



Economic Regulation Authority

Gas Compliance Reporting Manual

Energy Coordination Act 2004

1 July 2024

Acknowledgement of Country

At the ERA we value our cultural diversity and respect the traditional custodians of the land and waters on which we live and work.

We acknowledge their continuing connection to culture and community, their traditions and stories. We commit to listening, continuously improving our performance and building a brighter future together.

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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.¹

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.

¹ 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.

- Section 8 details the Type 1 reporting obligations for all licence types (where immediate notification to the ERA is required).
- 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).

2. Amending this reporting manual

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

- Reflect amendments to the Act, regulations, codes and Compendium.
- 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 may consult with licensees and other stakeholders as appropriate, prior to making any significant revisions to this Reporting Manual.

3. Performance reporting

Section 11M (Schedule 1A) of the Act provides that a gas 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"> • The consequences of non-compliance will cause major damage, loss or disruption to customers. or • The consequences of non-compliance will endanger or threaten to endanger the safety or health of a person.
2	Moderate	<ul style="list-style-type: none"> • 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. or • The regulatory obligation is not otherwise classified as Type 1 or Type NR non-compliance. <p>Reclassification of Type 2 to Type 1 may occur in circumstances of systemic non-compliance.</p>
NR (not reportable) ²	Minor	<ul style="list-style-type: none"> • 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. • Compliance with the obligation is immeasurable. • The non-compliance is required to be reported to the ERA under another instrument, guideline or code. • The non-compliance is identified by a party other than the licensee. or

² 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"> • 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. <p>Reclassification of Type NR to Type 2 may occur in circumstances of:</p> <ul style="list-style-type: none"> • Systemic non-compliance or • A failure to resolve the non-compliance promptly.

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.

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 Monitoring and Licence Compliance, to explain the nature and effect of the breach.³
- 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

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.

³ Both can be contacted on (08) 6557 7900.

- 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

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.

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:

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").

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:
		Describe the: <ol style="list-style-type: none"> 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.

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

No.	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
227.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 Distribution Licence clause 2.1.1 Compendium clause 46	Subject to subclause 46(3), a retailer or a distributor must comply with the limitations specified in subclause 46(1) and 46(2) when arranging for disconnection or disconnecting a customer's supply address.	Distribution Trading	1
283G.	<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 64	Unless the circumstances under subclause 64(1)((a) to (f) apply, a retailer must ensure that the residential supply address of a vulnerable customer is not disconnected for a period of 9 months from the date on which the retailer becomes aware that the customer is a vulnerable customer.	Trading	1 ⁴

⁴ Obligation 283G has been assigned a Type 2 rating for the period 1 July 2024 to 31 December 2024. From 1 January 2025, obligation 283G will be a Type 1 obligation.

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	License	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	<p>Except in prescribed circumstances, a non-standard contract must prohibit the licensee from disconnecting supply or causing disconnection to occur if:</p> <ul style="list-style-type: none"> 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				
43.	Not used				
44.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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
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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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"> the method used to calculate the amount of any security deposit; the maximum amount that the licensee may require the customer to pay as a security deposit; the circumstances in which the license may apply the security deposit towards amounts owed by the customer; and the circumstances in which the licensee must repay the security deposit to the customer. 		
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 describe the circumstances in which a customer qualifies for the residential charge.	Trading	NR
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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
60.	Not used				
61.	Not used				
62.	Not used				
63.	Not used				
63A.	Not used				
64.	Not used				
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	<p>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:</p> <ul style="list-style-type: none"> 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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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: <ul style="list-style-type: none"> copies of regulations or any relevant code; information about fees and charges payable under the contract; with information on energy efficiency; billing data; and contact details for obtaining information about Government assistance programs or financial counselling services. 	Trading	NR
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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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
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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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
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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
98.	Energy Coordination Act section 11M	Distribution Licence clause 4.6.4 Trading Licence clause 4.6.4	A licensee must comply with any individual performance standards prescribed by the ERA.	Distribution Trading	2
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	A licensee must publish any information it is directed by the ERA to publish, within the timeframes specified.	Distribution Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
		Licence clause 3.8.1			
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
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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
119A.	<i>Energy Coordination Act</i> section 11ZPP <i>Code of Conduct</i> clause 6(1)(b)	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 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).	Trading	2
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"> • wear a clearly visible and legible identity card showing the information specified; and • as soon as practicable provide the customer, in writing, the information specified. 	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"> • 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 • 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. 	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

