



Fair Work
Commission

20 December 2023

Wade Death
President
Australasian Convenience and Petroleum Marketers Association

Sent via email: communications@acapma.com.au

CC: jonathan@sdja.com.au

Dear Wade Death

**Australasian Convenience and Petroleum Marketers Association
Financial Report for the year ended 30 June 2023 – FR2023/108**

I acknowledge receipt of the financial report for the year ended 30 June 2023 for the Australasian Convenience and Petroleum Marketers Association (the reporting unit). The documents were lodged with the Fair Work Commission (the Commission) on 7 December 2023.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under sections 253, 265, 266 and 268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under section 268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that next year's financial report may be subject to an advanced compliance review.

If you have any queries regarding this letter, please contact me on (03) 8650 0183 or via email at ken.morgan@fwc.gov.au.

Yours sincerely


KEN MORGAN
Assistant Director, Financial Analysis
Registered Organisations Services Branch

26/11/2023

Certificate for the year ended 30 June 2023

I Wade Death being the National Board President of the Australasian Convenience and Petroleum Marketers Association certify;

- That the documents lodged herewith are copies of the full report for the Australasian Convenience and Petroleum Marketers Association for the period ended referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members of the reporting unit on 2nd November 2023; and
- That the full report was presented to a general meeting of members of the reporting unit on 23th November 2023 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer: .....
Name of the prescribed designated officer:WADE DEATH.....
Title of the prescribed designated officer:NATIONAL BOARD PRESIDENT....
Date:26/11/2023.....

ACAPMA

ANNUAL REPORT

2022-23



ACAPMA'S ACTIVITY IS FOCUSED ON PROTECTING THE VITALITY OF EXISTING MEMBER BUSINESSES WHILE SIMULTANEOUSLY HELPING THEM CAPITALISE ON EMERGING BUSINESS OPPORTUNITIES

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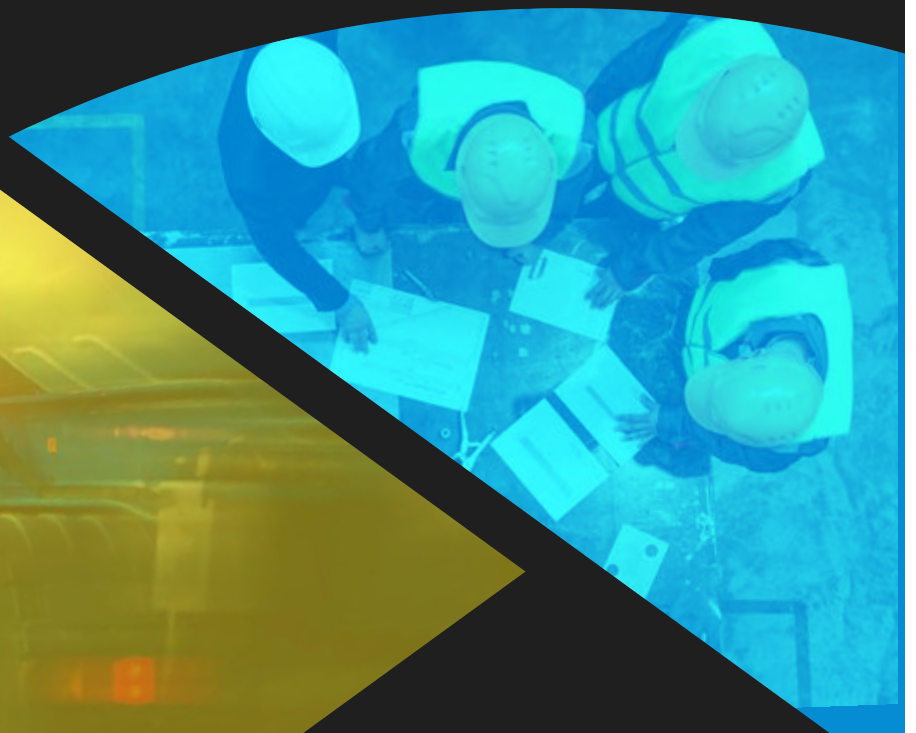
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PRESIDENT'S REPORT



"CHANGE IS THE NEW NORMAL"

I don't know how many years I can write "gee there has been a lot of change this year" but I guess here is another one.

