



# **Solar Energy Partners (SEP) Complaint Handling Policy and Procedure**

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**Tel** : (03) 8764 8088  
**Email** : [customer-service@solareenergypartners.com.au](mailto:customer-service@solareenergypartners.com.au)  
**Web** : [www.solareenergypartners.com.au](http://www.solareenergypartners.com.au)  
**Office** : 8 Rilana Road , Clyde North VIC 3978  
**ABN** : 25632616374

## 1 OBJECTIVE OF THE POLICY

**Solar Energy Partners** seeks to maintain and enhance our reputation of providing you with high quality products and services. We value complaints as they assist us to improve our products, services and customer service.

**Solar Energy Partners** is committed to being responsive to the needs and concerns of our customers or potential customers and to resolving your complaint as quickly as possible.

This policy has been designed to provide guidance to both our customers and staff on the manner in which Solar Energy Partners receives and manages your complaint. We are committed to being consistent, fair and impartial when handling your complaint.

The objective of this policy is to ensure:

- You are aware of our complaint lodgement and handling processes,
- Both you and our staff understand our complaints handling process,
- Your complaint is investigated impartially with a balanced view of all information or evidence,
- We take reasonable steps to actively protect your personal information,
- Your complaint is considered on its merits taking into account individual circumstances and needs.

## 2. DEFINITION OF A COMPLAINT

In this policy a complaint means an expression of dissatisfaction by a customer relating to the service , product or workmanship of a solar PV system provided by us.

## 3. HOW A COMPLAINT CAN BE MADE

If you are dissatisfied with the solar PV system provided by us, you should in the first instance consider speaking directly with the staff member/s you have been dealing with. If you are uncomfortable with this or consider the relevant staff member is unable to address your concerns you can lodge a complaint with us in one of the following ways:

- By completing a feedback form on our website (<http://solareenergypartners.com.au/contact/>),
- By telephoning us on (03 8764 8088)
- By writing to us (8 Rilana Road , Clyde North VIC 3978)
- By emailing us ([customer-service@solareenergypartners.com.au](mailto:customer-service@solareenergypartners.com.au))
- In person by speaking to any of our customer service staff.

If we receive your complaint verbally and we consider it appropriate, we may ask you to put your complaint in writing.

## 4. THE INFORMATION YOU WILL NEED TO TELL US

When we are investigating your complaint we will be relying on information provided by you and information we may already be holding. We may need to contact you to clarify details or request additional information where necessary. To help us investigate your complaint quickly and efficiently we will ask you for the following information:

- Your name and contact details,
- The name of the person you have been dealing with about your Solar System installation,
- The nature of the complaint,
- Details of any steps you have already taken to resolve the complaint,
- Details of conversations you may have had with us that may be relevant to your complaint,
- Copies of any documentation, installation photos and any other relevant information that support your complaint.

## 5. HELP WHEN MAKING A COMPLAINT

The person receiving or managing your complaint should provide you with any assistance you may need to make your complaint. However if you consider you need further assistance please contact:

Magedara Karunaratne  
Director  
Solar Energy Partners P/L  
m : 0406 833 866

## 6. RECORDING COMPLAINTS

When taking a complaint, we will record your name and contact details. We will also record all details of your complaint including the facts and the cause/s of your complaint, the outcome and any actions taken following the investigation of your complaint. We will also record all dates and times relating to actions taken to resolve the complaint and communications between us.

As part of our on-going improvement plan, complaints will be monitored for any identifying trends by management and rectification/remedial action taken to mitigate any identified issues.

If you lodge a complaint we will record your personal information solely for the purposes of addressing your complaint. Your personal details will actively be protected from disclosure, unless you expressly consent to its disclosure.

## 7. FEEDBACK TO CUSTOMER'S

**Solar Energy Partners** is committed to resolving your issues at the first point of contact, however, this will not be possible in all circumstances, in which case a more formal complaints process will be followed.

We will acknowledge receipt of your complaint within three (3) business days. Once your complaint has been received, we will undertake an initial review of your complaint. Feedback on the outcome of complaints will be provided to you within 21 days of receiving the complaint.

There may be circumstances during the initial review or investigation of your complaint where we may need to clarify certain aspects of your complaint or request additional documentation from you. In such circumstances we will explain

## 8. FEEDBACK TO CUSTOMER'S (CONTINUED)

the purpose of seeking clarification or additional documentation and provide you with feedback on the status of your complaint at that time.

We are committed to resolving your complaint within 45 business days of you lodging your complaint, however, this may not always be possible on every occasion. Where we have been unable to resolve your complaint within 45 business days, we will inform you of the reason for the delay and specify a date when we will be in a position to finalise your complaint.

During the initial review or investigation stage we may need to seek further clarification or documentation from you to assist us in resolving your complaint.

