b>Aquatic Centre</b>	kL/patron
<b>Restaurant</b>	kL/patron
<b>Manufacturing</b>	kL/animal processed or kL/bottle of wine
<b>Office</b>	kL/person or kL/M <sup>2</sup> GLA

Once you have monitored your usage over a period of time by recording your water usage, you can determine your benchmark.

CURRENT PERIOD	WATER USED	YOUR BENCHMARK INDICATOR	BENCHMARK
<i>e.g. February 2019</i>	<i>e.g. 8.416kL</i>	<i>e.g. number of people</i>	<i>e.g. kL/person</i>

Setting water saving targets will help drive the implementation of your WSAP and understand where you can implement measures to reduce water usage.

<b>What is your water saving reduction target (%)?</b>
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# Water Usage and Efficiency – Estimate

For each water use activity below, identify your current status. For any items that you answer ‘no’, nominate an action timeframe.

- Immediate
- Short term (next 12 months)
- Long term (over 12 months)
- Ongoing

This information will be used to help you develop your WSAP.

AREA OF WATER USE	YES/NO (OR N/A)	RECOMMENDATION	ACTION TIMEFRAME
Is there a staff member responsible for monitoring and improving water use?	<input type="text"/>	Nominate staff responsible for regular monitoring and promotion of water saving activities.	<input type="text"/>
Do you monitor and record your water use?	<input type="text"/>	Complete the ‘record your water meter usage’ table and monitor your water rates notices, comparing usage over time.	<input type="text"/>
Do you have policies and procedures in place which support water saving?	<input type="text"/>	Implement and communicate your organisations water saving actions.	<input type="text"/>
Do you display signage to encourage saving water?	<input type="text"/>	Display signage around your business, particularly in areas where water use is highest.	<input type="text"/>
Are staff consulted about water saving activities?	<input type="text"/>	Seek ideas and feedback from staff and engage them in any water saving activities.	<input type="text"/>
Have you installed water efficient fixtures and appliances?	<input type="text"/>	Install water efficient taps, toilets, showerheads, urinals, dishwashers and washing machines.	<input type="text"/>
Do you regularly check for leaks?	<input type="text"/>	Turn off all water sources and check if the meter is still ticking over. If it is, you may have a leak. Leaks may result in increased water costs and significant water loss.	<input type="text"/>
Do you have a regular inspection and maintenance schedule?	<input type="text"/>	Conduct regular inspections and ensure all water using fixtures and appliances are maintained.	<input type="text"/>
Do you clean hard surfaces (e.g. paths and driveways) without water?	<input type="text"/>	Use a broom or blower. Use water only for health and safety purposes.	<input type="text"/>
Do you use a bucket of water instead of a running tap to clean tools and equipment?	<input type="text"/>	Clean tools and equipment using a bucket of water. Re-use water where possible.	<input type="text"/>

AREA OF WATER USE	YES/NO (OR N/A)	RECOMMENDATION	ACTION TIMEFRAME
Do you have rainwater tanks connected to toilets and gardens?		Use tank water for use in toilets and on gardens.	
Is your irrigation system regularly checked and maintained?		Ensure regular checks are conducted. Damp areas may indicate a leak and result in significant water loss and increased water costs.	
Have you adjusted your automatic timers to ensure they are not watering longer than needed?		Adjust timers to ensure you are complying with current water restrictions. If you have an exemption, include alternative water saving strategies in the 'industry specific' area below.	
Is all water from irrigation systems captured on lawns and gardens?		Ensure water is being captured on vegetation and not hard surfaces.	
Have you planted drought tolerant plants and low water lawns?		Choose plant varieties that are suited to dry climates.	
Do you check weather forecasts before watering lawns and gardens?		Check weather forecasts to ensure you are not over watering.	
Do your garden beds have a layer of mulch?		Apply a 7-10cm layer of mulch.	
Do you use alternate water sources to water your gardens and lawns?		Consider using rainwater or stormwater where possible.	
<b>Industry specific</b> <i>These actions should be tailored to your industry and will likely be of high priority.</i>			



# Your Water Saving Action Plan (WSAP)

Record the actions you are going to take to reduce your water usage below. This becomes your Water Saving Action Plan.

AREA OF ACTION	PROPOSED COMPLETION DATE	STATUS
<i>e.g. operational efficiency, water re-use, education and awareness</i>		<i>e.g. progress report or completed</i>
<b>IMMEDIATE ACTIONS</b>		

AREA OF ACTION <i>e.g. operational efficiency, water re-use, education and awareness</i>	PROPOSED COMPLETION DATE	STATUS <i>e.g. progress report or completed</i>

**ONGOING ACTIONS**


## How to Effectively Communicate your WSAP

Now that you have identified your current water usage, benchmarked and set a water usage target and developed your WSAP, you need to ensure employees and the wider community are aware of the measures you have implemented and the steps you are taking towards saving water.

Not only will saving water help reduce your water costs, it can also help improve your reputation as the local community will see your commitment to water sustainability.

There are many ways you can communicate your WSAP, including:

- Making staff and the community part of the entire process by conducting consultation.
- Displaying your action plan on noticeboards, newsletters and distributing to staff via email.
- Promoting your water saving activities on your website and via social media.
- Inviting local media to visit your business and demonstrate ways in which you are implementing your WSAP and saving water.
- Networking with other business and community leaders through your local Chamber of Commerce and share ideas on reducing water usage.
- Reporting your water saving results regularly both internally and externally.