The APFI Forum in Brisbane, was a huge success yet again, cementing it's place in decision makers diaries as the 'Go To' for strategic discussions for our Industry. There were two things that were paramount:

1. Clearly, there is change afoot with the energy mix
2. We are well placed to adapt and we have our eyes wide open.

I honestly don't believe we need much discussion on the first point as it is abundantly clear. However, what has been particularly pleasing to hear of the resilience, practicality and adaptiveness of our Industry in the face of such change. We certainly are rising to the challenge right across the country of moving with the times as our customers need a modern energy offer.

The Board was delighted to attend the inaugural Australian Fuel and Convenience Awards Night, delivered in partnership with Convenience World, where the best of our industry was rightly showcased. Congratulations to our leaders, innovators and all around great businesses that were the finalists and winners.

As with every other year we continue to have legislative matters in front of us that we need to work through. ACAPMA has always maintained relationships with the highest levels of Government at both State and Federal level and this year is no different. Your membership dollars are at work everyday where the Secretariat, led by Mark, influence and analyse policy on our behalf.

Currently we are looking at:

- IR reform including fairly substantive changes to Casual structure definition that needs consideration and long awaited criminalisation of systemic wage underpayment (where conduct is systemic, deliberate and beyond reasonable doubt). As yet we don't appear to see any real IR reform that includes a more appropriate Industrial Award for our industry's evolved operations.
- The potential return of the RSRT (Road Safety Remuneration Tribunal) that needs considerable effort to explain just how draconian, inefficient and unfair the potential legislation could be. This is a huge impost on the industry!
- Next to no serious effort from Government on cracking down on illegal vapes and tobacco, leaving us all exposed to the knock on effects of criminal behaviour that appears to be running rampant.

ACAPMA's lobbying is clear. We will always work with Government of all levels to develop, draft, explain and assist wherever required to achieve policy that balances the interests of our industry, our members, our consumers and our communities.

The 7,000 stores and 70,000 employees that we represent in this industry deserve to have a voice!

In my Presidents Address at the APFI Forum I referred to the importance of our reputation. It's absolutely paramount that we preserve, protect and grow our reputation to command adequate consideration at all future policy discussions if we are to take advantage of the opportunities that they future offers.

In the next 30 or so years Australia's population will reach 40 million, with additional one off catch up numbers in the next few years of roughly 1.5m migrants. Where are they going to live and where are they going to work? By default, our cities will become more dense and the need for transportation energy and daily consumption will increase. Last mile convenience continues to ramp up as does transport fuel demand. More goods and services moving around the country means more opportunities for all of us. Despite the challenges, at a macro level our industry stands to benefit from the major forces at play, provided we manage policy well with this change.

As an industry we face the future together, backed by our association and alongside our partners. After extensive work I was pleased to announce our new Insurance Partner, Gallagher Insurance. Gallagher have delivered a future proof and service focused insurance model for our industry, across all aspects of insurance including bonds, liabilities, transportation and business insurance, one where members are rewarded for operational excellence in their business but assured of a competitive dynamic in their insurance renewal. A win win for the industry and our partner.

We're excited about our new partnership with Gallagher, one that originated over 50 years ago.

The Board are excited by the growth prospects in front of this industry, notwithstanding the challenges.

Let's not underestimate the role this industry can play in decarbonization, the convenience we provide to the communities around us or quite simply that we literally keep the country moving for the millions of Australians who touch our businesses every day. Let's not sell ourselves short!

On behalf of the Board, to all of the members of ACAPMA, thank you for your contribution to your local and broader communities as well as to the industry as a whole through your ACAPMA membership. Trading has not been easy, but as we know, ACAPMA has and will continue to assist us every step of the way.

Last but not least, to the ACAPMA team, yet again you've done an outstanding job at putting the industry first. I would like to extend such warm gratitude to you all for your assistance on behalf of the industry and all of ACAPMA's members for the hard work you've undertaken again this year.

Regards,

Wade Death | President, ACAPMA

CEO'S REPORT

“NATIONAL INDUSTRIAL RELATIONS REFORM AND THE LOW CARBON MOBILITY AGENDA”



The 2022/23 Financial Year opened with ACAPMA convening the first Asia Pacific Fuel Industry Forum (APFIF) in September 2022 following cancellations of the annual event in 2020 and 2021 due to COVID. The 2022 event created the normal opportunity for Australian Fuel Businesses and their supply partners to come together to network and discuss the contemporary issues facing our industry in the future. But the event turned out to be much more than that. It provided a much-needed opportunity for the industry to get out and meet face to face after more than 2 years of doing business by telephone calls and interminable Zoom meetings.

