ACAPMA
Australasian Convenience and Petroleum Marketers Association

DISTRIBUTOR / RETAILER (VOTING) MEMBERSHIP

ABOUT ACAPMA

ACAPMA is the national peak body representing the interests of the fuel wholesale, distribution, and retail industry in Australia.

ACAPMA is first and foremost a Registered Organisation, a union for businesses, that is formally recognised under Australian law as the industrial advocate for fuel businesses in Australia.

First established in 1976, today the Association directly represents 95% of all fuel distributors in the country and directly and indirectly (via franchisees and distributor-owned retailers) around 80% of the 8,000 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.

We are staunch supporters of the whole 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.

We invite you to join with the Association that is specialised on the complex fuel industry and that is most importantly, for the industry, by the industry.

Rowan Lee
CEO, ACAPMA

SUPPORT FOR MEMBERS

ACAPMAs mission is to support members and the industry.

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.

ACAPMA has been the sucess partner for fuel businesses for almost 50 years – its what we do

- Employment advice and assistance, including representation in Unfair Dismissals up to and including the Conciliation Conference, at no extra cost
- Discounted access to industry specific online training, including the Fuel Convenience Compliance course (FCC)
- Discounted access to the premier industry event for learning and networking, the Asia Pacific Fuel Industry Forum (APFIF)
- Access to the latest information, from industry experts, regulators and innovators via ACAPMAg

MEMBER BENEFITS

ACAPMA MEMBER BENEFIT	Fuel Retailers				Fuel Distributors		Industry Suppliers	
	Small	Medium	Large	National	Small / Medium	Large	Supplier Partner	Fuel Contractor
Information								
Members gain access to the regular ACAPMA eNewsletter, which brings together industry news with commentary, guidance and legislative and case law alerts.	✓	✓	✓	✓	✓	✓	✓	✓
Resources								
Members gain access to Guides, Forms, Templates and Calculators designed for the unique fuel industry context; - Employment and Industrial Relations - Operations and Management Best Practice - Safety and Compliance	✓	✓	✓	✓	✓	✓	×	×
Members gain access to General Employment, Best Practice, Safety and Compliance resources that more broadly apply in general, non fuel, settings.	✓	✓	✓	✓	✓	✓	✓	×
Support								
Members gain access to the ACAPMA Employment Professionals for general and specific guidance on employment, compliance and best practice instore. This includes guidance on specific performance management situations and the adaptation of general resources to suit. Service is at no additional cost*.	✓	✓	✓	✓	✓	✓	×	×
Representation								
Unfair Dismissal Members are able to call on ACAPMA to assistance in responding to unfair dismissal claims at the Fair Work Commission. ACAPMA drafts the written response to the claim and appears for the member in proceedings up, to and including, the 'conciliation conference' stage. Unfair dismissal representation is provided on a sliding scale, with one service per year at no charge and subsequent services in the same membership year at $550 per dismissal. **Enterprise Bargaining Agreement** ACAPMA can provide assistance with EBA modelling, negotiation and submission. This service comes at an additional cost.	✓	✓	✓	✓	✓	✓	×	×
Specialist Services								
Members are able to access the ACAPMA Compliance 'Health Check' Audits. A detailed system compliance check that go beyond identifying issues to instead focus on assisting with updating systems and practices to be able to demonstrate compliance. This service comes at an additional cost.	✓	✓	✓	✓	✓	✓	×	×
Members are able to access the ACAPMA Industry Training Solutions. These detailed, compliance focused, online courses are designed by ACAPMA for the industry to drive safety and compliance onsite. This service comes at an additional cost that is discounted to Members.	✓	✓	✓	✓	✓	✓	×	×
Community, Networking & Events								
Members gain access the relevant ACAPMA Member Logo for use in their own marketing.	✓	✓	✓	✓	✓	✓	✓	✓
Members are able to stand for election in, and vote in such elections pertaining to, the ACAPMA Board of Management	✓	✓	✓	✓	✓	✓	×	×

