



Allgas Energy Pty Limited

ABN 52 009 656 446

Complaint and Dispute Resolution Procedure

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1. Purpose

This document outlines the set of procedures which Allgas Energy Pty Ltd (ABN 52 009 656 446) (and each of its subsidiaries) will apply to “small customer” complaints and disputes.

In this document, a reference to “Allgas” is a reference to Allgas Energy Pty Ltd or, where the complaint or dispute relates to a subsidiary of Allgas Energy Pty Ltd, to that subsidiary.

2. Scope

This document applies to small customers who make a complaint to Allgas about a relevant matter, or any aspect of a relevant matter, concerning the small customer and Allgas.

This document is not applicable to disputes referred for resolution outside of Allgas.

3. General

This complaint procedure has been prepared in accordance with **Australian Standard 10002:2022 Guidelines for complaints management in organizations.**

A copy of this document can be downloaded from Allgas’ website at:

<https://www.apa.com.au/gas-consumers/information-for-brisbane-south-gold-coast-toowoomba--oakey-customers/>

This document and the complaints process is administered by Allgas’ contracted network asset manager, APA Group.

4. Definitions:

Complaint means an expression of dissatisfaction made to Allgas, related to its product, service, users, staff or the complaints-handling process itself, where a response or resolution is explicitly or implicitly expected or legally required.

Note – Allgas may not be able to identify or respond to complaints made on third party social media accounts or channels.

Complainant means person, organization or their representative (including clients, consumers, services users, and customers) making a complaint.

Customer means a person to whom energy is sold for premises by a retailer or who proposes to purchase energy for premises from a retailer.

Dispute means an unresolved complaint escalated internally or externally or both.

Shared Customer means a person who is a customer of the retailer and whose premises are connected to Allgas’ distribution system.

Small Customer means a customer who is a residential customer or who is a business customer who consumes energy at business premises below 1 terajoule per annum.

5. Guiding Principles in Handling Complaints and Disputes

Allgas is committed to the following complaints management guiding principles:

5.1 People Focus

Everybody has a right to complain about our products and services, we will listen to the complaint, and do everything we can to resolve it.

5.2 Ensuring no detriment to complainant

All reasonable steps will be taken to ensure that complainants are not adversely affected because of a complaint made.

5.3 Visibility

A complaint can be lodged by phone, email or post.

To lodge a complaint, you can:

- Write to us at: **Customer Service Officer – Complaints**, PO Box 885, Hamilton Central QLD 4007.
- Call our customer service team on Tel: 1300 001 001 during business hour (8am – 5pm)
- Email us at: NetworksCustRela@apa.com.au

5.4 Accessibility

Complainants can easily access the complaints management process and information on the process by contacting the Customer Service Team via the contact details provided under section 5.3:

5.5 Charges

Access to the complaints-handling process is free of charge to the complainant.

5.6 Responsiveness

Complaints will be addressed promptly in accordance with their urgency and, where applicable, the requirements of the relevant laws.

Complainants will be treated courteously and be kept informed of the progress of their complaint through the complaints-handling process.

5.7 Objectivity and Equity

Each complaint will be addressed in an equitable, objective, and unbiased manner through the complaints-handling process.

5.8 Confidentiality

Personally identifiable information concerning the complainant will be available where needed, but only for the purposes of addressing the complaint and will be actively protected from disclosure, unless the complainant expressly consents to the disclosure.

5.9 Customer-focused approach

A customer-focused approach is taken when handling complaints and feedback is welcome, including complaints. There is a commitment to resolving complaints.

5.10 Accountability

Allgas will ensure that accountability for the operation of our complaint management system is clear, including record keeping obligations.

5.11 Continual improvement

The continual improvement of the complaints management process and our ongoing commitment to excellence in customer service will remain a key focus and an ongoing business objective.

6. Complaint Handling and Dispute Resolution Process

6.1 Receipt of complaint

Upon receipt of the complaint, it will be recorded with supporting information and a unique identifier assigned.

6.2 Tracking of complaint

The complaint will be tracked from receipt through the entire process until the complainant is satisfied, or the final decision is made. An up-to-date status will be made available to the complainant upon request and at regular intervals, at least at the time of preset deadlines.

6.3 Acknowledgement of complaint

A complaint will be acknowledged:

- immediately if the complaint is received via telephone; or
- within one (1) business day from date of receipt where the complaint is received by email or post.

6.4 Initial assessment of complaint

After receipt, each complaint will be initially assessed in terms of criteria such as;

- Severity.
- Health and safety implications.
- Complexity.
- Impact on the complainant, general public or the organization
- Potential to escalate.
- The need and possibility of immediate action.
- Outcomes sought by the complainant.

6.5 Investigation of complaints

Every reasonable effort will be made to investigate all the relevant circumstances and information surrounding a complaint. The level of investigation will be commensurate with the seriousness, frequency of occurrence and severity of the complaint.

In some cases, the complaint may be considered relating to another organization, such as retailer or another distributor or does not relate to our product or services, assistance may be provided to identify who to contact (if known).

6.6 Response to complaints

Following an appropriate investigation, a response will be provided to the complainant. If the complaint cannot be immediately resolved, then it will be dealt with in a manner intended to lead to its effective resolution as soon as possible.

6.7 Communicating the decision

The complainant will be informed of the outcome of the complaint process and of any reasons for the decision regarding the outcome, as soon as reasonably possible.

6.8 Escalation

If a complainant is not satisfied with the response or decision, they may:

- (a) request the complaint be escalated to a senior customer resolution staff member to assess.
- (b) Raise the complaint with the Energy and Water Ombudsman (relevant for that state – refer to section 8 for contact details).

6.9 Closing the complaint

If the complainant accepts the proposed decision or action, then the decision or action will be carried out and recorded.

If the complainant rejects the proposed decision or action, then the complaint will remain open. This will be recorded, and the customer will be informed of alternative forms of internal and external recourse available.

The complaint will continue to be monitored until all reasonable internal and external options of recourse are exhausted or the complainant is satisfied.

7. Enquiries or complaints relating to the retailer

If a shared customer makes an enquiry or complaint to Allgas about an issue relating to the sale of energy, Allgas must:

- (a) if the enquiry or complaint is made by telephone – refer the shared customer to the retailer's enquiry or complaint telephone number where practicable; or

- (b) otherwise, as soon as practicable, but no later than the next business day after receiving the enquiry or complaint, provide the retailer with the details of the enquiry or the complaint, including contact details of both the customer making the enquiry or complaint and the person who received the enquiry or complaint.

8. Energy Ombudsman

If a complainant is not satisfied with the outcome, the complainant may make a complaint or take a dispute to the energy ombudsman.

The Energy Ombudsman receives, investigates, and facilitates the resolution of electricity and gas complaints raised by customers. This is an independent service and is free of charge.

The Ombudsman office can be contacted as follows:

Queensland

Telephone: 1800 662 837
Fax: (07) 3227 7068
Mail: Energy and Water Ombudsman Queensland (EWOQ)
PO Box 3640
South Brisbane Qld 4101
Internet: www.ewoq.com.au
Email: complaints@ewoq.com.au

New South Wales

Telephone: 1800 246 545
Fax: 1800 812 291
Mail: Energy and Water Ombudsman New South Wales
Reply Paid K1343
Haymarket NSW 1239
Internet : www.ewon.com.au
Email: omg@ewon.com.au