

BUSINESS WATER SAVINGS ACTION PLAN (WSAP)

PURPOSE

Business water consumers have an important role to play in conserving Orange's water and reducing the likelihood that greater restrictions will be introduced. This Business Water Savings Action Plan (WSAP) is a tool to assist business users in assessing their current water use levels and implementing changes that can be made to improve their water efficiencies. Potential benefits of completing a WSAP include:

- Improved management of water consumption resulting in reduced water-related costs;
- Change in staff behaviours and strengthened reputation;
- Development of a plan for the continuity of activities, where appropriate, in times of drought;
- Support of broad community efforts in reducing the likelihood that greater restrictions are introduced in the future.

APPLICATION

This WSAP form is general in nature in order to apply broadly to business water customers in the Orange LGA. Council recognises that many customers have already introduced water saving measures or practices, and have installed updated toilets, showers, tapware and machines. This information should be included in the WSAP.

Not all questions will relate to all organisations (use N/A where not applicable). When completing the WSAP, organisations will need to examine their water-related activities specific to their own functions and business. This information should be included in the additional spaces provided on the WSAP form. Please attach any additional information as appropriate.

If your organisation or business is a large water consumer, it may be necessary to undertake a more extensive water audit. The largest water users will be contacted directly by Council to review their water saving activities and any existing water savings action plans or water audits.

If your organisation or business has undertaken a water audit or implemented a Water Savings Action Plan within the past three years, this can be submitted to Council in place of a completed Business Water Savings Action Plan.

Additional resources and website links to support the completion of this WSAP are available at orange.nsw.gov.au/waterwise.

ORANGE CITY COUNCIL

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ORGANISATION DETAILS

Organisation Name

Operating Name (if different)

ABN

Postal Address

Contact Details

Name:

Position:

Email:

Phone:

Industry Category

- Vehicle wash
- Construction
- Commercial nursery
- Food/pet food production
- Cannery
- Pet care
- Child care
- Educational services
- Health care services
- Aged care services
- Motels, hotels and registered clubs
- Caravan park and cabins
- Business with cooling tower
- Public water feature
- Public sporting field
- Parks and gardens (including street trees)
- Other (please identify)

Description of Organisation

WATER USE

Complete the following table with an estimate of the comparative amount of water used for each function or purpose. This will give you an indication of where water efficiency improvements may be most effective. Whilst the biggest water-users in the home are washing machines, showers, taps and toilets, your business may have high water requirements in other areas. Water using activities specific to your business or organisation should be detailed under the Industry Specific Activities section below.

Water Using Area or Function	Estimated Amount of Water Used			
Amenities – Kitchen, food preparation, dishwashers	High	Medium	Low	N/A
Amenities –Toilets and hand basins	High	Medium	Low	N/A
Amenities - Showers	High	Medium	Low	N/A
Cleaning - General	High	Medium	Low	N/A
Cleaning - Laundry	High	Medium	Low	N/A
Maintenance - Leaks	High	Medium	Low	N/A
Maintenance - Equipment	High	Medium	Low	N/A
Water Features (eg spas, pools, fountains)	High	Medium	Low	N/A
Outdoor – Gardens and lawns	High	Medium	Low	N/A
Outdoor – Water features (eg pools, spas, fountains)	High	Medium	Low	N/A
Other -	High	Medium	Low	N/A
Other -	High	Medium	Low	N/A
Other -	High	Medium	Low	N/A
Industry specific activities (List any activities below that are specific to your business – eg concrete mixing for builders, plant watering for commercial nurseries etc)				
	High	Medium	Low	N/A
	High	Medium	Low	N/A
	High	Medium	Low	N/A

WATER EFFICIENCY CHECKLIST

Complete this checklist to help identify actions that your organisation could undertake to improve water efficiencies. Indicate whether the action is currently undertaken (Yes/No). For water conservation activities not currently undertaken, include a proposed timeframe for action; this will be included in your plan (Section 4).