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
MARKETING					
133A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 8	A retailer must ensure that any gas marketing agent engaged by the retailer complies with the obligations under this Compendium.	Trading	2
CONNECTION					
134.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 9(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 9(2)	A retailer must forward the customer's request for the connection to the distributor (a) if the request is received before 3pm on a business day – on that same day; or (b) if the request is received after 3pm or on a weekend or public holiday – no later than the next business day.	Trading	2
BILLING					
136.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
137.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 10(1) and 10(2)	A retailer must issue a bill at least every 105 days unless the conditions in subclause 10(2) apply.	Trading	2
137A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 10(3)	A retailer and a customer may agree to a billing cycle with a regular recurrent period that differs from the customer's standard billing cycle if the conditions in subclauses 10(3)(a) and 10(3)(b) have been met.	Trading	2
138.	Not used				
139.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 11(2)	A retailer must not place a residential customer on a shortened billing cycle unless subclause 11(2) applies.	Trading	2
140.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 11(3)	A retailer must give the customer written notice with the information specified in subclause 11(3) within 10 business days after placing the customer on a shortened billing cycle under subclause 11(2).	Trading	2
141.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 11(4)	A retailer must ensure that a shortened billing cycle under subclause 11(2) is at least 10 business days.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
142.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 11(5)	Upon request, a retailer must return a customer who is subject to a shortened billing cycle under subclause 11(2) and has paid 3 consecutive bills by the due date, to the billing cycle that previously applied to the customer.	Trading	2
143.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 11(6)	At least once every 3 months, a retailer must inform a customer who is subject to a shortened billing cycle under subclause 11(2) 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 12(1)	On receipt of a request by a customer, a retailer may provide the customer with a bill which reflects a bill smoothing arrangement, in respect of any 12 month period, notwithstanding clause 10.	Trading	2
145.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 12(2)	If a retailer provides a customer with a bill under a bill-smoothing arrangement pursuant to subclause 12(1), the retailer must ensure that the conditions specified in subclauses 12(2)(a) to (f) are met.	Trading	2
146.	Not used				
147.	Not used				
147A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 13(1) to 13(7)	In addition to any information required to be included on a customer's bill under another provision of this Compendium, a retailer must include the information set out in subclauses 13(1) through to 13(7) on the customer's bill.	Trading	2

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 13(8)	If a retailer wishes to bill a customer for a historical debt, the retailer must advise the customer of the amount of the historical debt and its basis, no later than the next bill in the customer's billing cycle.	Trading	2
150.	Not used				
150A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 14(1) and 14(2)	Subject to clause 15, a retailer must base a customer's bill on the criteria specified in 14(1) and 14(2).	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 14(3)	If a retailer is required to comply with subclause 14(1)(a), the retailer must use its best endeavours to ensure that an actual value is obtained as frequently as 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 14(4)	A retailer must ensure that at least once every 12 months it obtains metering data from an actual meter read unless the retailer is required to comply with the retail market procedures, in which case it does not have to.	Trading	NR

