



**Economic Regulation Authority**

# Gas Compliance Reporting Manual

*Energy Coordination Act 2004*

03 January 2023

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# 1. Introduction

The *Energy Coordination Act 1994* governs the operation of the gas licensing scheme in Western Australia. The Act creates two licence classifications:

- distribution
- trading.

The ERA is responsible for administering the licensing scheme under the Act, including granting licences and determining their terms and conditions. An entity licensed by the ERA is required to comply with a range of obligations prescribed by the Act and its associated regulations and codes.

It is the ERA's responsibility under the Act to monitor and report to the Minister for Energy on the operation of the licensing scheme. The ERA is also responsible for informing the Minister of any failure by a licensee to comply with its licence conditions, including compliance with the relevant regulations and codes.

It is important that there is a shared understanding amongst all stakeholders about the licence terms and conditions applicable to each type of gas licence. In support of this objective, the ERA has issued this Reporting Manual to provide:

- A consolidated list of the terms and conditions relevant to all gas
- Categorisation of licence conditions to assist with reporting obligations.
- A self-assessment framework for licensees to facilitate compliance with licence conditions and report non-compliance to the ERA.

The format and timing of the reports that licensees must provide to the ERA The Reporting Manual identifies the compliance requirements for both distribution and trading licensees. As a result, the Reporting Manual is very comprehensive.<sup>1</sup>

While the ERA has taken care to compile the Reporting Manual, the omission of an obligation in this Reporting Manual does not imply a licensee is exempt from complying with that obligation. Licensees must ensure they are aware of the obligations relevant to their licence and take measures to comply with these obligations.

This Reporting Manual is structured as follows:

- Section 3 details the nature of licensees' performance reporting requirements, including the timing of reports.
- Section 4 details the classification criteria for licence obligations.
- Section 5 details the nature of licensees' compliance reporting requirements, including the timing and format of reporting.
- Section 6 details the format of the compliance report template.
- Section 7 details the format for reporting a non-compliance
- Section 8 details the Type 1 reporting obligations for all licence types (where immediate notification to the ERA is required)

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<sup>1</sup> For most licensees, some of the compliance requirements set out in the Reporting Manual will not apply. Further, many of the compliance requirements may only come into play in certain circumstances (for example, dispute resolution obligations). Accordingly, licensees should not be concerned with the large number of compliance requirements identified in this Reporting Manual. Rather, licensees are encouraged to note those compliance requirements that apply to them.

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- Sections 9 to 15 detail the licence compliance requirements applicable to each licence under the following legislative and regulatory instruments:
    - a. *Energy Coordination Act 1994* (Section 9)
    - b. *Gas Standards Act 1972* (Section 10)
    - c. *Energy Coordination (Gas Tariffs) Regulations 2000* (Section 11)
    - d. *Energy Coordination (Customer Contracts) Regulations 2004* (Section 12)
    - e. Distribution Licence and Trading Licence Conditions and Obligations (Section 13)
    - f. *Gas Marketing Code of Conduct (Code of Conduct)* (Section 14)
    - g. *Compendium of Gas Customer Licence Obligations (Compendium)* (Section 15).

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## 2. Amending this reporting manual

The ERA may amend this Reporting Manual from time to time to:

- Reflect amendments to the Act, regulations and codes.
- Include references to new licence obligations.
- Delete references to licence obligations that are no longer relevant or have been replaced with a new obligation.
- Amend the performance information that must be provided to the ERA.
- Improve the compliance and reporting process.

The ERA will consult with licensees and other stakeholders as appropriate, prior to making any significant revisions to this Reporting Manual.

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## 3. Performance reporting

Section 11M (Schedule 1A) of the Act provides that an electricity licence may require the licensee to provide to the ERA specified information on any matter relevant to the operation of the licence. In accordance with these powers, the ERA requires gas licensees to provide performance information to the ERA for each year ending 30 June.

### 3.1 Lodgement of annual performance reports

The ERA has published the *Gas Trading Licence Performance Reporting Handbook* and the *Gas Distribution Performance Reporting Handbook* on its website.

The Reporting Handbooks specify:

- the performance indicators that licensees are required to report against
- the definitions to be applied to the performance
- how to calculate the performance data (where applicable)
- how and when the data is to be provided to the ERA.

Licensees should refer to the relevant Reporting Handbook for further information about how to lodge their annual performance information with the ERA.

## 4. Classification of compliance obligations

Table 1 sets out criteria that seek to balance:

- The cost to licensees of monitoring and reporting against their licence obligations.
  - For example, through the appropriate classification of obligations that are inherently immeasurable or that have minimal effect on a licensee’s operations or customers. This objective has been realised through an ‘exception-based’ reporting framework for Type 2 breaches.
- The provision of appropriate incentives to licensees to ensure that regulatory obligations are adhered to and that non-compliances do not become systemic.
  - For example, through a weighting towards the classification of obligations as Type 2 and the ability to reclassify non-compliances in circumstances where, although the effect may not be significant, the incidence of non-compliance has become systemic.

**Table 1: Criteria for classification of licence obligations**

Rating (Type)	Classification of non-compliance	Criteria for classification
1	Major	<ul style="list-style-type: none"> <li>• The consequences of non-compliance will cause major damage, loss or disruption to customers.</li> <li>or</li> <li>• The consequences of non-compliance will endanger or threaten to endanger the safety or health of a person.</li> </ul>
2	Moderate	<ul style="list-style-type: none"> <li>• The consequences of non-compliance will affect the efficiency and effectiveness of the licensee’s operations or service provision but will not cause major damage, loss or disruption to customers.</li> <li>or</li> <li>• The regulatory obligation is not otherwise classified as Type 1 or Type NR non-compliance.</li> </ul> <p>Reclassification of Type 2 to Type 1 may occur in circumstances of systemic non-compliance.</p>
NR (not reportable) <sup>2</sup>	Minor	<ul style="list-style-type: none"> <li>• The consequences of non-compliance are relatively minor – i.e. non-compliance will have minimal effect on the licensee’s operations or service provision, and will not cause damage, loss or disruption to customers.</li> <li>• Compliance with the obligation is immeasurable.</li> <li>• The non-compliance is required to be reported to the ERA under another instrument, guideline or code.</li> <li>• The non-compliance is identified by a party other than the licensee.</li> <li>or</li> </ul>

<sup>2</sup> Licence obligations classified as Type ‘NR’ are not reportable for purposes of the annual compliance report, but will be assessed during the independent audit.



Rating (Type)	Classification of non-compliance	Criteria for classification
		<ul style="list-style-type: none"> <li>• The licensee needs to use its reasonable endeavours or best endeavours to achieve compliance, or the obligation does not otherwise impose a firm obligation on the licensee.</li> </ul> <p>Reclassification of Type NR to Type 2 may occur in circumstances of:</p> <ul style="list-style-type: none"> <li>• Systemic non-compliance</li> <li>or</li> <li>• A failure to resolve the non-compliance promptly.</li> </ul>

The ERA will, in general, apply the criteria in Table 1 to determine the appropriate rating for a licence obligation. However, the ERA reserves the right, at its absolute discretion, to apply a higher rating to a licence obligation where it considers it is in the public interest to apply a higher level of regulatory oversight to the matters covered by the obligation.

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## 5. Compliance reporting

Compliance reporting covers both the immediate notification of type 1 non-compliances and the submission of annual compliance reports to the ERA.

### 5.1 Notification of type 1 non-compliances

A licensee must notify the ERA immediately when it becomes aware of a breach of a Type 1 licence obligation. Refer to section 8 of this Reporting Manual for a list of Type 1 licence obligations.

The notification must include:

- A telephone call to the Executive Director, Regulation, or the Assistant Director, Utility Services Regulation, to explain the nature and effect of the breach.<sup>3</sup>
- A letter from the licensee's CEO or senior executive officer to the ERA's Chair within 5 business days of the breach, which details:
  - The licence obligation that has been breached.
  - The nature and extent of the breach.
  - The effect of the breach, including the number of customers and other licensees affected.
  - The reasons for the breach.
  - The actions that the licensee has taken/will take to rectify the breach.
  - The actions that the licensee has taken/will take to prevent recurrence of the breach.
  - The date the licensee has, or expects to, comply again with the licence obligation that has been breached.

A licensee must lodge the letter by email to: [licensing@erawa.com.au](mailto:licensing@erawa.com.au)

### 5.2 Annual compliance reports

#### 5.2.1 *Format and timing of annual compliance reports*

The licensee is required to submit a signed annual compliance report to the ERA by 31 August for the year ending 30 June. The annual compliance report must be approved by the licensee's CEO or senior executive officer responsible for the activities covered by the licence. The template for the compliance report is in section 6 of this Reporting Manual. Section 7 provides a template (referred to as Schedule A) for reporting non-compliances.

The annual compliance report requires a licensee to:

- Confirm that it has complied with all applicable Type 1 and Type 2 licence obligations during the period, other than those referred to in Schedule A of the annual compliance report.

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<sup>3</sup> Both can be contacted on (08) 6557 7900.

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- Identify in Schedule A any Type 1 or Type 2 licence obligations that have been breached during the period and provide details of:
    - The licence obligation that has been breached.
    - The nature and extent of the breach.
    - The effect of the breach including the number of customers and other licensees affected.
    - The reasons for the breach.
    - The actions that the licensee has taken to rectify the breach.
    - The actions taken by the licensee to prevent recurrence of the breach.
    - The date the licensee has, or expects to, comply again fully with the licence obligation that has been breached.

It is mandatory for licensees to address all the information requirements in the Section 7 template for each non-compliance included in the annual compliance report.

### **5.2.2 Lodging annual compliance reports**

Licensees must lodge a signed copy of the annual compliance report with the ERA by email to: [licensing@erawa.com.au](mailto:licensing@erawa.com.au)

It is important to note that compliance with the licence will not be achieved until a *signed* copy of the compliance report has been received by the ERA.

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## 6. Annual compliance report template

Licensees must use the following format for the annual compliance report.

Compliance Report Time period: 1 July 20__ to 30 June 20__ Submitted by: [ <i>Licensee name</i> ] ACN/ABN: [ <i>Number</i> ]  To: Chair Economic Regulation Authority (ERA)  [ <i>Name of signing officer</i> ] reports as follows:  1. This report documents compliance during [ <i>Time period</i> ] with all obligations classified as Type 1 and Type 2 obligations in the ERA's current Gas Compliance Reporting Manual.  2. This report has been prepared by [ <i>Licensee name</i> ] with all due care and skill in full knowledge of the obligations to which it is subject under the Regulations and Codes made pursuant to the <i>Energy Coordination Act 1994</i> and in compliance with the current [ <i>Licence name/type</i> ].  3. Schedule A to this report provides information on all obligations with which [ <i>Licensee name</i> ] did not comply during [ <i>Time period</i> ] as required by the current [ <i>Licence name/type</i> ].  4. Other than the information provided in Schedule A, [ <i>Licensee name</i> ] has complied with all Type 1 and Type 2 obligations to which it is subject.  5. This compliance report has been approved and signed by [ <i>Licensee</i> ]'s [ <i>CEO/senior executive officer</i> ].  Date: .....  Signed: .....  Name: .....  Position: .....
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The format of Schedule A (referred to in points 3 and 4 of the above template) is provided in section 7 of this Reporting Manual.

Note: If there are no non-compliances to report, a positive statement to that effect should be made in Schedule A (i.e. "No non-compliances to report").

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## 7. Format for reporting non-compliances

Licensees must use the following format for Schedule A when reporting non-compliances to the ERA. The information prescribed in Schedule A should be provided for each non-compliance that is being reported.

The annual compliance report template in section 6 of this Reporting Manual should be completed and Schedule A provided as an attachment.

Note: If there are no non-compliances to report, a positive statement to that effect should be made in Schedule A (i.e. “No non-compliances to report”).

