



AER (Retail Law) Performance Reporting Procedures and Guidelines

~~June 2012~~December 2017

Version 23

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Shortened forms

ACCC	Australian Competition and Consumer Commission
AER	Australian Energy Regulator
Procedures and Guidelines	The AER Performance Reporting Procedures and Guidelines, developed under s. 286 of the National Energy Retail Law
regulated entity	Has the meaning given in s. 3 of the National Energy Retail Law
Retail Law	National Energy Retail Law
Retail Regulations	National Energy Retail Regulations
Retail Rules	National Energy Retail Rules
Gas Law	National Gas Law
Gas Rules	National Gas Rules
Electricity Law	National Electricity Law
Electricity Rules	National Electricity Rules
ACCC/AER Information Policy	<i>ACCC & AER information policy: collection and disclosure of information</i> <i>ACCC – AER Information policy: The collection, use and disclosure of information</i> , available from the AER’s website

1 Introduction

1.1 Purpose of these Procedures and Guidelines

- 1.1.1 The AER Performance Reporting Procedures and Guidelines (Procedures and Guidelines) set out the manner and form in which regulated entities must submit information and data to the AER relating to their performance under the National Energy Retail Law (Retail Law) and National Energy Retail Rules (Retail Rules), including the dates by which it must be submitted.¹
- 1.1.2 Regulated entities are required to submit information and data to the AER in the manner prescribed by these Procedures and Guidelines.²

1.2 Application of these Procedures and Guidelines

- 1.2.1 These Procedures and Guidelines apply to regulated entities in a participating jurisdiction from the date the Retail Law and Rules commence in that participating jurisdiction. The AER will report on regulated entities' performance under the Retail Law and Rules from that date.

1.3 Confidentiality and use of information

- 1.3.1 The AER's obligations regarding confidentiality and disclosure of information provided to it by a regulated entity are governed by the Retail Law, National Electricity Law (Electricity Law), National Gas Law (Gas Law) and the *Competition and Consumer Act 2010* (Cth). For further information refer to the [ACCC & AER information policy: collection and disclosure of information](https://www.accc.gov.au/publications/corporate-documents/accc-and-aer-information-policy-collection-and-disclosure-of-information)~~ACCC AER Information policy: The collection, use and disclosure of information~~ (ACCC/AER Information Policy), available from the AER's web site.³

¹ s. 286, National Energy Retail Law.

² s. 282, National Energy Retail Law.

³ <https://www.accc.gov.au/publications/corporate-documents/accc-and-aer-information-policy-collection-and-disclosure-of-information><http://www.aer.gov.au/node/449>

- 1.3.2 Where information is obtained by the AER under the Retail Law, the AER may use the information for a purpose connected with the performance or exercise of its functions or powers under the Electricity Law, Electricity Rules, Gas Law or Gas Rules.⁴
- 1.3.3 Information may be shared between the AER and ACCC under sections 44AAF and 157A of the *Competition and Consumer Act 2010* (Cth). As set out in the ACCC/AER Information Policy, if the ACCC or the AER has obtained information in the course of one matter which is relevant to another matter, the ACCC or the AER will, in general, share and use that information in the context of the other matter subject to any specific legal requirement to the contrary.

1.4 Processes for guideline revision

- 1.4.1 The AER may amend or replace these Procedures and Guidelines from time to time in accordance with the retail consultation procedure set out in Part 12 of the Retail Rules.⁵

⁴ ss. 216, 274(2) and 282(2), National Energy Retail Law.

⁵ s. 286(4), National Energy Retail Law; r. 173, National Energy Retail Rules.

2 Obligation to submit information and data on performance to the AER

1.5 Reporting requirements for regulated entities

- 2.1.1 Regulated entities must submit information and data relating to their performance to the AER in the manner and form (including by the date or dates) required by these Procedures and Guidelines.⁶
- 2.1.2 The information and data to be submitted under these Procedures and Guidelines is outlined in s. 282(1)(a)-(b) of the Retail Law and relates to:
- (a) the performance of the entity against the hardship program indicators and distributor service standards; and
 - (b) the activities of the entity in relation to the other matters that are required by the Retail Rules to be included in a retail market performance report.
- 2.1.3 Each regulated entity must submit information and data relating to its individual performance to the AER in the manner and form (including by the date or dates) required by these Procedures and Guidelines. Consolidated reports covering multiple regulated entities are not permitted, except where explicitly stated in these Procedures and Guidelines.
- 2.1.4 Nothing in this Guideline should be read to require a regulated entity to provide information or data in relation to a period prior to the commencement of the Retail Law in the relevant jurisdiction.
- 2.1.5 The AER has listed the information and data that is required to be submitted to the AER under these Procedures and Guidelines in the following schedules:
- (a) Schedule 1 – Glossary;

⁶ s. 282(1), National Energy Retail Law.

- (b) Schedule 2 – Retail market overview;
 - (c) Schedule 3 – Retail market activities report;
 - (d) Schedule 4 – Hardship program indicators;⁷
 - (e) Schedule 5 – Distribution service standards, associated GSL schemes and small claims compensation regimes.
- 2.1.6 The AER may use any information or data provided to it under s. 282(2) of the Retail Law for the preparation of retail market performance reports; or reports under the Retail Law, Electricity Law or Gas Law.
- 2.1.7 Failure to submit information and data referred to in s. 282(1) of the Retail Law in the manner and form required by the AER Performance Procedures and Guidelines is a breach of the Retail Law, and may attract civil penalties.⁸ If a corporation contravenes this obligation to comply, each officer of the corporation is to be taken to have contravened this obligation if the officer knowingly authorised or permitted the contravention or breach.⁹ An officer of a corporation may be proceeded against whether or not proceedings have been taken against the corporation itself.¹⁰
- 2.1.8 The *Criminal Code Act 1995* (Cth) makes it a serious offence to give information to the AER knowing it to be false or misleading or omitting any matter or thing without which the information is misleading. If found guilty of such an offence, a penalty may be imposed under the *Crimes Act 1914* (Cth).

⁷ r. 75, National Energy Retail Rules.

⁸ ss. 282(1) and 4, National Energy Retail Law.

⁹ s. 304(1), National Energy Retail Law.

¹⁰ s. 304(2), National Energy Retail Law.

1.6 Date(s) by which information and data must be submitted

Quarter 1, 2 and 3 reports

- 2.2.1 Quarter 1, 2 and 3 reports on the performance indicators must be submitted to the AER by the following dates:
- (a) The report for the period 1 July to 30 September (the Q.1 report) must be submitted to the AER no later than 31 October in each year;
 - (b) The report for the period 1 October to 31 December (the Q.2 report) must be submitted to the AER no later than 31 January in each year;
 - (c) The report for the period 1 January to 31 March (the Q.3 report) must be submitted to the AER no later than 30 April in each year.