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
153A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 14(5)	The retailer must ensure that the customer is provided with a written record of any method agreed between the retailer and the customer under subclause 14(1)(c).	Trading	2
154.	Not used				
155.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 15(1)	If a retailer has based a customer's bill on an estimation, a retailer must clearly specify on the bill the information prescribed in clauses 15(1)(a) to (c).	Trading	2
156.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 15(2)	Upon request, a retailer must provide to a customer the basis and the reason for the estimation.	Trading	2
156A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 15(3)	A retailer must comply with clause 15(2), (a) within five business days of the customer making the request; or (b) if the retailer requires information from the distributor to be able to provide the information, within five business days of the retailer receiving that information from the distributor.	Trading	2
157.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
158.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 16(1) and 16(2)	If a retailer has based a bill on an estimation because a customer failed to provide access to the meter, and the customer subsequently requests the retailer to replace the estimated bill with a bill based on actual value; and provides access to the meter, and pays the retailer's reasonable charge for reading the meter (if any), the retailer must use its best endeavours to replace the estimated bill with a bill based on an actual value.	Trading	NR
159.	Not used				
160.	Not used				
161.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 17(1) to 17(3)	If a retailer offers alternative tariffs and a customer meets the circumstances in subclause 17(1)(a) and (b), the retailer must transfer the customer to the other tariff within 10 business days of the customer satisfying subclause 17(1)(b). The effective date of change is set out in clause 17(3).	Trading	2
162.	Not used				
163.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 18(1) and 18(2)	If a customer is no longer eligible to receive an existing tariff under which the customer is currently supplied gas, a retailer must notify the customer prior to changing the customer to another tariff.	Trading	2
164.	Not used				
165.	Not used				
165A.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
166.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 19(1)	If a customer, after receiving a bill, disputes the amount to be paid, the retailer must review the bill if the customer: (a) requests a review; and (b) has not already paid the bill, pays the lesser of the following - (i) that portion of the bill under review that the customer and the retailer agree is not in dispute; or (ii) the amount equal to the average of the customer's bill over the previous 12 months (excluding the bill in dispute).	Trading	2
167.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 19(2)(a)	If a retailer is satisfied after conducting a review of a bill that the bill is correct, the retailer: <ul style="list-style-type: none"> • may require the customer to pay the amount (if any) of the bill that is still outstanding; and • must advise the customer that the customer may request a meter test; and • must advise the customer of the existence and operation of the retailer's standard complaints and dispute resolution procedures and details about making a complaint to the gas ombudsman. 	Trading	2
168.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 19(2)(b)	If a retailer is satisfied after conducting a review of a bill that the bill is incorrect, the retailer must comply with clauses 21 or 22, as the case requires and may require the customer to pay the amount (if any) of the bill that is still outstanding.	Trading	2
169.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 19(3)	A retailer must inform a customer of the outcome of the review (of the bill) as soon as practicable after it is completed.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
170.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 19(4)	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, the retailer must notify the customer of the status of the review as soon as practicable after the expiration of that period.	Trading	2
170A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 20(1)	If a customer requests that the meter be tested and pays the retailer's reasonable charge for testing the meter (if any), the retailer must request the distributor or metering agent to test the meter.	Trading	2
170B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 20(2)	If the meter is tested and found to be incorrect or defective, the retailer's reasonable charge for testing the meter (if any) is to be refunded to the customer.	Trading	2
171.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 21(1) and 21(2)	If a retailer proposes to recover an amount that has been undercharged, the retailer must do so in the manner specified in subclause 21(1).	Trading	2
171A.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
171B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 21(3)	If, after notifying a customer of the amount to be recovered in accordance with subclause 21(1)(b), the customer fails to pay the amount by the due date and does not enter into a payment plan under subclause 21(1)(d) – if that subclause applies- a retailer may do either but not both of the following: <ul style="list-style-type: none"> charge the customer interest on the amount from the due date; or require the customer to pay a late payment fee. 	Trading	2
172.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 22(1)	If a customer (including a customer who has vacated the supply address) has been overcharged, the retailer must: <ul style="list-style-type: none"> use its best endeavours to inform the customer of the amount overcharged within 10 business days after the retailer becomes aware of the overcharging, and, subject to this clause, ask the customer for instructions as to whether the amount should be credited to-the customer's next bill; or a bank account nominated by the customer; or included as part of a new bill smoothing arrangement if the overcharge arises as part of a prior bill smoothing arrangement. 	Trading	NR
173.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 22(2)	If a retailer receives instructions under subclause 22(1) the retailer must deal with the amount in accordance with the customer's instructions within 12 business days after 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 22(3)	If a retailer does not receive instructions under subclause 22(1) within 5 business days after making the request, the retailer must use reasonable endeavours to credit the amount overcharged to the customer's next bill.	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 22(4)	If a customer has been overcharged an amount that is less than \$100, the retailer may credit the amount to the customer's next bill instead of complying with subclause 22(1).	Trading	NR
175A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 22(5)	No interest is payable on an amount that has been overcharged.	Trading	2
175B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 22(6) and 22(7)	If a customer has been overcharged, and the customer owes a debt to the retailer, the retailer may, after giving notice to the customer, use the amount of the overcharge to set off the debt, if the customer is not a residential customer experiencing financial hardship.	Trading	NR
175C.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 22(8)	If there remains any amount in credit after a set-off under subclause 22(6), the retailer must deal with the amount in accordance with subclauses 22(1) to (4) (depending on the amount that remains in credit).	Trading	2
176.	Not used				
177.	Not used				
178.	Not used				
179.	Not used				
180.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
180A.	Not used				
180B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 23(1)	If a customer requests the retailer to arrange for the preparation and issue of a final bill for the customer's supply address, the retailer must use its best endeavours to arrange for a meter reading and the preparation and issue of a final bill for the supply address in accordance with the customer's request.	Trading	2
180C.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 23(2)	Unless subclause 23(4) applies, if a customer's account is in credit at the time of account closure, a retailer must, at the time of the final bill, ask the customer for instructions as to whether the amount of credit should be transferred to another account the customer has, or will have, with the retailer, or a bank account nominated by the customer.	Trading	2
180D.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 23(3)	The retailer must, in accordance with the customer's instructions under subclause 23(3), transfer the amount of credit within 12 business days after receiving the instructions or another period agreed with the customer.	Trading	2
180E.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 23(4) and 23(5)	If a customer's account is in credit at the time of account closure and the customer owes a debt to the retailer, the retailer may, after giving notice to the customer, use that credit to set off the debt. However, after a set-off under subclause 23(4), there remains an amount of credit, the retailer must deal with the amount in accordance with subclauses 23(2) and 23(3).	Trading	2
