

ADVOCACY

EMPLOYMENT

EVENTS

INFORMATION

TRAINING

# ACAPMA

Australasian Convenience & Petroleum  
Marketers Association

[WWW.ACAPMA.COM.AU](http://WWW.ACAPMA.COM.AU)

**ACAPMA**

The Voice of Downstream Petroleum





## THE VOICE OF DOWNSTREAM PETROLEUM

**Welcome to ACAPMA** - the Australasian Convenience and Petroleum Marketers Association. ACAPMA is the national industry body that champions the reasonable interests of all the businesses that operate in the fuel supply chain - from refinery gate to service station forecourt.

We do this through meaningful engagement with all Australian Governments on regulatory issues affecting our industry so that the community's expectations of our industry are comprehensively accommodated at least cost to market participants (and ultimately our customers).

We also support the industry via the delivery of a range of business support services that are specifically designed for the fuel industry, including: employment compliance, industrial relations, safety compliance, environmental compliance and workforce skills.

Most importantly, we are staunch supporters of the Australian fuel industry. We work to promote increased stakeholder understanding of the way our industry operates and the fact that, for the most part, our industry comprises of Australian businesses (of all sizes), that are diligently working around the clock to ensure that the transport fuel needs of all Australians are met in an economically viable and ecologically sustainable manner.



Mark McKenzie  
CEO, ACAPMA

A handwritten signature in black ink, appearing to read 'Mark McKenzie'.



## **ABOUT ACAPMA**

ACAPMA is the national peak body representing the interests of the fuel wholesale, distribution and retail industry in Australia. The Association is first and foremost employer organisation that is formally recognised under Australian law as the industrial advocate for fuel marketing and fuel distribution businesses in Australia.

First established in 1976, the Association started operations as the Australian Petroleum Agents and Distributors Association (APADA) and subsequently changed its name to ACAPMA in 2007. The name change was accompanied by a change in the Association's Constitution to incorporate national representation of fuel retailers.

Today, the Association directly represents 95% of all fuel distributors in the country and directly and indirectly (via franchisees and distributor-owned retailers) around 75% of the 7,300 service stations operating in Australia.

The scope of ACAPMA's reach extends from 'refinery gate' through to the forecourt of Australia's national network of service stations and petrol convenience outlets - including fuel wholesale, fuel distributors, fuel retailers, petroleum equipment suppliers and petroleum service providers.

ACAPMA's member businesses vary from small to medium businesses, through to large corporations.

## **CORE ACTIVITIES**

ACAPMA strives to achieve its' strategic objectives via the conduct of the following five core activities:

- » Advocacy
- » Employment advice and assistance
- » Training Services for the forecourt and industry contractor
- » Information Services
- » Industry Events



## ADVOCACY

ACAPMA works between the industry and various Australian governments to ensure that government policy and regulation strikes a balance between the genuine needs of the Australian community and the maintenance of an economically strong industry.

ACAPMA regularly engages with Governments & political parties and authorities on issues ranging from:

- » National competition policy and retail fuel pricing
- » Safety of fuel transport and fuel retail operations
- » Environmental performance of the fuels industry
- » Employment law
- » Alternative fuels market development

Poorly considered regulation has the potential to lessen the value of the industry to the Australian economy and place the employment of more than 54,000 Australians in jeopardy.

As a result, the principal purpose of ACAPMA's advocacy activity is to guard against unjustified regulation that threatens jobs and places unnecessary upward pressure on retail fuel prices for Australian motorists.





## EMPLOYMENT

ACAPMA's employment department is staffed by workplace relations professionals with extensive experience and who are ready to provide members with a range of services. This includes best practice advice, assistance, support and information which is needed to safely, productively and compliantly engage with their staff.

Members have access to resources including jurisdiction relevant templates, quick reference guides and model documents. Members can also access assistance in applying these generic resources within their own unique business structure to achieve their own business goals.

ACAPMA also offers members representation at the Fair Work Commission Australia in industrial disputes all the way up to Conference stage. This representation role includes acting as industrial advocate in unfair dismissal proceedings, through the initial submission stage and the mediation Conference stages.



