



Membership Application Pack

Application Process

Completion of this Application Pack will provide the details required by the Board to assess and approve Membership requests.

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

Eligibility

ACAPMA Membership is open to all persons and parties interested in the petroleum distribution and petrol convenience retail industry. This includes direct and indirect suppliers to the industry from Underground Tank Suppliers to Accountants in the Trade Member Category.

If you are unsure of eligibility for you or your company please contact ACAPMAssist on 1300 160 270.

Membership Categories and Benefits

Student Membership

Student Membership is open to anyone currently studying with an interest in the downstream petroleum industry.

Benefits of Student Membership are:

- Subscription to the quarterly industry magazine *ACAPMAg*
- Subscription to the regular *Latest News from ACAPMA* email which showcases news and issues in the industry

Subscription Membership

Subscription Membership is open to anyone interested in the downstream petroleum industry.

Benefits of Subscription Membership are:

- Subscription to the quarterly industry magazine *ACAPMAg*
- Subscription to the regular *Latest News from ACAPMA* email which showcases news and issues in the industry

Association Membership

Association Membership is open to recognized industry/employee associations with an interest in the downstream petroleum industry.

Benefits of Association Membership are:

- Subscription to the quarterly industry magazine *ACAPMAg*
- The opportunity to contribute relevant news items and submissions to the quarterly industry magazine *ACAPMAg* as appropriate

Membership Categories and Benefits CONTD

Association Membership CONTD

- Subscription to the regular *Latest News from ACAPMA* email which showcases news and issues in the industry
- An official welcome to ACAPMA in the regular *Latest News from ACAPMA* email
- The opportunity to contribute relevant news items to the regular *Latest News from ACAPMA* email as appropriate
- The opportunity to place a listing in the web-based version of the ACAPMA Assist Network Directory
- The opportunity to place a listing in the annual print version of the ACAPMA Assist Network Directory, released in June/July each year
- The opportunity to place a logo on the rotating banner on the ACAPMA Website www.acapma.com.au
- Login for the Members Only section of the ACAPMA Website www.acapma.com.au
- The opportunity to contribute relevant news items to the ACAPMA Website www.acapma.com.au as appropriate
- Invitation to ACAPMA training and networking events including the annual ACAPMA Conference
- The opportunity for joint lobbying action where appropriate
- One copy of the Business Toolkits and training materials that are provided to Distributor Retailer Members
- Other engagement opportunities as may come up

Distributor Retailer (Voting) Membership

Distributor Retailer (Voting) Membership is open to those businesses engaged in wholesale petroleum distribution or petrol convenience.

Benefits of Distributor Retailer (Voting) Membership are:

- Subscription to the quarterly industry magazine *ACAPMAg*
- The opportunity to contribute relevant news items and submissions to the quarterly industry magazine *ACAPMAg* as appropriate
- Subscription to the regular *Latest News from ACAPMA* email which showcases news and issues in the industry
- The opportunity to contribute relevant news items to the regular *Latest News from ACAPMA* email as appropriate
- Login for the Members Only section of the ACAPMA Website www.acapma.com.au
- The opportunity to contribute relevant news items to the ACAPMA Website www.acapma.com.au as appropriate
- Access to discounted and free training provided through ACAPMAcademy including; Workplace Relations Training and a suite of online compliance and safety courses
- Access to discounted networking events including the annual ACAPMA Conference
- Lobbying of local, State and Federal governments and regulatory bodies on behalf of the industry
- One copy of the Business Toolkits and training materials developed by the association
- Access to professional advice, support and representation on workplace relations and industrial relations matters from the ACAPMA Alliance Workplace Relations Team
- One vote at the ACAPMA Annual General Meeting that determines the focus of ACAPMA for the coming year
- The opportunity to stand for election to the National Board of Representative Members that actively manages the operation of ACAPMA

Membership Categories and Benefits CONTD

Trade (Supplier) Membership

Trade Membership is open to businesses interested in the downstream petroleum industry. Trade Membership begins with a Base Membership to which Trade Members can add optional additions as follows.

