

Material Compliance Reporting Checklist Minor and Intermediate Water Retailers

PURPOSE

This document gives a summary of the information that must be provided by Minor and Intermediate Water Retailers in a Material Compliance Report (**Report**). Retailers should familiarise themselves with Water Industry Guideline No.1 – Compliance Systems & Reporting (**Guideline**), which contains detailed information on reporting and compliance obligations.

A minor retailer means a retailer which provides retail services to 500 or fewer connections, with minor licensee having the same meaning. An intermediate retailer means a retailer which provides retail services to more than 500 but fewer than 50,000 connections, with intermediate licensee having the same meaning.

REGULATORY INSTRUMENT

- **Water Industry Guideline No.1** – Compliance Systems & Reporting (WG1/3)
Available at: <http://www.escosa.sa.gov.au/water-overview/codes-guidelines/water-guidelines.aspx>
- **Retail Licence** – Minor or Intermediate Retailer
Available at: <http://www.escosa.sa.gov.au/water-overview/licensing/retail-licences.aspx>

SUBMISSION CHECKLIST

1. The Report must contain:
 - a. Annexure A– Material Breach Compliance Report (refer Guideline page 14) and
 - b. Schedule A – List of any non-compliances (refer Guideline page 15).
2. The Report must be signed-off in accordance with clause 3.4.3 of the Guideline (refer Guideline page 6).
3. The Report must clearly state the name and designation of the signatory.
4. Report must be emailed to reporting@escosa.sa.gov.au (hardcopy report not required).

SUPPORTING MATERIALS

- **Material Compliance Report** – Sample Report

FURTHER INFORMATION

If you have any questions or would like to discuss any matter relating to regulatory reporting, please contact the Commission on 08 8463 4444 or at escosa@escosa.sa.gov.au