



Government of
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South Australian Water and Sewerage Concession Scheme

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DOCUMENT DETAILS

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1. DEFINITIONS AND INTERPRETATION

In this scheme—

- 1.1 **approved aged persons housing scheme** means—a scheme, administered by an organisation or body approved by the Minister—
 - (a) Under which houses or residential units in a residential complex are made available for occupation predominantly by persons of or over a fixed qualifying age of at least 50 years; and,
 - (b) Under which the occupiers of houses or residential units in the scheme are entitled to continue in occupation of those houses or residential units for life, subject only to conditions providing or allowing for termination of that entitlement approved by the Minister;
- 1.2 **backdated concession** means—an amount determined by the Department as the amount of a concession to which an eligible concession customer is entitled, but did not receive a concession at any time during the period;
- 1.3 **beneficiary** means—a person receiving a prescribed payment;
- 1.4 **Centrelink** means—the body that comes under the Australian Government Department of Human Services which is responsible for the development of service delivery policy and provides access to social, health and other payments and services;
- 1.5 **concession** means—the discount provided by the South Australian Government to assist eligible customers meet the cost of water and sewerage services. The amount and structure of the water and sewerage concession and eligibility criteria may be varied by the Minister from time to time;
- 1.6 **customer** means—a person who applies for or receives a concession under the Scheme;
- 1.7 **Department** means—the South Australian Government department responsible for the administration of the Scheme;
- 1.8 **domestic partner** means—a person who is a domestic partner within the meaning of the *Family Relationships Act 1975*;
- 1.9 **eligible concession customer** means—a customer who meets the criteria and status for the purposes of eligibility for water and/or sewerage concessions as set by the South Australian Government;
- 1.10 **explicit informed consent** means—the customer clearly and explicitly gives their consent to the Department for the use of their personal information for the purposes of the Scheme. When dealing with a customer who has a limited or diminished capacity to understand an explicit informed consent agreement, consent can be obtained from a legally authorised person able to provide consent on behalf of the customer (e.g. legal guardian);
- 1.11 **financial year** means—the period between 1 July and 30 June annually;
- 1.12 **GST exclusive** means—an amount excluding the recovery of GST payable by the retailer in relation to charges as imposed through the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*;

1.13 **Landlord** means—

- (a) Housing SA (acting on behalf of the South Australian Housing Trust); or,
- (b) the person who grants the right of occupancy under a residential tenancy agreement; or,
- (c) a successor in title to the tenanted premises whose title is subject to the tenant's interest, and includes a prospective landlord and a former landlord;

1.14 **Minister** means—the Minister for Communities and Social Inclusion or other Minister as determined from time to time as delegated, in accordance with the *Water Industry Act 2012 (SA)*;

1.15 **owner** means—

- (a) if land is unalienated Crown land—the Crown; or,
- (b) if the land is alienated from the Crown by grant in fee simple—the owner of the estate in fee simple; or,
- (c) if the land is held from the Crown by lease or licence—the lessee or licensee, and includes an occupier of the land;

1.16 **occupier** means—a person who has, or is entitled to, lawful possession or control of the land or place;

1.17 **pensioner** means—a person holding any prescribed card, apart from the Low Income Health Care Card;

1.18 **personal Information** means—

- (a) when used in relation to a retailer, the same as the meaning given in the *Privacy Act 1988 (Cth)*; and,
- (b) when used in relation to the Department, the same meaning as given in the South Australian Government “Information Privacy Principles Instruction”;

1.19 **prescribed card** means—

- (a) a Pensioner Concession Card issued by the Commonwealth Government; or,
- (b) a TPI Gold Repatriation Health Card issued by the Commonwealth Government; or,
- (c) a War Widows Gold Repatriation Health Card issued by the Commonwealth Government; or,
- (d) a Gold Repatriation Health Card (EDA) issued by the Commonwealth Government; or,
- (e) a Gold Repatriation Health Card issued by the Commonwealth Government to a person with 80 or more overall impairment points under the Commonwealth’s *Military Rehabilitation and Compensation Act 2004*;
- (f) a State Concession Card issued by the South Australian Government; or,
- (g) a Low Income Health Care Card issued by the Commonwealth Government;

