



Hardship Policy

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1 Introduction

This policy applies to all residential customers living in Queensland, New South Wales, the Australian Capital Territory, Tasmania, South Australia and Victoria who find it hard to pay their energy bills due to hardship. Customers might experience hardship because of factors like:

- death in the family
- household illness
- family violence
- unemployment
- reduced income

This policy explains:

- what we will do to help you manage your energy bills
- how we consider your circumstances and needs
- your rights in our hardship program

You can ask a support person to contact us, such as:

- a financial counsellor
- someone who helps you manage your energy bills.

We need your permission to talk to your support person.

2 About this Hardship Policy

At CleanPeak Energy¹ we support customers who are experiencing hardship. As electricity supply is an essential service, it is important we do as much as we can to help customers maintain access to their supply of electricity.

We have developed this hardship policy in accordance with the AER sustainable payment plans framework, AER's Hardship Guideline, ESC Payment Difficulty Framework Guideline and the Energy Retail Code of Practice to provide consistent and compliant support to all our customers. We believe early intervention is the best way to help customers who face financial difficulty pay their bills and prevent an accumulation of energy debt which could ultimately threaten a customer's energy supply.

We are committed to ensuring customers have equitable access to all resources outlined in this policy.

We have systems in place to ensure that we meet our obligations with respect to customer hardship in:

- The National Energy Retail Law
- The National Energy Retail Rules
- The AER Customer Hardship Policy Guideline
- The Energy Retail Code of Practice
- The ESC Payment Difficulty Framework Guideline
- This Customer Hardship policy

¹ Includes any subsidiaries.

3 Hardship – CleanPeak Energy’s Commitment

In our dealings with customers we will:

- Provide customers with clear information on the assistance available to them under this policy in a timely manner
- As soon as reasonably practicable, provide customers with the assistance they are entitled to under this policy
- Be respectful, compassionate and treat customers circumstances with sensitivity and respect for their privacy
- Take into account all of a customer’s circumstances which we are aware of, and, on that basis, act fairly and reasonably
- Ensure customers have equitable access to this policy and ensure that it is consistently applied in a transparent way
- Inform customers of their entitlements
- Maintain customer assistance programs, such as affordable payment plans in accordance with the AER sustainable payment plans framework
- Provide information about assistance available, including when contacted by customers. This information will be provided in a timely manner
- Be transparent and accessible and communicate to customers, financial counsellors and community assistance agencies when necessary
- Provide assistance as soon as practicable
- Not disconnect a customer’s energy supply while they are actively participating in the hardship program
- Not charge late payment fees, irrespective of jurisdiction, nor require security deposits
- Not hassle customers with reminder notices or threats of disconnection. We will monitor customers during their participation in our Hardship Program, with quarterly reviews of their payment plan to ensure they remain affordable
- Provide customers with an email or posted copy of this policy (it is also available to be downloaded from the website)

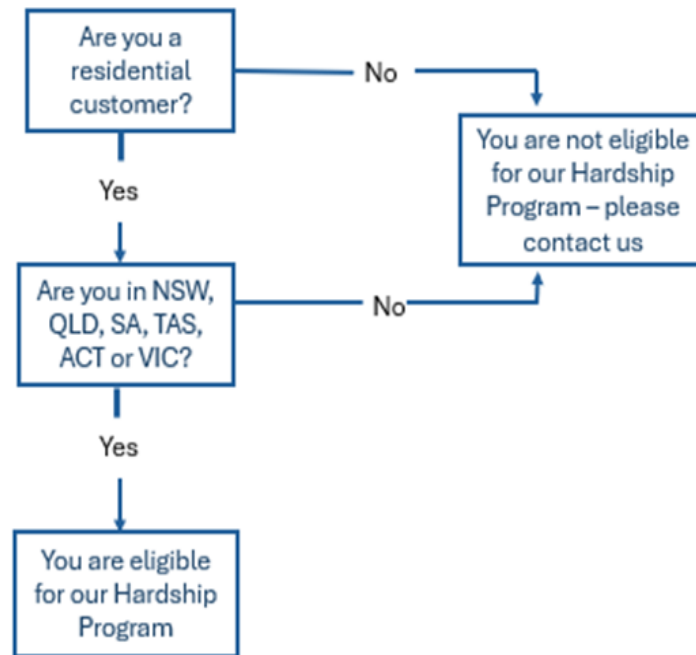
Our Hardship Policy will be provided at no cost to our customer via their preferred method of communication and is also available free of charge on our website via an appropriately named and clearly marked URL/hyperlink from our homepage. Our Hardship Policy will be in a printable format.