Managing Your Water	Yes/No	Recommendation	Action Timeframe (if No)
Is there at least one person in your organisation designated to monitor and improve water use?	Yes No	Identify staff responsible for regular monitoring and championing water efficiencies	Immediate/ongoing Short term Long term
When you receive a water rates notice, do you monitor and record your water use?	Yes No	Check your water rates notice and record water consumption for each quarterly period. Compare water usage with previous periods. An unusually high consumption rate may indicate a leak	Immediate/ongoing Short term Long term
Do you have policies and/or procedures supporting water efficient actions?	Yes No	Document and communicate organisational water conservation actions (e.g. only running dishwashers when full)	Immediate/ongoing Short term Long term
Do you have signage (posters, stickers, signs) to encourage water conservation?	Yes No	Use signage to educate and/or remind staff, customers, and contractors of water saving practices.	Immediate/ongoing Short term Long term
Do you engage staff in water-saving efforts?	Yes No	Engage staff in water-saving activities through activities such as team meetings, newsletters, staff training.	Immediate/ongoing Short term Long term
Other:	Yes No		Immediate/ongoing Short term Long term

Amenities	Yes/No	Recommendation	Action Timeframe (if No)
Have you installed water efficient taps?	Yes No	Install water efficient tapware or use flow regulators to reduce water flow. Check the WELS*star rating of your tap equipment	Immediate/ongoing Short term Long term
Have you installed automatic shut-offs for your taps?	Yes No	Where appropriate, install taps with sensor-equipped automatic shut offs	Immediate/ongoing Short term Long term
Have you installed dual flush toilet(s)?	Yes No	Replace single flush toilets with water efficient dual flush toilets (6/3L or 4/5/3L). Check the WELS* star rating	Immediate/ongoing Short term Long term
Have you replaced automatic (cyclic) flushing urinals with sensor flushing systems?	Yes No	Replace automatic flushing urinal with sensor flushing systems to ensure water is only used when necessary. Regularly check that sensors are working correctly	Immediate/ongoing Short term Long term
Have you installed water efficient showerhead(s)?	Yes No	Install water efficient showerheads. Check the WELS* star rating and replace if not water efficient	Immediate/ongoing Short term Long term

Have you installed water efficient dishwasher(s)?	Yes No	Ensure your dishwasher is water efficient. Check the WELS* star rating and replace if not water efficient. Wait for a full load and scrape dishes (rather than rinse) before loading	Immediate/ongoing Short term Long term
Other:	Yes No		Immediate/ongoing Short term Long term

Cleaning and Maintenance	Yes/No	Recommendation	Action Timeframe (if No)
Do you regularly check for leaks?	Yes No N/A	Turn off all water using activities and check to see if the meter numbers or triangle is turning. If it is, you may have a leak. Check toilets, taps, and watering systems for hidden leaks	Immediate/ongoing Short term Long term
Do you have an inspection and maintenance schedule for all water-using amenities and fixtures (taps, toilets, urinals, showers)?	Yes No N/A	Regularly inspect water-using fixtures and appliances. Replace rubber seals and perishable components on a scheduled basis.	Immediate/ongoing Short term Long term
Do you communicate with cleaning staff about water conservation?	Yes No N/A	Communicate with cleaning staff about water efficient cleaning methods and policies	Immediate/ongoing Short term Long term
Do you have a water efficient washing machine?	Yes No N/A	High rated WELS* water efficient top-loading washing machines are recommended. Always use full loads	Immediate/ongoing Short term Long term
Do you clean hard surfaces such as paths/driveways/walls without using water?	Yes No N/A	Use a broom or blower for all outdoor surfaces. Use water only for health and safety purposes.	Immediate/ongoing Short term Long term
Do you clean tools using a bucket of water instead of under a running tap?	Yes No N/A	Clean tools and other equipment items using a bucket of water instead of running a tap where possible.	Immediate/ongoing Short term Long term
Other:	Yes No N/A		Immediate/ongoing Short term Long term

Equipment / Infrastructure	Yes/No	Recommendation	Action Timeframe (if No)
Do you use a pool and/or spa cover?	Yes No N/A	Use pool / spa covers to reduce evaporation	Immediate/ongoing Short term Long term
Do you have rainwater tank(s) connected to the toilet and garden?	Yes No N/A	Install and use connected rainwater tanks for use in the garden and for toilets	Immediate/ongoing Short term Long term
Other:	Yes No N/A		Immediate/ongoing Short term Long term