1.20 **prescribed payments** means—

- (a) Any of the following payments under the *Social Security Act 1991 (Cth)*:

- i. an Austudy payment;
 - ii. a newstart allowance;
 - iii. a parenting payment;
 - iv. a partner allowance;
 - v. a sickness allowance;
 - vi. a special benefit;
 - vii. a widow allowance;
 - viii. a youth allowance; or,
- (b) Abstudy payments from the Commonwealth Government; or,
- (c) Payments under the Community Development Employment Project established by the Commonwealth Government; or,
- (d) Payments under the New Enterprise Incentive Scheme established by the Commonwealth Government; or,
- (e) A pension as a war widow under legislation of the United Kingdom or New Zealand;
- 1.21 ***principal place of residence*** means— a person’s main place that they reside in a prescribed capacity:
- (a) as sole or joint proprietor of an estate in freehold in possession; or,
 - (b) as sole or joint proprietor of a Crown lease or Crown under lease; or,
 - (c) as the purchaser of an estate in fee simple under an agreement for sale and purchase where the purchase price is payable in more than 2 instalments; or
 - (d) as the occupier under an agreement to occupy provided that—
 - i. no rent is payable; and,
 - ii. the tenure is for the life of the occupier and not subject to earlier determination except by the occupier; and,
 - iii. the occupier is liable for all rates and taxes; or,
 - (e) as—
 - i. joint proprietor with other persons who own; or,
 - ii. a shareholder in a body corporate that owns,a block of home units or other group of residential premises (the person to be regarded for the purposes of this paragraph as being the sole or joint proprietor of the home unit or residential premises he or she occupies); or,

- (f) as a lessee or licensee of land other than Crown land under a lease or licence that extends for 5 or more years and under which the dwelling occupied by the person on that land remains the property of that person; or,
 - (g) as the occupier of a house or residential unit in an approved aged persons housing scheme; or,
 - (h) as the occupier of the land as a private or public tenant; or,
 - (i) as the occupier of a house or residential unit as a tenant of a registered retirement village, or,
 - (j) as the spouse or domestic partner of any of the persons referred to in paragraphs (a) to (i); or,
 - (k) as a beneficiary under an estate entitling the person to occupy the property in one of the capacities referred to in paragraphs (a) to (g);
- 1.22 **private tenant** means—the person who is granted a right of occupancy under a residential tenancy agreement. This does not refer to tenants of a registered housing co-operative or housing association.
- 1.23 **public tenant** means—the person who is granted a right of occupancy under a residential tenancy agreement with Housing SA;
- 1.24 **registered community housing provider** means— an entity registered under the *Community Housing Providers (National Law) (South Australia) Act 2013*;
- 1.25 **registered retirement village** means—a retirement village as defined pursuant to the *Retirement Villages Act 1987*;
- 1.26 **Regulations** means—the *Water Industry Regulations 2012* pursuant to the *Water Industry Act 2012 (SA)*;
- 1.27 **relevant date** means—
- (a) owner-occupiers, private tenants, and tenants of a registered retirement village:
 - i. the date on which the person is billed with the water or sewerage charges; or,
 - ii. the date on which the water or sewerage charges are payable by the person;
 - (b) public tenants:
 - i. the date on which the relevant water meter is read; or,
 - ii. the date on which the tenant vacates where there is no separate water meter connected to the premises occupied by the vacating tenant;
- 1.28 **residential tenancy agreement** means—
- (a) an agreement pursuant to the *Residential Tenancies Act 1995 (SA)*; or,
 - (b) an agreement pursuant to Housing SA's 'Conditions of Tenancy for Public Tenants';
- 1.29 **retailer** means—a person holding a licence issued under Part 4 of the *Water Industry Act 2012 (SA)* authorising the retailing of water and sewerage services;
- 1.30 **Scheme** means—the *South Australian Water and Sewerage Concession Scheme*;

