



Form 2. Water Efficiency Plan - Process Water

This form provides the broad framework for applicable businesses and other non-residential water users to prepare a Water Efficiency Plan for process water.

Process water refers to water used directly for production purposes or for core business operations (eg. water used in the production of steel, car washes, wineries, dairies etc). For example, in intensive animal farming enterprises, process water would include the wash down water. In a metal fabrication factory, the process water would include the cooling water. In food processing plants (eg milk and pork), this would include any water used in the food production process. It does not include water used in areas such as bathrooms, kitchens, air-conditioning, or gardens and lawns.

Section 1: Instructions for Completing Form

Do you use water as an integral part of your production process or business activities? Please tick below.

Yes You must complete Sections 1, 2 and 3 and submit this form to SA Water.

No You must complete Section 1 and 2 only and submit this form to SA Water.

Important Information

- If you use water as an integral part of your production process or business activities, you must complete Sections 1, 2 and 3 of this form, which will satisfy the minimum requirements for your Water Efficiency Plan. This information is required pursuant to Item 2 of Schedule 3 *Waterworks Variation Regulations 2007*.
- Sections 4 to 7 are a checklist of steps and matters that you may wish to consider when developing your Water Efficiency Plan. You may prepare a separate Water Efficiency Plan or use the checklist contained in this form for these sections.
- If your business/ organisation has more than one site, you must prepare a Water Efficiency Plan for each site.
- When considering measures to save water, it is important to ensure that public health is not compromised. Any proposal to use alternative water sources or recycled water (particularly sewage or greywater) requires approval from the Department of Health. For more information, please contact the Department of Health on telephone 82267100 or website www.dh.sa.gov.au/pehs/branches/wastewater/alternative-onsite-systems.htm
- You should contact SA Water if you have any questions or to obtain expert advice on water efficiency measures and the preparation of your Water Efficiency Plan. Further information on business water efficiency can be obtained at www.sawater.com.au/SAWater/YourBusiness
- Your completed Water Efficiency Plan should be returned by post to SA Water at the following address:

Neil White
SA Water
East Terrace
THEBARTON SA 5031

Telephone: 8207 7758 Fax: 8207 1465

Email: drought.hotline@sawater.com.au

Section 2: Contact Details

Business Name:		SA Water Account No.(s):	
Industry Type:			
Contact Person:		Office Use Only	
Address:		Agency/Officer:	Date checked:
Phone:	Facsimile:	Comments:	
Email:			
Signature:	Date:		

Section 3: Prescribed Information

How much water is used for process purposes? (KL)					
How is water used on your site for process purposes?					
List Existing Water Savings Measures being implemented by your Business	What were the initial set up costs?	What are the annual costs? (e.g. energy, maintenance, interest)	What is the cost effectiveness (eg. payback in years, internal rate of return)	Estimated water savings (KL)	Time frame for completion
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
If more, add separate page					

List potential Water Savings Measures applicable to your Business	What are the initial set up costs?	What are the annual costs? (e.g. energy, maintenance, interest)	What is the cost effectiveness (eg. payback in years, internal rate of return)	Estimated water savings (KL)	Time frame for completion
1.					
2.					
3.					
4.					
5					
6					
7					
8					
9					
10					
11					
12					
If more, add separate page					

What is the priority for doing this action? (high, medium, low) Not applicable When is this action expected to be completed?

Section 4: Management Support

Obtain commitment from your staff to promote water savings and efficiency practices, including representatives from senior management, finance, and facility management.	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Incorporate water savings and efficiency behaviour into staff training and awareness programs	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Build water savings and efficiency matters into decision-making processes and policies particularly regarding new capital works and maintenance programs	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Section 5: Site Water Audit

Calculate average annual water use for your site(s) using the last 3 years of water use data, taking into account any anomalies or unusual operating circumstances, staff numbers operational times.	<input type="text"/>	-	<input type="text"/>
Identify all water using areas, equipment and fixtures throughout your site(s).	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Using sample tests, calculate the water flows in all water using areas, equipment and fixtures.	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Section 6: Identification of Water Saving Opportunities

Identify parts of the business/organisation's operation that could be modified to improve water efficiency	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Determine minimum water needs for each process	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Identify water efficiency measures and alternative water sources	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Identify actions (including technologies and behaviours) that can be implemented to achieve best practice water efficiency	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Evaluate the cost effectiveness of implementing identified water efficiency measures	<input type="text"/>	-	<input type="text"/>
Outline the estimated water savings from the identified water efficiency measures	<input type="text"/>	-	<input type="text"/>

Section 7: Monitoring and Review

Monitor the effectiveness of water-saving actions being implemented	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Periodically obtain feedback from staff across your business/organisation	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Amend the Water Savings Action Plan where necessary	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Need Assistance?

You may wish to consider using a private specialist to prepare your Water Efficiency Plan. Other information and assistance can be obtained by contacting:

- SA Water's Business Water Saving Program. Telephone: 8207 7758. Website: www.sawater.com.au/SAWater/YourBusiness
- Department of Trade and Economic Development (Business Sustainability Program)

Your Industry Association may also be able to assist.