ACAPMA FUEL & CONVENIENCE AWARDS

2027 APPLICATION FORM
RETAILERS

1. BUSINESS DETAILS

Business Name:

Trading Name (if different):

Australian Business Number:

Head Office Address:

Canopy Brand(s) if applicable:

2. CONTACT DETAILS

Name of contact person:

Title of contact person:

Email of contact person:

Mobile no. of contact person:

3. AWARD CATEGORY

Please indicate the award category for which you are applying by ticking one of the boxes below.

☐ **Category A:** Small Retailer (<20 sites)

☐ **Category B:** Large Retailer (20+ sites)

Both categories are open to both Petrol & Convenience (PC) business and Convenience only businesses.

INSTRUCTIONS TO APPLICANTS

Applicants are invited to address all four selection criteria and address the questions posed under each criterion but must address at least one criterion to be eligible for consideration.

Obviously, those applicants that can address all four criterion are in a stronger position in the overall assessment of merit, but addressing all four criterion is not essential for consideration or success, with higher weighting given to Criterion 1 (Excellence in Compliance) and Criterion 2 (Providing Safe and Healthy Workplaces).

Further, the questions posed under each criterion are intended to provide general guidance and assist with the completion of your application. Applicants are strongly encouraged to provide additional commentary in the free-form area at the bottom of each criterion to expand on these questions or to provide other information that is of direct relevance to the Judge's deliberations.

Please feel free to append any materials (relevant Photos or video files) that support your application.

If you require clarification of any of aspect of the criteria presented in this application, please contact ACAPMA by emailing events@acapma.com.au or calling the national office on 1300 160 270.

Once completed sent form and supporting documents to ACAPMA by emailing events@acapma.com.au

CRITERION 1: EXCELLENCE IN COMPLIANCE (30% weighting)

Q1: Has your business even been the subject of a compliance order in the last five (5) years?

☐ Yes ☐ No

Q2: Has your business completed an external compliance audit in the last 12 months?

☐ Yes ☐ No

Q3: If so, were any major areas of non compliance identified?

☐ Yes ☐ No

Q4: Does your business have a dedicated compliance manager/officer?

☐ Yes ☐ No

Q5: Have your managers/supervisors/team leaders received compliance training in the last 3 years?

☐ Yes ☐ No

Q6: Do your frontline staff undertake regular (annual/bi-annual) training in compliance?

☐ Yes ☐ No

Q7: Is compliance an agenda item at Board or senior management level meetings?

☐ Yes ☐ No

Q8: Is compliance an agenda item at team or frontline staffing level meetings?

☐ Yes ☐ No

Q9: Does your business have a formal compliance plan?

☐ Yes ☐ No

Q10: What other steps or initiatives is your business taking to ensure compliance with all relevant laws, including but not limited to, employment compliance, dangerous goods compliance, workplace safety compliance, and environmental compliance?

(Examples of responses for this category might include the implementation of new compliance processes and systems)

CRITERION 2: PROVIDING SAFE AND HEALTHY WORKPLACES (30% weighting)

Q1: Do you have a formal staff well-being program in place in your organisation (Either unique to your organisation or an externally developed program that has been adopted by your business)?

☐ Yes ☐ No

Q2: Have you had a major workplace incident at any of your locations in the last 12 months?

☐ Yes ☐ No

If yes, please briefly explain the event and what steps you have taken to prevent further occurrences of the same issue in the future:

Q3: Have your staff undertaken training in workplace safety in the last 12 months (e.g. such as ACAPMA's Console Compliance Training program or equivalent)?

☐ Yes ☐ No

Q4: Is workplace safety an agenda item at all Board/Senior Management meetings?

☐ Yes ☐ No

Q5: Is workplace safety discussed regularly at staff meetings?

☐ Yes ☐ No

Q6: Has your business undertaken a safety audit (internal or external) at all workplace sites in the last 3 years?

☐ Yes (All sites) ☐ Yes (Some sites) ☐ No

Q7: Does your business have an external employee assistance program (EAP) or staff member that has responsibility for staff well-being? If so, please describe.

☐ Yes ☐ No

Q8: Please describe what other actions or initiatives that your business has in place to promote a safe and healthy workplace in all your business locations.

CRITERION 3: CHAMPIONING INNOVATION (20% weighting)

Q1: Please provide details of any ***customer-facing innovations*** that your business has implemented in the last 3 years and any early outcomes/benefits that have been realised (Examples might include customer information systems, customer service enhancements, customer feedback mechanisms, new customer service or product offerings).

Q2: Please provide details of any ***business process innovations*** that your business has implemented in the last 3 years and any early outcomes/benefits that have been realised (Examples could include automation of business information systems or improved information sharing systems to support more efficient interactions with your business partners or service providers).

Q3: Please provide details of any examples of ***technological/digital innovations*** that your business has implemented in the last 3 years and any early benefits/outcomes from this work.

Q4: Please describe any other ***type of innovations*** (e.g. physical site design/layout) that your business has implemented in the last 3 years and any early benefits/outcomes from this work.

CRITERION 4: DELIVERING SUSTAINABLE OUTCOMES (20% weighting)

Q1: Please describe what your business has done to assess and/or improve energy efficiency (This might include the conduct of energy audits, the purchase of more energy efficient equipment, replacement of incandescent lighting with LED systems.

Q2: Please describe what your business is doing to reduce waste volumes and costs (Examples might include the conduct of waste audits, development of a waste management strategy, minimisation of plastic packaging, recycling of cooking and other oils, or a formal recycling program).

Q3: Please describe what your business is doing to reduce water consumption (Examples might include the conduct of water consumption audits, capture of rainwater, or on-site recycling of site wastewater).

Q4: Please describe what your business is doing to reduce Greenhouse gas emissions from your activities (Examples might include on-site solar generation or the purchase of green energy from your electricity provider).

Q5: Does your business sell/retail low carbon fuels or other energy sources that support low carbon mobility such as Electric vehicle charging, hydrogen refuelling, or sale of low carbon fuels (e.g. biofuels or synthetic fuels/renewable diesel? If so, please describe.

Q6: Please describe any other steps or initiatives that your business implemented to reduce the impact of its operations on the environment (e.g. recycling).