



## Form 1. Water Efficiency Plan - Non-Process Water

This form provides the basis of a Water Efficiency Plan that Government organisations (agencies, statutory authorities and instrumentalities etc) can use to improve the efficient use of their non-process water.

Non-process water refers to water used in bathrooms (ie hand basins and showers), kitchens, toilets, air conditioning (eg cooling towers), and via some internal hoses. Water saving devices for non-process water will include the installation of dual flush toilets, low flow showers and low flow aerators in basins and sinks.

### Section 1: Instructions for Completing Form

#### Important Information

- When completed, this form will serve as your Water Efficiency Plan for non-process water.
- You must complete Sections 2 to 13 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*.
- If your organisation has more than one site, you must fill in a separate form 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 8226 7100 or website [www.dh.sa.gov.au/pehs/branches/wastewater/alternative-onsite-systems.htm](http://www.dh.sa.gov.au/pehs/branches/wastewater/alternative-onsite-systems.htm)
- Please contact SA Water if you have any questions or wish 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](http://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](mailto:drought.hotline@sawater.com.au)

Section 2: Contact Details						
Name of Organisation:				SA Water Account No.(s):		
Contact Person:				<b>Office Use Only</b>		
Address:				Agency/Officer:		
Phone:			Facsimile:			
Email:				Comments:		
Signature:			Date:			

Listed below are common water savings and efficiency actions that might be relevant to your organisation. For each action, please tick the appropriate box in columns A, B or C. If you tick column A or B, please estimate your priority (taking into account potential costs) and estimated date of completion.

A	B	C	What is your priority for this action? (High/Medium/Low)	When is this action expected to be completed?
This is already underway	This should be done	Not Applicable		

Section 3: Building Operations					
Check buildings for pipe/tap leaks and water waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Install water reducing valves if pressure is high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Investigate recycling and reusing water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Investigate collecting and using rainwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Ensure fire water hoses are not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Eliminate unnecessary wash downs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

Section 4: Boilers and Heating					
Discuss water efficiency with your system supplier / contractor, using performance-based criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Identify reuse opportunities for bleed discharge, i.e. washdown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Regularly check units for leaks and overflow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
Please list any other measures	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

	A	B	C	What is your priority for this action? (High/Medium/Low)	When is this action expected to be completed?
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**Section 5: Bathrooms**

Use water conservation plumbing fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Install low-flow showers, taps, (or flow controls)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Install spring loaded taps or taps with sensors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Adjust plumbing to use minimum amount of water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Introduce dual flush toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

**Section 6: Kitchens and Canteen**

Install water efficient hose water nozzles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Wash only full loads in dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Install flow restrictors to taps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Adjust plumbing to use minimum amount of water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

**Section 7: Cleaning**

Sweep when you don't have to mop or wash down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Ensure that hoses have shut-off nozzles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Use high pressure cleaning units in place of hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

**Section 8: Vehicle Washing**

Reduce the amount of times you wash vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Recycle water from vehicle wash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

	A	B	C	What is your priority for this action? (High/Medium/Low)	When is this action expected to be completed?
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### Section 9: Cooling Systems and Towers

Use air cooling where feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Maximise cycles of concentration for cooling towers by providing efficient water treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Update your dosing system to increase water efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Discuss water efficiency with your system supplier / contractor, using performance-based criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Reuse cooling tower and bleed discharge water where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Regularly check units for leaks and overflow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Install sensors to control bleed discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
Please list any other measures <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

### Section 10: Garden and Turf Irrigation

Turn off your garden watering / turf irrigation system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Isolate your garden watering / turf irrigation system from your process operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Water your garden and/or turf in accordance with general water restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
Please list any other measures <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

### Section 11: Laundries

Use hot water reuse systems and other water conserving technology where feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Evaluate wash cycles and detergent /chemical formulations for maximum efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>
Please list any other measures <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

### Section 12: Other Water Using Equipment

Consider water use and efficiency standards when purchasing equipment (i.e dishwashers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Please list any other measures <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="text"/>	<input type="text"/>