### Schedule A

Licence obligation no. from table in sections 8 to 15 of this manual	Brief description of licence obligation that has been breached	Describe the: 1. Nature and extent of the breach. 2. Effect of the breach, including the number of customers and other licensees affected. 3. Reasons for the breach. 4. Actions that the licensee has taken to rectify the breach. 5. Actions taken to prevent recurrence of the breach. 6. Date the licensee has, or expects to, comply again fully with the licence obligation that has been breached.
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## 8. Type 1 reporting obligations for all licence types

NOTE: This table only provides a summary description of obligations. Licensees should refer to the source documents referred to in the table to view the obligations in full.

No.	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
25.	<i>Energy Coordination Act</i> section 11Z	Distribution Licence clause 4.1.1	A licensee must comply with the applicable standards of the <i>Gas Standards Act 1972</i> .	Distribution	1
26.	<i>Energy Coordination Act</i> section 11Z; <i>Gas Standards Act 1972</i> section 8(1)	Distribution Licence clause 4.1.1	A licensee must not supply gas at less than the relevant approved minimum heating value.	Distribution	1
27.	<i>Energy Coordination Act</i> section 11Z; <i>Gas Standards Act 1972</i> section 9(1)	Distribution Licence clause 4.1.1	A licensee shall not cause or permit any alteration to be made in the specific gravity, flame speed or other prescribed characteristic of gas supplied by him unless he has first applied for, and obtained, the written approval of the Minister.	Distribution	1
28.	<i>Energy Coordination Act</i> section 11Z; <i>Gas Standards Act 1972</i> section 13(1)	Distribution Licence clause 4.1.1	A licensee shall not commence to supply gas to a consumer's gas installation unless that installation meets the requirements prescribed in respect of that installation.	Distribution	1
92.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clause 4.7.1	The licensee must continuously operate those parts of the distribution system required to meet its obligations to supply gas, except to the extent necessary for compliance with the <i>Gas Standards (Gas Supply and System Safety) Regulations 2000</i> .	Distribution	1
227.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 Distribution Licence clause 2.1.1 Compendium clause 7.6	A retailer or a distributor must not arrange for disconnection or disconnect a customer's supply address in the circumstances specified.  <i>Note: the summary wording of this obligation has not changed, but the content of clause 7.6(3) was amended as part of the changes to the Compendium that came into effect on 1 January 2020.</i>	Distribution Trading	1

## 9. Licence compliance requirements – *Energy Coordination Act 1994*

NOTE: This table only provides a summary description of obligations. Licensees should refer to the source documents referred to in the table to view the obligations in full.

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
1.	<i>Energy Coordination Act</i> section 11Q(1-2)	Distribution Licence clause 4.2.1 Trading Licence clause 4.2.1	A licensee must pay the applicable fees in accordance with the <i>Economic Regulation Authority (Licensing Funding) Regulations 2014</i> clauses 6 & 7. <i>Note: the Energy Coordination (Licensing Fees) Regulations 1999 was repealed on 1 January 2015</i>	Distribution Trading	2
2.	<i>Energy Coordination Act</i> section 11WG(1)	Trading Licence clause 6.4.1	A licensee must, subject to the regulations, not supply gas to a customer other than under a standard form contract approved by the ERA or a non-standard contract that complies with the Act.	Trading	2
3.	<i>Energy Coordination Act</i> section 11WG(2)	Trading Licence clause 6.6.1	A licensee must comply with a direction given to the licensee under section 11WI.	Trading	2
4.	Not used				
5.	Not used				
6.	<i>Energy Coordination Act</i> section 11X(3)	Distribution Licence clause 4.1.1	A licensee must take reasonable steps to minimise the extent of the duration of any interruption, suspension or restriction of the supply of gas due to an accident, emergency, potential danger or other unavoidable cause.	Distribution	NR
7.	<i>Energy Coordination Act</i> section 11Y(1)(a)	Distribution Licence clause 5.1.2	A licensee must provide for an asset management system in respect of its assets within 5 business days from the commencement date, or from the completion of construction of the distribution system, whichever is later.	Distribution	NR
8.	<i>Energy Coordination Act</i> section 11Y(1)(b)	Distribution Licence clause 5.1.3	A licensee must notify details of the asset management system and any substantial changes to it to the ERA within 10 business days.	Distribution	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
9.	<i>Energy Coordination Act</i> section 11Y(1)(c)	Distribution Licence clause 5.1.4	A licensee must provide the ERA with a report by an independent expert acceptable to the ERA within 24 months of commencement and every 24 months thereafter (or longer if the ERA allows) as to the effectiveness of the asset management system.	Distribution	NR
10.	<i>Energy Coordination Act</i> section 11ZA(1)	Distribution Licence clause 5.2.1 Trading Licence clause 5.1.1	A licensee must provide the ERA with a performance audit by an independent expert acceptable to the ERA within 24 months of commencement and every 24 months thereafter (or longer if the ERA allows).	Distribution Trading	2
11.	<i>Energy Coordination Act</i> section 11ZAF(a)	Trading Licence clause 4.1.1	A licensee must submit a draft last resort supply plan to the ERA within 3 months (or longer if the ERA allows) of being designated with that role.	Trading	NR
12.	<i>Energy Coordination Act</i> section 11ZAF(b)	Trading Licence clause 4.1.1	A licensee must consult with the ERA with a view to obtaining approval of its draft last resort supply plan.	Trading	NR
13.	<i>Energy Coordination Act</i> section 11ZAF(c)	Trading Licence clause 4.1.1	A licensee must carry out the arrangements and other provisions in the approved last resort supply plan if it comes into operation.	Trading	2
14.	<i>Energy Coordination Act</i> section 11ZAH(2)	Trading Licence clause 4.1.1	A licensee must submit any proposed amendment to its last resort supply plan to the ERA for approval.	Trading	NR
15.	<i>Energy Coordination Act</i> section 11ZAJ	Trading Licence clause 4.1.1	A licensee, who is designated as a supplier of last resort, must perform the functions of the supplier of last resort and carry out the arrangements and provisions of the last resort supply plan if it comes into operation.	Trading	2
16.	<i>Energy Coordination Act</i> section 11ZAJ <i>Energy Coordination (Customer Contracts)</i> Reg 38A(4)	Trading Licence clause 4.1.1	A licensee (supplier of last resort) must supply a transferred customer for at least 3 months after the date of transfer unless the transferred customer terminates the contract.	Trading	NR



No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
17.	<i>Energy Coordination Act</i> section 11ZK(3)	Distribution Licence clause 4.1.1	A licensee must pay the costs and expenses incurred in the taking of an interest or easement in respect of land held by a public authority.	Distribution	NR
18.	Not used				
19.	Not used				
20.	Not used				
21.	Not used				
22.	Not used				
23.	<i>Energy Coordination Act</i> Schedule 3, section 2(1)	Distribution Licence clause 4.1.1	A licensee, as the operator of a supply system, must notify the Minister if a state of emergency exists in relation to a supply system as soon as practicable after becoming aware of it.	Distribution	2
24.	<i>Energy Coordination Act</i> section 11ZQH(a)	Distribution Licence clause 6.1.1, Trading Licence clause 6.1.1	The licensee must not supply gas to customers unless the licensee is a member of an approved gas industry ombudsman scheme.	Distribution Trading	2
24A.	<i>Energy Coordination Act</i> section 11ZQH(b)	Distribution Licence clause 6.1.1, Trading Licence clause 6.1.1	The licensee must not supply gas to customers unless the licensee is bound by, and compliant with, any decision or direction of the gas industry ombudsman.	Distribution Trading	2

## 10. Licence compliance requirements – Gas Standards Act 1972

NOTE: This table only provides a summary description of obligations. Licensees should refer to the source documents referred to in the table to view the obligations in full.

No	Obligations under licence condition	Licence condition	Summary Description	Licensee	Type
25.	<i>Energy Coordination Act</i> section 11Z	Distribution Licence clause 4.1.1	A licensee must comply with the applicable standards of the <i>Gas Standards Act 1972</i> .	Distribution	1
26.	<i>Energy Coordination Act</i> section 11Z <i>Gas Standards Act 1972</i> section 8(1)	Distribution Licence clause 4.1.1	A licensee must not supply gas at less than the relevant approved minimum heating value.	Distribution	1
27.	<i>Energy Coordination Act</i> section 11Z <i>Gas Standards Act 1972</i> section 9(1)	Distribution Licence clause 4.1.1	A licensee shall not cause or permit any alteration to be made in the specific gravity, flame, speed or other prescribed characteristic of gas supplied by him unless he has first applied for, and obtained, the written approval of the Minister.	Distribution	1
28.	<i>Energy Coordination Act</i> section 11Z <i>Gas Standards Act 1972</i> section 13(1)	Distribution Licence clause 4.1.1	A licensee shall not commence to supply gas to a customer's gas installation unless that installation meets the requirements prescribed in respect of that installation.	Distribution	1

## 11. Licence compliance requirements – *Energy Coordination (Gas Tariffs) Regulations 2000*

NOTE: This table only provides a summary description of obligations. Licensees should refer to the source documents referred to in the table to view the obligations in full.

No	Obligations under licence conditions	Licence condition	Description	Licensee	Type
29.	<i>Energy Coordination Act</i> section 11M <i>Energy Coordination (Gas Tariffs) Regulations 2000</i> Reg 5(1)	Trading Licence clause 4.1.1	A licensee supplying gas in an area referred to in Regulation 3(a), (b), or (c) is required to have at least one capped tariff for any supply of gas in that area.	Trading	2
30.	Not used				
31.	<i>Energy Coordination Act</i> section 11M <i>Energy Coordination (Gas Tariffs) Regulations 2000</i> Reg 6(4)	Trading Licence clause 4.1.1	When offering to supply gas to a new customer under a standard form contract, a licensee is to offer to supply gas at a capped tariff.	Trading	2

## 12. Licence compliance requirements – *Energy Coordination (Customer Contracts) Regulations 2004*

NOTE: This table only provides a summary description of obligations. Licensees should refer to the source documents referred to in the table to view the obligations in full. Also, while some regulations specify the required content in both standard form and non-standard contracts, they are described in this manual as only applying to non-standard contracts. This is because a licensee’s standard form contract will already have been approved by the ERA and therefore does not need to be reviewed by an auditor.