If we have sought clarification or additional documentation from you and we are waiting on you to provide this information, we may not be able to meet our 45 business day finalisation commitment. In such circumstances upon receipt of your clarification or additional documentation we will indicate to you when we expect to be able to finalise your complaint.

Once we have finalised your complaint, we will advise you of our findings and any action we have taken. We will do this in writing, unless it has been mutually agreed that we can provide it to you verbally.

You have the right to make enquiries about the current status of your complaint at any time by contacting us.

## 9. OUR COMPLAINT PROCESS

- **We acknowledge:**  
Within three business days of receiving your complaint we will acknowledge receipt of your complaint.
- **We review:**  
We undertake an initial review of your complaint and determine what if any additional information or documentation may be required to complete an investigation. We may need to contact you to clarify details or request additional information where necessary.
- **We investigate:**  
Within 21 business days of receiving your complaint we will investigate your complaint objectively and impartially, by considering the information you have provided us, our actions in relation to your dealings with us and any other information which may be available, that could assist us in investigating your complaint.
- **We respond:**  
Following our investigation we will notify you of our findings and any actions we may have taken in regards to your complaint within 45 days.
- **We take action:**  
Where appropriate we amend our business practices or policies.
- **We record**  
We will record your complaint for continuous improvement process and monitoring through regular review, your personal information will be recorded in accordance with relevant privacy legislation.

## 10. WHEN YOU COMPLAIN ABOUT ONE OF OUR EMPLOYEES

If you complain about a member of our staff, sales person or a CEC accredited installer contracted by us, we will treat your complaint confidentially, impartially and equally (giving equal treatment to all people). We will investigate your complaint thoroughly by finding out the relevant facts, speaking with the relevant people and verifying explanations where possible.

We will also treat our staff member or the contractor objectively by:

- informing them of any complaint about their behavior, quality of workmanship or non compliance to the CEC code of conduct,
- Providing them with an opportunity to explain the circumstances,
- Providing them with appropriate support,
- Updating them on the complaint investigation and the result.

## 11. COMPLAINTS UNDER INVESTIGATION BY A REGULATOR OR LAW ENFORCEMENT AGENCY

If your complaint is currently being investigated by a relevant federal, state or territory consumer protection regulator or law enforcement agency we may cease to take further action in relation to your complaint pending finalization of their investigation.

We will assist any agency with their investigations.

## 12. OUR COMPLAINT ESCALATION PROCESS

Where possible, we will attempt to resolve your complaint at the first point of contact. If we are unable to resolve your complaint at the first point of contact, we will undertake an investigation of your complaint and provide you with our findings.

If you are not satisfied with how your complaint has been handled, or the resolution provided by us, you can escalate the complaint to your relevant federal, state or territory consumer protection agency as given below at any time.

Consumer Protection Organisations/Other Contacts

Australian Competition and Consumer Commission GPO Box 3131  
Canberra ACT 2601  
T. 1300 302 502  
[acc.gov.au](http://acc.gov.au)

Australian Capital Territory Office of Regulatory Services GPO Box 158  
Canberra ACT 2601  
T. (02) 6207 0400  
[ors.act.gov.au](http://ors.act.gov.au)

New South Wales NSW Fair Trading  
PO Box 972  
Parramatta NSW 2124 T. 13 32 20  
[fairtrading.nsw.gov.au](http://fairtrading.nsw.gov.au)

Northern Territory Consumer Affairs GPO Box 1722  
Darwin NT 0801  
T. 1800 019 319 [consumeraffairs.nt.gov.au](http://consumeraffairs.nt.gov.au)

## 12. OUR COMPLAINT ESCALATION PROCESS (CONTINUED)

### Queensland

Office of Fair Trading GPO Box 3111 Brisbane QLD 4001 T. 13 13 04  
fairtrading.qld.gov.au South Australia Office of Consumer & Business Services  
GPO Box 1719 Adelaide SA 5001 T. (08) 8204 9777 ocba.sa.gov.au

### Tasmania

Office of Consumer Affairs & Fair Trading GPO Box 1244 Hobart TAS 7001  
T. 1300 654 499 consumer.tas.gov.au

### Victoria

Consumer Affairs Victoria  
GPO Box 123  
Melbourne 3001  
T. 1300 55 81 81  
consumer.vic.gov.au

### Western Australia

Department of Commerce: Consumer Protection  
Locked Bag 14  
Cloisters Square WA 6850  
T. 1300 30 40 54  
commerce.wa.gov.au