- 1.31 **sewerage charge** means—cost of sewerage services applying to an eligible service for which customers have been invoiced;
- 1.32 **sewerage service** means—
- (a) a service constituted by the collection, storage, treatment or conveyance of sewage through the use of a reticulated system; or,
 - (b) any other service, or any service of a class, brought within the ambit of this definition by the regulations;
- 1.33 **spouse** means—a person is the spouse of another if they are legally married;
- 1.34 **tenant of a registered retirement village** means—the person who is granted a right of occupancy under a residential tenancy agreement in a registered retirement village pursuant to the *Retirement Villages Act 1987*;
- 1.35 **water charge** means—cost of water services that customers have been invoiced for, and applying to an eligible water service and may include the supply and usage charges;
- 1.36 **water service** means—
- (a) a service constituted by the collection, storage, production, treatment, conveyance, reticulation or supply of water; or,
 - (b) any other service, or any service of class, brought within the ambit of this definition by the regulations.

2. DESCRIPTION OF SCHEME

- 2.1 The *South Australian Water and Sewerage Concession Scheme* (the Scheme) is established and approved by the Minister for Communities and Social Inclusion on behalf of the South Australian Government. The Minister for Communities and Social Inclusion administers the Scheme under responsibilities outlined in Section 25 (1)(o) of the *Water Industry Act 2012 (SA)*.
- 2.2 The Scheme comprises the manner in which drinking water and sewerage concessions for the principal place of residence will be provided to eligible concession customers.
- 2.3 Retailers will facilitate the provision of concessions to eligible concession customers who are owners of a principal place of residence for water and sewerage services. The Department and retailers work together to ensure appropriate provision of water and sewerage concessions to eligible owner-occupiers.
- 2.4 The Department manages the administration of water concessions for tenants (public, private and in registered retirement villages) separately and retailers are not expected to comply with conditions outlined in Schedule 2 of the Scheme. The *South Australian Government Water Remission Scheme for Tenants* has been superseded by this Scheme.

- 2.5 The Scheme does not make provisions for irrigation trusts. Concessions associated with irrigation trusts are to be administered through the *Rates and Land Tax Remission Regulations 2009 (SA)*.
- 2.6 The Department manages the administration of water and sewerage concessions for residents of Residential Parks separately through the *Residential Parks Concession Scheme*.
- 2.7 The Scheme commenced on 1 July 2013. The Department will work in partnership with retailers to ensure eligible customers receive appropriate concessions. The Scheme will be reviewed by the Department in consultation with retailers to ensure the most effective methods are being utilised to administer concessions to eligible customers within the first 12 months that the Scheme operates.
- 2.8 The Minister has approved the Scheme and reserves the right to amend it as required from time to time.

3. WATER CONCESSION

Retailers apply the water concession to the water accounts of eligible concession customers. The Department will pay the water concession directly to all eligible tenants.

3.1 Water Concession Eligibility

3.1.1 Owner-Occupiers

To be entitled to a water concession, owner-occupiers (or their spouse or domestic partner) must meet the criteria outlined below. Subject to sub paragraph (3.1.1.1), an owner-occupier is entitled under the Scheme to a concession on water charges if—

- (a) on the relevant date—
- the owner-occupier holds a prescribed card or is in receipt of prescribed payments; and,
 - the owner-occupier occupies the land as the owner-occupier's principal place of residence; or,
- (b) on the relevant date—
- the spouse or domestic partner of the owner-occupier holds a prescribed card or is in receipt of prescribed payments; and,
 - the owner-occupier and their spouse or domestic partner occupy the land as their principal place of residence; or,
- (c) on the relevant date—

- the owner-occupier satisfies the Minister, by submitting to a means test determined by the Minister, that the owner-occupier is suffering exceptional circumstances of hardship; and,
 - the owner-occupier occupies the land as the owner-occupier's principal place of residence; and,
- (d) the owner-occupier (or their spouse or domestic partner) is responsible for the payment of the water charges and resides in South Australia.
- 3.1.1.1 If two or more persons own land jointly or as tenants in common, each of them who is entitled to a concession of water charges for the land is entitled to a proportion of the amount of the concession equal to the proportion of the person's interest in the land.
- 3.1.1.2 Persons who are absent from their principal place of residence on the relevant date for assessment of their eligibility for the water concession, are to receive the concession until the residence is either tenanted or they return to take up residence within a 6 month period.