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
32.	Energy Coordination (Customer Contracts) Reg 12(2)	Trading Licence clause 4.1.1	Except in prescribed circumstances, a non-standard contract must prohibit the licensee from disconnecting supply or causing disconnection to occur if: a customer has provided to the licensee a written statement from a medical practitioner to the effect that supply is necessary in order to protect the health of a person who lives at the customer’s supply address; and the customer has entered into arrangements acceptable to the licensee in relation to payment for gas supplied.	Trading	NR
33.	Energy Coordination (Customer Contracts) Reg 12(4)(a)	Trading Licence clause 4.1.1	A non-standard. contract must require the licensee, before disconnecting supply for non-payment of a bill, to give a written reminder notice to a customer not less than 14 business days after the day on which a bill was issued advising the customer that payment is overdue and requiring payment to be made on or before the day specified in the reminder notice (being a day not less than 20 business days after the billing day).	Trading	NR
34.	Energy Coordination (Customer Contracts) Reg 12(4)(b)	Trading Licence clause 4.1.1	A non-standard contract must require the licensee, before disconnecting supply for non-payment of a bill, to give a disconnection warning to a customer not less than 22 business days after the billing day advising the customer that disconnection will occur unless payment is made on or before the day specified in the disconnection warning (being a day not less than 10 business days after the day on which the disconnection warning is given).	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
35.	Energy Coordination (Customer Contracts) Reg 12(5)(a)	Trading Licence clause 4.1.1	A non-standard contract must require the licensee to reconnect supply to a customer within 10 business days after disconnection for non-payment of a bill if the customer pays the overdue amount or makes an arrangement for its payment and the customer has paid any applicable reconnection fee.	Trading	NR
36.	Energy Coordination (Customer Contracts) Reg 12(5)(b)	Trading Licence clause 4.1.1	A non-standard contract must require the licensee to reconnect supply to a customer within 10 business days after disconnection for denial of access to a meter, if the customer provides access to the meter and the customer has paid any applicable reconnection fee.	Trading	NR
37.	Energy Coordination (Customer Contracts) Reg 12(5)(c)	Trading Licence clause 4.1.1	A non-standard contract must require the licensee to reconnect supply to a customer within 10 business days after disconnection for unlawful consumption of gas, if the customer pays for the gas consumed and the customer has paid any applicable reconnection fee.	Trading	NR
38.	Energy Coordination (Customer Contracts) Reg 12(5)(d)	Trading Licence clause 4.1.1	A non-standard contract must require the licensee to reconnect supply to a customer within 10 business days after disconnection for refusal to pay a security deposit, if the customer pays the security deposit and the customer has paid any applicable reconnection fee.	Trading	NR
39.	Energy Coordination (Customer Contracts) Reg 12(5)(e)	Trading Licence clause 4.1.1	A non-standard contract must require the licensee to reconnect supply to a customer within 20 business days after disconnection in an emergency situation or for health, safety or maintenance reasons, if the situation or problem giving rise to the need for disconnection has been rectified, and if the customer has paid any applicable reconnection fee.	Trading	NR
40.	Not used				
41.	Not used				
42.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
43.	Not used				
44.	Not used				
45.	Not used				
46.	Not used				
47.	Not used				
48.	Not used				
49.	Not used				
50.	Not used				
51.	Not used				
52.	Not used				
53.	Energy Coordination (Customer Contracts) Reg 13	Trading Licence clause 4.1.1	A non-standard contract which includes a benefit change must include provisions that require the licensee to inform the customer not more than 40 business days and not less than 20 business days before the date of the benefit change of the benefit change; the options for supply available to the customer after the date of the benefit change and the manner in which this information is required to be given to the customer.	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
54.	Not used				
55.	Not used				
55A.	Energy Coordination (Customer Contracts) Reg 44A	Trading Licence clause 4.1.1	A non-standard contract entered into by a residential customer must not state that the residential customer is required to pay a security deposit to the licensee.	Trading	NR
55B.	Energy Coordination (Customer Contracts) Reg 44B(1)-(3)	Trading Licence clause 4.1.1	A non-standard contract must state whether or not the customer is required to pay a security deposit to the licensee. If the customer is required to pay a security deposit, the non-standard contract must state: <ul style="list-style-type: none"> <li>the method used to calculate the amount of any security deposit;</li> <li>the maximum amount that the licensee may require the customer to pay as a security deposit;</li> <li>the circumstances in which the licensee may apply the security deposit towards amounts owed by the customer; and</li> <li>the circumstances in which the licensee must repay the security deposit to the customer.</li> </ul>		
55C.	Energy Coordination (Customer Contracts) Reg 44B(4)	Trading Licence clause 4.1.1	For the purposes of this regulation, regulations 38D(2),(3),(4) and (5), 38F, 38I and 38J apply as if any reference in those provisions to a standard form contract include a reference to a non-standard contract.	Trading	NR
56.	Energy Coordination (Customer Contracts) Reg 14(2)	Trading Licence clause 4.1.1	Subject to Regulation 14(3), a non-standard contract must require the customer to pay a charge for gas supplied; inform the customer that the supply charge is either for residential or non-residential supply; inform the customer that the supply charge includes a specified fixed component and specified usage component require the customer to pay the non-residential charge unless the customer qualifies to pay the residential charge; and	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
			describe the circumstances in which a customer qualifies for the residential charge.		
57.	Energy Coordination (Customer Contracts) Reg 14(4)	Trading Licence clause 4.1.1	A non-standard contract must describe the way in which the licensee publishes its supply charges and gives notice of variations to its supply charges.	Trading	NR
58.	Not used				
59.	<i>Energy Coordination (Customer Contracts)</i> Reg 15	Trading Licence clause 4.1.1	A non-standard contract must include the procedures to be followed by the licensee in relation to the preparation, issue and review of customer's bills.	Trading	NR
60.	Not used				
61.	Not used				
62.	Not used				
63.	Not used				
63A.	Not used				
64.	Not used				



No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
65.	Not used				
66.	Not used				
67.	Not used				
68.	Not used				
69.	Not used				
70.	<i>Energy Coordination (Customer Contracts)</i> Reg 16(3)	Trading Licence clause 4.1.1	A non-standard contract must not authorise a licensee to terminate a contract if a customer commits a breach of the contract (other than a substantial breach) unless: the licensee has a right to disconnect supply under the contract, a written law or a relevant code; and the licensee has disconnected supply at all supply addresses of the customer covered by the contract.	Trading	NR
71.	<i>Energy Coordination (Customer Contracts)</i> Reg 19	Trading Licence clause 4.1.1	A non-standard contract must require a licensee to make the following information available to the customer if the customer requests it:  a. copies of regulations or any relevant code; b. information about fees and charges payable under the contract; c. with information on energy efficiency; d. billing data; and e. contact details for obtaining information about Government assistance programs or financial counselling services.	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
72.	Energy Coordination (Customer Contracts) Reg 20 (1)	Trading Licence clause 4.1.1	A non-standard contract must include the procedure to be followed by the licensee and the customer if the customer has difficulty paying a bill.	Trading	NR
72A.	Energy Coordination (Customer Contracts) Reg 20(3)	Trading Licence clause 4.1.1	A non-standard contract must set out the procedures to be followed in relation to debt collection.	Trading	NR
72AA.	Energy Coordination (Customer Contracts) Reg 21	Trading Licence Clause 4.1.1	A non-standard contract must describe the procedures to be followed by the licensee in responding to a complaint made by the customer.	Trading	NR
72B.	Energy Coordination (Customer Contracts) Reg 22	Trading Licence clause 4.1.1	A non-standard contract must specify that the licensee has a privacy policy that sets out the steps taken to ensure that customer information is dealt with in a confidential manner and the way in which a copy of the privacy policy can be obtained by the customer without charge.	Trading	NR
73.	Energy Coordination (Customer Contracts) Reg 40(3)	Trading Licence clause 4.1.1	A non-standard contract must prohibit the supply of gas to the customer under a door to door contract during the cooling-off period unless the customer requests supply.	Trading	NR
74.	Not used			Trading	NR
74A.	Energy Coordination (Customer Contracts) Reg 48	Trade Licence clause 4.1.1	A licensee must not commence legal proceedings for the recovery of a customer debt if the customer has entered into a payment arrangement and is complying with the terms of that arrangement.	Trading	NR
75.	Not used				
75A.	Energy Coordination (Customer Contracts) Reg 49(2)	Trading Licence clause 4.1.1	A licensee may only provide a credit reporting agency with default information if it relates to a bill issued by the licensee.	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
76.	Energy Coordination (Customer Contracts) Reg 49(3)	Trading Licence clause 4.1.1	A licensee must notify a credit reporting agency immediately if a customer has cleared their debt.	Trading	NR
77.	Energy Coordination (Customer Contracts) Reg 49(4)	Trading Licence clause 4.1.1	If a customer remedies a default and demonstrates extenuating circumstances, a licensee must request the credit reporting agency to remove the default record.	Trading	NR
78.	Energy Coordination (Customer Contracts) Reg 49(5)	Trading Licence clause 4.1.1	A licensee must not refer a default to a credit reporting agency that is the subject of a complaint or matter of review.	Trading	NR
79.	Energy Coordination (Customer Contracts) Reg 50	Trading Licence clause 4.1.1	A licensee must include information about its complaint handling process and contact details of the energy ombudsman on any disconnection warning given to a customer.	Trading	NR
80.	Energy Coordination (Customer Contracts) Reg 44	Trading Licence clause 4.1.1	Subject to sub regulation (4), a fixed term non-standard contract must require that when a non-standard contract is due to expire, a licensee must issue a notice in writing to a customer not more than 40 business days and not less than 20 business days before the day on which the contract is due to expire (or at the commencement of the contract if the contract is less than 1 month) with information about: the expiry date; alternative supply options, and the terms and conditions for continued supply post contract expiry.	Trading	NR
81.	Not used				
82.	Not used				
83.	Energy Coordination (Customer Contracts) Reg 46(1)	Trading Licence clause 4.1.1	Upon request, a licensee must provide a customer with a copy of the Energy Coordination (Customer Contract) Regulations 2004 or a relevant code.	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
84.	Energy Coordination (Customer Contracts) Reg 46(4)	Trading Licence clause 4.1.1	A licensee must ensure that a copy of the Energy Coordination (Customer Contract) Regulations 2004 or a relevant code is available for inspection at its offices at no charge.	Trading	NR
84A.	Energy Coordination (Customer Contracts) Reg 47(2) and (4)	Trading Licence clause 4.1.1	A licensee must provide available bill data to customers upon request free of charge subject to clause 47(2) and (4) of the Energy Coordination (Customer Contracts) Regulations 2004.	Trading	NR
85.	Not used				
86.	Not used				
87.	Not used				
88.	Not used				
89.	Not used				
90.	Not used				
91.	Energy Coordination (Customer Contracts) Reg 42	Trading Licence clause 4.1.1	A non-standard contract must require the licensee to notify the customer of any amendment to a non-standard contract.	Trading	NR

## 13. Licence compliance requirements – Licence conditions

NOTE: This table only provides a summary description of obligations. Licensees should refer to the source documents referred to in the table to view the obligations in full.