Quarter 4 and Annual reports

- 2.2.2 The Quarter 4 and Annual report on all performance indicators for the relevant financial year must be submitted by 31 ~~August~~ July in each year. The report must contain all information and data required for quarterly indicators for the period 1 April to 30 June, as well as the information and data required for the annual indicators.
- 2.2.3 Regulated entities must also submit a completed Appendix A.3 with each Q4 and Annual report.

1.7 Manner and form in which information and data must be submitted

- 2.3.1 Reports by a regulated entity under clauses 2.2.1, 2.2.2 and 2.2.3 must be:
- (a) prepared using the pro-forma in Appendix A.1;
 - (b) accompanied by a completed AER Performance Reporting Template (see Appendix A.2); and
 - (c) submitted electronically. Where a **signed** report has been submitted electronically it is not necessary to submit an additional copy by post.

- 2.3.2 Information and data must be provided on a monthly, quarterly and/or annual basis as specified in the AER Performance Reporting Template.
- 2.3.3 Unless otherwise specified in the AER Performance Reporting Template, data must be reported on a jurisdictional basis.
- 2.3.4 To ensure robust interpretation of this data, the AER encourages regulated entities to provide accompanying commentary. The AER Performance Reporting Template (see Appendix A.2) allows regulated entities to provide commentary within the template by adding a comment box. Regulated entities should provide commentary where they consider it appropriate to highlight and explain key factors relevant to the level of, and trends in, their performance. The AER may also seek further information from regulated entities to assist in understanding and interpreting any information and data provided.

2.3.5 Where there is more than a 10% variation in the data reported from the previous reporting period, an explanation for the variation must be provided.

- 2.3.65 Quarter 1, 2 and 3 reports on quarterly performance indicators under clause 2.2.1 must be signed by the Chief Executive Officer (CEO) of the regulated entity or a delegate appointed by the CEO for this purpose.

- 2.3.76 Quarter 4 and Annual reports on quarterly and annual performance indicators under clauses 2.2.2 and 2.2.3 must be signed by the CEO of the regulated entity.

1.8 Process for submission of reports

- 2.4.1 Reports must be submitted by email to the General Manager, Retail Markets, Australian Energy Regulator at AERInquiry@acr.gov.au MarketPerformance@acr.gov.au, with subject heading “[RETAIL MARKET PERFORMANCE REPORT](#)[Retail Market Performance Report](#) [Q.1/2/3/4] – Attention General Manager, Retail Markets” [or as advised in writing by the Australian Energy Regulator](#).

Schedule 1: Glossary and general reporting conventions

Glossary

Customer:	has the meaning given in sections 2 and 5(1) of the Retail Law. Different customer categories must be identified for different indicators, as specified in the tables below. Unless otherwise specified, the following definitions apply:
Small customer:	has the meaning given in sections 2 and 5(2) of the Retail Law, and includes residential customers and small business customers.
Residential customer:	has the meaning given in section 2 of the Retail Law.
Small business customer:	has the meaning given in sections 2 and 5(2)(b) of the Retail Law, and includes small market offer customers.
Small market offer customer:	has the meaning given in section 5(4) of the Retail Law.
Large customer:	has the meaning given in section 5(3) of the Retail Law.
Hardship program customer:	means a residential customer who has been accepted into, or is participating in, a retailer's hardship program.
Energy concession customer:	means a residential customer that is recorded by the retailer as being entitled to receive an energy concession, where the concession is administered or delivered by the retailer. Additional explanatory detail is provided in Schedule 3.
Prepayment meter customer:	means a small customer using a prepayment meter system (PPM) under a prepayment meter market retail contract for electricity or gas, and includes customers using a PPM during a trial period.
Metering contestability	the competitive deployment of smart meters also known as a Type 4 or a Type 4A meter.
New meter deployment	has the meaning given in Part 1, Division 1 of the Retail Rules.
Flat rate tariff	a tariff structure where the per unit price of energy does not change regardless of when the usage occurs or how much consumption is recorded.

Time-of-use tariff	a tariff structure incorporating usage charges with varying levels applicable at different times of the day or week. A time-of-use tariff will have defined charging windows in which these different usage charges apply. These charging windows might be labelled the ‘peak’ window, ‘shoulder’ window, and ‘off-peak’ window.
Flexible tariff	a network or retail tariff that does not apply a single rate to all consumption within a period (this may be a time-of-use tariff or another variety of a non-flat rate tariff structure).
Fixed benefit period	a period of a market retail contract (where the end date of that period is specified or ascertainable at the beginning of that period) during which a benefit to the customer (such as a price discount) is available.
Participating jurisdiction:	means a jurisdiction in which the Retail Law, Rules and Regulations has commenced in whole or in part. For this purpose, the Retail Law, Rules and Regulations are taken to have commenced on the date from which the provisions of the Retail Law, Rules and Regulations apply to regulated entities in that jurisdiction.
Relevant reporting period:	<p>means the period by reference to which an indicator is to be measured, recorded and submitted to the AER.</p> <p>e.g. If the relevant reporting period for an indicator is ‘Quarterly’, data must be recorded for that quarter (at the required interval) and submitted to the AER at the conclusion of the quarter.</p> <p>Previous 12 months is the 12 month (four quarters) period prior to the end of (but including) the relevant reporting period.</p> <p>Previous 24 months is the 24 month (eight quarters) period prior to the end of (but including) the calendar month to which the report applies.</p>

General reporting conventions

Reporting frequency	<p>Different protocols apply to different indicators:</p> <p>Data for a specified relevant reporting period may be required in respect of intervals within that period. e.g. If the relevant reporting period for an indicator is ‘Quarterly’, a regulated entity may be required to record data for each month within the quarter, and that monthly data submitted to the AER at the conclusion of the quarter.</p> <p>Data for a specified relevant reporting period may be required in aggregate/total or as an average e.g. If the relevant reporting period for</p>
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	<p>an indicator is ‘Quarterly’, data may be required in aggregate for that quarter, or as an average over that quarter.</p> <p>Data for a specified relevant reporting period may be required by reference to the period as a whole, or at a fixed point in time within that period e.g. If the relevant reporting period for an indicator is ‘Quarterly’, data may be required in aggregate/on average for that quarter, or as at the last calendar day of that quarter.</p>
Fuel type (electricity, gas)	<p>Data must be reported separately for electricity and gas for all indicators unless otherwise specified.</p> <p>A customer who purchases both gas and electricity from a single retailer must be counted as one electricity customer and one gas customer.</p> <p>Dual fuel customers will not be counted separately.</p>
Participating jurisdictions	<p>Data must be reported separately for each participating jurisdiction unless otherwise specified.</p>
Customer category	<p>Data must be reported separately for residential customers, small business customers and large customers unless otherwise specified.</p> <p>Additional customer categories may apply to particular indicators.</p>

Schedule 2: Retail market overview

[\[DN – Please note that some items have been reordered to assist with logical progression of issues – as a result of readability issues these changes are not reflected in track changes.\]](#)

Definitions

No additional definitions apply.

