ACAPMA ASSISTED COMPLIANCE AUDITS

for Fuel Retail Sites

ACAPMA
Australasian Convenience and Petroleum Marketers Association

ASSISTED COMPLIANCE AUDIT

Assisted Compliance Audits

ACAPMA provides the Assisted Compliance Audits, an industry specific auditing services developed to allow fuel businesses to identify compliance requirements and receive professional advice, support and customised resources to address compliance gaps, resulting in a strengthened ability to demonstrate compliance to external parties.

The Audits focus on in-depth analysis of employment compliance.

The Audits are industry led and voluntary and as such there are no penalties issued for non-compliance areas identified, rather the process is a confidential undertaking where ACAPMA, as an employer organisation, provides participants with information, assistance and customised resources required to close any compliance gaps identified and achieve and demonstrate compliance in the future.

> "ACAPMA is an employer organisation, and under the law we are tasked with helping our members achieve compliance in their business. We are a safe place to say "I don't know", "I don't have that" or "I think I have done this wrong", where members do not receive judgment or penalties for getting it wrong, they receive the support and assistance they need to address the issue and put into place systems to ensure that compliance gaps are addressed. ACAPMA is, in short, your Compliance Partner."
>
> - Elisha Radwanowski BCom (HRM & IR), Executive Manager for Employment and Training, ACAPMA

Audit Operation

On receipt of an application ACAPMA will issue an invoice and then contact the business with a questionnaire that will allow for the audit to be tailored to the businesses operations.

Once the questionnaire is processed and the Audit customised, ACAPMA will reach out to the business request for information and documentation to be provided within the 2 week deadline.

ACAPMA then reviews the documents and identifies any compliance gaps and creates the Gap Analysis and Resources for the business. This remote desktop audit is followed by the Audit Meeting, a teleconference that explores the gaps and the resources and recommendations and allows for rectification documents to be submitted for reassessment by a Rectification Date (usually 2 weeks).

The Audit is closed at the Rectification Date and a Certificate of Participation.

Extentions are available to all deadlines on request, however, it is important to note that failure to meet deadlines without an extention will result in the Audit being closed and a Fail Due To Non Participation Certificate being issued.

Audit overview

- Application and Invoice
- Pre Audit Questionnaire
- Information request
- Document review and gap analysis
- Audit meeting
- Review and rectification
- Audit Close and Participation Certificate

ASSISTED COMPLIANCE AUDIT

Scope of the Assisted Compliance Audit

Employment

- Engagement documents
- Pay slips
- Wage rates
- EFT
- Superannuation
- Business policies
- Compulsory Employment Information Statements
- Training registration
- Performance management system
- Junior management system
- Visa restriction management system
- Annual Leave management
- Long service leave management
- Rights and responsibility communications

Safety

- Risk, hazard and response training
- Emergency Response Planning and Manifest box
- Chain of Responsibility
- Dangerous goods registration
- Contractor management system
- Incident Reporting
- Pump verification
- Return to work system
- High risk operation management

Environment

- Environmental Protection Agency registration
- Groundwater monitoring
- Loss monitoring
- Fuel delivery documentation

Tobacco

- Licencing
- Display restrictions
- Sale restrictions
- Staff restrictions

Food Safety

- Food safety management system
- Supervisor training
- Handler training

Other

- Fuel price transparency compliance

ASSISTED COMPLIANCE AUDIT

Outcomes of the Assisted Compliance Audit

After the Review and Rectification period, the Audit Participation Certificate is provided to the site. This document indicates the participation of the site in the program and identifies only the compliance gaps that remain open at the end of the audit process.

For example:
If a gap is identified as part of the audit, and is closed by the site through the use of resources provided and the resubmission of documents to ACAPMA, then the gap is considered closed and no gap is recorded on the Audit Participation Certificate.

Cost of Audit

Due to the extensive instruction that is provided by ACAPMA to each business, the Audit is only offered to ACAPMA Members.

Audit (Full scope)

The Full Fuel Retail Assisted Compliance Audit is available to Members as a stand alone item for **$570 inc GST per site**.

Audit (limited Employment only scope)

The limited (Employment Scope Only) Fuel Retail Assisted Compliance Audit is available to Members as a stand alone item for **$470 inc GST per site**.

Confidentiality, Privacy and Data Collection

The information collected as part of the Audit process may be subject to Privacy Laws. All such information will be collected, used, stored and destroyed as per the ACAPMA Privacy Policy. All personal information will be held confidential at all times.

ACAPMA will not provide the detailed Gap Report or Certificate to any person, other than at the direction of the business being audited.

ACAPMA will not disclose any compliance gaps identified to any person, other than at the direction of the business being audited.

ACAPMA does collect aggregated data on compliance issues across the industry, all site, business and personal information are removed prior to such aggregation.

ACAPMA may provide Audit Status Reporting showing that the audit is in one of the following status; NOT Activated, Active, In Resubmit or Closed.

Disclaimer

While the Assisted Compliance Audits are undertaken with all due professional care, they are voluntary, remote, desktop audits only, and as such cannot give a guarantee of compliance within any business, due to the limited visibility that ACAPMA has. Detailed information is provided as part of the Audits, on what is reviewed and the gaps identified.

ASSISTED COMPLIANCE AUDIT APPLICATION FORM

Application Form

To apply please fill and return to employment@acapma.com.au

Business Name

ABN PO

Street Address

State Postcode

Contact Name

Contact Email

Contact Phone

On behalf of the business listed above, I am applying for _____ number of retail sites to participate in the following program:

☐ **Audit Only (Full Scope)**
> Assisted Compliance Audit
$570 inc GST per site per year

☐ **Audit Only (Limited Scope: Employment Only)**
> Assisted Compliance Audit
$470 inc GST per site per year

The details for these sites are provided below.

I understand that access to the program is on a per site per year basis and that access will be automatically renewed on anniversary and the business will be reinvoiced.

I understand that myself, or another such representative of the business, can withdraw from the program by submitting a request to withdraw to employment@acapma.com.au.

I understand that each annual access period, or part therefore, will be invoiced and paid in full unless withdrawl from the program is submitted in writing prior to the commencement of the renewal date.

Contact Signature Date

ASSISTED COMPLIANCE AUDIT APPLICATION FORM

Site 1

Name	
Street Address	
Manager Full Name	
Manager Phone	
Manager Email	

Site 2

Name	
Street Address	
Manager Full Name	
Manager Phone	
Manager Email	

Site 3

Name	
Street Address	
Manager Full Name	
Manager Phone	
Manager Email	

Site 4

Name	
Street Address	
Manager Full Name	
Manager Phone	
Manager Email	

Please provide additional site details as a seperate attachment if required