4 Meaning Of ‘Hardship’

A customer experiencing hardship is a residential customer who would like to pay their energy bill but does not have the financial capacity to do so at that point in time. This situation can arise as a result of a variety of factors, both long and short term, and some of them are set out in the introduction to this policy.

The key point is that if you are experiencing an inability to pay your CleanPeak Energy energy bill for whatever reason, you should contact us.

The diagram below sets out whether a customer is eligible to participate in our hardship program:



5 Joining the hardship program

What we will do to help customers

We will tell you about our hardship program if:

- you tell us you are having trouble paying your bill
- you are referred to our program by a financial counsellor or other community worker
- we are concerned that you may be experiencing financial hardship.

We will recommend you speak to a staff member to help you join our hardship program if you have:

- a history of late payments
- broken payment plans
- requested payment extensions
- received a disconnection warning notice
- been disconnected for non-payment.

We can also support you to join our hardship program if you tell us:

- you are eligible for a relief grant or other emergency assistance
- you have personal circumstances where hardship support may help, for example, death in the family or job loss.

You may have trouble paying your bills for different reasons. Please contact us so we can discuss your individual situation.

Our staff are specially trained to help you with hardship. Staff will:

- ask you a few questions about your circumstances
- work out if you can join the hardship program.

We will assess your application for hardship assistance by the end of the second business day after contacting us.

We will let you know if you are accepted into our hardship program within three business days from receipt of the application.

If you are accepted into our hardship program, we will:

- tell you if you are on the right energy plan or if there is a better plan for you
- tell you about government concessions, relief schemes or energy rebates you may be able to receive
- give you ideas about how to reduce your energy use
- talk to you about a payment amount that suits your circumstances

We can send you a free copy of our hardship policy.

6 Eligibility for the hardship program

You will be eligible to receive the assistance offered in our hardship program if you are a residential customer and you are unable to pay a bill.

Any customer who is in hardship can contact us using the details below. If you are ineligible for participation in our hardship program, we will inform you of the reason(s) why you are not eligible.

7 Our programs and services

As a hardship customer, you can access a range of programs and services to help you, including:

- Flexible payment options
- Review of your tariff to determine if another one of our tariffs would be more appropriate
- Information about your energy use
- Energy audits – where recommended in the outcome of an audit, we can support the replacement of an appliance at your premises
- Advice on concessions and other assistance that may be available to you.
- Advice about payment options that would enable you to repay your arrears over not more than two years.

More information on all these options can be provided.

What we will do

We will consider your individual situation to find the right programs (e.g. concession programs) or services that meet your needs.

For Victorian customers, if you fail to pay a bill by its pay-by date and have arrears of more than \$55 (GST-inclusive), we will contact you within 21 business days after the pay-by-date and provide information about the assistance you are entitled to. We will allow you at least six business days to request further information and allow you to put forward a payment proposal.

8 Payment options

What we will do

There are different payment options available to hardship customers:

- payment plans

- Centrepay

In some cases, we may also consider partial debt waiver options or payment matching.

When you are in our hardship program, we will offer you flexible payment options to suit your individual situation.

To make your payment plan, we will consider:

- how much you can pay
- how much you owe
- how much energy we expect you will use in the next 12 months.

This will help us figure out a payment plan that is right for you.

We will offer a payment plan to suit your situation. This will include payments to cover:

- what you owe
- an amount to cover your energy use and how this cost may be lowered

Once we agree to a payment plan, we will send you information including:

- who you can contact for more help
- how long the payment plan will go for
- the amount you will pay each time
- how many payments you need to make
- when you need to make your payments (this is also called the frequency of the payments)
- how we worked out your payments.

You can choose to use Centrepay, if you are eligible.

Centrepay is a free service you can use to help pay your bills. Centrepay can automatically take an amount of money from Centrelink payments to go toward energy bills and expenses.

We will see if another energy plan may be better for you. If you agree, we can transfer you to a better energy plan for free.

Depending on the rules in our hardship policy, we may be able to remove some debt, fees or charges you owe.

If you miss a payment, we will contact you to see if you need help. We will contact you by phone or email.