With the conference done and dusted, the Association quickly returned to its' attention to the newly elected Albanese Government's Industrial Relations Reforms. The Tranche 1 Reforms) effectively proposed a return to the long discarded multi-employer bargaining of 30 years ago. After a short period of dubious consultation, the proposed reforms were made law with the passing of the Secure Jobs Better Pay Bill 2022 on 2 December 2022.

While the impact of the Tranche 1 Legislation is likely to be relatively benign for our industry, at least in the near term, it nonetheless signalled the Albanese Government's clear intent to put Australian Unions back in the 'driver's seat' when it comes to the national industrial relations agenda.

After some advocacy excursions in the areas of draft National Electric Vehicles Policy (December 2022) and Federal Fuel Quality Standards (December 2022), ACAPMA turned its attention to the more controversial second stage of the Albanese Government's IR Reforms – the Tranche 2 Reforms.

Consultation on the Tranche 2 Reforms began in early March 2022. While some of the proposed reforms, such as the introduction of criminal penalties for deliberate and systematic wage underpayment, were strongly supported by ACAPMA, the Association was concerned about elements of the proposed changes to casual employment and proposed new powers for the Fair Work Commission (FWC) that would likely see the return of the infamous Road Safety Remuneration Tribunal (RSRT).

Much ACAPMA's advocacy was therefore focussed on the draft Tranche 2 Reforms during the second half of FY23. The intensity of these efforts might reasonably be described as comprising the Association's single biggest national advocacy focus in a decade. The Legislation detailing the Tranche 2 Reforms – the Closing the Loopholes Bill 2023 - has since been tabled in the Australian Parliament and is currently being considered by a Senate Standing Committee - prior to likely formal consideration by the Australian Parliament early in 2024.

While the legislation looks to be less contentious than originally feared, ACAPMA will continue to engage in this consultative process to protect the interests of businesses operating in the fuel wholesale, fuel distribution, fuel retail and fuel services segments of the national fuel industry.

But ACAPMA's 2022/23 advocacy efforts were not solely focussed on the Albanese Government's IR Reforms.

The past year also saw a significant national policy shift in the national low carbon mobility agenda, with many Australian Governments implementing policies and programs intended to promote the market adoption of clean vehicles – especially EVs and EV charging infrastructure.

An orderly transition of the national light vehicle fleet, with parallel shifts in heavy vehicles to Hydrogen power and synthetic fuels, creates significant opportunity for our industry in the future. But such a transition requires the adoption of pragmatic national and state/territory policies that are duly informed by economic and engineering considerations. Anything less is politically disingenuous and economically risky.

The early signs, however, are not good. Many of the policies released in the last 12 months are poorly considered and/or unaccompanied by a 'Transition Plan' showing how the stated goals can be realistically achieved.

ACAPMA is now deeply engaged in Australia's Low Carbon Mobility agenda. Our focus on this issue is likely to be of vital significance as our industry seeks to reposition itself in the face of national aspirations to achieve Net Zero by 2050.

While the Association's advocacy activities will increase, ACAPMA will continue to focus on the delivery of employment advice, industry training programs, and compliance services throughout. We will basically strive to 'walk and chew gum' in a business environment that is being continually reshaped by national policy, economic and geopolitical factors.

Disappointingly, the Association posted a modest loss in FY23 as highlighted in the Treasurer's Report. The Secretariat realises the need to return to the profitability of previous years after a second successive year of losses and has worked with the Board to progress business plan that should see a return to profitability – albeit a modest one - in FY24.

As we look to the next 12 months, I would like to thank all of you for your valued support of ACAPMA. Industry Associations are only as strong as the members that support them and so, with your continued support, the ACAPMA Secretariat will work closely with the ACAPMA Board to ensure that we continue to deliver a strong national voice and the member support services needed to help you futureproof your businesses in what is likely to be a challenging year ahead.

Mark McKenzie | CEO, ACAPMA

5 PILLARS OF ACAPMA



ADVOCACY

ACAPMA works between the industry and various Australian governments to ensure that government policy and regulation strikes a balance between the genuine needs of the Australian community and the maintenance of an economically strong industry.



EMPLOYMENT

ACAPMA is a registered employer organisation providing detailed, industry specific, professional employment services to members. Guidance, resources, advice and support is available to assist with understanding and meeting compliance requirements.

