

WATER SAVING ACTION PLAN (WSAP)

Purpose

Business water consumers have an important role to play in conserving Dubbo's water and reducing the likelihood that greater restrictions will be introduced. This Business Water Saving 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 behaviour 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 Dubbo 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.

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 Saving action plans or water audits.

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

Business Details

Organisation Name

Operating Name (if different)

ABN

Business Property Address

Postal Address

Contact Details

Name:

Position:

Email:

Phone:

Industry Category

- ☐ Vehicle wash/Truck wash
- ☐ Construction (concreting, bricklaying etc)
- ☐ Nursery
- ☐ Food/pet food production
- ☐ Cannery
- ☐ Pet care
- ☐ Child care
- ☐ Educational services (schools, TAFE etc)
- ☐ Health care services (Hospital, Nursing homes)
- ☐ 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)
- ☐ Turf farm
- ☐ Abbatoirs

Other (please specify)

What are the core business activities and what facilities are on site?

Set your water saving target

Business/Organisation Name	YEAR 1	YEAR 2	YEAR 3
% reduction target			

Identify your water meters

List all meters including any sub-meters (please add/delete rows where required)

Meter Location	Meter Identification Number	Kilolitres (KL) per year usage	Percentage of total usage	How often is the meter read?

Water Usage Breakdown

A good understanding of all water used on site is required to identify potential water savings.

To improve this knowledge it is recommended that meters are monitored for approximately 4 weeks. This will help when estimating water use for particular activities especially if they occur during set times on your site. For example, if equipment cleaning occurs between 3-5pm each day you can estimate how much water this uses by monitoring your water meter.

If no separate metering is available consideration should be given to utilisation levels, number of occupants and the normal operating hours and conditions.

Please add and rename rows to reflect your business operations.

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[illegible]

BUSINESS WATER SAVING ACTION PLAN

Water Saving Action Plan

List opportunities for potential water saving actions at your site. Actions may include, but are not limited to, retrofitting or installing water saving devices, inspecting for leaks, seeking specialist advice, installing signage or training staff. Please add rows as appropriate for your organisation

AREAS OF ACTION Operational efficiency and conservation Water re-use and wastewater management Education and awareness	Proposed completion date	Estimated water savings	Person responsible	Status (completed or in progress)
Stage 1: immediate				
<i>Example: install waterwise stickers in all facilities</i>	<i>Friday</i>	<i>Unknown</i>		<i>Completed</i>
<i>Example: establish schedule for meter reading</i>	<i>Read each Monday</i>	<i>Unknown</i>		<i>Roster established and shared with staff</i>
Stage 2: next 30 days				
<i>Example: review opportunity to install rainwater tanks</i>	<i>30 October 2019</i>	<i>22500 litres</i>		<i>Staff member allocated to seek quotes for purchase and installation of water tanks</i>
Stage 3: Next 3 months				
Stage 4: Next 6 months				
Stage 5: Future planning				

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 Saving Action Plan (WSAP) to Dubbo Regional Council and commits to undertaking actions for improved water efficiency as identified in this plan.

Name	
Position	
Signature	
Date	

Additional tips to help implement your water saving action plan

Leadership Team:

- Appoint a staff member to oversee water saving measures on your site. Highlight this appointment across your organisation to reflect the importance of the role
- Provide incentives for staff who have a direct influence on water use by linking water saving measures to performance reviews
- Consider including water efficiency indicators in performance contracts
- Schedule regular water saving meetings with key people to review your progress. Include the status of water saving actions in regular management documents and meetings to highlight its importance to senior staff
- Update your organisation's policies and procedures to incorporate any water saving initiatives

Monitoring:

- Measure your success
- Identify which actions bring the most benefits, which need to be reviewed, and any new actions which may be required
- Enables any spikes in water use to be quickly addressed

Communication:

- Promote your water saving targets to staff, contractors and site visitors
- Include your water saving targets and activities in induction kits
- Recognise the water saving ideas, involvement and achievements of employees
- Demonstrate your business values by sharing successes to customers and stakeholders



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