What you must do

Tell us if your situation changes and you can no longer make the payments in your plan. We can then review your payment arrangements.

Tell us if your contact details change.

We may stop helping you if you:

- stop making payments under your plan
- do not tell us when your contact details change.

If you have had two payment plans cancelled in the last 12 months because you did not follow your plan:

- we do not have to offer you another plan
- we might disconnect your energy.

9 Conclusion of payment plans

a) Successful Completion

If you have successfully completed a payment plan or have been able to meet all outstanding payment obligations to us, you can request to be removed from the hardship program at any time. Once confirmed,

you will be contacted by us confirming successful completion of the payment plan. You will then be returned to our normal billing cycle.

b) Changing a Payment Plan

Either at your request, or as a result of our quarterly reviews, payment plans can be modified. It is important for you to stay in contact with us, should your circumstances change so we can agree to any plan revisions.

c) Leaving a Payment Plan

You can return to normal billing and collection processes if you complete the payment plan or pay any previous bill arrears.

If you stop meeting your instalment payments we will attempt to contact you by your preferred method to discuss whether changes need to be made to the original payment plan. We can reassess the original payment plan and make changes to help restore payments.

If this contact fails, we will try again within 2 business days. If you fail to respond on our second attempt, we will make a third attempt 2 business days later. If contact is made, we can look to adjust the plan as above.

It is important that you actively participate with our hardship program. If you refuse to engage with us after these repeated attempts to make contact, we will remove you from our hardship program.

You may leave the hardship program by transferring to another retailer.

If, as a participant in the hardship program, you fail to make payments as per the agreed payment plan and refuse to engage with us, or if you transfer to another retailer, you will default back to our usual debt collections process.

Disconnection and debt collection are our absolute last resort, and we will only consider these options after following the process set out in this policy, including the requirement that two of your payment plans have been cancelled in the last 12 months.

d) Re-Entry to the Hardship Program

We will assess your individual circumstances and eligibility if you have been removed from or choose to leave the hardship program, but then want to re-enter our hardship program. Where you have left the hardship program because of successful completion of a previous payment plan, then we can agree to a new plan using the process outlined within this policy. If you have left the hardship program for other reasons, then those circumstances will be reassessed. It may be the case the original payment plan needs to be modified to better fit your circumstances.

In no case will we refuse you entry into our Hardship Program on the basis of a need for you to complete any action or meet any other condition.

10 Other supports to help you pay your energy bill

Depending on the state or territory you live in, there are other supports to help you pay your energy bills.

What we will do

We will tell you about other ways you can get help to pay your energy bill, such as:

- government relief schemes
- energy rebates
- concession programs
- financial counselling services.

What we need you to do

If you find out you are eligible for these programs, let us know as soon as possible so we can help you.

11 We want to check you have the right energy plan

What we will do

When you join our hardship program, we will talk to you about your energy use and whether you are on the right plan. If we think there is a better energy plan for you, we will:

- explain why the plan is better
- ask if you'd like to transfer to the new plan for free.

We will only talk to you about energy plans we can offer.

12 We can help you save energy

Using less energy can save you money.

What we will do

When you join our hardship program, we can give you tips to use less energy. This may be different depending on the state or territory you live in.

a) Energy Efficiency

Most customers are unaware of simple things they can do around their home which can reduce energy consumption, thus saving them money.

To help you better understand how your household appliances and energy usage affects your bills, we encourage you to contact our customer service team to obtain energy efficient advice. These websites also offer some good advice:

- <http://yourenergysavings.gov.au>
- <http://www.energyrating.gov.au>
- <https://www.choice.com.au>
- <https://www.moneysmart.gov.au>

b) Energy Audits

A customer can request an energy audit either by calling or emailing us. Once a customer has given consent, we will perform a thorough initial investigation of the customer's consumption profile to determine whether an energy audit is required. If recommended, we can consider full or partial cover of the cost of such audits, depending on the customer's circumstances. Such an audit may be offered free of charge to the customer if there is high unexplained electricity and gas consumption within the household and the customer debt level is high.

If you are to be charged for the cost of an energy efficiency audit, we will inform you of the total cost before you agree to the audit.

c) Electrical Appliance Replacement

Where a field audit recommends replacement of an appliance to reduce electricity and gas consumption, we can refer eligible customers experiencing payment difficulty to a panel of reputable electrical appliance retailers who are able to advise on an alternative suitable appliance.

