



AUSTRALIAN FUEL & CONVENIENCE AWARDS

APPLICATION FORM

Welcome to the **2023 AUSTRALIAN FUEL AND CONVENIENCE AWARDS**.

Please fill out the information required below and provide as much information as you deem necessary. We also request that you provide a cover letter with your application and return via email to the ACAPMA Secretariat by emailing to communications@acapma.com.au or for any assistance with this application please email or call the national office on 1300 160 270.

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:	<input type="text"/>
Title of contact person:	<input type="text"/>
Email of contact person:	<input type="text"/>
Mobile no. of contact person:	<input type="text"/>

3. AWARD CATEGORY

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

- | | |
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| <input type="checkbox"/> Category 1a: Small Retailer (<20 sites) | Category 1 is open to P&C retail businesses and Convenience only retail businesses. |
| <input type="checkbox"/> Category 1b: Large Retailer (20+ sites) | |
| <input type="checkbox"/> Category 2a: Shop Supplier | Category 2 is open to all businesses supplying goods and services to Australian fuel businesses. |
| <input type="checkbox"/> Category 2b: Forecourt, Equipment and Service Provider | |
| <input type="checkbox"/> Category 3a: Fuel Supplier (<150ML pa) | Category 3 is open to fuel suppliers, fuel wholesale and fuel distribution businesses. |
| <input type="checkbox"/> Category 3b: Fuel Supplier (150ML + pa) | |
| <input type="checkbox"/> Category 4: Community Spirit (all) | Category 4 is open is any business that meets category 1, 2 or 3 above. |

4. PART A – RESPONSE TO ASSESSMENT CRITERIA (x4)

(To be completed by Category 1, 2 and 3 applicants only).

Please note you can apply for any of the assessment criteria. It is not mandatory to respond to all the assessment criteria. For example you may be shop supplier (Category 2a) and you would like to apply for the excellence in compliance as you feel that is where your business excels and the other categories may not apply.

CRITERION 1: EXCELLENCE IN COMPLIANCE (30% weighting)

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

Yes No (Please tick applicable box)

Q2: Please tell us what your business is doing to ensure that the business remains compliant in respect of all relevant laws, with a particular focus on employment compliance, safety compliance and environmental compliance?

(Examples of responses for this category might include the implementation of new compliance processes and systems, the regular use of external audits, regular monthly review by senior management team, and/or internal business audits of compliance).

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

Q1: Are you a member of a safe workplace program such as Healthy Heads, Trucks and Sheds?

Yes No (Please tick applicable box)

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

Yes No (Please tick applicable box)

Q3: Are your dangerous goods manifests up to date, renewed annually, and registered with the relevant authorities?

Yes No (Please tick applicable box)

Q4: Please tell us what your business is doing to promote a safe and healthy workplace in all your business locations.

(Examples of responses for this category might include the implementation of new onsite work practices, implementation of staff safety systems, participation in government/industry safe workplace programmes, regular staff training and toolbox talks, specialist staff training, regular monthly safety review by senior management, systematic site safety inspections, and external site safety audits).

CRITERION 3: CHAMPIONING INNOVATION (20% weighting)

Q1: Please tell us what your business has done in the area of business innovation – and provide a summary of the early outcomes of this innovation. (There are no hard and fast requirements for this criterion. Examples of possible responses in this area might include new business-to-customer digital platforms, business process automation, shop automation, new customer service offerings, or new partnership arrangements with customers or suppliers).

CRITERION 4: DELIVERING SUSTAINABLE OUTCOMES (20% weighting)

Q1: Please tell us about how your businesses has delivered environmentally sustainable outcomes. (Examples of potential responses in this area includes actions taken to deliver energy efficiency improvements such as energy audits and investment in energy efficient appliances, reduction in waste outputs through measures such as waste audits and recycling initiatives, improvement in waste-water management, and adoption of innovative environmental monitoring and management processes).

5. PART B - RESPONSE TO ASSESSMENT CRITERIA (x1)

(To be completed by Category 4 applicants only).

Q1: Please tell us about what your business does, or has done, in respect of local community engagement. Examples of responses in this area might include local community sponsorships, local business assistance, or post disaster recovery assistance for your local community. (This is not a time to be shy, we really want to hear your stories about what you are doing to support the local communities that are supporting your business).