Outdoor Use – Lawns & Gardens	Yes/No	Recommendation	Action Timeframe (if No)
Is your irrigation system maintained and checked regularly for leaks?	Yes No N/A	Implement a regular monitoring system (at least once a month) for your irrigation system. Damp patches on the ground or nearby road may indicate a leak and significant water loss.	Immediate/ongoing Short term Long term
Have you adjusted automatic timers to ensure they are not watering for longer than needed?	Yes No N/A	Water according to Level 4 or 5 restriction requirements. If this is not possible due to the primary function of your organisation, include alternative water conservation strategies in the 'Industry Specific' section below.	Immediate/ongoing Short term Long term
Have you ensured that any watering is captured on lawns and gardens rather than on hard surfaces?	Yes No N/A	Test and adjust watering systems to make sure water is captured on vegetation rather than on hard surfaces such as paths and roads	Immediate/ongoing Short term Long term
Have you planted drought tolerant plants and low water lawns?	Yes No N/A	Choose and consider replacing plants with varieties that are suited to a dry climate	Immediate/ongoing Short term Long term
Do you group plants by water requirements?	Yes No N/A	Place plants with a similar water requirement together to avoid overwatering	Immediate/ongoing Short term Long term
Do you always check weather forecasts before your water lawns and gardens?	Yes No N/A	Check weather forecasts to make sure you are not overwatering	Immediate/ongoing Short term Long term
Do your garden beds have a layer of mulch?	Yes No N/A	Apply mulch to a depth of 7-10cm	Immediate/ongoing Short term Long term
Do you improve your soils to encourage plant growth?	Yes No N/A	Better soil quality can improve plant growth and water retention	Immediate/ongoing Short term Long term
Do you use alternative water sources to irrigate your garden?	Yes No N/A	Consider using alternative sources (rainwater, stormwater) where possible	Immediate/ongoing Short term Long term
Have you considered how you will change your outdoor watering activities in the event greater water restrictions are introduced and outdoor watering is not permitted or extremely restricted?	Yes No N/A	Carefully consider and start to develop strategies to address potential increase in outdoor water use restrictions	Immediate/ongoing Short term Long term
Other:	Yes No		Immediate/ongoing Short term Long term

Industry Specific / Other	Yes/No	Recommendation	Action Timeframe (if No)
	Yes No N/A		Immediate/ongoing Short term Long term
	Yes No N/A		Immediate/ongoing Short term Long term
	Yes No N/A		Immediate/ongoing Short term Long term
	Yes No N/A		Immediate/ongoing Short term Long term

*The Water Efficiency Labelling and Standards (WELS) scheme is an Australian Government initiative in partnership with state and territory governments. The more stars on a WELS label, the more efficient the water use rating. Go to www.waterrating.gov.au for current information on water efficient products and standards.

WATER EFFICIENCY ACTION PLAN

Prepare a simple action plan by recording the actions marked 'No' in the Water Efficiency Checklist (Section 3) within the appropriate action timeframes.

Action Timeframe	Status
Immediate Actions	
	Under consideration Resources allocated In progress
	Under consideration Resources allocated In progress
	Under consideration Resources allocated In progress
	Under consideration Resources allocated In progress
Short Term Actions	
	Under consideration Resources allocated In progress
	Under consideration Resources allocated In progress
	Under consideration Resources allocated In progress

	Under consideration Resources allocated In progress
Long Term Actions	
	Under consideration Resources allocated In progress
	Under consideration Resources allocated In progress
	Under consideration Resources allocated In progress
	Under consideration Resources allocated In progress

PLAN COMMITMENT

To be completed by an organisation representative with the appropriate delegation. This may or may not be the contact identified in Section 1.

This organisation agrees to submit this Water Savings Action Plan (WSAP) to Orange City Council and commits to undertaking actions for improved water efficiency as identified in this plan.

Name	
Position	
Signature	
Date	
STAFF USE - APPROVAL	
Approved Not approved	Signature