3.1.2 Private Tenants, Public Tenants and Tenants of a registered retirement village

To be entitled to a water concession, tenants (or their spouse or domestic partner) must meet the criteria outlined below. For private tenants **water charge** means the charge for all water usage passed on by their landlord under their residential tenancy agreement. Subject to sub paragraph (3.1.2.2), a tenant is entitled under the Scheme to a concession on water charges if—

- (a) on the relevant date—
 - the tenant holds a prescribed card or is in receipt of prescribed payments; and,
 - the tenant occupies the land as the person's principal place of residence.
- (b) on the relevant date—
 - the spouse or domestic partner of the tenant holds a prescribed card or is in receipt of prescribed payments; and,
 - the tenant and their spouse or domestic partner occupy the land as their principal place of residence; or,
- (c) on the relevant date—
 - the tenant satisfies the Minister, by submitting to a means test determined by the Minister, that the tenant is suffering exceptional circumstances of hardship; and,
 - the tenant occupies the land as the tenant's principal place of residence; and,
- (d) the tenant (or their spouse or domestic partner) is responsible for the payment of the water charges and resides in South Australia.
- (e) the residential tenancy agreement is in the name of the tenant or their spouse or their domestic partner;

3.1.2.1 A tenant who satisfies the conditions set out in sub paragraphs (3.1.2)(a) or (b) on the date on which the charges were incurred will be eligible for the concession even if they have moved from that residence prior to receiving the account.

3.1.2.2 If two or more persons are tenants pursuant to the same residential tenancy agreement, each of them who is entitled to a concession of water charges is entitled to a proportion of the amount of the concession equal to the proportion of the person's liability under that residential tenancy agreement.

3.1.3 Tenants of a registered community housing provider

A registered community housing provider that is liable for the payment of water charges with respect to community housing of which the community housing provider is the owner is entitled to claim a water concession equal to any water concession that a tenant occupying premises that constitute the community housing could claim in respect of those premises if he or she were the owner of that part of the premises that he or she occupies.

3.2 Water Concession Amounts

Water concession amounts, structure and eligibility criteria may be amended by the South Australian Government from time to time and the Minister or the Department where appropriate will communicate changes with retailers.

3.2.1 Owner-Occupiers

From 1 July 2013, the amount of the concession on water charges for owner-occupiers for a financial year is 30% of the total amount of the water charges, subject to the minimum and maximum concession charges as set out below.

Water concession amounts for owner-occupiers	2014-2015
Maximum	\$295
Minimum	\$185

3.2.2 Private Tenants and Public Tenants

From 1 July 2013, the amount of the concession on water charges for private and public tenants for a financial year is 30% of the total amount of the water charges, subject to a minimum and a maximum concession amount as set out below.

Water concession amounts for tenants	2014-2015
Maximum	\$230
Minimum	\$120

3.2.3 Tenants of a registered retirement village

From 1 January 2015, the amount of the concession on water charges for tenants of a registered retirement village for a financial year shall not exceed the maximum, to be paid as a quarterly amount, as set out below.

Water concession amounts for tenants of a registered retirement village	From 1 January 2015
Annual Maximum	\$120
Quarterly Maximum	\$30

3.3 Backdated concessions

Concessions will be backdated at a maximum to the start of the previous **financial year** from date of application. Further backdates may be granted if a concession has been applied for previously but not paid, or the concession provision has been interrupted, due to retailer, local government authority or Government Departmental error. When an error by the retailer occurs, the retailer must provide all necessary information to the Department to allow it to consider the backdating request.

The Department will advise retailers of any concession backdates and this will be reconciled in the usual manner (see Schedule 1). Ministerial discretion may be applied in exceptional circumstances.

For tenants of a registered retirement village the above provisions apply, however concessions will not be backdated beyond **1 January 2015**.

4. SEWERAGE CONCESSION

Retailers apply the sewerage concession to the sewerage accounts of eligible concession customers.