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
92.	Energy Coordination Act section 11M	Distribution Licence clause 4.7.1	A licensee must continuously operate those parts of the distribution system required to meet its obligations to supply gas, except to the extent necessary for compliance with the Gas Standards (Gas Supply and System Safety) Regulations 2000.	Distribution	1
93.	Energy Coordination Act section 11M	Distribution Licence clause 4.8.2	A licensee must give the ERA written notice where it proposes to permanently cease or substantially decrease its activities under the licence 6 months before the cessation or decrease or, if this is not practicable, as soon as possible.	Distribution	2
94.	Energy Coordination Act section 11M	Distribution Licence clause 5.1.5	A licensee must comply and require its expert to comply with the ERA's standard guidelines dealing with the asset management review.	Distribution	2
95.	Energy Coordination Act section 11M	Distribution Licence clause 5.1.6	A licensee's independent expert must be approved by the ERA prior to reviewing the effectiveness of the asset management system.	Distribution	NR
96.	Energy Coordination Act section 11M	Distribution Licence clause 5.2.2 Trading Licence clause 5.1.2	A licensee must comply and require its expert to comply with the ERA's standard guidelines dealing with the performance audit.	Distribution Trading	2
97.	Energy Coordination Act section 11M	Distribution Licence clause 5.2.3 Trading Licence clause 5.1.3	A licensee's independent auditor must be approved by the ERA prior to the audit.	Distribution Trading	NR
98.	Energy Coordination Act section 11M	Distribution Licence clause 4.6.4	A licensee must comply with any individual performance standards prescribed by the ERA.	Distribution Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Trading Licence clause 4.6.4			
99.	Energy Coordination Act section 11M	Distribution Licence clause 3.7.1, Trading Licence clause 3.7.1	Unless otherwise specified, all notices must be in writing and will be regarded as having been sent and received in accordance with defined parameters.	Distribution Trading	NR
100.	Energy Coordination Act section 11M	Distribution Licence clause 4.3.1, Trading Licence clause 4.3.1	A licensee and any related body corporate must maintain accounting records that comply with the Australian Accounting Standards Board or equivalent International Accounting Standards.	Distribution Trading	2
101.	Energy Coordination Act section 11M	Distribution Licence clause 4.4.1(a) Trading Licence clause 4.4.1(a)	A licensee must report to the ERA if the licensee is under external administration or experiences a significant change in its corporate, financial or technical circumstances that may affect the licensee's ability to meet its obligations under this licence within 2 business days of the change occurring.	Distribution Trading	2
102.	Energy Coordination Act section 11M	Distribution Licence clause 4.5.1, Trading Licence clause 4.5.1	A licensee must provide to the ERA any information that the ERA may require in connection with its functions under the Energy Coordination Act 1994 in the time, manner and form specified by the ERA.	Distribution Trading	2
103.	Energy Coordination Act section 11M	Distribution Licence clause 3.8.1, Trading Licence clause 3.8.1	A licensee must publish any information it is directed by the ERA to publish, within the timeframes specified.	Distribution Trading	2
104.	Energy Coordination Act section 11M	Distribution Licence Schedule 1 clause 2.1	Subject to clause 2.2, a licensee must provide reasonable information relating to the capacity of its distribution system at a specified location as requested by the holder of a trading licence in respect of the distribution system to enable the holder of the trading licence to perform the activities under its licence.	Distribution	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
105.	Energy Coordination Act section 11M	Distribution Licence Schedule 1 clauses 3.2 and 3.3	A licensee must offer to connect residential premises located within the licence area to the distribution system if requested by a trader, subject to certain defined conditions.	Distribution	2
106.	Energy Coordination Act section 11M	Trading Licence clause 6.4.2	A licensee must, if directed by the ERA, review the standard form contract and submit to the ERA the results of that review within the time specified by the ERA.	Trading	NR
107.	Energy Coordination Act section 11M	Trading Licence clause 6.4.3	A licensee must comply with any direction given by the ERA in relation to the scope, process and methodology of the standard form contract review.	Trading	NR
108.	Energy Coordination Act section 11M	Trading Licence clause 6.5.1	A licensee must only amend the standard form contract in accordance with the Energy Coordination Act 1994 and Regulations.	Trading	2
109.	Energy Coordination Act section 11M	Trading Licence clause 6.8.1 and 6.8.2	A licensee must maintain supply to a customer if it supplies, or within the last 12 months supplied, gas to that customer's premises unless another supplier starts supplying the customer.	Trading	2
110.	Energy Coordination Act section 11M	Trading Licence Schedule 1 clause 2.5	A licensee must provide the ERA within 3 business days of a request by the ERA with reasons for refusing to commence supply to a customer.	Trading	2
111.	Energy Coordination Act section 11M	Trading Licence Schedule 1 clause 2.7	A licensee must comply with a direction from the ERA to supply a customer, subject to specified conditions.	Trading	2
112.	Energy Coordination Act section 11M	Trading Licence Schedule 1 clauses 3.1 and 3.2	Subject to clause 3.2, a licensee must provide reasonable information relating to its activities under the licence as requested by the holder of a distribution licence to enable for the safe and efficient operation of the relevant distribution system.	Trading	2
113.	Energy Coordination Act section 11M	Trading Licence Schedule 1 clause 4.1	A licensee must notify the Minister at least one month before a change to any price, price structure, fee or interest rate under the standard form contract is to come into effect.	Trading	2

## 14. Licence compliance requirements – Gas Marketing Code of Conduct

NOTE: This table only provides a summary description of obligations. Licensees should refer to the source documents referred to in the table to view the obligations in full.

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
114.	Not used				
115.	Not used				
116.	Energy Coordination Act section 11ZPP Code of Conduct clause 4	Trading Licence clause 6.2.1	A retailer must ensure that its gas marketing agents comply with Part 2 of the Code of Conduct.	Trading	2
117.	Energy Coordination Act section 11ZPP Code of Conduct clause 5(1)	Trading Licence clause 6.2.1	A retailer or gas marketing agent must ensure that standard form contracts that are not unsolicited consumer agreements are entered into in the manner and satisfying the conditions specified.	Trading	2
118.	Energy Coordination Act section 11ZPP Code of Conduct clause 5(2) and 5(3)	Trading Licence clause 6.2.1	If a customer enters into a standard form contract that is not an unsolicited consumer agreement, the retailer or gas marketing agent must give the customer the information specified in clause 5(2) before or at the time of giving the customer's first bill, unless the retailer or gas marketing agent has provided the information to the customer in the preceding 12 months or informed the customer how the information may be obtained (unless the customer has requested to receive the information).	Trading	2
119.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 6(1)(a)	Trading Licence clause 6.2.1	When a customer enters into a non-standard contract that is not an unsolicited consumer agreement, a retailer or gas marketing agent must obtain and make a record of the customer's verifiable consent to entering into the non-standard contract.	Trading	2
119A.	<i>Energy Coordination Act</i> section 11ZPP	Trading Licence clause 6.2.1	When a customer enters into a non-standard contract that is not an unsolicited consumer agreement, a retailer or gas marketing agent must	Trading	2



No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
	<i>Code of Conduct</i> clause 6(1)(b)		give, or make available to the customer at no charge, a copy of the non-standard contract at the times specified in clause 2.3(1)(b)(i) and (ii).		
120.	Not used				
120A.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 6(2)	Trading Licence clause 6.2.1	A retailer or gas marketing agent must ensure that the information specified is provided to the customer before entering into a non-standard contract.	Trading	2
120B.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 6(3)	Trading Licence clause 6.2.1	Subject to clause 6(4), if entering into a non-standard contract, a retailer or gas marketing agent must give the customer the information specified in clauses (a)-(g) before or at the time of giving the customer's first bill.	Trading	2
121.	Not used				
121A.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 6(5)	Trading Licence clause 6.2.1	A retailer or gas marketing agent must obtain a customer's verifiable confirmation that the information specified in clause 2.3(2) has been given.	Trading	2
122.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 7(1)	Trading Licence clause 6.2.1	A retailer or gas marketing agent must ensure that the inclusion of concessions is made clear to residential customers and any prices that exclude concessions are disclosed.	Trading	2
123.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 7(2)	Trading Licence clause 6.2.1	A retailer or gas marketing agent must ensure that a customer is able to contact the retailer or gas marketing agent on the retailer's or gas marketing agent's telephone number during the normal business hours of the retailer or gas marketing agent for the purposes of enquiries, verifications and complaints.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
124.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 8(1)	Trading Licence clause 6.2.1	A retailer or gas marketing agent who contacts a customer for the purposes or marketing must, on request, provide the customer with the retailer's complaints telephone number, the gas ombudsman's telephone number and, for contact by a gas marketing agent, the gas marketing agent's marketing identification number.	Trading	2
125.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 8(2)	Trading Licence clause 6.2.1	A retailer or gas marketing agent who meets with a customer face to face for the purposes of marketing must: <ul style="list-style-type: none"> <li>• wear a clearly visible and legible identity card showing the information specified; and</li> <li>• as soon as practicable provide the customer, in writing, the information specified.</li> </ul>	Trading	2
126.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 9	Trading Licence clause 6.2.1	A retailer or gas marketing agent who visits a person's premises for the purposes of marketing, must comply with any clearly visible signs at the premises indicating that canvassing is not permitted or no advertising material is to be left at the premises.	Trading	2
127.	Not used				
128.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 12	Trading Licence clause 6.2.1	A gas marketing agent must: <ul style="list-style-type: none"> <li>• keep a record of each complaint made by a customer, or person contacted for the purposes of marketing, about the marketing carried out by or on behalf of the gas marketing agent; and <ol style="list-style-type: none"> <li>1) on request by the gas ombudsman in relation to a particular complaint, give to the gas ombudsman all information that the gas marketing agent has relating to the complaint within 28 days of receiving the request.</li> </ol> </li> </ul>	Trading	2
129.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 13	Trading Licence clause 6.2.1	Any record that a gas marketing agent is required to keep by the <i>Code of Conduct</i> , must be kept for at least 2 years after the last time the person to whom the information relates was contacted by or on behalf of the gas marketing agent.	Trading	2

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No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
130.	Not used				
131.	Not used				
132.	Not used				
133.	Not used				

## 15. Licence compliance requirements – *Compendium of Gas Customer Licence Obligations*

NOTE: This table only provides a summary description of obligations. Licensees should refer to the source documents referred to in the table to view the obligations in full.

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
<b>CONNECTION</b>					
134.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 3.1(1)	If a retailer agrees to sell gas to a customer or arrange for the connection of the customer's supply address, the retailer must forward the customer's request for the connection to the relevant distributor.	Trading	2
135.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 3.1(2)	Unless the customer agrees otherwise, a retailer must forward the customer's request for the connection to the relevant distributor that same day, if the request is received before 3pm on a business day; or the next business day, if the request is received after 3pm or on a weekend or public holiday.	Trading	2
<b>BILLING</b>					
136.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.1(a)	A retailer must issue a bill no more than once a month unless the conditions specified in clause 4.1(a)(i)-(iv) apply.	Trading	2
137.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1	A retailer must issue a bill at least every 105 days unless the conditions specified are met.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Compendium clause 4.1(b)			
138.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.2(1)	Prior to placing the customer on a shortened billing cycle, a retailer is considered to have given a customer notice if the retailer has advised the customer of the information specified in clauses 4.2(1)(a)-(d).	Trading	2
139.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.2(2)	Notwithstanding clause 4.1(a)(ii), a retailer must not place a residential customer on a shortened billing cycle without the customer's verifiable consent in circumstances specified in clauses 4.2(2)(a)-(b).	Trading	2
140.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.2(3)	A retailer must give the customer written notice of a decision to shorten the customer's billing cycle within 10 business days of making the decision.	Trading	2
141.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.2(4)	A retailer must ensure that a shortened billing cycle is for a period of at least 10 business days.	Trading	2
142.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.2(5)	Upon request, a retailer must return a customer who is subject to a shortened billing cycle and has paid 3 consecutive bills by the due date, to the billing cycle that previously applied to the customer.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
143.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.2(6)	At least once every 3 months, a retailer must inform a customer who is subject to a shortened billing cycle of the conditions upon which a customer can be returned to the customer's previous billing cycle.	Trading	2
144.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.3(1)	In respect of any 12-month period, on receipt of a request by a customer, a retailer may provide the customer with estimated bills under a bill smoothing arrangement.	Trading	2
145.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.3(2)	If a retailer provides a customer with a bill under a bill-smoothing arrangement pursuant to clause 4.3(1), the retailer must ensure that the conditions specified in clauses 4.3(2)(a)-(f) are met.	Trading	2
146.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.4	A retailer must issue a bill to a customer at the address nominated by the customer, which may be an email address.	Trading	2
147.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.5(1)	Unless the customer agrees otherwise, a retailer must include the minimum prescribed information in clauses 4.5(1)(a)-(cc) on the customer's bill. <i>Note: the summary wording of this obligation has not changed, but since the commencement of the amended Compendium on 1 January 2020, there have been some changes to the content of clauses 4.5(1)(a)-(cc)<sup>4</sup> and the creation of an exception to complying with 4.5(1)(w) as set out in 4.5(4).</i>	Trading	2

<sup>4</sup> 4.5(1)(p) and (z).