13 We will work with you

If you have joined our hardship program, we will not:

- charge late payment fees
- require a security deposit
- make changes to your plan without your agreement. For example, we will not put you on a shortened collection cycle unless you agree first.
- request repayment of arrears or require full payment of their on-going energy use while working to lower that cost within an initial period of at least 6 months.

14 Further information about government concessions and rebates

There are a variety of Government concession and rebate schemes that can assist low income, vulnerable or medically dependent customers. For customers in hardship, we can help you identify concessions or rebates you may be eligible for and help with applications to the appropriate authorities. In some circumstances we can check the CCES (Centrelink Confirmation e-services) to determine a customer's eligibility for some concessions.

If we become aware that a customer may be entitled to a concession or rebate or any other form of assistance, we will notify them by their preferred method of communication. Further information on relevant assistance programs can be found by visiting the following websites:

- New South Wales, visit www.energy.nsw.gov.au/energy-consumers/financial-assistance
- Queensland, visit www.communities.qld.gov.au or call 13 74 68
- South Australia, visit www.dcsi.sa.gov.au or call 1800 307 758
- ACT, visit www.acat.act.gov.au
- Victoria, visit www.energy.vic.gov.au/households/help-paying-your-energy-bills/energy-assistance-program and www.services.dffh.vic.gov.au/utility-relief-grant-scheme

If you are eligible for a Utility Relief Grant, we can provide assistance by completing the online application form over the phone and lodging the form for you. If this is not possible, we can complete as much of the form as possible and send instructions to you on how to complete the remainder of the form.

15 Further information about financial counselling & advice

CleanPeak Energy encourages its customers within the hardship program to speak to accredited financial counsellors. This is a free service whereby the financial counsellor works with you to help you take control of your finances. To find a financial counsellor please phone 1800 007 007 or visit <http://www.financialcounsellingaustralia.org.au>.

Further, the National Debt Helpline is a not for profit service that helps people tackle their debt problems and offer free independent and confidential advice. Visit <http://www.ndh.org.au/>

16 Further information about Centrepay

Hardship customers who receive Centrelink benefits or allowances, are eligible to use Centrepay as a payment method. Centrepay is a free service allowing you to setup and manage a regular deduction from your Centrelink payment to help pay your energy bills. If not stated in your existing market contract,

hardship customers who are eligible to use Centrepay will be allowed to use Centrepay as a payment method.

Further information can be obtained from Centrelink by phoning 1800 050 004 or visiting <http://www.humanservices.gov.au/customer/services/centrelink/centrepay>.

17 How we work with you to manage hardship

This policy sets out a range of measures we have in place to help a customer in hardship. To help our customers successfully complete our hardship program we will assign a senior manager to review the customer's account and to ensure that they are receiving the right assistance at the right time.

18 Accessing this hardship policy

This policy is available on our website (<https://www.cleanpeakenergy.com.au/customer-charter>) and a link to this policy is on our homepage.

Upon request and at no charge, we can make this policy available to you through your preferred method of receiving communication. We are committed to helping you keep your electricity supply so we may update this policy in compliance with changes to legislation or industry best practice. If we do make changes, we will inform affected customers as soon as practicable by their preferred method of communication.

19 Communicating about hardship

We recognise the need to ensure that we communicate effectively with customers with different needs including:

- customers with low English literacy, including customers from culturally linguistically diverse backgrounds
- customers without internet access
- customers with disability, and
- customers in remote areas

We will ensure that our customers have support with respect to communicating about the Hardship Policy and Hardship Program including:

Referral to language services where available or appropriate;

Communicating via phone or post in accordance with the customer's preferred method of communication;

Referral to services that support customers with disabilities.