4.1 Sewerage Concession Eligibility (Owner-Occupiers)

To be entitled to a sewerage concession, owner-occupiers (or their spouse or domestic partner) must meet criteria outlined below. Subject to sub paragraph (4.1.1), an owner-occupier is entitled under the Scheme to a sewerage concession if—

- (a) on the relevant date—
 - the owner-occupier holds a prescribed card or is in receipt of prescribed payments; and,
 - the owner-occupier occupies the land as the owner-occupier's principal place of residence; or,
- (b) on the relevant date—
 - the spouse or domestic partner of the owner-occupier holds a prescribed card or is in receipt of prescribed payments; and,
 - the owner-occupier and their spouse or domestic partner occupy the land as their principal place of residence; or,
- (c) on the relevant date —
 - the owner-occupier satisfies the Minister, by submitting to a means test determined by the Minister, that the owner-occupier is suffering exceptional circumstances of hardship; and,
 - the owner-occupier occupies the land as the owner-occupier's principal place of residence; and,

(d) the owner-occupier (or their spouse or domestic partner) is responsible for the payment of the sewerage charges and resides in South Australia.

4.1.1 If two or more persons own land jointly or as tenants in common, each of them who is entitled to a concession of sewerage charges for the land, is entitled to a proportion of the amount of the concession equal to the proportion of the person's interest in the land.

4.1.2 Persons who are absent from their principal place of residence on the relevant date for assessment of their eligibility for the sewerage concession, are to receive the concession until the residence is either tenanted or they return to take up residence within a 6 month period.

4.1.3 Tenants of a registered community housing provider

A registered community housing provider that is liable for the payment of sewerage charges with respect to community housing of which the community housing provider is the owner is entitled to claim a sewerage concession equal to any sewerage concession that a tenant occupying premises that constitute the community housing could claim in respect of those premises if he or she were the owner of that part of the premises that he or she occupies.

4.2 Sewerage Concession Amounts

Sewerage concession amounts, structure and eligibility criteria may be amended by the South Australian Government from time to time and the Minister or the Department where appropriate will communicate changes with retailers.

4.3.1 Sewerage Concession

From 1 July 2013, the amount of the concession on sewerage charges for owner-occupiers for a financial year is 60% of the total amount of the sewerage charges, subject to the maximum concession charges as set out below.

Sewerage concession amounts for owner-occupiers	2014-2015
Maximum	\$110

4.3 Sewerage Concession Backdating

Concessions will be backdated at a maximum to the start of the previous **financial year** from date of application. Further backdates may be granted if a concession has been applied for previously but not paid, or the concession provision has been interrupted, due to retailer, local government authority or Government Departmental error. When an error by the retailer occurs, the retailer must provide all necessary information to the Department to allow it to consider the backdating request.

The Department will advise retailers of any concession backdates and this will be reconciled in the usual manner (see Schedule 1). Ministerial discretion may be applied in exceptional circumstances.

Schedule 1

Retailer and Departmental arrangements for owner-occupiers under the Scheme

1. Purpose

This document prescribes the arrangements between the retailer and the Department under the *South Australian Water and Sewerage Concession Scheme*.

The Department and retailers are responsible for working together to ensure appropriate provision of water and sewerage concessions for eligible owner-occupiers.

2. Applications, Consent, Personal Information and Providing Information

2.1 Applications

A customer who seeks a water or sewerage concession as a new eligible concession customer, or seeks backdated concession(s), must:

- Make an application directly to the Department; and
- Provide to the Department the information required by the Department.

2.2 Consent

In obtaining personal information from a customer for the purposes of the Scheme, the Department will obtain explicit informed consent from the customer in order to use the personal information on behalf of the customer to:

- Match customer details electronically or directly with Centrelink or the Department of Veterans' Affairs; and
- Exchange information on the customer electronically or directly with other relevant services.

Explicit informed consent must be provided in writing signed by the customer or via electronic communication by the customer.

A customer has the right to give, refuse or revoke consent. Customers authorise the Department to liaise with Centrelink to confirm the status of their Commonwealth benefits which impact upon their eligibility to receive the water and sewerage concessions.

If consent is refused or revoked, the customer must provide the Department evidence from Centrelink, on a quarterly basis, regarding their payments to ensure continued provision of their concessions.

The Department must retain records of any explicit informed consent obtained under the Scheme and, where applicable, the subsequent revoking by the customer of the explicit informed consent for a period of at least seven years following the ceasing of the relationship between the customer and the Department for the purposes of the Scheme.