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
148.	Not used				
149.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.5(3)	If a retailer identifies and wishes to bill a customer for an historical debt, the retailer must advise the customer of the amount of the historical debt and its basis, before, with or on the customer's next bill.	Trading	2
150.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.6	A retailer must base a customer's bill on the distributor's or metering agent's reading of the meter at the customer's supply address, or the customer's reading of the meter provided the retailer and the customer agreed that the customer will read the meter.	Trading	2
151.	Not Used				
152.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.7(1)	A retailer must use its best endeavours to ensure that metering reading data is obtained as frequently as is required to prepare its bills.	Trading	NR
153.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.7(2)	Subject to subclause 4.7(3), a retailer must ensure that at least once every 12 months it obtains metering data in accordance with clause 4.6(a).	Trading	NR
154.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.8(1)	A retailer must give the customer an estimated bill in the manner specified, if the retailer is unable to reasonably base a bill on a reading of the meter.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
155.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.8(2)	Where the customer's bill is estimated, a retailer must clearly specify on the customer's bill the information prescribed in clauses 4.8(2)(a)-(c).	Trading	2
156.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.8(3)	Upon request, a retailer must inform a customer of the basis and the reason for the estimation.	Trading	2
157.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.9	If a retailer gives a customer an estimated bill, and the meter is subsequently read, the retailer must include an adjustment on the next bill to take account of the actual meter reading.	Trading	2
158.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.10	If a retailer has based a bill upon an estimation because the customer failed to provide access to the meter, and the customer subsequently requests the retailer to provide a bill based on a reading of the meter and provides access to the meter, and pays the retailer's reasonable charge for reading the meter (if any), the retailer must do so.	Trading	NR
159.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.11(1)	If a customer requests the meter to be tested and pays a retailer's reasonable charge (if any) for doing so, a retailer must request the distributor or metering agent to do so.	Trading	2
160.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1	If the meter is tested and found to be defective, the retailer's reasonable charge for testing the meter (if any) is to be refunded to the customer.	Trading	2



No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Compendium clause 4.11(2)			
161.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.12(1)	If a retailer offers alternative tariffs and a customer applies to receive an alternate tariff (and demonstrates to the retailer that they satisfy the conditions of eligibility), a retailer must change the customer to an alternate tariff within 10 business days of the customer satisfying those conditions. The effective date of change is set out in clause 4.12(2).	Trading	2
162.	Not used				
163.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.13	If a customer's gas use changes and the customer is no longer eligible to continue to receive an existing, more beneficial tariff, a retailer must give the customer written notice prior to changing the customer to an alternative tariff.	Trading	2
164.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.14(1)	If a customer requests a retailer to issue a final bill at the customer's supply address, a retailer must use reasonable endeavours to arrange for that final bill in accordance with the customer's request.	Trading	NR
165.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.14(2)	If the customer's account is in credit at the time of account closure, the retailer must, subject to clause 4.14(3), at the time of the final bill ask the customer for instructions on where to transfer the amount of credit (based on clauses 4.14(2)(a) or (b)), and pay the credit in accordance with the customer's instructions within 12 business days or another time agreed with the customer.	Trading	2
165A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1	If the customer's account is in credit at the time of account closure and the customer owes a debt to the retailer, the retailer may, with written notice to the customer, use that credit to set off the debt.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Compendium clause 4.14(3)	If after the set off, there remains an amount of credit, the retailer must ask the customer for instructions in accordance with clause 4.14(2).		
166.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.15	A retailer must review the customer's bill on request by the customer, subject to the customer paying the lesser of the portion of the bill agreed to not be in dispute or an amount equal to the average of the customer's bill over the previous 12 months, and paying any future bills that are properly due.	Trading	2
167.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.16(1)(a)	If a retailer is satisfied after conducting a review of a bill that the bill is correct, the retailer: may require a customer to pay the unpaid amount; must advise the customer that the customer may request the retailer to arrange a meter test in accordance with applicable law; and must advise the customer of the existence and operation of the retailer's internal complaints handling processes and details of any applicable external complaints handling processes.	Trading	2
168.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.16(1)(b)	If a retailer is satisfied after conducting a review of a bill that the bill is incorrect, the retailer must adjust the bill in accordance with clauses 4.17 and 4.18.	Trading	2
169.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.16(2)	The retailer must inform a customer of the outcome of the review (of the bill) as soon as practicable.	Trading	2
170.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1	If the retailer has not informed a customer of the outcome of the review within 20 business days from the date of receipt of the request for review under clause 4.15, the retailer must provide the customer with notification of the status of the review as soon as practicable.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Compendium clause 4.16(3)			
171.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.17(2)	If a retailer proposes to recover an amount undercharged as a result of an error, defect or default for which the retailer or distributor is responsible (including where a meter has been found to be defective), the retailer must follow the procedure specified in clauses 4.17(2)(a)-(e).	Trading	2
171A.	Not used				
172.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.18(2) and 4.18(5)	If a customer (including a customer who has vacated the supply address) has been overcharged as a result of an error, defect or default for which a retailer or distributor is responsible (including where a meter has been found to be defective), the retailer must use its best endeavours to inform the customer accordingly within 10 business days of the retailer becoming aware of the error, defect or default and, subject to clauses 4.18(6) and (7) ask the customer for instructions as to whether the amount should be credited to the customer's account; or repaid to the customer. No interest shall accrue to a credit or refund referred to in this clause.	Trading	NR
173.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.18(3)	If a retailer receives instructions under clause 4.18(2), the retailer must pay the amount in accordance with the customer's instructions within 12 business days of receiving the instructions.	Trading	2
174.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.18(4)	If a retailer does not receive instructions under clause 4.18(2) within 5 business days of making the request, the retailer must use reasonable endeavours to credit the amount overcharged to the customer's account.	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
175.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.18(6)	If the overcharged amount is less than \$100, the retailer may notify a customer of the overcharge by no later than the next bill after the retailer became aware of the error, and ask the customer for instructions under clause 4.18(2), or credit the amount to the customer's next bill.	Trading	NR
175A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.18(7)	If a customer has been overcharged by the retailer, and the customer owes a debt to the retailer, then provided the customer is not a residential customer experiencing payment difficulties or financial hardship, the retailer may, with written notice to the customer, use the amount of the overcharge to set off the debt owed to the retailer.  If, after the set off, there remains an amount of credit, the retailer must deal with that amount of credit in accordance with clause 4.18(2); or 4.18(6) where the amount is less than \$100.	Trading	NR
176.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.19(1)	If a retailer proposes to recover an amount of an adjustment which does not arise due to any act or omission of the customer, the retailer must follow the procedure specified in clauses 4.19(1)(a)-(d).	Trading	2
177.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.19(2) and 4.19(6)	If after the meter reading a retailer becomes aware of an amount owing to the customer, the retailer must use its best endeavours to inform the customer accordingly within 10 business days of the retailer becoming aware of the adjustment and, subject to clauses 4.19(5) and 4.19(7), ask the customer for instructions as to whether the amount should be - <ul style="list-style-type: none"> <li>• credited to the customer's account;</li> <li>2. repaid to the customer; or</li> <li>3. included as a part of the new bill smoothing arrangement if the adjustment arises under clauses 4.3(2)(a)-(b).</li> </ul> No interest shall accrue to a credit or refund referred to in this clause.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
178.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.19(3)	If a retailer received instructions under clause 4.19(2), the retailer must pay the amount in accordance with the customer's instructions within 12 business days of receiving the instructions.	Trading	2
179.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.19(4)	If a retailer does not receive instructions under clause 4.19(2) within 5 business days of making the request, the retailer must use reasonable endeavours to credit the amount of the adjustment to the customer's account.	Trading	NR
180.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.19(5)	If the adjustment amount owing to the customer is less than \$100, the retailer may notify the customer of the adjustment by no later than the next bill after the meter is read, and ask the customer for instructions under clause 4.19(2); or credit the amount to the customer's next bill.	Trading	NR
180A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 4.19(7)	If the amount of the adjustment is an amount owing to the customer, and the customer owes a debt to the retailer, then provided the customer is not a residential customer experiencing payment difficulties or financial hardship, the retailer may, with written notice to the customer, use the amount of the adjustment to set off the debt owed to the retailer. If, after the set off, there remains an amount of credit, the retailer must deal with that amount of credit in accordance with clause 4.19(2); or 4.19(5) where the amount is less than \$100.	Trading	2
<b>PAYMENT</b>					
181.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.1	The due date on the bill must be at least 12 business days from the date of that bill, unless otherwise agreed with the customer. The date of the dispatch is the date of the bill, unless the retailer specifies a later date.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
182.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.2	Unless otherwise agreed with a customer, a retailer must offer the customer at least the following payment methods: in person at 1 or more payment outlets located within the Local Government District of the customer's supply address; by mail; for residential customers, by Centrepay; electronically by means of BPay or credit card; and by telephone by means of credit card or debit card.	Trading	2
183.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.3	Prior to a direct debit facility commencing, a retailer must obtain the customer's verifiable consent and agree with the customer the date of commencement of the direct debit facility and the frequency of the direct debits.	Trading	2
184.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.4	A retailer must accept payment in advance from a customer on request. The minimum amount a retailer will accept an advance payment is \$20, unless otherwise agreed with a customer. <i>Note: the summary wording of this obligation has not changed, but one of the changes to the Compendium (which came into effect on 1 January 2020) was the creation of additional subclauses to 5.4 which provide additional information and create an exception to complying with 5.4(1).</i>	Trading	2
185.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and clause 6.3.1 Compendium clause 5.5	If a customer is unable to pay by way of the methods described in clause 5.2, due to illness or absence, a retailer must offer a residential customer a redirection of the customer's bill to a third person, at no charge.	Trading	2
186.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1	A retailer must not charge a residential customer a late payment fee in the circumstances specified in clauses 5.6(1)(b)-(d).	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Compendium clause 5.6(1)	<i>Note: the changes to the Compendium (which came into effect on 1 January 2020) included the deletion of clause 5.6(1)(a) and changes to clause 5.6(1)(c).</i>		
186A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.6(2)	If a retailer has charged a late payment fee in the circumstances set out in clause 5.6(1)(c) because the retailer was not aware of the complaint, the retailer must refund the late payment fee on the customer's next bill.	Trading	2
187.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.6(3)	If a retailer has charged a residential customer a late fee, a retailer must not charge an additional late payment fee in relation to the same bill within 5 business days from the date of receipt of the previous late payment fee notice.	Trading	2
188.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1,1 and 6.3.1 Compendium clause 5.6(4)	A retailer must not charge a residential customer more than 3 late payment fees in relation to the same bill, or more than 12 late payment fees in a year.	Trading	2
189.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.6(5)	If a residential customer has been assessed as being in financial hardship, a retailer must retrospectively waive any late payment fee charged to the residential customer's last bill prior to the assessment being made.	Trading	2
190.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.7(1)	A retailer must not require a customer who has vacated a supply address, and who has given the retailer notice, to pay for gas consumed at the customer's supply address in the circumstances specified in clause 5.7(1), unless the retailer and the customer have agreed to an alternative date.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
			Notice is given if a customer informs a retailer of the date on which the customer intends to vacate, or has vacated the supply address, and gives the retailer a forwarding address to which a final bill may be sent.		
191.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.7(2)	If a customer reasonably demonstrates to a retailer that the customer was evicted or otherwise required to vacate a supply address, a retailer must not require a customer to pay for gas consumed at the customer's supply address from the date the customer gave the retailer notice.	Trading	2
192.	Not used				
193.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.7(4)	Notwithstanding clauses 5.7(1) and 5.7(2), a retailer must not require a customer to pay for gas consumed at the customer's supply address in the circumstances specified in clauses 5.7(4)(a)-(c). <sup>5</sup>	Trading	2
194.	Not Used				
195.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.8(1)	A retailer must not commence proceedings for recovery of a debt from a residential customer who has informed a retailer that the customer is experiencing payment difficulties or financial hardship; and while a residential customer continues to make payments under an alternative payment arrangement.	Trading	2
196.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.8(2)	A retailer must not recover or attempt to recover a debt relating to a supply address from a person other than the customer with whom the retailer has or had entered into a contract for the supply of gas to that supply address.	Trading	2

<sup>5</sup> In accordance with clause 5.7(5), notwithstanding clauses 5.7(1), 5.7(2) and 5.7(4), a retailer's right to payment does not terminate with regard to any payment that was due up until the termination of the contract.