Indicators

Indicator	Information and data required	Relevant reporting period
S2.1. The number of customers on standard retail contracts	<p>Retailers are required to submit:</p> <ul style="list-style-type: none"> i. the total number of standard retail contracts for the supply of electricity, and ii. the total number of standard retail contracts for the supply of gas, <p>held on the last calendar day of the relevant reporting period in each of the following customer categories:</p> <ul style="list-style-type: none"> i. Residential customers ii. Small business customers <p>For the purposes of this indicator, the number of contracts held by small business customers must be presented as including small market offer customers.</p> <p>A customer who purchases both gas and electricity under a single standard retail contract with a retailer should be counted as one electricity customer and one gas customer.</p> <p>For the purposes of this indicator, the consumption threshold determined by the relevant jurisdiction should be applied.</p>	Quarterly
Retailers are required to submit whether they offer	Retailers are required to inform the AER whether they offer small market offer customers standard retail contracts, or only market retail contracts.	Quarterly

small market offer customers standard retail contracts		
S2.2. The number of customers on market retail contracts	<p>Retailers are required to submit:</p> <ul style="list-style-type: none"> i. the total number of market retail contracts for the supply of electricity, and ii. the total number of market retail contracts for the supply of gas, <p>held on the last calendar day of the relevant reporting period in each of the following customer categories:</p> <ul style="list-style-type: none"> i. Residential customers ii. Small business customers iii. Large customers (this should also include any large customers on other contract types) <p>For the purposes of this indicator, the number of contracts held by small business customers must be presented as including small market offer customers.</p> <p>A customer who purchases both gas and electricity under a single market retail contract with a retailer should be counted as one electricity customer and one gas customer.</p> <p>For the purposes of this indicator, the consumption threshold determined by the relevant jurisdiction should be applied.</p>	Quarterly
S2.3. The number of customers that have moved from standard to market retail contracts	<p>Retailers are required to submit:</p> <ul style="list-style-type: none"> (a) the total number of customers that have moved from standard to market retail contracts for the supply of electricity, and (b) the total number of customers that have moved from standard to market retail contracts for the supply of gas, and <p>during the relevant reporting period in each of the following customer categories:</p> <ul style="list-style-type: none"> i. Residential customers ii. Small business customers iii. Large customers (this should also include any large customers on other contract types) <p>For the purposes of this indicator, the number of contracts held by small business customers must be presented as including small market offer customers.</p>	Quarterly

	<p><u>A customer who purchases both gas and electricity under a single market retail contract with a retailer should be counted as one electricity customer and one gas customer.</u></p> <p><u>For the purposes of this indicator, the consumption threshold determined by the relevant jurisdiction should be applied.</u></p>	
<p><u>S2.4. The number of customers on a market retail contract with an expired fixed benefit period</u></p>	<p><u>Retailers are required to submit:</u></p> <p>(a) <u>the total number of customers on market retail contracts where their initial fixed benefit period has expired for the supply of electricity, and</u></p> <p>(b) <u>the total number of customers on market retail contracts where their initial fixed benefit period has expired for the supply of gas, and</u></p> <p><u>held on the last calendar day of the relevant reporting period in each of the following customer categories:</u></p> <p>i. <u>Residential customers</u></p> <p>ii. <u>Small business customers</u></p> <p>iii. <u>Large customers (this should also include any large customers on other contract types)</u></p> <p><u>For the purposes of this indicator, the number of contracts held by small business customers must be presented as including small market offer customers.</u></p> <p><u>A customer who purchases both gas and electricity under a single market retail contract with a retailer should be counted as one electricity customer and one gas customer.</u></p> <p><u>For the purposes of this indicator, the consumption threshold determined by the relevant jurisdiction should be applied.</u></p>	<p><u>Quarterly</u></p>
<p><u>S2.5. The number of unknown or deemed customers</u></p>	<p><u>Retailers are required to submit:</u></p> <p>(a) <u>the total number of deemed customers taking supply of electricity after 120 days, and</u></p> <p>(b) <u>the total number of deemed customers taking supply of gas after 120 days, and</u></p> <p><u>held on the last calendar day of the relevant reporting period in each of the following customer categories:</u></p> <p>i. <u>Residential customers</u></p> <p>ii. <u>Small business customers</u></p> <p>iii. <u>Large customers (this should also include any large customers on other contract types)</u></p> <p><u>For the purposes of this indicator, the number of contracts held by small business customers must be presented as including</u></p>	<p><u>Quarterly</u></p>

	<p><u>small market offer customers.</u></p> <p><u>For the purposes of this indicator, the consumption threshold determined by the relevant jurisdiction should be applied.:-</u></p>	
<p><u>S2.6. The number of customers with Type 4 or 4A smart meters and reasons for installation</u></p>	<p><u>Retailers are required to submit the total number of small customers with Type 4 or 4A meters installed:</u></p> <p>(a) <u>under the New Meter Deployment</u></p> <p>(b) <u>as part of a meter repair or replacement schedule</u></p> <p>(c) <u>as part of a new connection, and</u></p> <p>(d) <u>as per a customer's request.</u></p>	<p><u>Quarterly</u></p>
<p><u>S2.7. Types of tariff structures for electricity customers with smart meters</u></p>	<p><u>Retailers are required to submit (where a customer has a smart meter installed):</u></p> <p>(a) <u>The total number of customers receiving only a flat rate retail tariff</u></p> <p>i. <u>On market retail contracts</u></p> <p>ii. <u>On standard retail contracts</u></p> <p>(b) <u>The total number of customers receiving a time-of-use or a flexible retail tariff</u></p> <p>i. <u>On market retail contracts</u></p> <p>ii. <u>On standard retail contracts</u></p> <p>(c) <u>The number of customers:</u></p> <p>i. <u>that have a distributor based flexible network tariff, and,</u></p> <p>ii. <u>of those with a distributor based flexible network tariff, the number of customers where there is corresponding flexible retail tariff.</u></p>	<p><u>Quarterly</u></p>
<p><u>S2.8. Types of tariff structures for solar electricity customers</u></p>	<p><u>Retailers are required to submit:</u></p> <p>(a) <u>The total number of solar customers receiving a government funded feed-in tariff</u></p> <p>(b) <u>The total number of solar customers receiving a retailer (only) funded feed-in tariff</u></p>	<p><u>Quarterly</u></p>