20 Customer Representative (Support Person)

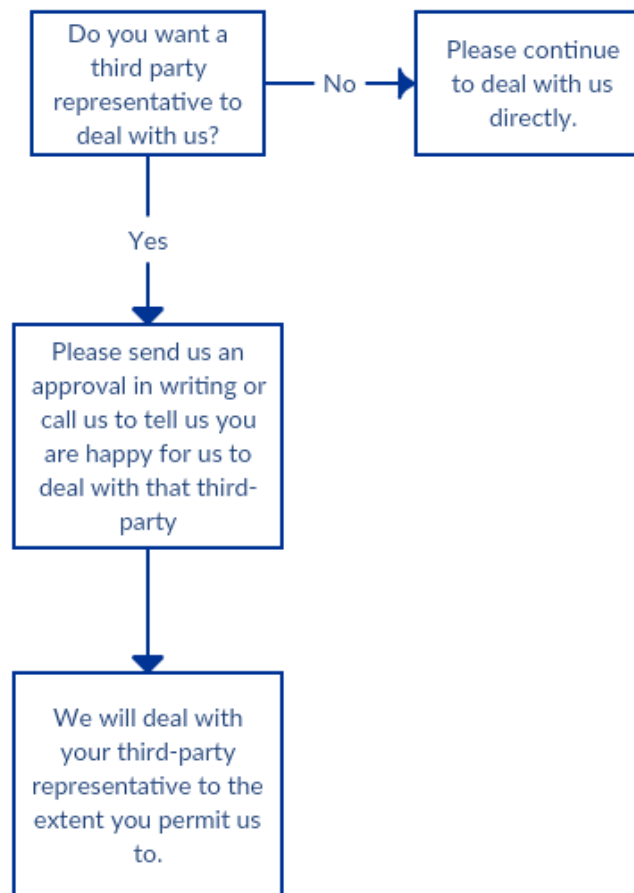
We are happy to deal with your nominated support person.

You may provide consent for us to deal with a third-party support person via whatever means are convenient to you.

If you wish a support person to represent you, you may request this at any time, and we will send a consent form or phone you to ensure that you consent (we will accept consent via whatever means are convenient to you).

Where you have elected a support person to act on your behalf, we will engage with that support person as we would with you.

The diagram below summarises our approach.



21 Contact us

If you are struggling to meet your payment obligations or wish to discuss forms of assistance that may be available to you, please call us as soon as possible. We will ensure staff who answer our calls are specifically trained to handle enquires about the hardship policy and our hardship program.

Customers who need help paying their bill may contact us at:

Call: 1300 038 069

Email: service@cleanpeakenergy.com.au

If you are deaf, or have a hearing impairment, contact us through the National Relay Service:

- TTY users' phone 133 677
- Speak and Listen users' phone 1300 555 727
- Internet relay users [connect to the NRS](#)

If you need an interpreter, call TIS national on 131 450.

22 Complaints

Our customer service team will work with you to resolve any complaints you may have. If you have a complaint, you can contact us.

Further information about how we handle complaints can be found in our Complaint Handling Policy which can be downloaded from <https://www.cleanpeakenergy.com.au/customer-charter>

As per our Complaint Handling Policy, if you are not satisfied with our proposed resolution, the complaint can be escalated within the business. If you are unhappy with this outcome or at any time, you can submit your complaint to the Energy and Water Ombudsman in your state or territory.

The ombudsman schemes offer a free complaint resolution service to customers and can be contacted in the following ways:

New South Wales

Energy & Water Ombudsman NSW (EWON) Telephone: 1800 246 545

Website: www.ewon.com.au

Queensland

Energy & Water Ombudsman QLD (EWOQ) Telephone: 1800 662 837

Website: www.ewoq.com.au

Australian Capital Territory

ACT Civil and Administrative Tribunal (ACAT) Telephone: 02 6207 1740

Website: www.acat.act.gov.au

South Australia

Energy & Water Ombudsman SA (EWOSA) Telephone: 1800 665 565

Website: www.ewosa.com.au

Victoria

Energy & Water Ombudsman Victoria (EWOV) Telephone: 1800 500 509

Website: www.ewov.com.au

23 Training

Our staff (including any employees, independent contractors, sub-contractors, and agents, and other third parties who work with us and deal with our customers) receive regular face to face and online webinar training on:

- answering customer queries about our customer hardship policy and hardship program, and
- identifying customers experiencing payment difficulties due to hardship, and
- assisting customers experiencing payment difficulties due to hardship

Our training programs will be reviewed and refreshed on a regular basis.

Staff also attend meetings and training provided by financial counsellors and community organisations to assist in understanding the issues that may be faced by customers.

A record of training is kept for all staff.

24 Privacy

CleanPeak Energy is committed to respecting the privacy and protecting the personal information of our customers in accordance with the *Privacy Act 1988* (Cth) and Australian Privacy Principles.

25 Review of the policy

This policy will be reviewed at least annually.