*equal member access principle applies. The Equal Member Principle provides for the resources and support of ACAPMA to be used for the benefit of all members and not monopolised by any one member. Practically this means that standard support on day to day operations is provided at no charge, but more in depth consultative or representative services will be delivered as part of a dedicated consultancy at an additional charge that will be scoped and quoted prior to the undertaking of the major works

MORE INFORMATION

The industry in numbers

AU$78B
Fuel Wholesale & Retail Industry market size in Australia

4,579
businesses in the Fuel Wholesale & Retail Industry

71,560
employees in the Fuel Wholesale & Retail Industry

ACAPMA in numbers

95%
of all fuel distributors in Australia are represented by APCAPMA

80%
of the 8,000 service stations in Australia are represented by ACAPMA (directly and indirectly)

300+
delegates attend the ACAPMA Conference, the flagship event for the industry

4,434
subscribers receive the weekly ACAPMA e-News

250-5,000
weekly average views of article reach

2,400+
LinkedIn contacts

ACAPMA Services

ACAPMA 'Heath Check' **Audits for Fuel RETAIL** can be explored online at;

ACAPMA 'Heath Check' **Audits for Fuel TRANSPORT** can be explored online at;

ACAPMA Industry specific **Fuel RETAIL Training solutions** can be explored online at;

ACAPMA Resources

ACAPMA Public and Member Only resources can be previewed online at;

ACAPMA News

Latest industry News and Alerts can be viewed online at;

ACAPMA Events

ACAPMA Events, including the annual ACAPMA conference, can be explored online at;

GETTING INVOLVED

Australasian Convenience and Petroleum Marketers Association (ACAPMA) is a not for profit, other unincorporated entity and Registered Organisation under the Fair Work Australia (Registered Organisations) Act 2009. ACAPMA is overseen by a member sourced Board of Management and the registered ACAPMA Constitution.

ACAPMA Membership is open to all persons and parties engaged in the petroleum distribution and petroleum convenience retail industry. This includes persons or parties engaged in the transportation, storage and sale in bulk of petroleum and related products, as well as petroleum and convenience retail.

Completion of the following Application Form is required to commence the Membership Application Process

Membership is charged based on the size and operations of the business;

FUEL RETAILERS

	Criteria	Cost
Small	1-5 sites	$890
Medium	6-10 sites	$2,530
Large	10+ sites	$5,060
National	50+ sites *(in 2 or more States)*	POA

FUEL DISTRIBUTORS

	Criteria	Cost
Small / Medium	1-10 vehicles	$2,530
Large	10+ vehicles	$5,060

FUEL DISTRIBUTOR & RETAILERS

	Criteria	Cost
Distributor Retailer	combined	$5,060

All categories listed above are voting memberships and prices are current as of the 2026/2027 financial year and include GST.

ACAPMA Membership is charged annually, invoiced on 1 July for the financial year. Any memberships sought after 1 July will be charged on a pro-rata basis. ACAPMA retains the right to determine membership categories based on the information provided and available.

APPLICATION FORM

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ACAPMA is overseen by a member sourced Board of Management and the registered ACAPMA Constitution.

ACAPMA is run to benefit their Members and the industry.

APPLICATION PROCESS

Completion of this application form includes completion of the Membership Application Letter, which provides the details required by the Board to assess and approve ACAPMA Membership requests.

If you have any questions about this process, eligibility or require any assistance in completing this application please contact ACAPMA on 1300 160 270.

Once complete please return this form to;

Email:
communications@acapma.com.au

Post:
Att: Member Officer
ACAPMA
Suite 9, Level 1, 214 Bay Street, Brighton, VIC, 3186

ELIGIBILITY

ACAPMA Membership is open to all persons and parties engaged in the petroleum distribution and petroleum convenience retail industry. This includes persons or parties engaged in the transportation, storage and sale in bulk of petroleum and related products, as well as petroleum and convenience retail.

PRIVACY

The information contained in this application shall be used by the Board to determine the appropriateness of awarding ACAPMA Membership and at which level. Specific information on the size, structure and nature of the applicants business will not be disclosed outside of this process.