### Australian Securities and Investments Commission

PO Box 9827  
(in your capital city)  
T. 1300 300 630  
asic.gov.au

### Other Bodies

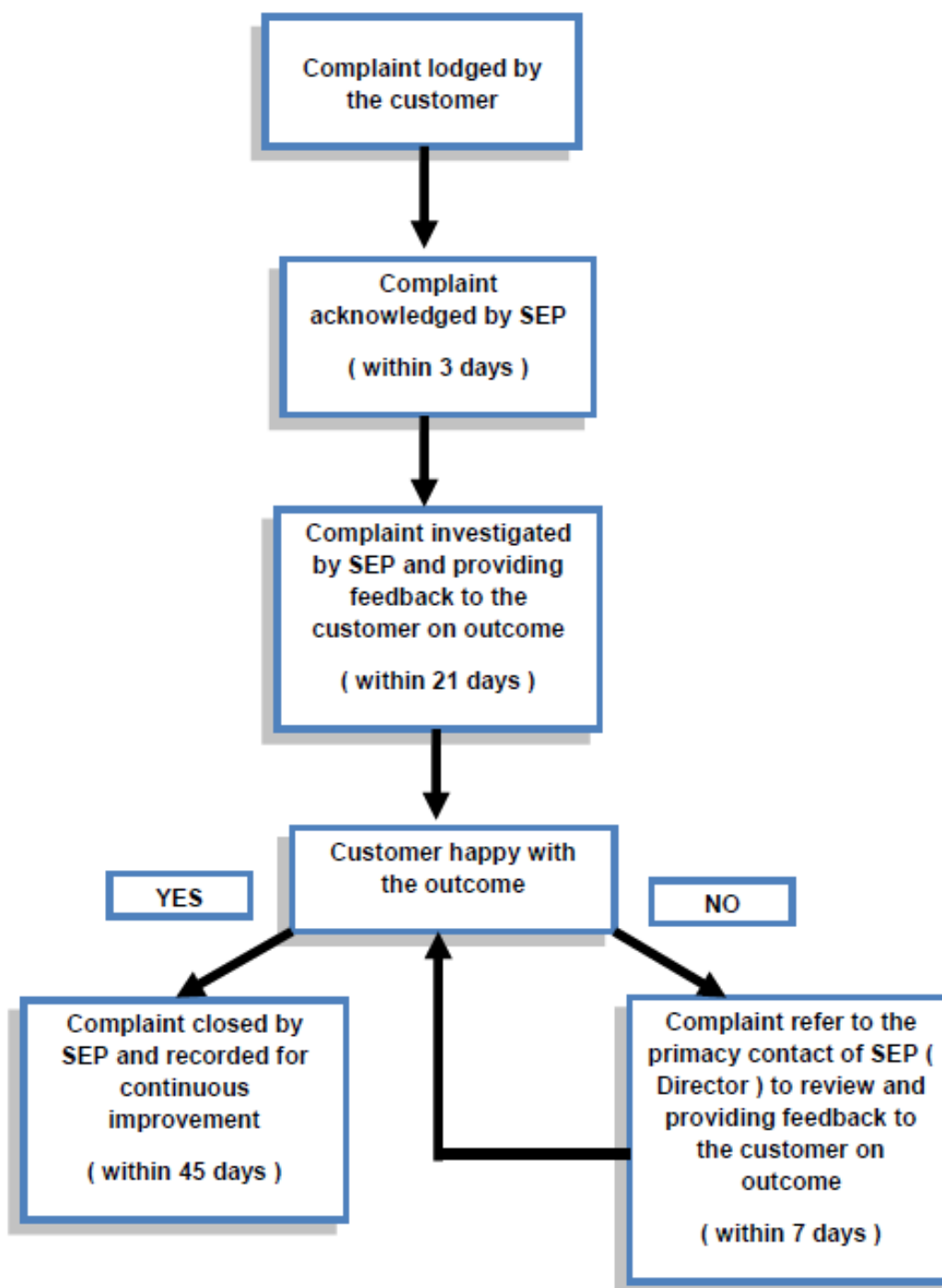
- Clean Energy Regulator : [www.ret.cleanenergyregulator.gov.au](http://www.ret.cleanenergyregulator.gov.au)
- Australian Competition and Consumer Commission : [www.accc.gov.au](http://www.accc.gov.au)

### Additional Information

- Code flyer (consumer guide to the Code): [approvedsolarretailer.com.au](http://approvedsolarretailer.com.au)
- CEC Consumer guide to buying household solar panels:  
[solaraccreditation.com.au/consumers/purchasing-your-solar-pv-system.html](http://solaraccreditation.com.au/consumers/purchasing-your-solar-pv-system.html)

## 12. OUR COMPLAINT ESCALATION PROCESS (CONTINUED)

### Solar Energy Partners (SEP) Customer Complaint Handling Flow Chart



## 13. YOUR RIGHTS UNDER CONSUMER LAW

You reserve the right to refer your complaint to your relevant federal, state or territory consumer protection agency at any time.