180F.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 24(1) and 24(2)	Despite any other arrangement or agreement that may be in place between the retailer and the customer in relation to paying bills, the retailer must allow the customer who has entered into a standard form contact to choose to receive bills, by post as paper bills or by email sent to an email address provided by the customer.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
180G.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 25	A retailer must not charge the following customers any amount of money for the provision of a paper bill <ul style="list-style-type: none"> customers that are receiving concessions; customers experiencing financial hardship; or vulnerable customers. 	Trading	2
PAYMENT					
181.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 26	The due date by which the bill must be paid must not be earlier than 12 business days from the bill issue date.	Trading	2
182.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 27(1)	A retailer must accept payment for a bill in the ways prescribed in subclause 27(1).	Trading	2
183.	Not used				
184.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 28(1) to 28(3)	A retailer must accept payment in advance from a customer. A retailer is not required to credit interest to an amount paid in advance. The amount of \$20 is the minimum amount a retailer is required to accept from a customer (although the retailer may accept a lower amount if it thinks fit).	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
184A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 28(4) to 28(6)	A retailer may determine an amount (a maximum credit amount) that a customer's account may be in credit and must publish the maximum amount on its website. The maximum credit amount must not be less than \$100.	Trading	2
185.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and clause 6.3.1 Compendium clause 29	A retailer must re-direct a customer's bill to a different address (including to an email address or a different email address) on the customer's request at no charge.	Trading	2
186.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 30(1)	A retailer must not charge a residential customer a late payment fee in connection with the payment of a bill in the circumstances specified in subclauses 30(1).	Trading	2
186A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 30(2)	If a retailer has charged a late payment fee in the circumstances set out in subclause 30(1)(c)(ii) because the retailer was not aware of the complaint, the retailer does not contravene subclause 30(1)(c)(ii) but must refund the late payment fee on the customer's next bill (unless a fee is payable under subclause 30(3).	Trading	2
186B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 30(3)	If a complaint referred to in subclause 30(1)(c) is not resolved in favour of the customer, any late payment fee must be calculated from the date of the retailer's or the gas ombudsman's decision (as the case may be).	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
187.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 30(4)	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 after the day on which the residential customer receives 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 30(5)	A retailer must not charge a residential customer more than 2 late payment fees in relation to the same bill, or more than 12 late payment fees in a 12-month period.	Trading	2
189.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 30(6)	If a residential customer has been assessed as a customer experiencing financial hardship, a retailer must retrospectively waive any late payment fee charged under the residential customer's last bill before the assessment was made.	Trading	2
190.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 31(1) and 31(3)	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 subclause 31 unless the retailer and the customer have agreed to an alternative date. 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 (which may be an email address) to which a final bill may be sent.	Trading	2
191.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 31(2) and 31(3)	If a customer reasonably demonstrates to a retailer that the customer was evicted or otherwise required to vacate the supply address, the retailer must not require a customer to pay for gas consumed at the customer's supply address from the date on which the customer gave the retailer notice.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
192.	Not used				
193.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 31(4)	Despite subclauses 31(1) and 31(2), if the retailer and a new customer enter into a contract for the supply address, the previous retailer must not require the previous customer to pay for gas consumed at the supply address in the circumstances specified in clauses 31(4).	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 32(1)	A retailer must not commence proceedings for recovery of a debt from a residential customer who has informed a retailer in accordance with subclause 34 that the customer is experiencing payment problems, unless or until the retailer has complied with all the requirements of clause 34 and (if applicable) 35(3); and while a residential customer continues to make payments under an alternative payment arrangement under Part 6.	Trading	2
196.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 32(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
196A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 32(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 if the retailer obtains the other customer's verifiable consent to the transfer.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
197.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 33	If 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 33.	Trading	2
PAYMENT ASSISTANCE					
198.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 34(1) and 34(2)	Unless subclause 34(2) or 34(5) applies, if a residential customer informs a retailer that the residential customer is experiencing payment problems, the retailer must within 5 business days, assess whether the residential customer is experiencing financial hardship 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 subclause 34(1).	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 34(3)	When undertaking an assessment regarding financial hardship, the retailer must, 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
200.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 34(4)	A retailer must, upon request, advise a residential customer of the outcome of an assessment, including the reasons for the outcome of the assessment under subclause 34(1).	Trading	2
200A.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
200B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 34(5)	A retailer is not required to undertake an assessment under subclause 34(1) if the retailer has previously undertaken an assessment in relation to the residential customer unless the residential customer has indicated that there has been a change in their circumstances since that previous assessment.	Trading	2
201.	Not used				
202.	Not used				
203.	Not used				
204.	Not used				
205.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 35(1) and 35(2)	A retailer must offer a residential customer the payment arrangements that are specified in clauses 35(1)(a) and 35(1)(b). However, a customer is only entitled to select 1 option under subclause 35(1) once per bill.	Trading	2
205A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 35(3)	A retailer must offer a residential customer who is assessed as experiencing financial hardship at least a payment plan and assistance in accordance with clause 39 without the need for the customer to make a request.	Trading	2
206.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 37(1)	A retailer must ensure that a a payment plan for a residential customer is fair and reasonable taking into account the information in subclauses 37(1)(a) and 37(1)(b).	Trading	2
206A.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
206B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 37(2)	A retailer must, in relation to a residential customer for whom a payment plan is being considered, offer the customer assistance to manage their bills for ongoing consumption during the period of the payment plan.	Trading	2
206C.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 37(5)	If a residential customer accepts a payment plan offered by a retailer, the retailer must provide the information specified in subclause 37(5) within 5 business days.	Trading	2
207.	Not used				
207A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 38(1)	A retailer must review a payment plan at the request of a residential customer.	Trading	2
207B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 38(3)	A retailer must offer to vary a payment plan if a review under subclause 38(1) indicates that the customer is unable to meet obligations under the payment plan.	Trading	2
207C.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 38(4)	The retailer must, within 5 business days after the customer accepts an offer to vary the payment plan, provide the customer with information in writing or by electronic means that clearly explains, and assists the customer to understand, the variation,	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