Schedule 3: Retail market activities report

Customer service and complaints

Definitions

Automated or Integrated Voice Response (IVR) telephone systems:	include technology which allows customers to service their own enquiries by following the instructions and navigating menu choices via the telephone keypad or by speech recognition.
Complaint:	<p>means ‘an expression of dissatisfaction made to an organisation, related to its product/services, or the complaints-handling process itself, where a response or resolution is explicitly or implicitly expected’. Complaints can be made in person, by telephone or in writing (for example, letter, email, facsimile).</p> <p>For the avoidance of doubt, complaints include the following type of contacts:</p> <ul style="list-style-type: none">▪ Where a customer expresses dissatisfaction and seeks a response or resolution regarding the conduct, action, proposed action, or failure to act by the retailer, its employees, agents, contractors or other representatives. This includes failure by the retailer to observe its published or agreed practices or procedures or in respect of a product or service offered or provided by the retailer or its representatives;▪ Where a customer threatens to involve, or enquired about the possibility of involving, a third party, for example, the jurisdictional energy ombudsman or Member of Parliament;▪ Where a complaint is directed to the retailer on behalf of the customer by an energy ombudsman scheme.
Billing complaint:	includes (but is not limited to) a complaint regarding prices, overcharging, high bills, billing errors, payment terms and methods, failure to receive government rebates and debt recovery practices including complaints about imminent and actual disconnection, etc.
Energy marketing complaint:	includes (but is not limited to) a complaint associated with a retailer’s or its agents/representatives’ actions in seeking to sign up a small customer for a contract for energy supply/service and may include matters such as the sales approach or conduct, advertising campaigns, contract terms, sales techniques, misleading conduct, etc.
Customer transfer complaint:	includes (but is not limited to) a complaint regarding the financial responsibility for a customer’s electricity or gas account being transferred to either an existing or new retailer and may also include general transfer complaints such as failure to transfer within a

certain period, disruption of supply due to transfer and billing problems directly associated with transfer, etc.

Metering complaints

include any complaint related metering contestability in relation to the meter installation process, or metering related issues.

Other complaints:

include any complaint not included in the definitions of billing, energy marketing, ~~and~~ customer transfer, and metering contestability complaints above.

Indicators

Indicator	Information and data required	Relevant reporting period
S3.1. Total number of calls to an operator	<p>For all participating jurisdictions, customer categories and fuel types, retailers must report the total number of calls to an operator or customer service officer, including sales calls and any abandoned calls to an operator as at the end of each quarter of the reporting period.</p> <p>Where retailers use an automated or IVR telephone system, any calls abandoned before the customer opts to speak to an operator should be excluded.</p> <p>For the purposes of this indicator national data can be reported under a single 'energy' category.</p> <p>Where one retail group holds a number of individual national retailer authorisations and a common IVR telephone system is used, separate reporting is not required.</p> <p>Regulated entities with only large customers and no IVR telephone system in place are not obliged to report on this indicator.</p>	Annual (financial year)
S3.2. Number and percentage of calls forwarded to an operator that are answered within 30 seconds.	<p>For all participating jurisdictions, customer categories and fuel types, retailers must report the number of calls forwarded to an operator that are answered within 30 seconds as at the end of each quarter of the reporting period. The corresponding percentage will be automatically calculated in the reporting template.</p> <p>Where retailers use an automated or IVR telephone system, the time to answer is measured from when the caller chooses to speak to an operator. In the case of non-automated or IVR telephone systems, the time commences when the call is received by the switchboard. Where a retailer's call centre provides an option to call the customer back within a defined period of time (rather than have the customer wait on hold until the next operator is available), the call will be considered to have been answered within 30 seconds providing the caller selected the</p>	Annual (financial year)

	<p>option within 30 seconds and the telephone call was returned by the call centre within the defined time period.</p> <p>For the purposes of this indicator national data can be reported under a single ‘energy’ category.</p> <p>Where one retail group holds a number of individual national retailer authorisations and a common IVR telephone system is used, separate reporting is not required.</p> <p>Regulated entities with only large customers and no IVR telephone system in place are not obliged to report on this indicator.</p>	
S3.3. Average time before an operator answers a call	<p>For all participating jurisdictions, customer categories and fuel types, retailers must report for those calls forwarded to an operator, the average time before an operator answers the call as at the end of each quarter of the reporting period. Average time before an operator answers the call, will be the total time spent waiting (measured as per S 3.2) divided by the total number of calls to an operator (measured as per S 3.1).</p> <p>For the purposes of this indicator national data can be reported under a single ‘energy’ category.</p> <p>Where one retail group holds a number of individual national retailer authorisations and a common IVR telephone system is used, separate reporting is not required.</p> <p>Regulated entities with only large customers and no IVR telephone system in place are not obliged to report on this indicator.</p>	Annual (financial year)
S3.4. Number and percentage of calls abandoned before being answered by an operator.	<p>For all participating jurisdictions, customer categories and fuel types, retailers must report for those calls forwarded to an operator, the number of calls abandoned before being answered by an operator as at the end of each quarter. The corresponding percentage will be automatically calculated in the reporting template of the reporting period. For retailers with an automated or IVR telephone system,, retailers are required to report only those calls where the caller chooses to speak to an operator.</p> <p>For the purposes of this indicator national data can be reported under a single ‘energy’ category.</p> <p>Where one retail group holds a number of individual national retailer authorisations and a common IVR telephone system is used, separate reporting is not required.</p> <p>Regulated entities with only large customers and no IVR telephone system in place are not obliged to report on this indicator.</p>	Annual (financial year)
S3.5. Complaints—billing	<p>In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about billing by:</p>	Quarterly