No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
196A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.8(3)	If a customer with a debt owing to a retailer requests the retailer to transfer the debt to another customer, the retailer may transfer the debt to the other customer provided that the retailer obtains the other customer's verifiable consent to the transfer.	Trading	2
197.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 5.10	Where a retailer and residential customer have entered into a dual fuel contract, or separate contracts for the supply of electricity and gas, the retailer must apply a payment received from a residential customer for charges for the supply of electricity or gas in the circumstances specified in clause 5.9.	Trading	2
<b>PAYMENT DIFFICULTIES &amp; FINANCIAL HARDSHIP</b>					
198.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.1(1)	A retailer must assess whether a residential customer is experiencing payment difficulties or financial hardship, within 5 business days from when the residential customer informs the retailer about the payment problems.  If the retailer cannot make the assessment within 5 business days, it must refer the customer to a relevant consumer representative to make the assessment.  If a residential customer provides the retailer with an assessment from a relevant consumer representative, the retailer may adopt that assessment as its own assessment for the purposes of clause 6.1(1)(a).	Trading	2
198A.	Not used				
199.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.1(3)	When undertaking an assessment regarding payment difficulties or financial hardship, the retailer must, unless the retailer adopts an assessment from a relevant consumer representative, give reasonable consideration to the information given by the residential customer and requested or held by the retailer; or advice given by a relevant consumer representative.	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
200.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.1(4)	A retailer must advise a residential customer on request of the details of an assessment.	Trading	2
200A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.2(1)	If a retailer refers a residential customer to a relevant consumer representative under clause 6.1(1)(b), the retailer must grant the residential customer a temporary suspension of actions.	Trading	2
201.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.2(2)	If a residential customer informs a retailer that the customer is experiencing payment problems, the retailer must not unreasonably deny a residential customer's request for a temporary suspension of actions, if the customer demonstrates to the retailer that the customer has an appointment with a relevant consumer representative to assess the customer's capacity to pay.	Trading	2
202.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.2(3)	A retailer must allow a temporary suspension of actions for a period of at least 15 business days.	Trading	2
203.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.2(4)	If a relevant consumer representative is unable to complete the assessment on time and the consumer representative or residential customer requests for additional time, a retailer must give reasonable consideration to the request.	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
204.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.3(1)	If the assessment carried out under clause 6.1 indicates to the retailer that the residential customer is experiencing payment difficulties or financial hardship, the retailer must follow the procedure specified in clause 6.3(1). <sup>6</sup>	Trading	2
205.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.4(1)	A retailer must offer a residential customer who is experiencing payment difficulties or financial hardship at least the payment arrangements that are specified in clauses 6.4(1)(a) and (b). <i>Note: the summary wording of this obligation has not changed, but the content of clauses 6.4(1)(a) and (b) were amended as part of the changes to the Compendium that came into effect on 1 January 2020.</i>	Trading	2
206.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.4(2)	When offering or amending an instalment plan to a residential customer a retailer must ensure that the instalment plan is fair and reasonable taking into account the customer's capacity to pay and consumption history and comply with clause 6.4(3).	Trading	2
206A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.4(3)	If the residential customer accepts an instalment plan offered by the retailer, the retailer must provide the information specified in clauses 6.4(3)(a)(i)-(iii) within 5 business days of the customer accepting the plan and notify the customer of any amendments to the instalment plan at least 5 business days before they come into effect (unless agreed otherwise with the customer) and provide the customer with information explaining the changes.	Trading	2
207.	Not used				

<sup>6</sup> In accordance with clause 6.3(2), clause 6.3(1) does not apply if a retailer is unable to make an assessment under clause 6.1 as a result of an act or omission by a residential customer.

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
208.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.6(1)	A retailer must give reasonable consideration to a request by a customer, or a relevant consumer representative, for a reduction of the customer's fees, charges, or debt.	Trading	NR
209.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.6(2)	In giving reasonable consideration under clause 6.6(1), a retailer must refer to the hardship procedures referred to in clause 6.10(3).	Trading	2
210.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.7	If it is reasonably demonstrated to the retailer that the customer, experiencing financial hardship, is unable to meet the customer's obligations under a payment arrangement, a retailer must give reasonable consideration to offering the customer an instalment plan or offering to revise an existing instalment plan.	Trading	NR
211.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and clause 6.3.1 Compendium clause 6.8	A retailer must advise a customer experiencing financial hardship of the options specified in clause 6.8.	Trading	2
212.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.9(1)	A retailer must determine the minimum payment in advance amount for residential customers experiencing payment difficulties or financial hardship in consultation with relevant consumer representatives.	Trading	2
213.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
214.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.10(1)	A retailer must develop a hardship policy and hardship procedures to assist customers experiencing financial hardship in meeting their financial obligations and responsibilities to the retailer.	Trading	2
215.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.10(2)	A retailer must ensure that its hardship policy complies with the criteria specified in clause 6.10(2). <i>Note: the summary wording of this obligation has not changed, but the content of clause 6.10(2)(h)(i) was amended as part of the changes to the Compendium (which came into effect on 1 January 2020), along with the addition of new subclause 6.10(2)(k).</i>	Trading	2
215A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.10(3)	A retailer must ensure that its hardship procedures comply with the criteria specified in clause 6.10(3).	Trading	2
216.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.10(4)	If requested, a retailer must give residential customers and relevant consumer representatives a copy of the hardship policy, including by post at no charge.	Trading	2
217.	Not Used				
218.	Not Used				
219.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.10(6)	If directed by the ERA, the retailer must review its hardship policy and hardship procedures, in consultation with relevant consumer representatives, and submit to the ERA the results of that review within 5 business days after it is completed.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
220.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.10(7)	A retailer must comply with the ERA's Financial Hardship Policy Guidelines.	Trading	2
220A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.10(8)	If a retailer makes a material amendment to its hardship policy, the retailer must consult with relevant consumer representatives and submit a copy of the amended policy to the ERA within 5 business days of the amendment.	Trading	2
221.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 6.11	A retailer must consider any reasonable request for alternative payment arrangements from a business customer who is experiencing payment difficulties.	Trading	2
<b>DISCONNECTION &amp; INTERRUPTION</b>					
222.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 7.1	A retailer must follow the procedures specified in clause 7.1(1) prior to arranging for disconnection of a customer's supply address for failure to pay a bill. A customer has failed to pay a bill in the circumstances specified in clause 7.1(2).	Trading	2
223.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 7.2(1)	A retailer must not arrange for disconnection of a customer's supply address for failure to pay a bill in the circumstances specified in clause 7.2(1). <i>Note: the summary wording of this obligation has not changed, but the content of clause 7.2(1)(d) was amended as part of the changes to the Compendium that came into effect on 1 January 2020.</i>	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
224.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 7.3	In relation to dual fuel contracts or separate contracts for the supply of electricity and gas (under which a single bill for energy, or separate simultaneous bills for electricity and gas are issued to the customer), if a retailer is permitted to and wishes to arrange for disconnection of the supply of electricity and gas to the residential customer's supply address for failure to pay a bill, the retailer must arrange for disconnection of the supply of gas in priority to the disconnection of the supply of electricity.	Trading	2
225.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 7.4	A retailer must not arrange for the disconnection of a customer's supply address for denying access to the meter unless the conditions specified in clause 7.4(1) are satisfied. A retailer may arrange for a distributor to carry out 1 or more of the requirements referred to in clause 7.4(1) on behalf of the retailer.	Trading	2
226.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 7.5	A distributor who disconnects or interrupts a customer's supply address for emergency reasons must provide a 24-hour emergency line and use its best endeavours to restore supply as soon as possible.	Distribution	2
227.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 7.6	A retailer or a distributor must not arrange for disconnection or disconnect a customer's supply address in the circumstances specified in clause 7.6. <i>Note: the summary wording of this obligation has not changed, but the content of clause 7.6(3) was amended as part of the changes to the Compendium that came into effect on 1 January 2020.</i>	Distribution Trading	1
<b>RECONNECTION</b>					
228.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and	In the circumstances specified in clause 8.1(1)(a)-(c), a retailer must arrange for reconnection of the customer's supply address if the customer makes a request for reconnection and pays the retailer's reasonable	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		6.3.1 Compendium clause 8.1(1)	charges for reconnection (if any) or accepts an offer of an instalment plan for the retailer's reasonable charges for reconnection.		
229.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 8.1(2)	A retailer must forward the request for reconnection to the relevant distributor that same business day if the request is received before 3pm on a business day; or no later than 3pm on the next business day if the request is received after 3pm on a business day, or on the weekend or on a public holiday.  <i>Note: the summary wording of this obligation has not changed, but new clause 8.1(3), which provides compliance detail about clause 8.1(2), was added as part of the changes to the Compendium that came into effect on 1 January 2020.</i>	Trading	2
230.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clauses 8.2(1)-(3)	A distributor must reconnect the customer's supply address upon the request of a retailer and subject to the retailer complying with the retail market procedures, within 2 business days of receipt of the request, or where the retailer has notified the distributor of a later date for reconnection, within 2 business days of that later date.  In the event of an emergency or where access to the customer's supply address has been restricted or where it is unsafe to reconnect the customer's supply address, the distributor must reconnect the customer's supply address within 2 business days from becoming aware that the relevant issue has been resolved.  Where reconnection requires excavation, the distributor must reconnect the customer's supply address within 10 business days of receipt of the request to reconnect.	Distribution	2
230A.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 8.2(4)	If any of the circumstances described in clauses 8.2(3)(b)-(e) apply, the distributor must notify the retailer of the relevant circumstance within 2 business days of receipt of the reconnection request made under clause 8.2(1).	Distribution	2
230B.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses	Notwithstanding clause 8.2(5), if a distributor becomes aware that there has been an unauthorised utilisation of gas at the customer's supply	Distribution	2



No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		2.1.1 and clause 6.2.1 Compendium clause 8.2(5)	address, the distributor must notify the retailer as soon as practicable and is not obliged to reconnect the supply address until the issue is resolved.		
<b>INFORMATION &amp; COMMUNICATION</b>					
231.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 10.1(1)	A retailer must give notice to each of its customers affected by a variation in its tariffs, fees and charges no later than the next bill in the customer's billing cycle.	Trading	2
232.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and 6.3.1 Compendium clause 10.1(2)	A retailer must give or make available to a customer on request, at no charge, reasonable information on the retailer's tariffs, fees and charges, including any alternative tariffs that may be available to the customer.	Trading	2
233.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 10.1(3)	A retailer must give or make available to a customer the information requested on tariffs within 8 business days of the date of receipt of the request and, if requested, a retailer must provide the information in writing.	Trading	2
234.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 10.2(1)	A retailer must, on request, give a customer their billing data.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
235.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 10.2(2)	A retailer must give the requested billing data at no charge if a customer requests their billing data for a period less than the previous 2 years and no more than once a year, or in relation to a dispute with the retailer.	Trading	2
236.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 10.2(3)	A retailer must give the requested billing data within 10 business days of the date of receipt of either the request, or payment of the retailer's reasonable charge for providing the billing data.	Trading	2
237.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 10.2(4)	A retailer must keep a customer's billing data for 7 years.	Trading	2
238.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and clause 6.3.1 Compendium clause 10.3	A retailer must give a residential customer on request, at no charge, information on the types of concessions available to the customer, and the names and contact details of the organisation responsible for administering those concessions (if not the retailer).	Trading	2
239.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 10.4	A retailer must give, or make available, to a customer on request and at no charge, general information on: cost-effective and efficient ways to utilise gas (including referring a customer to a relevant information source) and the typical running costs of major domestic appliances.	Trading	2
240.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1	If a customer asks for information relating to the distribution of gas, a retailer must give the information to the customer or refer the customer to the relevant distributor for a response.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Compendium clause 10.5			
241.	Not used				
242.	Not used				
243.	Not used				
244.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 10.6	A distributor must give a customer on request, at no charge, or direct the customer to a person or class of persons who can provide, the information specified in clause 10.6(c)-(i).	Distribution	2
245.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 10.9	A retailer and distributor must, to the extent practicable, ensure that any written information that must be given to a customer by the retailer, distributor or gas marketing agent under the Gas Marketing Code and the Compendium is expressed in clear, simple and concise language and is in a format that makes it easy to understand.	Distribution Trading	NR
246.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 10.10(1)	A retailer must advise a customer on request how the customer can obtain a copy of the Gas Marketing Code and the Compendium; and make a copy of the Gas Marketing Code and the Compendium available on the retailer's website.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
247.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2 Compendium clause 10.10(2)	A distributor must advise a customer on request how the customer can obtain a copy of the Compendium; and make a copy of the Compendium available on the distributor's website.	Distribution	2
248.	Not Used				
249.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 10.11(1)	A retailer and distributor must make available to a residential customer on request, at no charge, services that assist the residential customer in interpreting information provided by the retailer or distributor (including independent multi-lingual and TTY services, and large print copies).	Distribution Trading	2
250.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 10.11(2)	A retailer and, if appropriate, a distributor must include on a residential customer's bill and bill related information, reminder notice and disconnection warning the telephone numbers for: its TTY services; independent multi-lingual services; and interpreter services with the National Interpreter Symbol.	Distribution Trading	2