Representation in navigating employment issues is provided, including unfair dismissals and enterprise bargaining. Compliance Health Checks are available in the areas of Employment, Workplace Safety, DG, Tobacco, and Food Safety. These Assisted Compliance Audits identify gaps and provide tools to address them.



ENGAGEMENT

ACAPMA's events are designed to strengthen the downstream petroleum industry in Australia providing a rich knowledge dividend for fuel and convenience retailers, distributors, contractors and suppliers. Held annually, the Asia Pacific Fuel Industry Forum has established itself as the market leader attracting national and international audiences.



TRAINING

ACAPMA Industry and Accredited Training (RTO) offers a suite of industry focused, engaging online courses designed to enhance the safety and compliance of all those working within the many facets of the Fuel Industry. ACAPMA NPCRS and DQP programs combine to recognise the skills and systems of Equipment and Service providers businesses and individuals, and provide for continual professional development, driving safety and compliance outcomes industry wide.



INSURANCE

ACAPMA has partnered with leading insurance provider Marsh to offer a suite of industry ready insurance programs. Marsh have four key segments that support your insurance needs through insurance policies that bring protection to your business, risk management programs supporting your business in a changing world, management consulting that secures your supply and logistics chain and Return to work providing support to your team after an event occurs.

ADVOCACY

ACAPMA'S ADVOCACY ACTIVITIES ARE STRICTLY GOVERNED BY A SERIES OF PUBLIC POLICIES THAT ARE REVIEWED ANNUALLY BY THE ACAPMA BOARD AND ARE PUBLICLY AVAILABLE AT WWW.ACAPMA.COM.AU

ADVOCACY

INDUSTRIAL RELATIONS REFORMS WERE FRONT AND CENTRE IN ACAPMA'S ADVOCACY IN FY23

ACAPMA's advocacy activities focus squarely on supporting the fuel wholesale and fuel retail industry in two principal ways, namely:

1. Protecting the viability of existing businesses by minimising the negative impacts of public policy and regulation, and
2. Capitalising on opportunities emerging within a continually changing marketplace by facilitating connections with non-traditional stakeholders and demonstrating thought leadership.

ACAPMA's advocacy positions are developed in strict accordance with the published ACAPMA's Public Policies. These policies include five key principles that are used to advance industry position and public comment on specific industry-related issues.

These principles can be summarised as follows:

- **National Fuel Supply** - ensuring that Australia's fuel supply is sourced via multiple supply lines, is affordable because of healthy competition, and can be readily accessed by all Australian communities.
- **Safe Industry Operation** - ensuring that the operation of the downstream petroleum industry takes all reasonable precautions in the wholesale, distribution, storage and retail of transport fuels such that the safety of workers, customers and the wider community is assured.
- **Industry Social Responsibility** - ensuring that all businesses that comprise the industry act in the wider interests of the Australian community in terms of their employment obligations, environmental protection, public health and local community engagement.
- **Costs of Doing Business** - ensuring that the end-cost of fuel to motorists is kept as low as possible by seeking to minimise the costs of regulatory compliance, statutory approvals for new works, merchant fees and government taxes.
- **Alternative Fuels** - supporting the introduction of alternative fuels where these fuels bring broader community benefit and are introduced in accordance with natural market demand.

ACAPMA takes a proactive position scanning Government policy, comment and legislation to identify issues that may result in new directions or regulation that will adversely affect the businesses that comprise the downstream petroleum industry

This means that ACAPMA participates in continuous dialogue with all Australian Governments and Regulators on industry issues - rather than simply making noise after a decision or new regulation has been announced. Most of this work is done via direct engagement with policymakers and regulators, as opposed to articulating positions in the media.

Much of the Association's advocacy and media activity this year was focussed on issues associated with the Albanese Government's reforms to Australia's Industrial Relations System, alternative fuel policies (particularly the design of EV policies and EV infrastructure grants programs) and the finalisation of legislation relating to energy security.

The Association also continued to engage with the Government on issues associated with national labour shortages and possible solutions involvement reform of Australia's existing immigration laws.

Media and government engagement on fuel price issues continued from the prior year, with increased advocacy associated with the retirement of the temporary fuel excise cut in the first quarter of FY23.

The issue of Illegal Vapes was also a significant area of media interest in the latter half of 2023, with the Federal Health Minister accusing fuel and convenience retailers of being complicit in the sale of vapes containing nicotine to minors.

This criticism resulted in a strengthening of ACAPMA's support for the Federal Government's proposed band of the importation and sale of vapes, other than those used for therapeutic purposes and sold by Chemists on prescription.