207D.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 38(5) and 38(6)	The retailer must not vary a payment plan without the customer's agreement. An agreement under subclause 38(5) must relate to the particular variation rather than under a general agreement to future variations.	Trading	2
208.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 39(1)	A retailer must give reasonable consideration to a request by a customer experiencing financial hardship, or a relevant consumer representative for the customer, 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 39(2)	In acting under subclause 39(1), a retailer must take into account its hardship policies and procedures under clause 40.	Trading	2
210.	Not used				
211.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and clause 6.3.1 Compendium clause 39(3)	A retailer must advise a customer experiencing financial hardship of the options specified in clause 39(3).	Trading	2
212.	Not used				
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 40(1)	A retailer must develop, maintain and implement a hardship policy and hardship procedures to assist customers experiencing financial hardship to meet 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 40(2)	A retailer must ensure that its hardship policy complies with the criteria specified in clause 40(2).	Trading	2
215A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 40(3)	A retailer must ensure that its hardship procedures comply with the criteria specified in clause 40(3).	Trading	2
216.	Not used				
216A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 40(4)	A retailer must consult with relevant consumer representatives whenever the retailer is developing a hardship policy or procedure or making material amendment to its hardship policy.	Trading	2
216B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 40(5)	A retailer must provide a copy to the ERA of: <ul style="list-style-type: none"> its hardship policy, and a copy of the amended hardship policy within 5 business days if it makes a material amendment to the policy. 	Trading	2
217.	Not Used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
218.	Not Used				
219.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 40(6)	If directed by the ERA, the retailer must, within a period specified by the ERA, review its hardship policy or hardship procedures, and, consult with relevant consumer representatives for the purpose of the review, and submit the results of that review to the ERA.	Trading	2
220.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 40(7)	A retailer must comply with the ERA's Financial Hardship Policy Guidelines.	Trading	2
220A.	Not used				
221.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 41	A retailer must consider any reasonable request for alternative payment arrangements from a business customer who is experiencing payment difficulties.	Trading	2
DISCONNECTION					
222.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 42	A retailer must follow the procedures specified in clause 42(1) before 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 42(2).	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
223.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 43(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 43(1).	Trading	2
224.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 44(2)	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 the 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 45(1) and 45(2)	If the conditions specified in clause 45(1) are satisfied, a retailer may arrange for the disconnection of the customer's supply address for denying access to the meter, if the conditions in 45(2)(a) to (d) are met.	Trading	2
225A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 45(3) and 45(4)	If a customer has not provided the retailer or distributor (or a representative of the retailer or distributor) safe access to the customer's supply address for the purpose of testing, maintaining, inspecting, altering, or replacing a meter, or checking the accuracy of the customer's consumption at the supply address – a retailer may arrange for the disconnection of a customer's supply address, subject to the conditions in subclauses 45(4)(a) and (b) being met.	Trading	2
226.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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 46	Subject to subclause 46(3), a retailer or a distributor must comply with the limitations specified in subclause 46(1) and 46(2) when arranging for disconnection or disconnecting a customer's supply address.	Distribution Trading	1
RECONNECTION					
228.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clauses 47(1) and 47(2)	In the circumstances specified in clause 47(1)(a) to (b), a retailer must arrange for reconnection of the customer's supply address if the customer rectified the matter that lead to the disconnection or made arrangements to the satisfaction of the retailer, and makes a request for reconnection and pays the retailer's charges for reconnection (if any) or entered into a payment plan for those charges.	Trading	2
229.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 47(3)	A retailer must forward the customer's 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.	Trading	2
230.	Not used				
230A.	Not used				
230B.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
230C.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 48(1)	A distributor must reconnect the customer's supply address when requested by a retailer within the timeframe specified in subclause 48(4) if the specified circumstances in subclause 48(1) apply. The timeframe in subclause 45(4) does not apply if the conditions in subclause 48(5) are met (in which case, the relevant timeframe in 48(5) applies).	Distribution	2
230D.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 48(3)	A distributor must reconnect the customer's supply address if the customer's supply address has been disconnected by a distributor otherwise than at the request of a retailer, and the customer: <ul style="list-style-type: none"> • if relevant, rectifies the matter that led to the disconnection; and • makes a request for reconnection; and • pays the distributor's charge for reconnection (if any). The timeframe in subclause 45(4) does not apply if the conditions of subclause 48(5) are met (in which case, the relevant timeframe in 48(5) applies).	Distribution	2
230E.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 48(6)	If any of the circumstances described in subclause 48(5) apply, the distributor must notify the retailer of the relevant circumstance within 2 business days of receipt of the reconnection request made under subclause 48(2).	Distribution	2
230F.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and clause 6.2.1 Compendium clause 48(7)	Notwithstanding subclauses 48(1), 48(2) and 48(3), if a distributor becomes aware that there has been an unauthorised utilisation of gas at the customer's supply 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.	Distribution	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
INFORMATION AND COMMUNICATION					
230G.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and 6.3.1 Compendium clauses 49(1) and 49(2)	A retailer must publish on its website the information detailed in subclause 49(1).	Trading	2
230H.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and 6.3.1 Compendium clause 49(3)	If a customer requests information of the kind referred to in subclause 49(1), the retailer must refer the customer to the retailer's website or provide the information to the customer without charge.	Trading	2
230I.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and 6.3.1 Compendium clauses 49(4) and 49(5)	If a customer requests a copy of information of the kind referred to in subclause 49(1), the retailer must provide a copy of the information to the customer without charge.	Trading	2
231.	Not used				
232.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and 6.3.1 Compendium clause 50	A retailer must give or make available to a customer on request, at no charge, reasonable information on the retailer's tariffs, fees or charges, including any alternative tariffs that may be available to the customer.	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
232A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and 6.3.1 Compendium clauses 51(2) and 51(3)	A retailer must give notice to a customer of any variation to a tariff, fee or charge referred to in clause 51(1) that affects the customer no later than the next bill in the customer's billing cycle.	Trading	2
232B.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and 6.3.1 Compendium clause 52(2) and 52(3)	A retailer must give notice to a customer of any variation to a tariff, fee or charge referred to in clause 52(1) that affects the customer. The notice under clause 52(2) must be given at least 5 business days before the variation will come into effect.	Trading	2
232C.	<i>Energy Coordination Act</i> section 11M	Trading Licence clause 2.1.1 and 6.3.1 Compendium clause 52(4)	The notice under subclause 52(2) must comply with the circumstances specified in subclause 52(4).	Trading	2
233.	Not used				
234.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 53(1)	A retailer must, on request, give a customer their billing data.	Trading	2
235.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 53(2)	The retailer must give the billing data at no charge if a customer requests 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

