

Lightsview ReWater Supply Co Pty Ltd

ACN 156 161 867

LRSC-IMS-DOC-006  
Customer Enquiry, Complaint and Dispute Resolution Process



Version Number	Version Date	Approved By	Status	Next Revision Date
1.0	6 April 2017	Risk and Compliance Officer	Superseded	6 April 2020
1.1	25 June 2018	Risk and Compliance Officer	Superseded	25 June 2021
1.2	13 May 2020	Risk and Compliance Officer	Superseded	13 May 2023
2.0	16 February 2023	SA Asset Manager	Superseded	16 February 2026
2.1	4 September 2024	Finance Manager	Released	4 September 2027

Document Owner: QHSE Manager

Document Reviewer: Legal Counsel

Document Approver: Finance Manager

## Contents

1. Introduction .....	4
2. Definitions .....	4
3. Purpose.....	4
4. Customer enquiries.....	4
4.1 How to contact Lightsview ReWater .....	5
4.2 Commitment to customers .....	5
5. Complaints and dispute resolution.....	6
5.1 Lightsview ReWater’s commitment to complaints and dispute resolution .....	6
5.1.1 Complaints management principles .....	6
5.2 How to make a complaint.....	7
5.3 Method of response .....	7
5.4 Complaint escalation.....	8
5.5 Complaint recording .....	8
6. Lightsview ReWater’s customer charter .....	8
7. Privacy principles .....	8

## 1. Introduction

Lightsview ReWater Supply Co Pty Ltd, ACN 156 161 867, trading as Lightsview ReWater, is an independent private company responsible for the provision and delivery of recycled water services. We are licenced under the Essential Services Commission of South Australia (ESCOSA) to supply sustainable recycled water retail services.

Lightsview ReWater Supply Co Pty Ltd, pursuant to Section 29 of the Water Industry Act 2012, was issued with a Water Retail Licence on 20 June 2018. The Water Retail Code for Minor and Intermediate Retailers issued by ESCOSA, sets out the requirements for compliance with Lightsview ReWater's Water Retail Licence.

Lightsview ReWater's customer service staff manage most customer interactions and are the first point of contact for general enquiries and complaints.

Lightsview ReWater's customer service staff manage, track and coordinate responses for all written complaints requiring investigation and escalation received by Lightsview ReWater.

More information can be found in the Lightsview ReWater Customer Service Charter at [www.lightsviewrewater.com.au](http://www.lightsviewrewater.com.au).

## 2. Definitions

**ESCOSA** Essential Services Commission of South Australia  
**EWOSA** Energy and Water Ombudsman of South Australia

## 3. Purpose

This document should be read in conjunction with the *Lightsview ReWater Customer Service Charter (LRSC-IMS-DOC-003)* and outlines Lightsview ReWater's customer enquiry, complaints and dispute resolution process detailing the requirements for recording, managing and responding to complaints, enquiries and escalations which are received by Lightsview ReWater.

This process applies to all enquiries and complaints received from external customers and consumers via telephone, in writing, in person or electronically.

Lightsview ReWater processes ensure customers are fully aware of the channels available to them to raise queries or complaints about Lightsview ReWater's services. It also ensures that accurate information is collected and can be used to analyse trends and areas for improvement.

This document is reviewed periodically and is subject to change.

## 4. Customer enquiries

Lightsview ReWater will:

- Provide a source of customer-related information as directed by the Water Retail Code including *Lightsview ReWater's Customer Service Charter (LRSC-IMS-DOC-003)* and *Standard Customer Contract (LRSC-IMS-DOC-010)*
- Ensure enquiries, complaints and dispute resolution is available to all Lightsview ReWater customers via:
  - Telephone
  - Email
  - Written correspondence
  - Lightsview ReWater's website
  - In person