A summary of ACAPMA's major advocacy activity during the past 12 months is provided below.

1. INDUSTRIAL RELATIONS REFORMS (TRANCHE 1)

- Immediately following its election in May 2022, the Albanese Government moved to introduce a series of industrial relations reforms proposing changes to the operation of Australia's Collective Bargaining Framework.
- These changes, referred to as the 'Tranche 1' Reforms were discussed at the National Jobs and Skills Summit (September 2022) and enabled by the Secure Jobs, Better Pay Bill 2022 that was passed into law by the Australian Parliament on 2 December 2022.
- ACAPMA was deeply engaged with the Federal Government on this process in respect of the potential adverse consequences to market competition that arise from forced collective bargaining. While some account was taken of these concerns raised by ACAPMA and other industry bodies, the Federal Parliament ultimately adopted an approach that proposed a substantial return to multi-employer bargaining and the forced sunset of Zombie IR agreements.

2. INDUSTRIAL RELATIONS REFORMS (TRANCHE 2)

- Soon after finalising the new Tranche 1 IR Reforms, the Albanese Government pressed ahead with a second set of IR reforms in areas such as Wage Underpayment, Labour Hire, Casual Employment, Gig Economy employment and Union Delegate Access Rights. These reforms were subsequently referred to as the Tranche 2 Reforms and the Government commenced a formal consultation process in April 2023.
- ACAPMA made numerous submissions to the proposed Tranche 2 Reforms with a specific focus on four areas, namely: (a) the proposed criminalisation of deliberate Wage Underpayment practices, (b) proposed changes to Casual Employment, (c) a proposal to establish a new 'Truckies Tribunal' within the Fair Work Commission, and (d) changes to allow increased union access to employee records.
- National debate about the Tranche 2 Reforms has been heated and ACAPMA has worked in partnership with other industry bodies on issues of mutual concern, under the umbrella of its membership of the Australian Chamber of Commerce and Industry (ACCI).
- At the time of writing this Report, a Senate Standing Committee was conducted hearings into the merits or otherwise of the proposed reforms as outlined in the draft Closing the Loopholes 2023 Bill. The Bill was scheduled for consideration of the Australian Parliament in early 2024.

3. NATIONAL AVERAGE PETROL PRICES

- National debate about petrol prices continued into FY23 with the new Federal Albanese Government moving to retire the temporary 50% fuel excise cut on 28 September 2022. ACAPMA was in regular contact with both the Federal Treasurer's Office and the ACCC in the period immediately prior to, and immediately following, the restoration of the full fuel excise rate.

- In the period following the restoration of full fuel excise, ACAPMA continued to liaise with the ACCC in respect of the key learnings from the temporary excise cut and its apparent impact on market competition.
- National media inquiry continued throughout FY23 with an increased focus on the impact of external geopolitical events on Australian pump prices.

3. OPERATION OF THE FEDERAL GOVT'S FUTURE FUELS FUND

- ACAPMA continued to lobby the new Federal Government in respect of the operation of the Australian Renewable Energy Agency's (ARENA's) Future Fuels Fund.
- ACAPMA raised concerns that the Round 1 Grant decisions were entirely focussed on the provision of grants for low-cost, 'slow' public recharging infrastructure that was only marginally faster than home based charging. This disproportionate focus on 'cheap' EV Charging Infrastructure, ACAPMA argued, came at a significant opportunity cost in terms of investment in fast and ultra-fast charging systems that are strongly favoured by EV users.
- Similar concerns about the apparent bias of government funding programs in favouring the grant funding of lower-cost, slower speed public recharging infrastructure were raised in respect of the EV infrastructure grants program operated by the NSW Department of Environment's Drive Electric EV Grants Program.

4. NATIONAL ELECTRIC VEHICLES STRATEGY

- ACAPMA participation in the Albanese Government's consultation on the development of the National Electric Vehicle strategy in late 2022.
- As a lesser stakeholder, the Association elected to provide direct feedback to the national consulting team working with the Federal Department of Environment Climate Change and Waters (DECCW). The Association highlighted current challenges associated with the provision of high-cost fast charge infrastructure across the national service station network. Accordingly, ACAPMA stressed the need to ensure that the projected trajectory of EV growth must be wholly aligned with the rate of decarbonisation of the national electricity grid.