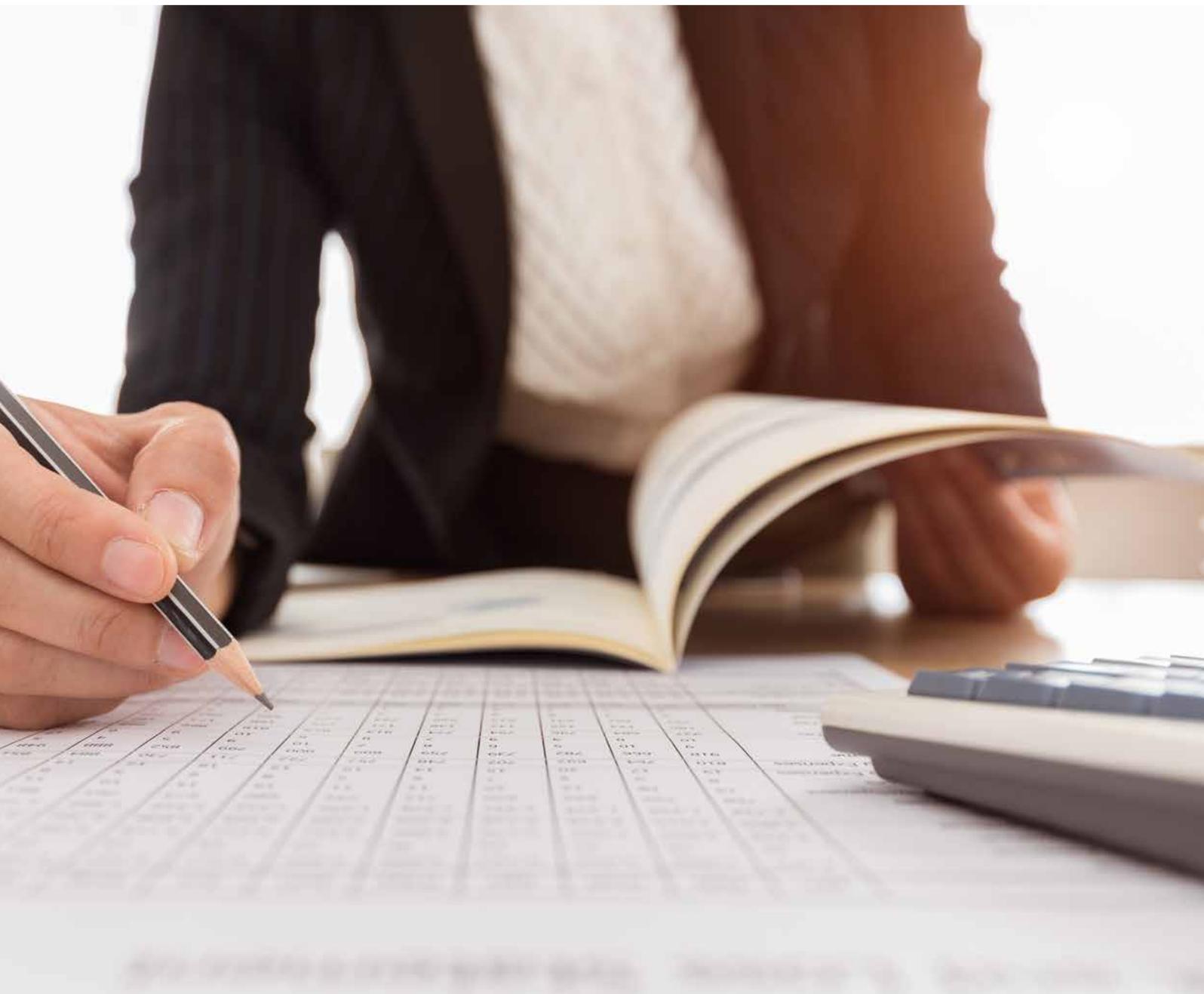


## AUDITS

The ACAPMA Assisted Compliance Audits are voluntary desktop audits focusing on identifying compliance gaps and educating businesses as to the requirements of compliance in the critical areas of; Employment, Workplace Health & Safety, Environmental, Food Safety and Dangerous Goods Compliance.

Importantly the 'assisted' nature of the Audits means that the business is provided with more than just a list of gaps, they are provided with customised resources and the support and advice required to address the gaps and implement new systems and procedures to demonstrate compliance.

Participation in the Audits does not result in penalties when there are breaches or gaps, rather the opposite is true, businesses are provided with information, support, resources and advice on how to fix the issue.





## TRAINING

ACAPMA has developed dedicated learning solutions for the downstream fuel industry, focusing on compliance outcomes the learning solutions are offered in the areas of; retail site staff, fuel and non-fuel delivery staff, contractor and maintenance staff.

### RETAIL FUEL STAFF TRAINING

The **Petroleum Convenience Compliance (PCC)** course is designed to ensure that retail staff can demonstrate an understanding of the compliance requirements around; Retail & Consumer Compliance, Tobacco Compliance, Restricted Products Compliance, Personal Workplace Safety including Bullying, Harassment and Discrimination, Instore Safety & Manual Handling, Forecourt Safety and Safe Fuel Dispensing, Environmental Safety and Wetstock Management, LPG Autogas Safety, Fire First Response, Armed Robbery and Security, Food Safety for Food Handlers.