#### COMPLAINTS & DISPUTE RESOLUTION

251.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1	A retailer and distributor must develop, maintain and implement an internal process for handling complaints and resolving disputes.	Distribution Trading	2
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No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 12.1(1)			
252.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 12.1(2)	The complaints handling process under clause 12.1(1) must comply with AS/NZS 10002:2014 and address, at the least, the criteria specified in subclauses 12.1(2)(b)-(c). The complaints handling process must be available at no cost to customers.	Distribution Trading	2
253.	Not used				
254.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and clause 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 12.1(3)(a)	When responding to a complaint, a retailer or distributor must advise the customer that the customer has the right to have the complaint considered by a senior employee within the retailer or distributor (in accordance with its complaints handling process).	Distribution Trading	2
255.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 12.1(3)(b)	When a complaint has not been resolved internally in a manner acceptable to the customer, a retailer or distributor must advise the customer of the reasons for the outcome (on request, the retailer or distributor must supply such reasons in writing); and that the customer has the right to raise the complaint with the gas ombudsman or another relevant external dispute resolution body and provide the Freecall telephone number of the gas ombudsman.	Distribution Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
255A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 12.1(4)	A retailer or distributor must, on receipt of a written complaint by a customer, acknowledge the complaint within 10 business days and respond to the complaint within 20 business days.	Distribution Trading	2
256.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 12.2	A retailer must comply with any guideline developed by the ERA relating to distinguishing customer queries from customer complaints.	Trading	2
257.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clause 2.1.1 and clause 6.2.1 Compendium clause 12.3	A retailer, distributor and gas marketing agent must give a customer on request, at no charge, information that will assist the customer in utilising the respective complaints handling processes.	Distribution Trading	2
258.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 12.4	When a retailer, distributor or gas marketing agent receives a complaint that does not relate to its functions, it must advise the customer of the entity that it reasonably considers to be the appropriate entity to deal with the complaint (if known).	Distribution Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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**RECORD KEEPING & REPORTING**

259.	Not Used				
260.	Not Used				
261.	Not Used				
262.	Not Used				
263.	Not Used				
264.	Not Used				
265.	Not Used				
266.	Not Used				
267.	Not Used				
268.	Not Used				
269.	Not Used				
270.	Not Used				
271.	Not Used				
272.	Not Used				
273.	Not Used				
274.	Not Used				
275.	Not Used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
276.	Not Used				
277.	Not Used				
278.	Not Used				
279.	Not Used				
280.	Not Used				
281.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 13.1	A retailer and a distributor must prepare a report in respect of each reporting year setting out the information specified by the ERA.	Distribution Trading	2
282.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 13.2	A report referred to in clause 13.1 must be provided to the ERA by the date, and in the manner and form, specified by the ERA.	Distribution Trading	2
283.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 13.3	A report referred to in clause 13.1 must be published by the date specified by the ERA.	Distribution Trading	2



## Amendment Record Sheet:

Amendment Date	Description of amendment
27 March 2008	<p>Amendments to this Manual include:</p> <ul style="list-style-type: none"> <li>Updating the performance reporting obligations for trading licensees (section 14.1) to align, where possible, with the reporting obligations for electricity retail licensees.</li> <li>Updating the performance reporting obligations for distribution licensees (section 14.2) to align, where possible, with the reporting obligations for trading and also remove redundant obligations.</li> <li>Move the guaranteed service level payment performance reporting indicators into a new section (14.3) because they only apply to the AlintaGas Networks Access Arrangement.</li> </ul>
24 February 2009	<p>Amendments to this Manual include:</p> <ul style="list-style-type: none"> <li>Section 1 (Scope) deleted.</li> <li>Section 2 amended and renumbered to section 1.</li> <li>Section 3 (Additional Performance Reporting Obligations) deleted.</li> <li>Section 4.5 renumbered to section 2.</li> <li>Section 4.6 updated and renumbered to section 2.1.</li> <li>Section 4.1 amended.</li> <li>Section 4.6 renumbered to section 4.4</li> <li>Section 13 amended to replace obligations under the Gas Marketing Standard with the obligations under the <i>Gas Marketing Code of Conduct 2008</i>.</li> <li>Section 14.1 definition of indicators RC7 and RC8 amended.</li> </ul>
4 September 2009	<p>Amendments to this Manual include:</p> <ul style="list-style-type: none"> <li>Section 1 amended (minor only).</li> <li>Section 2.1 now refers to the inclusion of the Compendium of Gas Customer licensing Obligations.</li> <li>Section 3 amended (minor only).</li> <li>Section 4.2 to 4.4 amended to clarify the compliance reporting requirement for Type 1 and 2 obligations.</li> </ul>

Amendment Date	Description of amendment
	<p>New section on Report Lodging Requirements inserted as section 5.</p> <p>Sections 5 re-numbered to section 6 with minor amendments.</p> <p>Section 6 re-numbered to section 7 and amended to clarify the format for Schedule A.</p> <p>Section 7 re-numbered to section 8 and updated for the new type 1 (obligation no. 224).</p> <p>Section 8 re-numbered to section 9 and licence conditions updated for new licence format.</p> <p>Section 9 re-numbered to section 10 and licence conditions updated for new licence format.</p> <p>Section 10 re-numbered to section 11.</p> <p>Section 11 re-numbered to section 12 and licence conditions updated for new licence format. Also, obligations 83 and 84 amended for minor typographical errors. The description for obligation 88 has also been amended to more closely reflect the <i>AGA Code</i> requirements</p> <p>Section 12 re-numbered to section 13 with:</p> <p>Obligations 104 to 111, 113, and 123 to 131 deleted;</p> <p>Obligation 112 re-numbered to 104;</p> <p>Obligations 114 to 122 re-numbered to 105 to 113; and</p> <p>Obligations 132 to 133 re-numbered to 114 to 115.</p> <p>Section 13 re-numbered to section 14 with Obligations 134 to 164 re-numbered to 115 to 146 and <i>Code of Conduct</i> reference moved to "Obligation Under" Column for all obligations for re-numbered obligations 118 -146.</p> <p>Section 15 inserted for Compendium of Gas Customer licensing Obligations.</p> <p>Section 15 on Performance Reporting re-numbered to section 16.</p>
15 July 2010	<p>Amendments to this Manual include:</p> <p>Sections 1, 5 and 6 have been amended to delete redundant information and correct minor errors.</p> <p>Section 2 now refers to the amendments of the Compendium of Gas Customer Licensing Obligations (also known as the <i>Gas Customer Code</i>) which take effect from 1 July 2010.</p> <p>Sections 9, 12, 13, 14 and 15 now reflect the amended gas trading and distribution licence obligations which come into effect in July 2010.</p> <p>Section 15 was amended to reflect the amendments to the Compendium of Gas Customer Licensing Obligations.</p>

Amendment Date	Description of amendment
	<p>Sections 13, 14 and 15 have obligations that have been re-numbered due to the amendments to the Obligations.</p> <p>Sections 16 has been amended to reflect amendments to the 2010 performance data obligations that have previously been published by the ERA (refer to Gas Licence Performance data Sheets and handbooks – May 2010).</p>
9 November 2010	<p>Amendments to this Manual include:</p> <p>Section 2.1 has been amended to incorporate current information and remove redundant information.</p> <p>Section 12 (obligations 85 and 86) has been amended to correct some minor errors.</p> <p>Section 15 has obligations that have been amended and re-numbered to reflect the amendments and corrections to the <i>Gas Customer Code</i>.</p> <p>Section 16 has been amended to correct some errors in the numbering of figures.</p>
1 March 2013	<p>Amendments to this Manual include:</p> <p>The Manual has been reviewed to align the content with the Electricity Compliance Reporting Manual (February 2013).</p> <p>The obligations that derive from the <i>Code of Conduct</i> have been reviewed and updated to reflect the changes made to the <i>Code of Conduct</i> in June 2012.</p> <p>Section 2.2 has been added to emphasise current and planned changes in legislation, regulations and codes.</p> <p>A paragraph was added in section 4 that reserves the right for the ERA to apply a higher rating to a licence obligation where it considers it necessary.</p> <p>Minor amendments were made to the compliance reporting template in section 6 to align it with the Electricity Compliance Reporting Manual's template.</p> <p>A note was added in section 7 that the licensee should report a positive statement of no non-compliances if that is the case.</p> <p>A note was added in sections 8-15 to clarify that the tables in sections only contain summaries of the obligations.</p> <p>Sections 14 and 15 have been amended to reflect the obligations in the 2012 <i>Code of Conduct</i> and the 2013 Compendium.</p> <p>The inclusion of the 2012 <i>Code of Conduct</i> and 2013 Compendium has resulted in the re-numbering of the obligations from number 127 onwards.</p> <p>All reference to the previous name of the Compendium (i.e. the Gas Customer Code) has been removed and replaced with the current name, with the exception of reference to the Gas Customer Code made in this Amendment record sheet.</p> <p>Gas trading licence and gas distribution licence reporting obligations were reviewed and aligned with Part 13 of the Compendium.</p> <p>The disaggregation of complaints into complaint categories has been amended to require licensees to provide the number of complaints in each category.</p> <p>Added indicators DE8-11 to capture complaint resolution performance data.</p>

Amendment Date	Description of amendment
	Other minor amendments, such as updating contact details for the ERA, updating all web links and correcting minor typos or formatting errors.
6 June 2013	Updated the tables in section 16 to align with the data collection spreadsheets and handbooks prepared by the ERA to collect the 2012-13 performance data from gas retailers and distributors.
12 May 2014	<p>Amendments to this Manual include:</p> <ul style="list-style-type: none"> <li>• Section 1 - removal of references to licence performance reporting obligations</li> <li>• Section 3 – amended to direct licensees to refer to the relevant Reporting Handbook for information on how to lodge annual performance reports with the ERA.</li> <li>• Section 16 – deleted, the specification of performance reporting indicators has been moved to the Reporting Handbooks.</li> </ul>
3 February 2015	<p>Sections 1, 4, 5, 6 and 7 have been amended to align the text and nomenclature with the equivalent sections in the Electricity Compliance Reporting Manual – September 2014.</p> <p>Section 15 has been amended to incorporate the changes to the Gas Compendium, following the publication of the new version of the Compendium effective from 1 January 2015.</p> <p>For ease of reference, and to improve consistency, section 15 has also been amended to use the term “clause” to refer to any clause, or subclause in the Compendium.</p>
3 March 2015	Section 14 has been amended to replace the <i>2012 Gas Marketing Code of Conduct (GMCC)</i> with the 2014 GMCC. Because of the extensive differences in the structure of the two versions of the GMCC, it has been simpler to delete all of the clauses associated with the 2012 GMCC and then insert clauses associated with the 2014 GMCC.
30 June 2015	<p>Section 14 has been amended to incorporate the <i>2015 Gas Marketing Code of Conduct (GMCC)</i>.</p> <p>The insertion of a new section 2.7 into the GMCC has caused the subsequent clauses to be re-numbered (obligations 127 – 129).</p>
August 2015	<p>Correction of minor editorial errors:</p> <p>Obligation 227 (page 12) had been incorrectly numbered 224.</p> <p>The licensee was missing from obligation 165A (page 41).</p> <p>The licensee and type were missing from obligation 175A (page 43).</p>
9 January 2017	Sections 1 to 8 have been edited for clarity and readability.