5. FEDERAL FUEL QUALITY STANDARDS

- ACAPMA provided a submission to the Federal Government's Regulatory Impact Statement (RIS) for proposed changes to the aromatic content of motor spirit in Australia.
- ACAPMA's feedback was specifically focussed on the need to ensure that any proposed changes do not create issues for existing fuel transport, fuel storage and fuel dispensing infrastructure in Australia.

6. FEDERAL FUEL SECURITY LEGISLATION

- ACAPMA continued to liaise with the new federal government in respect of the timing of the proposed Minimum Stockholding Obligation (MSO), noting the fact that the new legislation would likely result in a significant increase in the wholesale (and hence retail) cost of petrol and diesel. Concern was also expressed about the potential for an unequal impact on fuel wholesale and retail businesses and the likely adverse impact on market competition.
- Nonetheless the Regulation was finalised in late 2022 and came into effect on 1 July 2023. ACAPMA will monitor the impact on competition in 2023/24 with a view to considering further advocacy in the future.

7. QUEENSLAND BIOFUELS AMENDMENT BILL (2022)

- ACAPMA was forthright in its opposition to proposed changes proposed by the Queensland Katter independents for changes to the operation of the Queensland Government's Biofuels. The proposed changes included a ten-fold increase in penalties for breaches of the Queensland Biofuels mandate and the introduction of a minimum 9% ethanol concentration in E10 labelled product.

- It is understood that the changes were motivated by widespread recognition that the Queensland Biofuels mandate had failed to achieve its legislated target since inception of the legislation. That said, ACAPMA argued that the magnitude of the proposed financial penalties was grossly disproportionate to the nature of the offence and that the 9% floor for E10 labelled fuel contravened current Australian Fuel Labelling Laws.

- The Legislative amendment was defeated in the Queensland parliament in March 2023.

9. RISING FUEL THEFT & CUSTOMER AGGRESSION

- Industry concerns about fuel theft and rising levels of customer aggression continued to be a major area of stakeholder and media focus throughout FY23.
- ACAPMA's efforts in this area extended to regular participation in State Crime forums in both NSW and Victoria where current industry experience with fuel theft was relayed and strategies for the management of rising levels of fuel theft were discussed.
- Within this context, ACAPMA continues to press State/Territory Governments for the introduction of an offence (equivalent to a Traffic Infringement Notice) be introduced to counteract rising levels of fuel drive-offs.

10. ILLICIT VAPE PRODUCTS

- Growing industry concern about the rising incidence of illicit tobacco in the Petrol and Convenience industry has led to an increased focus on this issue during FY23. While advocacy on this subject has traditionally been the remit of the Australian Association of Convenience Stores (AACS), ACAPMA has recently engaged in the Vape agenda given the significant industry reputational issues that are involved.
- To that end, ACAPMA provided a submission to the Federal Government's Tobacco Legislative Reforms in June 2023 supporting the proposed ban on the importation and retail sale of vapes (other than therapeutic vapes dispensed via a Pharmacy). This support is premised on all Australian Governments advancing meaningful and effective enforcement of a future ban on importation and sale of vapes.
- This area will be a continued area of ACAPMA advocacy during FY24.

11. MERCHANT FEE REFORM

- Some progress was made over the past year in respect of the application of Least Cost Routing (LCR) for merchant payments via conversations with the Australian Bankers Association and the Reserve Bank.
- This area continues to be a priority focus for ACAPMA - particularly as it relates to the rising cost of digital payments.

12. RESERVE BANK INDUSTRY LIAISON GROUP

- During FY23, ACAPMA was approached to become a member of the Reserve Bank of Australia's Industry liaison Group.
- As part of this ongoing participation, the ACAPMA CEO meets with senior RBA officers to discuss current trends and business issues facing Australian fuel businesses.

13. ACCC CONSULTATIVE COMMITTEE REPRESENTATION

- ACAPMA is formally represented on both the ACCC's Fuel Consultative Committee and the ACCC Small Business and Franchising Committee.
- These two Committees meet every 6 months and provide the opportunity for ACAPMA to raise issues of national competition concern as they related to both: (a) the national fuel industry, and (b) the nature of B2B relationships in the Australian fuel industry.
- As part of this ongoing participation, the ACAPMA CEO meets with senior RBA officers to discuss current trends and business issues facing Australian fuel businesses.

