

# Weekly Water Audit

Date:

Site:

Completed by:

Area	Issue	Good to Go	Needs work	Action	Person responsible for action / Timeframe to implement
<b>Water sources and usage</b>	Are all water sources functioning correctly and efficiently?				
	Is water storage and usage within expected limits? (provide %)				
<b>Irrigation efficiency</b>	Are irrigation systems, hoses etc free from leaks?				
	Has the irrigation plan / schedule been set for the week?				
<b>Plant monitoring</b>	Are plants routinely monitored for signs of water stress or overwatering?				
<b>Equipment and infrastructure checks</b>	Have check been undertaken for leaks and damage in all water infrastructure (pipes, hoses, taps)?				
<b>Worker practices</b>	Are workers following procedures for irrigation and watering as trained?				
	Are issues followed up?				
<b>Public education</b>	Is up to date information on responsible water use available to customers and the public?				

# Annual Water Audit

Date:

Business:

Address:

Person:

Area	Issue	Good to Go	Needs work	Action	Person responsible for action / Timeframe to implement
<b>Management responsibilities</b>	Have you designated a manager responsible for implementing the Code of Practice?				
	Is there a water management policy endorsed by senior management?				
<b>Water source and usage</b>	Have you identified all water sources and documented any water rights or restrictions?				
	Are water meters (or similar devices) installed and readings regularly recorded?				
<b>Irrigation and water efficiency</b>	Do you have a map detailing water sources, storage and irrigation infrastructure?				
	Have you conducted an annual inspection of your irrigation system for leaks or inefficiencies?				
	Is there a system in place for monitoring irrigation efficiency (e.g. catch-can test)?				

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<b>Crop and plant water needs</b>	Have you established procedures to monitor plants for signs of water stress?				
	Are procedures in place to ensure that water is always available for high value plants, stock plants and propagation areas?				
<b>Operational water use</b>	Are you utilising water-efficient equipment? Have opportunities for improvement been considered?				
	Are regular checks for leaks been undertaken?				
	Have any leaks identified been addressed?				
<b>Worker training and awareness</b>	Have staff been trained on water policies and practices?				
	Are water policies and practices part of induction for new staff?				
<b>Documentation and record keeping</b>	Do you maintain records of water use, staff training and irrigation system maintenance?				
	Have you conducted an annual review of water management practices, identifying areas for improvement?				

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<b>Public and customer education</b>	Does the business provide information to customers and the public about responsible water use? For example, website, social media, brochures.				
	Does the business provide information to the public relating to garden water use if there are regional water restrictions in place?				
<b>Continuous improvement</b>	Is there an action plan in place for addressing areas of improvement identified in your annual review?				