

Simplifying Utility Solutions in Multi-Tenant Environments

Complaint Handling Policy
December 2016



Complaint Handling Policy

Energy On's Commitment

Energy On is committed to:

- recognising our customers have a right to raise a concern.
- resolving any issues customers may have with our products or services in an effective and respectful manner.
- the continual improvement of our products and services.

We demonstrate our commitment by:

- providing adequate resources, including appropriately trained and qualified personnel, to enable us to manage your complaints effectively.
- addressing each complaint in an equitable and unbiased manner to achieve a fair and reasonable outcome.
- responding quickly to complaints in a courteous and fair manner.
- endeavouring to resolve all concerns at the initial contact.
- keeping customers informed on the progress of their complaint (by telephone or in writing).
- advising customers of their right to escalate complaints to more senior staff within Energy On.

Your right to Complain

You may lodge a complaint with us at any time about any aspect of our services and, if you do, we are obliged to abide by this Policy.

A complaint may be about a specific aspect of our services or a number of aspects. Once you make a complaint in an appropriate manner, we will conduct a review of all aspects of the complaint.

It is important to note that the Energy Ombudsman in each state does not have the authority to manage complaints on behalf of customers in an Embedded Network. Notwithstanding this fact, Energy On acts in all dealings with its customers in a fair and balanced way and agrees to submit to an independent body for resolution of a dispute if required.

The Regulatory Guidelines for Electrical Embedded Networks have their origin in the National Electricity Retail Rules (NERR). These rules currently apply in all states except Western Australia. Electrical Embedded Networks are further governed by the Australian Energy Market Operator (AEMO) and the Australian Energy Regulator. All Energy On managed sites fully comply with the regulations set out by these bodies.

For the day to day management of customer activity, Energy On fully complies with the requirements of the Energy Retail Code in Victoria and the AER in other jurisdictions.

Complaints Procedure

Please abide by the following procedures to ensure your complaint is handled effectively.

The steps involved are as follows:

- You should first telephone Energy On on (03) 9544 3333. Team members receiving these enquiries are trained in the effective handling and resolution of complaints.
- Alternatively, you may forward your complaint to us in writing. In this case it should be addressed to: Energy On PO Box 2624 Mt Waverley VIC 3149 or Email: TheTeam@Energy-On.com.au
- Energy On aims to resolve all written complaints promptly. All complaints will be acknowledged within five business days of submission together with an estimation of the time frame for resolving the complaint based on its complexity.
- If a complaint remains unresolved on the first contact (whether by phone or in writing), or beyond what you consider is a

reasonable time:

- we will put a hold on any external collections or debt recovery action during the investigation of your complaint; and
- you may request that it be escalated to our Operations Manager.
- We endeavour to resolve complaints directly but if, after a period of time, the complaint remains unresolved, you may request that it be referred for mediation to the Institute of Arbitrators and Mediators, Australia, or any successor body.
- If this occurs then both you and Energy On must agree to abide by the rules of the Institute, or successor body.
- Note - if it is discovered on a review that:
- you have been undercharged as a result of any error by us, we may recover a maximum of 9 months' worth of charges without interest from the date you are notified and then offer you a payment plan to assist with paying any outstanding amount.
- you have been overcharged, we will inform you within 10 business days and repay that amount in accordance with your directions or if the amount is \$50 or less we will credit that amount to your next bill.

If your complaint relates to some aspect of a bill issued to you, we will:

- request that you pay an outstanding amount only if it is the lesser of either a) the amount we both agree is not in dispute or b) your average bill (not including any in dispute) over the last 12 months
- conduct a meter check or test upon request. We may request that you pay for this in advance but will reimburse you if the meter is found to be faulty or incorrect.
- adjust your bill if it is found to be incorrect.

If your complaint relates to a payment plan or level of debt:

- we will review any payment plan you have in place taking into account your average consumption over 12 months and any debt you have to ensure that the payment plan accurately reflects your circumstances and capacity to pay.
- we will ensure that you have a range of payment methods available such as payment in person, by telephone, by cheque, by direct debit, by electronic funds transfer or by Centrepay.
- we may, with your explicit consent, enter into a direct debit agreement with you. Such an agreement will be in writing and will specify the amount, initial date and frequency of the direct debits. If you subsequently require that we cancel such agreement, we will do so immediately upon receiving your request.
- We will provide you with information about any government funded energy rebates, concessions or relief schemes should you request it

If at any time you advise us, or we determine that you are experiencing financial hardship, we will:

- provide you with a copy of our Hardship Policy at no cost.
- put a hold on any external collections or debt recovery action.
- follow our Hardship Policy in managing your account.
- work with you and any financial counsellors or other advisors assisting you to manage your account effectively and reduce your energy use.

Policy Updates

Please note that this Policy may be updated from time to time to keep abreast of regulatory changes or common practice. All changes will be published on the Energy On website.