Benefits of Trade Membership—Base Level are:

- Subscription to the quarterly industry magazine *ACAPMAg*
- The opportunity to contribute relevant news items and submissions to the quarterly industry magazine *ACAPMAg* as appropriate
- The opportunity to advertise in the quarterly industry magazine *ACAPMAg*. Pricing as per the *ACAPMAg* Advertising Prospectus
- Subscription to the regular *Latest News from ACAPMA* email which showcases news and issues in the industry
- An official welcome to ACAPMA in the regular *Latest News from ACAPMA* email
- The opportunity to contribute relevant news items to the regular *Latest News from ACAPMA* email as appropriate
- The opportunity to place a listing in the web-based version of the ACAPMA Assist Network Directory
- The opportunity to place a listing in the annual print version of the ACAPMA Assist Network Directory, released in June/July each year
- Login for the Members Only section of the ACAPMA Website www.acapma.com.au
- The opportunity to contribute relevant news items to the ACAPMA Website www.acapma.com.au as appropriate
- Invitation to ACAPMA training and networking events including the annual ACAPMA Conference
- The opportunity for joint lobbying action where appropriate
- One copy of the Business Toolkits and training materials that are provided to Distributor Retailer Members
- Other engagement opportunities as may come up

Benefits of the Trade Member OPTIONAL Web Pack (at additional cost) are:

- A clickable logo on the rotating banner on the ACAPMA Website www.acapma.com.au
- A dedicated Microsite to showcase the products/services on offer to the ACAPMA Distributor Retailer Membership on the ACAPMA Website www.acapma.com.au

Benefits of the Trade Member OPTIONAL ACAPMA Conference Exhibition (at additional cost) are:

- A booth at the annual ACAPMA Conference Trade Hall. The Trade Hall is a primarily static display that offers exposure to 100% of the delegates during the Business Breakfast and the formal Luncheon. The Trade Hall is also the venue for the informal meals of the Conference allowing delegates to mingle with exhibitors while taking morning and afternoon tea
- One delegate registration to the annual ACAPMA Conference

Benefits of the Trade Member OPTIONAL ACAPMA Conference Sponsorship (at additional cost) are:

- Naming and branding rights to an event or presentation with additional benefits as laid out in the ACAPMA Conference Sponsorship Prospectus
- One delegate registration to the annual ACAPMA Conference

Membership Application Letter

Please complete the following "Application Letter" as part of your application. Please tick the boxes that apply and please fill in any blanks.

To the ACAPMA Board,

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

Student Membership Subscription Membership Association Membership

Distributor Retailer (Voting) Membership Trade (Supplier) Membership

Individual / Company Name: _____

ABN (if applicable): _____

Physical Address: _____

Postal Address: _____

Website: _____

Contact Name: _____

Contact Title: _____

Contact Phone No: _____

Contact Email: _____

Directors (if applicable): _____

Brief Description of the business activities:

Applicant name and signature: _____

Additional Information: Student Member Category

If you are applying for Student Membership please complete the following section.

I am currently studying and acknowledge that my membership will be terminated upon completion of my studies.

Please tick box to confirm

Course Name: _____

Tertiary Institution: _____

Course Completion Date: _____

Additional Information: Association Member Category

If you are applying for Association Membership please complete the following section.

As a representative of _____ I acknowledge that the ACAPMA Association Membership does not entitle _____ members to access ACAPMA resources or benefits directly.

Please tick box to confirm

ACAPMAssist Network Directory **PRINT** Listing

Please provide up to 200 words for inclusion in the annual print Directory. This section can be supplied electronically. Failure to submit a listing will result in a generic listing being created for the Association ie. Name, Phone and Website only:

ACAPMAssist Network Directory **ONLINE** Listing

Please provide up to 100 words for inclusion in the annual print Directory. This section can be supplied electronically. Failure to submit a listing will result in a generic listing being created for the Association ie. Name, Phone and Website only:

Additional Information: Distributor Retailer Member Category

If you are applying for Distributor Retailer (Voting) Membership please complete the following section.

General

No of Retail Sites: Owned: _____ Supplied: _____

Are you a member of a retail buying group? Which one? (optional): _____

Does your company 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 company use cartage contractors?: YES NO

Does your company have a:

TERP?

Retail Emergency Response Plan?