EMPLOYMENT

MEMBERS HAVE DIRECT ACCESS TO RESOURCES, ADVICE, SUPPORT AND REPRESENTATION IN ALL EMPLOYMENT, SAFETY AND COMPLIANCE MATTERS

EMPLOYMENT

ACAPMA's employment department is staffed by workplace relations professionals with extensive experience in the industry ready to provide members with a range of best practice advice, assistance, support and information that they need to safely, productively and compliantly engage with their staff.

RESOURCES

Members have access to resources including jurisdiction relevant templates, quick reference guides and model documents. Members can also access assistance in applying these generic resources within their own unique business structure to achieve their own business goals.

INFORMATION

ACAPMA's employment department provides a host of written information on topics from legislative interpretation and best practice employment, to safety and compliance news.

These updates are provided to members through direct email and articles published at www.acapmag.com.au and other industry publications.

CONSULTATION

The employment department also offers members the option of engaging the Association's full professional consultation service at heavily discounted rates. ACAPMA's employment department can help with the following areas:

- Strategic review
- Gap analysis
- Compliance mapping to the provision of business policies
- Employment process documents
- Recruitment and induction processes
- Learning and development plans
- Performance management systems
- Standard operating procedures
- Safety management systems
- Contractor management systems
- Strategic business planning

COMPLIANCE PROGRAMS

In addition to these consultative services the employment department continues to provide targeted support to retail member businesses in the form of the ACAPMA Assisted Compliance Audits offered as part of the ACAPMA Compliance Partner Program.

The ACAPMA Compliance Partner Program and the Assisted Compliance Audits combine to allow businesses the opportunity to undertake desktop audits with the ACAPMA employment department, where gaps in compliance can be identified and support, resources and advice can be provided to close those gaps identified.

The ACAPMA Assisted Compliance Audits provide a vital service to the industry, identifying common issues and providing the support necessary to address these issues, providing operators and partners satisfaction that the business is undertaking all reasonable measures to ensure compliance at a site level.

REPRESENTATION

As a 'Registered Industrial Organisation' ACAPMA also offers members representation at the Fair Work Commission Australia in industrial disputes all the way up to Conference stage.

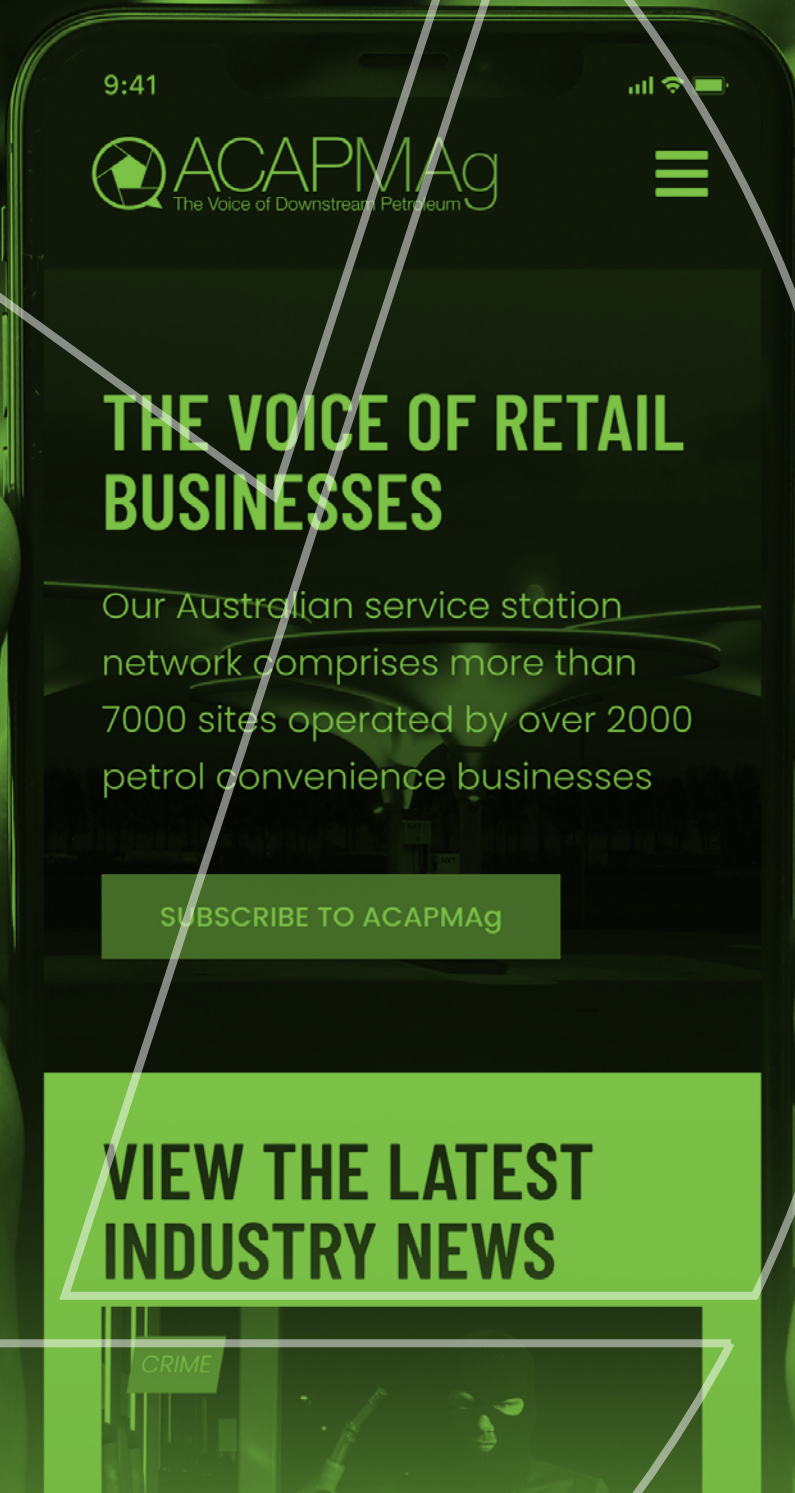
This representation role includes acting as industrial advocate in unfair dismissal proceedings through the initial submission stage and the mediation Conference stages as part of the membership.