- Provide resolution of customer enquiries and complaints and resolve matters at the first point of contact wherever possible
- Manage customer requirements by providing relevant information and meeting service standards related to enquiry and complaint responsiveness
- Ensure customer enquiries and complaints are dealt with in a timely, fair and reasonable manner
- Assist customers who may require language interpreting by referral to relevant interpreter services

#### 4.1 How to contact Lightsview ReWater

You can contact Lightsview ReWater on (08) 7999 8555, between 10:00am and 4.00pm weekdays (excluding SA public holidays) to discuss various matters as listed below:

- General enquiries
- Accounts
- Meter readings and water use
- Change of name and / or address
- Payment arrangements and options available
- Hardship and difficulties in paying retail billings
- Complaints, compliments and suggestions
- Registration of special needs customers
- Service faults and emergencies
- Water supply, water quality and reliability
- Leaking or faulty water meter
- Connection enquiries
- Applications for connections
- Availability of services
- The connection and supply to a supply address
- Before You Dig (formerly Dial Before You Dig)

You can also contact Lightsview ReWater in the following ways:

Enquiries – email	<a href="mailto:info@lightsviewrewater.com.au">info@lightsviewrewater.com.au</a>
Mail	Suite 1005, 147 Pirie Street, Adelaide SA 5000
In Person	Suite 1005, 147 Pirie Street, Adelaide SA 5000
Lightsview ReWater website	<a href="http://www.lightsviewrewater.com.au">www.lightsviewrewater.com.au</a>

#### 4.2 Commitment to customers

Lightsview ReWater staff will endeavour to:

- Treat customers in a polite and courteous manner
- Obtain any details necessary to ensure the customer receives the service they expect
- Attempt to resolve the matter at the first possible point of contact
- Make an accurate record of any correspondence so the matter can be tracked, monitored and reported
- Respond to all enquiries in a timely and efficient manner

If your enquiry is unable to be resolved at the time of initial contact, Lightsview ReWater will endeavour to provide an update to your enquiry within three business days.

## 5. Complaints and dispute resolution

Lightsview ReWater welcomes feedback including the lodgement of any complaints you may have as a customer (either as property owner or tenant) with our service which provides us with the opportunity to maintain your confidence and trust as well as improve our customer service.

Lightsview ReWater considers complaints as an opportunity to better understand your dissatisfaction with any of our services and provide you with a response in order to arrive at a resolution. It may be related to our products, services, or the complaints handling process itself. If you are dissatisfied with any aspect of Lightsview ReWater's services or products, please contact us so that we can resolve your concerns.

### 5.1 Lightsview ReWater's commitment to complaints and dispute resolution

Lightsview ReWater will address customer concerns (either property owner or tenant) in a timely and efficient manner, with a view to resolving issues in a friendly and efficient manner.

We will:

- Listen to your concerns
- Identify ourselves
- Ensure that correspondence has a contact name and telephone number
- Respect your right to privacy
- Provide you with quality information and advice
- Provide information required in a clear and concise manner

When contacting Lightsview ReWater with a complaint we ask our customers to:

- Be honest in all your dealings with us
- Provide us with relevant information when requested to help us address the issue

#### 5.1.1 Complaints management principles

Lightsview ReWater is committed to the following complaints management principles when handling complaints:

1. **Transparency** – Information about the 'how and where' to make a complaint is clearly available to customers and staff
2. **Availability** – Customers can easily access the complaints management process and the methods of making complaints will be flexible
3. **Responsiveness** – All customers should receive timely acknowledgement their complaint has been received with best endeavours made to provide a response within the required response targets
4. **Objectivity** – Each complaint will be addressed in an objective and unbiased manner
5. **Fees** – No fees will be charged to manage legitimate customer complaints and enquiries
6. **Confidentiality** – Personal information should be available where needed, but only for the purposes of addressing the complaint within Lightsview ReWater, the information will be protected from disclosure unless the customer expressly consents to its disclosure

