

Water Saving Action Plan

Business Name:

Address:

Telephone:

Email:

Date:

If you require assistance, please email council@armidale.nsw.gov.au

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Your Company

Table 1 Company Details

<p>Organisation name</p> <p>Please show the business name</p>		
<p>Operating name</p> <p>If different from above</p>		
<p>Site address</p>		
<p>Customer meter size(s)</p>		
<p>Water use last financial year (kL) if known</p>		
<p>What does your business do?</p> <p>What is your core business? What facilities are on site?</p>		
<p>Details of existing water saving initiatives</p>		
<p>Organisation contacts</p>	<p>Senior Organisation Contact:</p>	<p>Contact responsible for site water management:</p>
	<p>Name:</p>	<p>Name:</p>
	<p>Position:</p>	<p>Position:</p>
	<p>Telephone:</p>	<p>Telephone:</p>
	<p>Email:</p>	<p>Email:</p>

Water Use History

Effective water management to identify water savings requires a good understanding of all water used on site, both potable and non-potable. While Armidale Regional Council's primary focus is on potable water, the WSAP should take into consideration all water that is used on site, irrelevant of source. Businesses are asked to provide a water balance that outlines all sources of water consumed on site. For example, town water, groundwater (bore), recycled, stormwater or other non-potable sources etc. Your action plan should include details of how the efficiency use of all sources is being maximised.

Table 2 Water use areas

Major water using areas	Water source (scheme, recycled, bore, other)	Percentage of total water use (%)
Kitchen/food preparation area		
Toilets and hand basins		
Showers		
Cleaning		
Irrigation		
Cooling tower/air conditioner		
Leak		
Equipment/process		
Backwash		
Other		
Total		100%

Water use show above was determined by:

Provide a brief explanation of how the water balance was determined (e.g. sub-metering, site water audit, estimation)

Action Plan

Please enter the relevant information below to create your action plan:

Table 3 Action Plan

Area of Actions:	Estimated Cost	Proposed Completion Date	Status of Action Items:
Operational Efficiency and Conservation			Completed or detailed progress report
Water Re-use and Wastewater Management			
Education and awareness			

Short-term actions

Long-term actions

Ongoing actions

Benchmarking and Targets

Table 4 Benchmarking

Current Year	Water used (kL)	Business Activity Measure	Benchmark (kL/person or kL/m ² GLA)
2017/18			

Table 4.1 Common Business Activity Measures

Aged Care	Resident per day	kL/resident per day
Aquatic Centre	Bather numbers	kL/bather
	Patron numbers	kL/patron
Caravan Park	Occupancy	kL/occupant/year
Hospital	Patient bed days	kL/patient bed day
Hotel/Motel	Guest night	kL/guest night
	Occupancy numbers	kL/occupied room
Manufacturing	Product produced or processed	kL/product produced
Office	Nett Lettable Area	kL/m ² NLA
Prison	Inmates and employees	kL/inmate and employee
Retail Centre	Patrons	kL/patron
	Gross Lettable Area	kL/m ² GLA
TAFE/University	Full-time equivalent students and staff	kL/student and staff
Wastewater Operations	Amount of scheme water used to treat a mega litre of treated wastewater	kL/mega litre treated wastewater
Wharf/Port	Vessels	kL/vessel
	Tonnes shipped	kL/tonne shipped

Table 4.2 First Year Water Efficiency Target

Please enter the relevant information below:

What is your % reduction target?	
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If the 2018/19 target is no reduction or increases please provide an explanation as to why below:

Management Commitment

Company Name at Address	
We are committed to implementing the water saving measures stated in this Water Saving Action Plan and ensure our employees and contractors assist in implementing these actions.	
Name	
Position	
Signature	
Date	