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
236.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 53(3)	A retailer must give a customer the billing data requested under subclause 53(1) 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 (if requested by the retailer).	Trading	2
237.	Not used				
238.	Not used				
239.	Not used				
240.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 54	If a customer asks a retailer for information relating to the distribution of gas, the retailer must give the information to the customer or refer the customer to the distributor for a response.	Trading	2
240A.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 55(1)	A distributor must publish on its website the information detailed in subclauses 55(1)(a) to (k).	Distribution	2
240B.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 55(3)	If a customer requests information of the kind referred to in subclause 55(1), the distributor must refer the customer to the distributor's website or provide the information to the customer without charge.	Distribution	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
240C.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 55(4)	If a customer requests information of the kind referred to in subclause 55(1), the distributor must provide a copy of the information to the customer without charge.	Distribution	2
241.	Not used				
242.	Not used				
243.	Not used				
244.	Not used				
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 clauses 56(1) and 56(2)	A retailer and distributor must, to the extent practicable, ensure that any written information that must be given to a customer by the retailer or distributor under the Gas Marketing Code or the Compendium is expressed in clear, simple and concise language and in a format that makes it easy to understand. The obligation on a retailer under subclause 56(1) extends to written information that may be given to a customer by a gas marketing agent acting on behalf of the retailer.	Distribution Trading	NR
246.	Not used				
247.	Not used				
248.	Not Used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
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 57(1)	A retailer and distributor must make available to a residential customer on request, at no charge, services that assist the residential customer in understanding information provided by the retailer or distributor (including independent services, and services for customers with a speech or hearing impairment, 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 57(2)	A retailer and, if appropriate, a distributor must include on a relevant document in relation to residential customers; <ul style="list-style-type: none"> the telephone number for interpreter services, identified by the National Interpreter Symbol; and the telephone number (or numbers) for services that can assist customers with a speech or hearing impairment. 	Distribution Trading	2
250A.	<i>Energy Coordination Act</i> section 11M	Distribution Licence clauses 2.1.1 and 6.2.1 Compendium clause 58	A distributor who disconnects or interrupts a customer's supply address for emergency reasons must provide a 24-hour emergency line, as prescribed under subclause 58(a) and use best endeavours to restore supply as soon as possible.	Distribution	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
COMPLAINTS AND DISPUTE RESOLUTION					
251.	<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 59(1)	Each retailer and distributor must develop, maintain and implement a standard complaints and dispute resolution procedure.	Distribution Trading	2
251A.	<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 59(2)	The standard complaints and dispute resolution procedure under subclause 59(1) must comply with the requirements specified in subclauses 61(2)(a) to (d).	Distribution Trading	2
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 59(3)	The standard complaints and dispute resolution procedure must comply with AS 10002:2022.	Distribution Trading	2
253.	Not used				
254.	Not used				