7. **Customer Focused Service** – A customer focused service approach will be adopted and the rights of customers to disagree with Lightsview ReWater will be respected by providing and promoting an accessible, timely, fair and friendly process for the management of customer complaints
8. **Accountability** – Lightsview ReWater will ensure systematic reporting of customer complaints against documented standards and lessons learned is undertaken
9. **Continual Improvement** – Analysis of customer complaints will drive improvement in customer service and the complaints handling process

## 5.2 How to make a complaint

There are two ways to contact and lodge a complaint with us:

1. Call and speak to our customer service staff

If you as a customer (either property owner or tenant) are dissatisfied with any of our products or services, please contact us on (08) 7999 8555 and discuss your concern with our customer service staff. Alternatively, you can speak to us in person at Level 10, Suite 1005, 147 Pirie Street, Adelaide SA 5000.

Lightsview ReWater's customer service staff are able to resolve most of your concerns over the telephone at the first point of contact. If you remain dissatisfied with the outcome, you may request to have your complaint reviewed by a senior manager who will further investigate the matter.

2. Write to us

If you prefer, write to us at the following address with the details of your complaint:

Customer Complaints Service  
Lightsview ReWater Supply Co Pty Ltd  
Suite 1005, 147 Pirie Street  
Adelaide SA 5000

Alternatively, you can send an email to [info@lightsviewrewater.com.au](mailto:info@lightsviewrewater.com.au) or provide your complaint via our website [www.lightsviewrewater.com.au](http://www.lightsviewrewater.com.au).

Upon receipt of your letter, email or website complaint, we will provide you with a written acknowledgement of your complaint as well as the contact details of the staff member who will be managing your complaint.

## 5.3 Method of response

We will endeavour to resolve all complaints at first point of contact, however, there are some instances where this is not possible and further investigation may be required. In these instances, we will acknowledge receipt of your complaint within five days and aim to provide you with a resolution within thirty days.

Should we be unable to meet these timeframes, we will advise you of our suggested course of action and timeframe, as well as the name of a contact person for any further queries regarding this matter.

As a general rule, Lightsview ReWater will respond via the same channel as the complaint is received unless advised otherwise.

#### 5.4 Complaint escalation

We reiterate that if you have attempted to resolve your concerns through the above process without resolution, you may escalate your complaint to a senior manager for further review.

If the matter still cannot be resolved, you will be advised of your option to escalate your grievances to the Ombudsman (EWOSA) – an independent, free service available to residential and business customers.

EWOSA can assist with complaints regarding billing, account payment, connection, supply, marketing and customer service. Contact details are:

##### **In Person**

Energy and Water Ombudsman SA  
Level 11, 50 Pirie Street  
Adelaide SA 5000

##### **Post**

GPO Box 2947  
Adelaide SA 5001

##### **Telephone**

1800 665 565 (free call)

##### **SMS**

0488 854 555

##### **Email**

[contact@ewosa.com.au](mailto:contact@ewosa.com.au)

##### **Via the website**

<https://ewosa.com.au/submit-a-complaint>

#### 5.5 Complaint recording

Lightsview ReWater will record and monitor all complaints received from customers for the purposes of monitoring and compliance purposes but also to assist in improving the future experience of customers.

Lightsview ReWater reports regularly to Lightsview ReWater's Compliance Committee and its Board of Directors on the complaints Lightsview ReWater receives and their resolution in order to improve Lightsview ReWater's service.

#### 6. Lightsview ReWater's customer charter

Customers requiring more information on how to pay a bill, payment options available and what to do in cases of difficulty in paying, financial hardship or special needs should refer to Lightsview ReWater's Customer Service Charter, available on our website: [www.lightsviewrewater.com.au](http://www.lightsviewrewater.com.au).

#### 7. Privacy principles

Lightsview ReWater will only collect, use, disclose and store any relevant personal information in a manner that meets customers' expectations and reflects the Australian Privacy Principles of the *Privacy Act 1988* (Cth). Our privacy policy is available on our website: [www.lightsviewrewater.com.au](http://www.lightsviewrewater.com.au).