	<p>(a) residential customers; and</p> <p>(b) small business customers.</p> <p>For the purposes of this indicator data for each jurisdiction can be reported under a single 'energy' category.</p>	
S3.6. Complaints—energy marketing	<p>In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about energy marketing by:</p> <p>(a) residential customers; and</p> <p>(b) small business customers.</p> <p>For the purposes of this indicator data for each jurisdiction can be reported under a single 'energy' category.</p>	Quarterly
S3.7. Complaints—customer transfers	<p>In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about customer transfers by:</p> <p>(a) residential customers; and</p> <p>(b) small business customers.</p> <p>For the purposes of this indicator data for each jurisdiction can be reported under a single 'energy' category.</p>	Quarterly
<u>S3.8. Complaints-meter contestability – meter installation</u>	<p><u>In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about the installation of a Type 4 or 4A meter by:</u></p> <p><u>(a) residential customers; and</u></p> <p><u>(b) small business customers.</u></p>	<u>Quarterly</u>
<u>S3.9. Complaints-meter contestability – de-energisation</u>	<p><u>In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about issues relating to the de-energisation of a Type 4 or 4A meter -as a result of the installation process by:</u></p> <p><u>(a) residential customers; and</u></p> <p><u>(b) small business customers.</u></p>	<u>Quarterly</u>
<u>S3.10. Complaints-meter contestability – meter</u>	<p><u>In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about Type 4 or 4A meter data by:</u></p>	<u>Quarterly</u>

data	(a) residential customers; and (b) small business customers.	
S3.11. Complaints-meter contestability – privacy	In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about privacy issues in relation to Type 4 or 4A meters: (a) residential customers; and (b) small business customers.	Quarterly
S3.8,S3.12. Complaints-meter contestability – cost	In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about the cost of a Type 4 or 4A meter: (a) residential customers; and (b) small business customers	Quarterly
S3.9,S3.13. Complaints—Other	<p>In each participating jurisdiction, retailers must report the number of complaints made in the reporting period about other matters by:</p> <p>(a) residential customers; and</p> <p>(b) small business customers.</p> <p>For the purposes of this indicator data for each jurisdiction can be reported under a single ‘energy’ category.</p>	Quarterly

Handling customers experiencing payment difficulties

Definitions

Centrepay:	is a service offered by Centrelink that allows customers to pay their energy bills by having an amount deducted from their Centrelink payments and paid directly to the retailer.
Energy bill debt:	is the dollar amount owed to the retailer for the sale and supply of gas or electricity, excluding other services, which has been outstanding to the energy retailer for a period of 90 calendar days or more. An amount owing after the final bill has been issued by a retailer to a customer on termination of a customer contract (e.g. where a customer changes retailer) should not be counted as energy bill debt.
Payment plan:	is a plan for a residential customer experiencing payment difficulties to pay a retailer by periodic instalments, any amount payable by the customer. A payment plan must only include an arrangement agreement (oral or in writing) in which the customer is paying off an arrears component (of any overdue amount) and must consist of at least three instalments. Customers using flexible payment arrangements for convenience or budgeting purposes must be excluded for the purposes of 'payment plan' reporting.
Payment plan cancelled for non-payment:	is when the retailer cancels or terminates the payment plan as a result of the customer failing to make or pay instalments agreed to under the plan.
Successfully completed payment plan:	occurs when a customer has made or paid all instalments agreed to under the payment plan, including instances where on completion the customer agrees to a new flexible payment arrangement or payment plan.
Third party credit collection activity:	is when the retailer refers the customer's debt to an external credit collection agency for collection.
Credit default	a credit default refers to negative listing on a consumer's credit file as per the Privacy Act (1988), Privacy Regulation (2013) and the Privacy (Credit Reporting) Code (2014).

Indicators

Indicator	Information and data required	Relevant reporting period
S3.10. <u>S3.14.</u> Number of small customers repaying an energy bill debt	Total number of electricity and gas: (a) residential customers (excluding hardship program customers); and (b) small business customers repaying an energy bill debt at the end of the reporting period, in each participating jurisdiction.	Quarterly
<u>S3.15.</u> <u>Nature -of repayment agreements – fortnightly amounts</u>	<u>Total number of electricity and gas customers repaying debts:</u> <u>(a) residential customers (excluding hardship program customers); and</u> <u>i. less than \$50 per fortnight</u> <u>ii. \$50 to less than \$100 per fortnight</u> <u>iii. \$100 to less than \$200 per fortnight</u> <u>iv. \$200 or more per fortnight.</u> <u>(b) small business customers</u> <u>i. less than \$50 per fortnight</u> <u>ii. \$50 to less than \$100 per fortnight</u> <u>iii. \$100 to less than \$200 per fortnight</u> <u>iv. \$200 or more per fortnight</u> <u>at the end of the reporting period in each participating jurisdiction.</u>	<u>Quarterly</u>
S3.11. <u>S3.16.</u> Average amount of energy bill debt for small customers	Average amount of energy bill debt for electricity and gas: (a) residential customers (excluding hardship program customers); and (b) small business customers at the end of the reporting period in each participating jurisdiction.	Quarterly

S3.12. <u>S3.17.</u> Amount of residential customer energy bill debt	Number of residential electricity and gas customers (excluding hardship program customers) with energy bill debt that is: (a) Over \$500 but less than \$1,500 (b) Over \$1,500 but less than \$2,500 (c) Over \$2,500 at the end of the reporting period, in each participating jurisdiction.	Quarterly
<u>S3.18. Number of residential customers that have aged debt.</u>	<u>The total number of customers (not on a hardship program) who have accrued an average debt:</u> (a) <u>\$1000 to less than \$1500</u> i. <u>where the debt is more than 12 months old but less than 24 months old</u> ii. <u>where the debt is 24 months or more old</u> (b) <u>\$1500 to less than \$2000</u> i. <u>where the debt is more than 12 months old but less than 24 months old</u> ii. <u>where the debt is 24 months or more old</u> (c) <u>\$2000 or more</u> i. <u>where the debt is more than 12 months old but less than 24 months old</u> ii. <u>where the debt is 24 months or more old</u> <u>at the end of the reporting period in each jurisdiction.</u>	<u>Quarterly</u>
S3.13. <u>S3.19.</u> Number of residential customers using Centrepay	Number of residential electricity and gas customers using Centrelink's Centrepay to pay their energy bills at the end of each quarter within the reporting period, in each participating jurisdiction.	Annual (financial year)
<u>S3.20. Number of residential customers that have missed one or more pay on time (or conditional)</u>	<u>Total number of electricity and gas:</u> (a) <u>residential customers; and</u> (b) <u>small business customers</u>	<u>Quarterly</u>

discounts	that have missed receiving pay on time discounts due to making a late or missed payment during the reporting period.	
S3.14-S3.21. Number of residential customers on a payment plan	Number of residential electricity and gas customers (excluding hardship program customers) on a payment plan, at the end of the relevant reporting period, in each participating jurisdiction.	Quarterly
S3.15-S3.22. Number of residential customers who had their payment plans cancelled for non-payment	Number of residential electricity and gas customers (excluding hardship program customers) who had their payment plan cancelled by the retailer for non-payment, in the relevant reporting period, in each participating jurisdiction.	Quarterly
S3.16-S3.23. Number of residential customers with two or more payment plans cancelled for non-payment in the last 12 months	In each participating jurisdiction, the number of residential electricity and gas customers (excluding hardship program customers) who had their payment plan cancelled by the retailer for non-payment in the reporting period and who also had at least one other payment plan cancelled by the retailer for non-payment in the previous 12 months.	Quarterly
S3.17-S3.24. Number of residential customers who successfully completed their payment plan	Number of residential electricity and gas customers (excluding hardship program customers) who successfully completed their payment plan, in the relevant reporting period, in each participating jurisdiction.	Annual (financial year)
S3.25. Number of residential customers who have been referred to an external credit collection agency for the purposes of debt recovery – account status	Number of residential electricity and gas customers who were referred to an external credit collection agency for the purposes of debt recovery. Detailing, where: (a) the customer if the customer currently holds an open account with the retailer and is not currently on a payment plan or receiving hardship assistance (b) if the customer currently holds an open account with the retailer and is on a payment plan or receiving hardship assistance, and (c) if the customer is no longer an account holder with the retailer during the reporting period in each jurisdiction.	Quarterly