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
255.	Not used				
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 60(1)	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.	Not used				
257.	Not used				
257A.	<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 61	A retailer or distributor must inform the customer of the outcome of a complaints process and, unless the customer has advised the retailer or distributor that the complaint has been resolved in a manner acceptable to the customer, the information detailed in subclause 61(b)(i) - (iii).	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 62	If a retailer, distributor or gas marketing agent receives a complaint from a customer 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
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.	Not used				
282.	Not used				
283.	Not used				

PROTECTION RELATING TO FAMILY VIOLENCE

283A.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 63(1)	A retailer must develop, maintain and implement a family violence policy to assist vulnerable customers.	Trading	2
283B.	<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 63(2)	The family violence policy must provide for the details as prescribed in subclauses 63(2)(a) to (j).	Trading	2

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
283C.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 63(3)	The training required under subclause 63(2)(a) must satisfy at least one of the requirements detailed in subclause 63(3).	Trading	2
283D.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 63(5)	If directed by the ERA, a retailer must review its family violence policy or related procedures and submit the results of the review to the ERA within a period specified by the ERA.	Trading	2
283E.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 63(6)	A retailer must consult with appropriate consumer representatives whenever the retailer is developing its family violence policy or whenever the retailer is reviewing its family violence policy because of a direction of the ERA under subclause 63(5).	Trading	2
283F.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 63(6)	A retailer must consult with appropriate consumer representatives within 3 months of commencement of the Compendium for any family violence policy.	Trading	2
283G.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 64	Unless the circumstances under subclause 64(1)((a) to (f) apply, a retailer must ensure that the residential supply address of a vulnerable customer is not disconnected for a period of 9 months from the date on which the retailer becomes aware that the customer is a vulnerable customer.	Trading	1 ⁵

⁵ Obligation 283G has been assigned a Type 2 rating for the period 1 July 2024 to 31 December 2024. From 1 January 2025, obligation 283G will be a Type 1 obligation.