Does your company have a dedicated Safety Manager?: YES NO

Employment

No of Retail Workers: Employees: _____ Contractors: _____

No of Driver/Wharehouse Workers: Employees: _____ Contractors: _____

No of Administrative Workers: Employees: _____ Contractors: _____

No of Sales Workers: Employees: _____ Contractors: _____

Does your company have a stated policy on:

Equal Employment Opportunity?

Workplace Harassment?

Health & Safety?

Trade Practices Act Compliance?

Does your company have a dedicated Human Resources Manager?: YES NO

Additional Information: Distributor Retailer Member Category CONTD

Retail Site 1 Address: _____

Retail Site 1 Phone No: _____

Canopy Branding: _____

Shop Branding: _____

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

24 Hours e10 e85 ULP PULP95 PULP98 Diesel Fast Flow Diesel

Biodiesel LPG LNG Number of Dispensers: _____ Workshop Car Wash

Truck bays Cafe Restaurant ATM Other: _____

Retail Site 2 Address: _____

Retail Site 2 Phone No: _____

Canopy Branding: _____

Shop Branding: _____

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

24 Hours e10 e85 ULP PULP95 PULP98 Diesel Fast Flow Diesel

Biodiesel LPG LNG Number of Dispensers: _____ Workshop Car Wash

Truck bays Cafe Restaurant ATM Other: _____

Retail Site 3 Address: _____

Retail Site 3 Phone No: _____

Canopy Branding: _____

Shop Branding: _____

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

24 Hours e10 e85 ULP PULP95 PULP98 Diesel Fast Flow Diesel

Biodiesel LPG LNG Number of Dispensers: _____ Workshop Car Wash

Truck bays Cafe Restaurant ATM Other: _____

Retail Site 4 Address: _____

Retail Site 4 Phone No: _____

Canopy Branding: _____

Shop Branding: _____

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

24 Hours e10 e85 ULP PULP95 PULP98 Diesel Fast Flow Diesel

Biodiesel LPG LNG Number of Dispensers: _____ Workshop Car Wash

Truck bays Cafe Restaurant ATM Other: _____

Please attach list for Retail Sites 5- x

Please tick check box if you do not want these Retail Sites to receive ACAPMAg

Additional Information: Distributor Retailer Member Category CONTD

Depot Site 1 Address: _____

Depot Site 1 Phone No: _____

Site Branding: _____

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

Fuel Only Lube Only Fuel & Lube No Storage Office Only Litres of Storage: _____

Depot Site 2 Address: _____

Depot Site 2 Phone No: _____

Site Branding: _____

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

Fuel Only Lube Only Fuel & Lube No Storage Office Only Litres of Storage: _____

Depot Site 3 Address: _____

Depot Site 3 Phone No: _____

Site Branding: _____

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

Fuel Only Lube Only Fuel & Lube No Storage Office Only Litres of Storage: _____

Depot Site 4 Address: _____

Depot Site 4 Phone No: _____

Site Branding: _____

Please indicate the all of the boxes that apply to this Depot:

Fuel Only Lube Only Fuel & Lube No Storage Office Only Litres of Storage: _____

Depot Site 5 Address: _____

Depot Site 5 Phone No: _____

Site Branding: _____

Please indicate the all of the boxes that apply to this Depot:

Fuel Only Lube Only Fuel & Lube No Storage Office Only Litres of Storage: _____

*Please attach list for Depot Sites 6- x
Please tick check box if you do not want these Sites to receive ACAPMAg*

Additional Information: Trade Member Category

If you are applying for Trade Membership please complete the following section.

As a representative of _____ I acknowledge that the ACAPMA Trade Membership does not entitle _____ members to access ACAPMA resources or benefits directly.

Please tick box to confirm

ACAPMAssist Network Directory **PRINT** Listing

Please provide up to 200 words for inclusion in the annual print Directory. This section can be supplied electronically. Failure to submit a listing will result in a generic listing being created for the Association ie. Name, Phone and Website only:

ACAPMAssist Network Directory **ONLINE** Listing

Please provide up to 100 words for inclusion in the annual print Directory. This section can be supplied electronically. Failure to submit a listing will result in a generic listing being created for the Association ie. Name, Phone and Website only:

Additional Information: ALL CATEGORIES

Please complete the following section.