<p><u>S3.26. Number of residential customers who have been referred to an external credit collection agency for the purposes of debt recovery – amount of debt</u></p>	<p><u>Number of residential electricity and gas customers who were referred to an external credit collection agency for the purposes of debt recovery, with energy bill debt that is:</u></p> <p>(a) <u>less than \$500</u></p> <p>(b) <u>\$500 to less than \$1,500</u></p> <p>(c) <u>\$1,500 to less than \$2,500</u></p> <p>(d) <u>\$2,500 or more</u></p> <p><u>during the reporting period.</u></p>	<p><u>Quarterly</u></p>
<p><u>S3.27. Number of residential customers who have been referred to an external credit collection agency for the purposes of debt recovery – credit rating</u></p>	<p><u>Number of residential electricity and gas customers who were referred to an external credit collection agency for the purposes of debt recovery where:</u></p> <p>(a) <u>a credit default was applied against their name for debt associated with the retailer</u></p> <p>(b) <u>a credit default listing was reversed by the retailer</u></p> <p><u>during the reporting period.</u></p>	<p><u>Quarterly</u></p>

Pre-payment meters

Definitions

Prepayment meter system (PPM): has the meaning given in section 2 of the Retail Law.

Prepayment meter market retail contract: has the meaning given in section 2 of the Retail Law.

Removal of a prepayment meter system: has the meaning given in r.127 of the Retail Rules.

Self-disconnection: has the meaning given in r.127 of the Retail Rules.

Trial period: has the meaning given in clauses 127 and 130 of the Retail Rules.

Indicators

Indicator	Information and data required	Relevant reporting period
S3.18 <u>S3.28</u> . Total number of PPM customers	Total number of electricity and gas: (a) residential PPM customers; and (b) small business PPM customers at the last day of the reporting period, in each participating jurisdiction.	Quarterly
S3.19 <u>S3.29</u> . Number of PPM customers that receive an energy concession	Number of electricity and gas PPM customers who are also energy concession customers, as at the last day of the reporting period in each participating jurisdiction.	Quarterly
S3.20 <u>S3.30</u> . Number of PPMs removed due to	Number of PPMs removed due to payment difficulties during the reporting period, in each participating jurisdiction for:	Quarterly

payment difficulties	(a) residential PPM customers; and (b) small business PPM customers	
S3.21 <u>S3.31.</u> Number of PPM customers using a PPM system capable of detecting and reporting self-disconnections	Number of electricity and gas: (a) residential PPM customers; and (b) small business PPM customers where the PPM is able to detect and report self-disconnections, as at the last day of the reporting period in each participating jurisdiction.	Quarterly
S3.22 <u>S3.32.</u> Total number of PPM self-disconnection events	Number of self-disconnection events recorded by PPMs during the reporting period, in each participating jurisdiction for: (a) residential PPM customers; and (b) small business PPM customers	Quarterly
S3.23 <u>S3.33.</u> Total number of PPM customers self-disconnected	Number of electricity and gas PPM customers recorded by their PPM as having been self-disconnected during the reporting period, in each participating jurisdiction for: (a) residential PPM customers; and (b) small business PPM customers	Quarterly
S3.24 <u>S3.34.</u> Average duration of self-disconnection events	Average (<u>minutes</u>) duration of self-disconnection events recorded by PPMs during the reporting period, in each participating jurisdiction for: (a) residential PPM customers; and (b) small business PPM customers	Quarterly

De-energisation (disconnection) and re-energisation (reconnection)

Definitions

De-energisation or disconnection:	has the meaning given in section 2 of the Retail Law. Premises that are vacant at the time of disconnection should be excluded. Only completed disconnections should be reported. Where a disconnection has been requested by a retailer but not completed within the relevant reporting period, it should not be included in the total for that period.
Re-energisation or reconnection:	has the meaning given in section 2 of the Retail Law. Only completed reconnections should be reported. Where a reconnection has been requested by a retailer but not completed within the relevant reporting period, it should not be included in the total for that period.
Seven (7) calendar days:	are inclusive, and the first calendar day should be counted as the day that the disconnection occurred.

Indicators

Indicator	Information and data required	Relevant reporting period
S3.25, S3.35. Number of customers disconnected for non-payment	In each participating jurisdiction and for each customer category below, the number of electricity and gas customers disconnected for non-payment in the reporting period: (a) Residential customers, in each calendar month of the reporting period (b) Small business customers, in each calendar month of the reporting period (c) Hardship program customers (d) Energy concession customers (e) Residential customers who have been on a payment plan in the previous 12 months (f) Residential customers who have been disconnected on more than one occasion in the previous 24 months.	Quarterly
S3.26, S3.36. Number of customers reconnected	In each participating jurisdiction and for each customer category below, the number of electricity and gas customers reconnected in the same name and address within seven days of disconnection for non-payment, in the	Quarterly

within 7 days of disconnection	reporting period: (a) Residential customers in each calendar month of the reporting period (b) Small business customers in each calendar month of the reporting period (c) Residential hardship program customers (d) Energy concession customers (e) Residential customers who have been on a payment plan in the previous 12 months.	
S3.27. <u>S3.37.</u> Total number of residential customers reconnected in the same name at the same address	In each participating jurisdiction, the total number of residential electricity and gas customers reconnected in the same name and address (regardless of the date of disconnection) in the reporting period.	Quarterly
<u>S3.38. Total number of customers with debts at time of disconnection</u>	<u>In each participating jurisdiction, the total number of electricity and gas customers disconnected with debts in the following ranges for each of the following customer categories for the reporting period</u> <u>(a) residential customers</u> i. <u>less than \$500</u> ii. <u>\$500 to less than \$1,500</u> iii. <u>\$1,500 to less than \$2,500</u> iv. <u>\$2,500 or more.</u> <u>(b) small business customers</u> i. <u>less than \$500</u> ii. <u>\$500 to less than \$1,500</u> iii. <u>\$1,500 to less than \$2,500</u> iv. <u>\$2,500 or more.</u>	<u>Quarterly</u>

