

## Operational Performance 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 for Operational Performance Reporting purposes. Retailers should familiarise themselves with *Water Industry Guideline No.3 – Information Requirements for Intermediate and Minor Retailers (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.3** – Information Requirements (WG3/04)

Available at: <http://www.escosa.sa.gov.au/water-overview/codes-guidelines/water-guidelines.aspx>

### IMPORTANT DATE

- 30 November – Operational Performance Reporting Annual Return (refer WG3/04, clause 5.3.2)

### SUBMISSION CHECKLIST

1. The Operational Performance Reporting submissions must contain:
  - a. Proformas OP1.1, 2.1, 2.2, 3.1, 3.2, 4.1 – Operational Performance Reporting Proformas (refer Guidelines pages 22-28)
2. Reports must be emailed to [reporting@escosa.sa.gov.au](mailto:reporting@escosa.sa.gov.au) (hard copy reports not required).
3. Sign-off of the Annual Compliance Report warrants the accuracy of the Operational Performance Annual Report.

### SUPPORTING MATERIALS

- **Water Industry Guideline No.3 (WG3/04) Explanatory Memorandum**

Available at: <http://www.escosa.sa.gov.au/water-overview/codes-guidelines/water-guidelines.aspx>

### 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](mailto:escosa@escosa.sa.gov.au)