Upon acceptance of this membership application some information provided in this form may be used in the following ways:

» General information, such as company name, postal address and phone number will be added to the ACAPMA Member Register which may be provided to other ACAPMA Members, and

» Descriptive information, such as that provided specifically for public release (ie. the text provided for listing in the ACAPMA Network Directory) will be added to the publicly available ACAPMA Network Directory as appropriate.

APPLICATION FORM

Membership Application Letter

Please complete the following “Membership Application Letter” as part of your application.

To the ACAPMA Board,

I would like to submit for consideration as an ACAPMA Member in the following category:

- ☐ Retail only between 1-5 sites
- ☐ Retail only between 6-10 sites
- ☐ Retail only more than 10 sites
- ☐ Distributor only - small to medium
- ☐ Distributor only - large
- ☐ Distributor Retailer

Business Name and Contact Details

Name of Business

ABN

ACN

Street address and suburb

State

Postcode

Postal address if different to above

State

Postcode

Primary Contact Name

Primary Contact Title

Primary Contact Phone

Primary Contact Fax

Primary Contact Mobile

Primary Contact Email

Brief Description of the business activities

Signature

Date / /

ACAPMA
Suite 9, Level 1, 214 Bay Street, Brighton, VIC, 3186, Australia
communications@acapma.com.au | acapma.com.au | ABN 71 506 540 351

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APPLICATION FORM

ADDITIONAL INFORMATION

General

Number of retail sites: ☐ Are you a member of a retail buying group? If so, which one? (optional) _____

Does your business have a Retail Emergency Response Plan? ☐ Yes ☐ No

Does your business have a dedicated Safety Manager? ☐ Yes ☐ No

Does your business operate its own transport fleet? ☐ Yes ☐ No

If yes please tick the all of the boxes that apply to this Fleet: ☐ B-Double or larger ☐ Single trailer ☐ Rigid > 8T ☐ Rigid < 8T

Total Fleet size: ☐ trucks

Does your business use cartage contractors? ☐ Yes ☐ No

Does your business have a Transport Emergency Response Plan? ☐ Yes ☐ No

Employment

Number of Retail Workers: ☐ Employees ☐ Contractors

No of Driver/Warehouse Workers: ☐ Employees ☐ Contractors

No of Administrative Workers: ☐ Employees ☐ Contractors

No of Sales Workers: ☐ Employees ☐ Contractors

Does your business have a stated policy on Equal Employment Opportunity? ☐ Yes ☐ No

Does your business have a stated policy on Workplace Harassment? ☐ Yes ☐ No

Does your business have a stated policy on Health & Safety? ☐ Yes ☐ No

Does your business have a stated policy on Consumer and Competition Compliance? ☐ Yes ☐ No

Does your business have a dedicated Human Resources Manager? ☐ Yes ☐ No

HR Contact

Contact Name _____ Contact Title _____

Contact Email _____ Contact Telephone _____

Accounts Contact

Contact Name _____ Contact Title _____

Contact Email _____ Contact Telephone _____

APPLICATION FORM

DEPOT & RETAIL SITE INFORMATION

Depot Site

Address

State

Postcode

Depot Site 1 Telephone

Site Branding

Please tick all of the boxes that apply to this site:

☐ Fuel Only ☐ Lube Only ☐ Fuel & Lube ☐ No Storage / Office Only ☐ Litres of Storage

What products are stored at this location:

☐ e10 ☐ Unleaded ☐ Premium 95 ☐ Premium 98 ☐ Diesel ☐ Biodiesel ☐ Adblue ☐ LPG ☐ Lubricant

Other:

Retail Site

Address

State

Postcode

Retail Site 1 Telephone

Site Branding

Canopy Branding

Fuel & Lubricant Supplier

Please tick all of the boxes that apply to this site:

☐ 24 Hours ☐ e10 ☐ e8 ☐ ULP ☐ PULP95 ☐ PULP98 ☐ Diesel ☐ Fast Flow Diesel ☐ Biodiesel ☐ LPG

☐ LNG ☐ Number of Dispensers ☐ Workshop ☐ Car Wash ☐ Truck bays ☐ Cafe ☐ Restaurant ☐ ATM ☐ Adblue

Other:

If additional space is required please complete information on a spreadsheet and supply with the completed application