No	Obligations under licence condition	Licence condition	Summary description	Licensee	Type
283H.	<i>Energy Coordination Act</i> section 11M	Trading Licence clauses 2.1.1 and 6.3.1 Compendium clause 65	A retailer must not require written evidence of family violence from a customer unless the evidence is reasonably necessary to enable the retailer to determine action prescribed under subclauses 65(1)(a) and (b).	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"> Updating the performance reporting obligations for trading licensees (section 14.1) to align, where possible, with the reporting obligations for electricity retail licensees. 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. 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.
24 February 2009	<p>Amendments to this Manual include:</p> <ul style="list-style-type: none"> Section 1 (Scope) deleted. Section 2 amended and renumbered to section 1. Section 3 (Additional Performance Reporting Obligations) deleted. Section 4.5 renumbered to section 2. Section 4.6 updated and renumbered to section 2.1. Section 4.1 amended. Section 4.6 renumbered to section 4.4 Section 13 amended to replace obligations under the Gas Marketing Standard with the obligations under the <i>Gas Marketing Code of Conduct 2008</i>. Section 14.1 definition of indicators RC7 and RC8 amended.
4 September 2009	<p>Amendments to this Manual include:</p> <ul style="list-style-type: none"> Section 1 amended (minor only). Section 2.1 now refers to the inclusion of the Compendium of Gas Customer licensing Obligations. Section 3 amended (minor only).

Amendment Date	Description of amendment
	<p>Section 4.2 to 4.4 amended to clarify the compliance reporting requirement for Type 1 and 2 obligations.</p> <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>

Amendment Date	Description of amendment
	<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> <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>

Amendment Date	Description of amendment
	<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> <p>Other minor amendments, such as updating contact details for the ERA, updating all web links and correcting minor typos or formatting errors.</p>
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> <p>Section 1 - removal of references to licence performance reporting obligations</p> <p>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.</p> <p>Section 16 – deleted, the specification of performance reporting indicators has been moved to the Reporting Handbooks.</p>
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>

Amendment Date	Description of amendment
	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.
3 March 2015	Section 14 has been amended to replace the <i>2012 Gas Marketing Code of Conduct</i> (GMCC) 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	Section 14 has been amended to incorporate the <i>2015 Gas Marketing Code of Conduct</i> (GMCC). The insertion of a new section 2.7 into the GMCC has caused the subsequent clauses to be re-numbered (obligations 127 – 129).
August 2015	Correction of minor editorial errors: Obligation 227 (page 12) had been incorrectly numbered 224. The licensee was missing from obligation 165A (page 41). The licensee and type were missing from obligation 175A (page 43).
9 January 2017	Sections 1 to 8 have been edited for clarity and readability. 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.
June 2020	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> :

Amendment Date	Description of amendment
	<p>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>.</p> <p>Obligation 2: reworded for clarification.</p> <p>Obligation 6: removed this obligation from applying to retailers because this is outside a retailer's control.</p> <p>Obligation 18 and 19: Amended incorrect references to the Act and licence.</p> <p>Obligation 24: deleted the description of section 11ZQH(b) of the Act as that is now captured under obligation 24A.</p> <p>Obligation 24A: created following the separation of obligation 24.</p> <p>Obligation 25: removed this obligation from applying to retailers because it is not applicable to a retailer's operations.</p> <p>Section 11 - <i>Energy Coordination (Gas Tariffs) Regulations 2000</i>:</p> <p>Obligation 30: deleted as no longer relevant.</p> <p>Section 12 - <i>Energy Coordination (Customer Contract) Regulations 2004</i>:</p> <p>Obligation 32 to 72: wording amended to clarify the requirement relates to the content of a licensee's contract.</p> <p>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.</p> <p>Obligation 45: 'written notice' amended to 'notice' in line with the wording of clause 5.1.5.2 of the <i>AGA Code</i>.</p> <p>Obligation 51: timeframe amended in line with the wording of clause 5.1.8.(e) and (f) of the <i>AGA Code</i>.</p> <p>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> <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</p>

Amendment Date	Description of amendment
	<p>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>.⁶</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> <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>

⁶ 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 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:⁷</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>

⁷ 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 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> <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 & 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>

Amendment Date	Description of amendment
	<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:</p> <p>References to “compliance obligations” have been replaced with “licence obligations”.</p>
July 2022	<p>Manual updated to:</p> <p>Adopt amendments made to gas licences as part of the Gas Licence Review 2020.</p> <p>Align the Manual with the: <i>Gas Marketing Code of Conduct 2022</i>.</p> <p>Remove obligations that are not part of the licensing scheme.</p> <p>make the Manual consistent with the Electricity Compliance Reporting Manual and applicable legislation</p>
January 2023	<p>Manual updated to incorporate the amendments to the <i>Energy Coordination (Customer Contracts) Regulations 2004</i>. This update includes:</p> <p>Security deposits being prohibited for residential customers.</p> <p>Improved security deposit protections provided for non-residential customers.</p> <p>Removing outdated references to the <i>Australian Gas Association Natural Gas Customer Service Code AG 755-1998</i> (the AGA Code).</p>
July 2024	<p>Manual updated to incorporate the amendments to align with the Compendium of Gas Customer Licence Obligations (effective from 1 July 2024).</p>