Principle / Key Name: _____

Principle / Key Title: _____

Principle / Key Phone No: _____

Principle / Key Email: _____

Principle Members will receive all communication from ACAPMA. To have all communications directed through an Assistant please tick check box and ensure Assistant details are completed.

Assistant Contact Name: _____

Assistant Contact Title: _____

Assistant Contact No: _____

Assistant Contact Email: _____

Please indicate the types of information you would like this contact to receive:

ACAPMAg Latest News Emails Conference Information Training Information

HR Contact Name: _____

HR Contact Title: _____

HR Contact No: _____

HR Contact Email: _____

Please indicate the types of information you would like this contact to receive:

ACAPMAg Latest News Emails Conference Information Training Information

Accounts Contact Name: _____

Accounts Contact Title: _____

Accounts Contact Phone No: _____

Accounts Contact Email: _____

Please indicate the types of information you would like this contact to receive:

ACAPMAg Latest News Emails Conference Information Training Information

Additional Contact 1 Name: _____

Additional Contact 1 Title: _____

Additional Contact 1 No: _____

Additional Contact 1 Email: _____

Please indicate the types of information you would like this contact to receive:

ACAPMAg Latest News Emails Conference Information Training Information

*As a Member you can add more contacts to the distribution lists.
Please attach list to Membership Application*

Membership Costs

Student Membership \$ 0.00 per annum

Student Membership is offered FREE to current students

Subscription Membership \$ 250.00 per annum

Subscription Membership is charged annually on anniversary of membership.

Association Membership \$ 1,650.00 per annum

Association Membership is charged annually, invoiced in June for the coming financial year. Memberships sought after July will be charged on a pro-rata basis until the next membership year.

Retail ONLY Member (Voting Member) < 5 retail site \$ 550.00 per annum

Retail ONLY Member (Voting Member) > 5 retail sites \$ 1,100.00 per annum

Retail ONLY Member (Voting Member) > 10 retail sites \$ 3,630.00 per annum

Distributor Retailer Member (Voting Member) Distributor \$ 3,630.00 per annum

Distributor Retailer Membership is charged annually, invoiced in June for the coming financial year. Memberships sought after July will be charged on a pro-rata basis until the next membership year.

Trade Member (Supplier Member) - Base Level \$ 3,300.00 per annum

Trade Member (Supplier Member) - Web Pack \$ 550.00 per annum

Trade Membership is charged annually on the anniversary of membership commencement.

The additional optional levels of Conference Exhibition and Conference Sponsorship are costed as per the ACAPMA Conference Sponsorship Prospectus, which is released to Trade Members each year.

The additional optional level of ACAPMAg advertising is costed as per the ACAPMAg Prospectus, which is released to Trade Members each year.

For more information please call ACAPMAssist on 1300 160 270.

Privacy

The information contained in this application shall be used by the Board only to determine the appropriateness of awarding membership and at what level. Specific information on the size, structure and nature of the applicants business will not be disclosed even after acceptance of membership.

Upon acceptance of this membership application some information provided in this form and updated from time to time may be used in the following ways:

- General information, such as company name and postal address and main company phone number will be added to the ACAPMA Member List which may be provided to other ACPAMA Members
- Descriptive information, such as that provided specifically for public release (ie. the text provided for listing in the ACAPMAssist Network Directory) will be used for such purposes as described

Contact Us

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 2007.

ACAPMA is managed by a member sourced Board of Representatives and the registered ACAPMA Constitution. ACAPMA is run only to benefit the Members and the industry.

ABN: 71 506 540 351

Sydney:

L4, South Tower, OAMPS Suite
2-12 Macquarie Street
Parramatta NSW 2150

Melbourne

L3, OAMPS Superannuation Suite
289 Wellington Pde Sth
East Melbourne VIC 3002

Postal

PO Box 3036
Parramatta NSW 2124

Ph: 1300 160 270

Fx: 02 8078 0629

Eml: elishar@acapma.com.au

Web: www.acapma.com.au

send completed form to elishar@acapma.com.au

or fax to 02 8078 0629

or for more information call 1300 160 270