The Department must retain records of any explicit informed consent obtained under the Scheme in a format that would permit an entity permitted by law to access the records to understand readily the details of the explicit informed consent in respect of particular customers.

During the application process, customers are advised that they are required to notify the Department of any changes in information provided. If the customer does not do this, the Department reserves the right to recover any concessions that have been paid, if a customer becomes ineligible.

2.3 Personal Information

In order to receive a concession, a customer must provide the Department access to personal and related information necessary to assess their eligibility for a concession at the time of submitting an application for a concession.

In obtaining any personal information or in dealing with personal information from customers for the purposes of this Scheme, a retailer must comply with the *Privacy Act 1988 (Cth)* or the South Australian Government *Information Privacy Principles Instruction* where applicable.

In dealing with any personal information under the Scheme, the Department will comply with the *Information Privacy Principles Instruction* or such other privacy obligations required at law.

2.4 Providing Information

When requested by a customer, retailers will, as soon as is reasonably practicable, provide the Department with all necessary information concerning the customer's concessions.

Retailers will give the customer information on government funded concessions when requested by the customer and, if applicable, refer them to the Department.

If customers are identified as experiencing hardship, the retailer will implement the Hardship Policy as outlined in Part 4, Division 5 of the *Water Industry Act 2012 (SA)*.

The Department and the retailer will provide the other with the information the other reasonably requires to meet its obligations under the Scheme and to monitor the progress of the Scheme.

3. Processing Concessions

3.1 Retailer Responsibility

3.1.1 SA Water

3.1.1.1 Water Concession

SA Water will apply an ongoing (or advised) concession to a customer that the Department has notified SA Water as being an eligible customer. Provide the eligible customer the minimum

concession amount for the first, second, and third quarters of the financial year. SA Water then calculates the 30% (up to the maximum) concession amount on the fourth quarter and adjust the account prior to issuing to the customer.

3.1.1.2 Sewerage Concession

SA Water will apply a sewerage concession as a quarterly payment to the customer's account between the issue date and due date. SA Water will apply an ongoing (or advised) concession to a customer that the Department has notified SA Water as being an eligible customer. SA Water will provide the eligible customer with one quarter of the annual concession amount for each quarter of the financial year.

3.1.2 Other Retailers

Apply such relevant concessions (water and sewerage) as advised by the Department to eligible customers on a quarterly basis.

3.2 Department Responsibility

3.2.1 Processing Applications for Water and Sewerage Concessions

When the Department determines a customer is an eligible concession customer the Department must, where an eligible concession customer's water and sewerage is provided by the retailer, forward to the retailer the authority to issue relevant concessions to the customer.

3.2.2 Processing Concessions and Backdated Concessions by the Department

3.2.2.1 When the Department determines a customer is an eligible concession customer, the amount of discount applied as the water and sewerage concession (and backdated concession if relevant) to an eligible concession customer's bill, is calculated by the Department based on the relevant date.

3.2.2.2 When the Department determines an eligible concession customer is entitled to a backdated concession amount, the Department must, where an eligible concession customer's water and sewerage services are provided by the retailer, forward to the retailer, the authority to issue a backdated concession to the customer.

3.3 Identifying Changes in Eligibility for Water and Sewerage Concessions

When the Department identifies that a customer previously assessed and reported to the retailer as an eligible concession customer no longer meets the eligibility criteria for a concession, the Department will notify the retailer to cease issuing concessions to the customer. The retailer must update its records immediately and ensure that no further concession is provided to an ineligible customer. In the event that the minimum concession amount for water has been received by the concession recipient, and the recipient would qualify for more than the minimum annual amount, their final concession payment is adjusted to 30% of their total water charges up to the maximum concession amount.

4. Payment to Retailers

4.1 SA Water

SA Water will provide the Department with an electronic report of payments made to eligible pensioner concession customers, separately identifying water and sewerage concession recipients and costs with an invoice for services provided. This includes backdated payments of concessions for pensioners.