Concessions

Definitions

Energy concession customers:	<p>means a residential customer that is recorded by the retailer as being entitled to receive an energy concession, where the concession is administered or delivered by the retailer.</p> <p>Customers who are recorded by the retailer as receiving an energy concession which is applied on a seasonal basis or where the energy concession is not applied uniformly during the year should be reported in all reporting periods, even during periods where the concession is not applied to their account, as long as the customer remains eligible for the concession.</p> <p>Customers who only receive a concession which is not administered or delivered by the retailer (for example, Queensland's Medical Cooling and Heating Electricity Concession Scheme) should be excluded for the purposes of this reporting.</p>
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Indicators

Indicator	Information and data required	Relevant reporting period
S3.28, S3.39. Number of energy concession customers	Number of residential customers, in each participating jurisdiction, that are recorded by the retailer as being entitled to receive an energy concession, where the concession is administered or delivered by the retailer as at the end of each quarter.	Annual (financial year)

Security deposits

Definitions

Security deposit: has the meaning given in clause.3 of the Retail Rules.

Indicators

Indicator	Information and data required	Relevant reporting period
S3.29 , S3.40 . Number of security deposits held by retailers for residential and small business customers	Number of security deposits held by retailers as at the end of each quarter in the reporting period for (a) residential customers; and (b) small business customers.	Annual (financial year)
S3.30 , S3.41 . Aggregate value of security deposits held by retailers for residential and small business customers	Aggregate value (\$) of security deposits held by retailers as at the end of each quarter in the reporting period for (a) residential customers; and (b) small business customers.	Annual (financial year)

Schedule 4: Hardship Program Indicators

Definitions

Energy concessions customers:	as defined in Schedule 3.
Denied access:	means a residential customer who is referred to the hardship program by any means (e.g. identified by the retailer or self-identified by the customer or by a third-party) but who is not accepted onto the hardship program. This does not include customers who decline to participate in the program.
Energy bill debt:	as defined in Schedule 3.
Excluded:	or removed from the hardship program for non-compliance is where a customer exits the hardship program at the behest of the retailer for failing to adhere to the program requirements. This may include instances where the hardship program customer fails to make contact with the retailer or make agreed payments towards their energy account. Customers who leave the hardship program because they feel they are unable to continue to meet the program requirements or payments requested by the retailer should be reported here.
Switch, transferred or left the retailer:	includes customers who exit the hardship program because they are no longer a customer of that retailer. This will include customers who have transferred or switched to another retailer and those who have changed retailers through moving premises etc.
On a retailer's hardship program:	means a residential customer who has been accepted into, or is participating in, a retailer's hardship program. See also hardship program customer as defined in Schedule 1.
Payment plan:	as defined in Schedule 3.
Prepayment meter (PPM):	as defined in Schedule 3.
Successfully completed the program:	or exited the hardship program by agreement with the retailer is where a customer has completed or exited the hardship program and is returned, by agreement with the retailer, to the normal billing and collection cycles (including where the customer agrees to a new payment plan or flexible payment arrangement).

Indicators

Indicator	Information and data required	Relevant reporting period
S4.1. Number of customers on a retailer's hardship program	Number of residential electricity and gas customers on a retailer's hardship program at the end of each calendar month of <u>as at the last calendar day of</u> the reporting period, in each participating jurisdiction.	Quarterly
<u>S4.2. Type of contract for hardship program customers</u>	<p>Retailers are required to submit:</p> <p>(a) <u>the total number of electricity hardship customers that</u></p> <p>i. <u>are on a standard retail contract</u></p> <p>ii. <u>are on a market retail contract</u></p> <p>(b) <u>the total number of gas hardship customers that</u></p> <p>i. <u>are on a standard retail contract</u></p> <p>ii. <u>are on a market retail contract</u></p> <p><u>held on the last calendar day of the relevant reporting period.</u></p>	<u>Quarterly</u>
<u>S4.2, S4.3. Average debt upon entry into the hardship program</u>	The average energy bill debt for those electricity and gas hardship program customers who entered the hardship program during the reporting period, as at the last calendar day of the reporting period in each participating jurisdiction.	Quarterly
<u>S4.3, S4.4. Levels of debt of customers entering the hardship program</u>	<p>The number of electricity and gas hardship program customers who entered the hardship program during the reporting period, with an energy bill debt (as at the last calendar day of the reporting period) that was:</p> <p>(a) Between \$0 and less than \$500</p> <p>(b) Over \$500 but to less than \$1,500</p> <p>(c) Over \$1,500 but to less than \$2,500</p> <p><u>(d) \$2,500 to less than \$3,500</u></p>	Quarterly

	(e) \$3,500 or more in each participating jurisdiction.	
S4.5. Average debt of hardship program customers	Average energy bill debt of electricity and gas hardship program customers, as at the last calendar day of the relevant reporting period in each participating jurisdiction. The calculation of the average debt amount must not include hardship program customers in credit.	Quarterly
S4.6. Age of debt for customers on the hardship program	The age of the oldest debt for those electricity and gas hardship program customers who entered the hardship program during the reporting period, as at the last calendar day of the reporting period in each participating jurisdiction. (a) less than 6 months (b) 6 months to less than 12 months (c) 12 months to less than 24 months (d) 24 months or more.	Quarterly
S4.4,S4.7. Number of hardship program customers receiving energy concessions	Number of electricity and gas hardship program customers who are also energy concessions customers, as at the last day of the reporting period in each participating jurisdiction.	Quarterly
S4.8. Number of hardship program customers on types of payment plans	Number of electricity and gas hardship program customer making the following categories of payment plans, as at the last calendar day of the reporting period, in each participating jurisdiction: (a) less than ongoing costs (b) meeting consumption/bills (c) meeting the cost of consumption/bills and expected to clear arrears within 12 months (d) meeting the cost of consumption/bills and expected to clear arrears over 12 months or more.	Quarterly
S4.9. Payment methods of hardship program customers	Number of electricity and gas hardship program customers using each of the following payment methods, as at the last day of the reporting period, in each participating jurisdiction:	Annual Quarterly