Amendment Date	Description of amendment
	<p>Section 15 has been amended to incorporate the changes in the <i>2017 Compendium of Gas Customer Licence Obligations</i>:            Added a new obligation 171A: circumstances where a retailer may charge interest or late payment fee.            Added a new obligation 196A: verifiable consent required for transfer of debt to another customer.            Removed obligation 217.            Streamlined the following obligations for intent and clarity: 136, 137, 146, 175, 180, 180A, 181, 182, 184, 190, 198, 198A, 200A, 201, 203, 208, 210, 212, 214, 216, 219, 220, 220A, 231, 239, 246, 247, 250, 252, 254 and 256.            Amended “the Authority” to “the ERA” across the document.</p>
June 2020	<p>Amendments to this Manual include:            Section 4, 5 and 7 – Minor amendments made.            Section 6 - Compliance report template:            Corrected legislation reference from <i>Electricity Industry Act 2004</i> to <i>Energy Coordination Act 1994</i>.            Section 9 - <i>Energy Coordination Act 1994</i>:            Obligation 1: replaced the reference to the <i>Energy Coordination (Licensing Fees) Regulations</i> with the <i>Economic Regulation Authority (Licensing Funding) Regulations 2014</i>.            Obligation 2: reworded for clarification.            Obligation 6: removed this obligation from applying to retailers because this is outside a retailer’s control.            Obligation 18 and 19: Amended incorrect references to the Act and licence.            Obligation 24: deleted the description of section 11ZQH(b) of the Act as that is now captured under obligation 24A.            Obligation 24A: created following the separation of obligation 24.            Obligation 25: removed this obligation from applying to retailers because it is not applicable to a retailer’s operations.            Section 11 - <i>Energy Coordination (Gas Tariffs) Regulations 2000</i>:            Obligation 30: deleted as no longer relevant.            Section 12 - <i>Energy Coordination (Customer Contract) Regulations 2004</i>:            Obligation 32 to 72: wording amended to clarify the requirement relates to the content of a licensee’s contract.            Obligation 43: added a description of clause 5.1.3.1 of the <i>AGA Code</i> as obligation 43 captures clause 5.1.3.1 and 5.1.3.2.            Obligation 45: ‘written notice’ amended to ‘notice’ in line with the wording of clause 5.1.5.2 of the <i>AGA Code</i>.            Obligation 51: timeframe amended in line with the wording of clause 5.1.8.(e) and (f) of the <i>AGA Code</i>.            Obligation 56: included a description of 14(2)(a) and (d), as the wording only addressed 14(2)(b), (c) and (e). Obligation 56 should capture all subclauses of 14(2).</p>

Amendment Date	Description of amendment
	<p>Obligation 63: deleted as a result of separating the obligation in two (see new obligations 63A and 84(A)).</p> <p>Obligation 63A: created following separation and deletion of obligation 63.</p> <p>Obligation 71: wording added to clarify the requirement relates to the content of a licensee’s contract and that the information only needs to be made available upon request.</p> <p>Obligation 72A: created following separation of obligation 74.</p> <p>Obligation 72B: created following separation of obligation 75.</p> <p>Obligation 73: deleted reference to regulation 27(4) as that relates to a requirement for standard form contracts. Requirements for standard form contracts do not need to be included in this manual as standard form contracts require ERA approval and therefore do not need to be reviewed in a performance audit. Wording amended to clarify the 72A requirement relates to the content of a licensee’s contract.</p> <p>Obligation 74: deleted as a result of separating the obligation in two (see new obligations 72A and 74A).</p> <p>Obligation 74A: created following separation of obligation 74.</p> <p>Obligation 75: deleted as a result of separating the obligation in two (see new obligations 72B and 75A).</p> <p>Obligation 75A: created following separation of obligation 75.</p> <p>Obligation 80: wording amended to clarify the requirement relates to the content of a licensee’s contract.</p> <p>Obligation 81 and 82: deleted as the Compendium no longer requires licensees to have a customer service charter.</p> <p>Obligation 83: deleted the reference to regulation 46(2) as it is not captured in the obligation description.</p> <p>Obligation 84A: created following separation and deletion of obligation 63.</p> <p>Obligations 85 – 90: deleted as standard form contracts are approved by the ERA; there is no need to assess their compliance as part of an audit.</p> <p>Obligation 91: wording amended to clarify the requirement relates to the content of a licensee’s contract.</p> <p>Section 14 – <i>Gas Marketing Code of Conduct</i>.<sup>7</sup></p> <p>Obligations 114 and 115: deleted as these obligations could result in licensees recording an additional non-compliance. If a licensee is non-compliant with a clause of the <i>Gas Marketing Code</i>, then that will be counted as a non-compliance; they should not receive an additional non-compliance for the general requirement to comply with the <i>Gas Marketing Code</i>.</p> <p>Obligation 118: amended due to changes to the <i>Gas Marketing Code</i> in January 2020.</p> <p>Obligation 119: amended due to changes to the <i>Gas Marketing Code</i> in January 2020 and because clause 2.3(1)(b) of the <i>Gas Marketing Code</i> is now captured under obligation 119A.</p>

<sup>7</sup> The changes to this section were primarily as a result of changes to the *Gas Marketing Code of Conduct 2017* (the amended *Gas Marketing Code of Conduct* came into effect on 1 January 2020).

Amendment Date	Description of amendment
	<p>Obligation 119A: created following separation of obligation 119.</p> <p>Obligation 120: deleted as a result of separating the obligation in two (see new obligations 120A and 120B) following the restructure of clause 2.3 of the <i>Gas Marketing Code</i> on 1 January 2020.</p> <p>Obligation 120A and 120B: created following separation of obligation 120.</p> <p>Obligation 121: deleted as a result of the restructure of clause 2.3 of the <i>Gas Marketing Code</i> on 1 January 2020.</p> <p>Obligation 121A: created following the restructure of clause 2.3 of the <i>Gas Marketing Code</i> on 1 January 2020.</p> <p>Obligation 127: deleted as this is not a licence obligation.</p> <p>Section 15 – Compendium:<sup>8</sup></p> <p>Obligation 136: inclusion of new subclause 4.1(1)(iv) following changes to the <i>Gas Marketing Code</i>.</p> <p>Obligation 145: inclusion of new subclause 4.3(2)(f) following changes to the <i>Gas Marketing Code</i>.</p> <p>Obligation 147: addition of a note to indicate there were changes to clause 4.5(1) that are not reflected in changes to the obligation summary description in the manual;</p> <p>Obligation 148: deleted as this is not a licence obligation [clause 4.5(2) sets out an exception for compliance with 4.5(1)(bb)].</p> <p>Obligation 150: the clause reference has changed from 4.6(1) to 4.6 to reflect the change to the numbering in the Compendium; there is no change to the actual obligation.</p> <p>Obligation 153: obligation now subject to new subclause 4.7(3). Reference to 4.6(1)(a) changed to 4.6(a) following renumbering of clause 4.6.</p> <p>Obligation 161: reference to the effective date of change (as set out in clause 4.12(2)) added to the description following the deletion of obligation 162.</p> <p>Obligation 162: deleted as this is not a licence obligation; detail added to obligation 161 instead.</p> <p>Obligation 171A: deleted as this is not a licence obligation.</p> <p>Obligation 181: correction of typo.</p> <p>Obligation 184: addition of note to indicate additional subclauses to 5.4 were created.</p> <p>Obligation 186: reference to clause 5.6(1)(a) changed to 5.6(1)(b) following the deletion of clause 5.6(1)(a); addition of a note to indicate there were various changes to clause 5.6 in the amended Compendium.</p> <p>Obligation 190: detail about when notice is given (as set out in clause 5.7(3)) added to the description following the deletion of obligation 192.</p> <p>Obligation 192: deleted as this is not a licence obligation; detail added to obligation 190 instead.</p>

<sup>8</sup> The changes to this section are primarily as a result of changes to the Compendium (the amended Compendium came into effect on 1 January 2020).

Amendment Date	Description of amendment
	<p>Obligation 195: replaced the word "or" with "and" to correctly reflect the Compendium wording.</p> <p>Obligation 196A: Compendium reference changed from clause 5.9 to clause 5.8(3) following clause 5.9 being incorporated into clause 5.8 as part of changes to the Compendium. Text added to the description to more accurately reflect the clause wording.</p> <p>Obligation 198: detail from clause 6.1(2) added to the description following the deletion of obligation 198A.</p> <p>Obligation 198A: deleted as this is not a licence obligation; detail added to obligation 198 instead.</p> <p>Obligation 205: addition of note to indicate there were changes to the content of clauses 6.4(1)(a) and (b) in the amended Compendium.</p> <p>Obligation 207: deleted as this is not a licence obligation.</p> <p>Obligation 210: deleted the words "previously elected" from description following changes to the Compendium.</p> <p>Obligation 213: deleted as this is not a licence obligation.</p> <p>Obligation 215: addition of note to indicate there were changes to the subclauses of clause 6.10(2) in the amended Compendium.</p> <p>Obligation 219: The words "in consultation with relevant consumer representatives" added to the description following change to the Compendium.</p> <p>Obligation 220A: The words "consult with relevant consumer representatives and" added to the description following change to the Compendium.</p> <p>Section heading changed from "Disconnection" to "Disconnection &amp; Interruption" following change to the Compendium.</p> <p>Obligation 223: addition of note to indicate there was a change to subclause 7.2(1)(d) in the amended Compendium.</p> <p>Obligation 226: The words "or interrupts" added following change to the Compendium.</p> <p>Obligation 227: addition of note to indicate there were changes to subclause 7.6(3) in the amended Compendium.</p> <p>Obligation 229: addition of note to indicate the addition of subclause 8.1(3) in the amended Compendium.</p> <p>Obligation 230: Changed "retail market rules" to "retail market procedures" as per the change to the Compendium.</p> <p>Obligation 231 to 233: addition of text to the obligation descriptions following changes to the Compendium.</p> <p>Obligation 241 to 243: deleted due to deletion of clause 10.5A from the Compendium.</p> <p>Obligation 250: deletion of the words "and the words 'Interpreter Services'" following change to the Compendium.</p> <p>General changes: References to "compliance obligations" have been replaced with "licence obligations".</p>



Amendment Date	Description of amendment
July 2022	Manual updated to: <ul style="list-style-type: none"> <li>• Adopt amendments made to gas licences as part of the Gas Licence Review 2020.</li> <li>• Align the Manual with the: <i>Gas Marketing Code of Conduct 2022</i>.</li> <li>• Remove obligations that are not part of the licensing scheme.</li> <li>• make the Manual consistent with the Electricity Compliance Reporting Manual and applicable legislation</li> </ul>
January 2023	Manual updated to incorporate the amendments to the <i>Energy Coordination (Customer Contracts) Regulations 2004</i> . This update includes: <ul style="list-style-type: none"> <li>• Security deposits being prohibited for residential customers.</li> <li>• Improved security deposit protections provided for non-residential customers.</li> <li>• Removing outdated references to the <i>Australian Gas Association Natural Gas Customer Service Code AG 755-1998</i> (the AGA Code).</li> </ul>