For Centrelink allowees, the amount is calculated on concession payments the Department provides to SA Water for the provision of concessions. The Department will provide payment for the application of concessions for eligible beneficiaries to SA Water within an agreed timeframe.

4.2 Other Retailers

The Department will provide payment for the application of concessions to eligible customers to retailers for the amount that the Department has advised the retailer to pay to customers. The amount is calculated on concession payments the Department provides to retailers for the provision of concessions. The Department will make payment within an agreed timeframe.

5. Audit and Reconciliation

Both the retailer and the Department will agree to and implement a process as deemed adequate to undertake accurate audit and reconciliation of payments made from the Department to the retailer in consideration of the retailer providing the services to the customer on behalf of the State Government. Audit and reconciliation activities will meet State Government requirements.

6. Other Retailer Services

The retailer must:

6.1 assist the Department to correct any information relevant to the Scheme that the Department identifies as having been incorrectly provided to the retailer or incorrectly recorded by the retailer.

6.2 ensure that when an eligible concession customer notifies the retailer of a change in their details, the retailer advises the customer to notify the Department.

6.3 include on water and sewerage bills to all eligible concession customers, the following statement:

6.3.1 *'The South Australian Water and Sewerage Concession Scheme is administered by the Department for Communities and Social Inclusion. For details about concessions and how to apply, please contact the Concessions Hotline on 1800 307 758 or go to www.sa.gov.au/concessions'.*

6.3.2 or such other statement agreed between the retailer and the Department.

6.4 indicate on each water and sewerage bill to an eligible concession customer, the amount of any discount applied in respect of a concession or backdated concession in accordance with the Scheme.

6.5 if the retailer refers to the Scheme or any aspect of the Scheme in material produced for residential customers, identify that the Scheme is an initiative of the South Australian Government.

Schedule 2

Departmental arrangements relating to tenants under the Scheme

1. Purpose

This document prescribes the arrangements that the Department has adopted to administer the provision of concessions to eligible tenants for water charges under the *South Australian Water and Sewerage Concession Scheme*.

2. Processing Water Concessions for Tenants

2.1 Private Tenants

- 2.1.1 Private tenants must provide evidence that their residential tenancy agreement requires them, at a minimum, to pay all water usage charges at the time they apply for the concession.
- 2.1.2 A private tenant will be required to provide evidence of their charges for and payment of all water usage to enable the concession to be paid.
- 2.1.3 If a private tenant's total water charges for the year are less than or equal to the minimum concession amount, the private tenant will receive a concession payment equivalent to their full water charge for the year.
- 2.1.4 Where a private tenant's full year water account exceeds the minimum concession amount, on receipt by the Department of the private tenant's full year water account and proof of payment, the private tenant will receive an adjusted concession payment of 30% of their total bill up to the maximum concession amount.
- 2.1.5 Concession payments for private tenants will be paid by the Department directly to the customer by Electronic Funds Transfer or cheque.

2.2 Public Tenants

- 2.2.1 Subject to 2.2.3 all public tenants verified as eligible for the concession will have 30% of their total bill (up to the maximum amount) deducted from their account prior to it being sent to them.
- 2.2.2 The 30% concession amount deduction will be additional to the 30% landlord contribution being paid in situations where there are shared water meters.
- 2.2.3 Where the first account for the year is less than or equal to the minimum concession amount, a public tenant will receive a concession equal to the total account. An adjustment to 30% of the annual bill or the minimum concession amount (capped at the maximum concession amount), will be made on the second account for the year to eliminate any risk of under or over payment.
- 2.2.4 Adjustments will be made on the second account for the year to ensure that no public tenants receive more than the maximum concession.

2.2.5 If a public tenant ceases their accommodation arrangements with Housing SA, 2.2.3 will be applied to the customer's final account.

2.2.6 If a public tenant's total water charges for the year are less than or equal to the minimum concession amount the tenant will not be required to make any payment to Housing SA for their water.

2.3 Tenants of a Registered Retirement Village

2.3.1 Tenants of a registered retirement village must provide evidence that they are required to pay for charges relating to water usage as part of their rental agreement.

2.3.2 Concession payments for tenants of a registered retirement village will be paid by the Department directly to the customer by Electronic Funds Transfer or cheque.