### CONTRACTOR AND DELIVERY DRIVER TRAINING

As part of the National Petroleum Contractor Recognition Scheme the NPCRS Intro courses provide compliance and induction training for contractors undertaking works onsite (Intro to Working on Fuel Sites), delivering fuel (Delivering Fuel to Fuel Sites) and delivering non fuel (Delivering to Fuel Sites), in addition to the other recognition requirements.

ACAPMA's compliance focused training is delivered online in a rich multimedia format, available on desktop and mobile devices and focuses on enabling operators to ensure that they are “getting it right at the site” and able to demonstrate compliance with training and safety requirements.





## **NATIONAL PETROLEUM CONTRACTORS RECOGNITION SCHEME (NPCRS)**

The NPCRS is a program available to contractors and delivery drivers who regularly deliver to or work within service stations. The program has two levels, small business and full business registration.

Small business can have up to 4 employees trained via the online learning system, while a full business registration offers the opportunity to manage as many users as your organisation needs.

The course is designed to offer contractors and delivery drivers an understanding of the unique risks associated with working on or delivering to a fuel site and how to minimise them.

Each learner receives their own induction certificate/card upon completion and once training is completed the business is provided with the NPCRS logos for use in their advertising, a business certificate (useful for tenders) and will be listed on the ACAPMA website as a recognised business





## INFORMATION

ACAPMA provides its members with constant and up-to-date information on issues that are likely to affect the operation of their businesses.

This industry information service provides updates on advance notice of changes in government policy and regulation, best practice guidelines, market developments and insights into some of the longer term trends that are expected to shape the nature of the industry into the future.

## ACAPMAG

Updated daily, ACAPMAG provides readers with current and relevant information affecting the downstream petroleum industry. This news website doubles as an 'electronic library' that allows users to review past articles about developments in the fuel industry.

## WEEKLY ENEWS

The newsletter is emailed to around 3,200 industry stakeholders each week. Recipients include ACAPMA members, associates, fuel wholesale, distribution and retail businesses, E&S suppliers and service providers. Raising awareness of the key issues that are likely to positively or negatively impact our industry, the weekly e-newsletter is also distributed to politicians (Federal, State and Local) and media outlets.

This provides an effective mechanism for supporting ACAPMA's advocacy activities on issues that are of vital importance to the future viability of all of the businesses that comprise the downstream petroleum industry in Australia.





## EVENTS

ACAPMA has run events in various forms over recent years, culminating in the annual Asia Pacific Fuel Industry Forum. The APFI Forum has become the premier event for the downstream petroleum industry.

The high-end conference program attracts market leaders, international keynotes and government officials, presenting a range of topics that inform, assist and educate the petroleum retail and convenience industry.

The forum also provides an opportunity for contractors to have their say with the Contractor's Forum, held on day one of the conference. Previous years discussions have helped to create Best Practice Guidelines for the industry's suppliers and contractors. The current conversation surrounds the introduction of a National Training Standard for Petroleum Contractors.

In addition to this market-leading knowledge dividend, a trade floor of the industry's essential service providers and contractors, plus significant networking opportunities, make the Asia Pacific Fuel Industry Forum a must attend event for all industry professionals.





## MEMBERSHIP FEES

### RETAIL ONLY MEMBER

### COST PER ANNUM

1-5 RETAIL SITES	\$810
6-10 RETAIL SITES	\$2,310
10+ RETAIL SITES	\$4,620

### DISTRIBUTOR ONLY MEMBER

SMALL TO MEDIUM	\$2,310
LARGE	\$4,620

### DISTRIBUTOR RETAILER MEMBER

	\$4,620
--	---------

### ADDITIONAL SERVICES

CPP + ASSISTED COMPLIANCE AUDIT PROGRAM + TRAINING	\$930 PER SITE
CPP + ASSISTED COMPLIANCE AUDIT PROGRAM ONLY	\$435 PER SITE
TRAINING ONLY	\$1,100 PER SITE
NPCRS (UNLIMITED USERS)	\$660
NPCRS MICRO (4 USERS)	\$55

## CONTACT US

### MARK MCKENZIE

Chief Executive Officer

[communications@acapma.com.au](mailto:communications@acapma.com.au)

### JILL ANGUS

Training Manager

[training@acapma.com.au](mailto:training@acapma.com.au)

### ELISHA RADWANOWSKI

Executive Manager - Employment & Training

[employment@acapma.com.au](mailto:employment@acapma.com.au)

### DONNA TEDESCO

HR & Compliance Manager

[employment@acapma.com.au](mailto:employment@acapma.com.au)

### MARILYN FRASER

Accounts Officer

[accounts@acapma.com.au](mailto:accounts@acapma.com.au)

## **ACAPMA**

Suite 3, Level 7, 3 Spring St Sydney, NSW 2000

t: 1300 160 270

e: [communications@acapma.com.au](mailto:communications@acapma.com.au)

w: [www.acapma.com.au](http://www.acapma.com.au)