	<p>(a) Payment plan (excluding those who make their payment plan payments using Centrepay)</p> <p>(b) Centrepay</p> <p>(c) Prepayment meter (PPM)</p> <p>(d) Australia Post</p> <p>(e) Direct debit</p> <p>(f) Any other payment method.</p>	
S4.10. Number of customers entering and exiting the hardship program	<p>Total number of electricity and gas customers who</p> <p>(a) entered</p> <p>i. after the customer self-identified as being in hardship</p> <p>ii. via retailer referral</p> <p>(b) exited</p> <p>the hardship program, as at the last day of each calendar month duringthe reporting period in each participating jurisdiction.</p>	Quarterly
S4.11. Length of customer participation in a hardship program	<p>Total number of electricity and gas hardship customers that have continuously received assistance through the hardship program for:</p> <p>(a) less than 12 months</p> <p>(b) 12 months to less than 24 months</p> <p>(c) 24 months or more</p> <p>as at the last day of the relevant period in each participating jurisdiction.</p>	Quarterly
S4.12. Number of customers denied access to the hardship program	<p>Number of residential electricity and gas customers denied access to the hardship program during each calendar month of the reporting period, in each participating jurisdiction because:</p> <p>(a) the customer did not agree to the suggested payment plan</p> <p>(b) the retailer was unable to contact the customer</p>	Quarterly

	<p>(c) the customer did not make the requested payments</p> <p>(d) it was more appropriate to return the customer to a normal payment plan or billing cycle.</p> <p>(e) other.</p>	
S4.5.S4.13. Reasons for customers exiting the hardship program	<p>Total number of electricity and gas customers who exited the hardship program during the reporting period, who:</p> <p>(a) Successfully completed the hardship program or exited with the agreement of the retailer</p> <p>(b) Were excluded or removed from the program for non-compliance (for example, where the customer did not make the required payments, or where they failed to contact the retailer. This should also include those hardship program customers who leave the program because they feel they are not able to meet the program requirements or payments requested by the retailer)</p> <p>(c) Switched, transferred or left the retailer</p> <p>in each participating jurisdiction.</p>	Quarterly
S4.6.S4.14. Assistance provided to hardship program customers	<p>Retailers must provide a written summary (up to two A4 pages of information) on the types of assistance offered and provided to hardship customers throughout the reporting period. Where possible retailers should provide quantitative data on the various types of initiatives and assistance provided to hardship program customers in the reporting period.</p> <p>Types of assistance provided to hardship customers throughout the reporting period.</p> <p>Number of customers that:</p> <p>(a) were transferred on to different market retail contract</p> <p>(b) were transferred from a standard retail contract to a market retail contract</p> <p>(c) received concessions that they were not otherwise receiving</p> <p>(d) received a rebate that they were not otherwise receiving</p> <p>(e) received new appliances through appliance replacement programs</p> <p>(f) received incentive payments or discounts</p> <p>(g) received debt reductions</p> <p>(h) had onsite energy audits completed by the retailer (or third party agency at the request of the retailer)</p>	Annual Quarterly

	(i) received reimbursement/credit of late payment fees (a)(j) received reimbursement/credit of lost pay on time discounts.	
S4.7-S4.15. Disconnection of previous hardship program customers	Number of residential electricity and gas customers disconnected for non-payment of a bill during the reporting period, who successfully completed the hardship program, or exited by agreement with the retailer, in the previous 12 months, in each participating jurisdiction.	Quarterly
S4.8-S4.16. Reconnection of previous hardship program customers	Number of residential customers who successfully completed the hardship program or exited by agreement with the retailer in the previous 12 months, who were reconnected in the same name and at the same address within seven days of disconnection for non-payment, in each participating jurisdiction.	Quarterly
S4.9-S4.17. Case studies (optional)	Retailers may provide anonymous case studies that highlight the assistance provided under their hardship program and the positive impact and outcomes achieved for their customers (no more than 500 words).	Annual

Schedule 5: Distribution service standards, associated GSL schemes and small claims compensation regimes

Definitions

No definitions are proposed at this time.

Indicators

No reporting requirements are proposed at this time.

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A. Pro-forma reports and templates

A.1 Pro-forma – Written report to the AER

Written reports provided under clause 2.3 of these Procedures and Guidelines must be submitted using this pro-forma, and must be accompanied by a completed AER Performance Reporting Template (see Appendix A.2) and Accompanying Commentary Template (see Appendix A.3 for annual reports).

From:	[Name] [Title] [Regulated entity]
To:	General Manager, Retail Markets Australian Energy Regulator GPO Box 520 Melbourne VIC 3001
AER Performance Reporting – Performance for [reporting period]	
This report documents the performance and activities of [regulated entity] in accordance with section 282(1) of the National Energy Retail Law. Information and data in this report is documented as required by the AER's Performance Reporting Procedures and Guidelines during [reporting period].	
This report and all attachments have been prepared by [regulated entity] with all due care and skill and in accordance with the AER Performance Reporting Procedures and Guidelines.	
Date:	
Signed	-----
Print name	-----
Chief Executive Officer ¹¹	
<i>Failure to comply with the AER Performance Reporting Procedures and Guidelines is a breach of the Retail Law, and may attract civil penalties. If a corporation contravenes this obligation to comply, each officer of the corporation is to be taken to have contravened this obligation if the officer knowingly authorised or permitted the contravention or breach. An officer of a corporation may be proceeded against whether or not proceedings have been taken against the corporation itself.</i>	
<i>The Criminal Code Act 1995 (Cth) makes it a serious offence to give false or misleading information to the AER knowing it to be false or misleading or omitting any matter or thing without which the information is misleading.</i>	
Attachments: [see Appendices A.2, A.3]	
AER Performance Reporting Template;	

¹¹ Quarter 4 and Annual reports under clauses 2.2.2 and 2.2.3 must be signed by the CEO of the regulated entity. Quarter 1, 2 and 3 reports under clause 2.2.1 may be signed by the CEO of the regulated entity or a delegate appointed by the CEO for this purpose.

A.2 AER Performance Reporting Template

[\[Changes will be made to this template to incorporate the updated Guidelines.\]](#)

The AER's Performance Reporting Template is available on the AER's website: www.aer.gov.au.

Regulated entities should check the website to ensure they are using the most recent version of the reporting template before preparing each report.

A.3 Accompanying commentary template

Regulated entity ID/Name	
Contact officer	
Position	
Telephone number	
Email	
Fax number	
Date of report (dd/mm/yyyy)	
Relevant reporting period	

This template should be completed and submitted to the AER with Form A.1 and the AER Performance Reporting Template (A.2).

S4.12 – Assistance provided to hardship customers (annual)

This table **must** be completed in accordance with indicator S4.12 in all annual (financial) performance reports submitted by energy retailers.

Assistance provided (no more than two A4 pages)	
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S4.13 – Hardship customer case studies (annual) – *Optional*

This table **may** be completed in accordance with indicator S4.13, and submitted in support of an annual (financial) performance report submitted by energy retailers.

Case study 1 (optional, no more than 500)	
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words)	
Case study 2 (optional, no more than 500 words)	

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