SUPPORT

Managing staff, particularly in the downstream petroleum industry, which is categorised by remote management, a workforce that primarily works alone, extensive and often overlapping legislation and the level of regulatory and community scrutiny that comes with handling dangerous goods, is a challenge.

With information, understanding, systems, support and representation provided by ACAPMA, members have the help they need to face this challenge and grow successful, safe, compliant and harmonious workplaces and businesses.

ENGAGEMENT



ACAPMag IS THE GO-TO SOURCE FOR THE MOST RELEVANT AND TRUSTED INDUSTRY INFORMATION, REACHING A LARGE AUDIENCE ACROSS MULTIPLE PLATFORMS

ENGAGEMENT

ACAPMA is committed to providing the most relevant and current news, information, and commentary to the downstream petroleum industry.

One of ACAPMA's integral offerings is the recently revamped news website www.acapmag.com.au and its associated weekly electronic newsletter, the ACAPMA eNews.

ACAPMAG

The first article was uploaded to ACAPMA's dedicated news site in March 2015 and, as at September 2021, it contains over 8,000 news items.

Updated daily, ACAPMAG provides readers with up-to-date information affecting the downstream petroleum industry.

Articles are sourced from all local and international news sources, ensuring that all the important news reaches the membership.

In addition to sourced news stories, ACAPMA also produces its own editorials which cover some of the most important issues relevant to its membership. This includes the regular HR Highlight, advocacy updates, employment advice and succinct articles explaining difficult issues in easy-to-understand essays.

The website also doubles as an 'electronic library' that allows users to review past articles about developments in the fuel industry.

With both a search engine and a tag function, ACAPMAG allows users to search articles relating to a specific topic of interest to the user.

The news site serves its greatest purpose during times of policy debate by allowing readers to stay informed about the progress of new legislation and regulation that is likely to affect their business.

To ensure that ACAPMAG remains relevant to subscribers, the website incorporates a back-end function that allows ACAPMA to determine which articles are most often accessed.

This information assists the Association in targeting future advocacy actions and in designing industry

education programmes that will be of most interest to industry participants.

In short, ACAPMAG is a convenient and comprehensive news website that contains externally sourced news articles alongside those prepared by ACAPMA on a wide variety of key issues of importance to the downstream petroleum industry.

ACAPMA E-NEWS

ACAPMA also prepares a weekly electronic newsletter. This newsletter is emailed to around 3,400 industry stakeholders each week.

Recipients include ACAPMA members, associates, fuel wholesale, distribution and retail businesses, E&S suppliers, and service providers.

Raising awareness of the key issues that are likely to impact our industry positively or negatively, the weekly e-newsletter is also distributed to politicians (Federal, State and Local) and media outlets.

This provides an effective mechanism for supporting ACAPMA's advocacy activities on issues that are of vital importance to the future viability of all the businesses that comprise the downstream petroleum industry in Australia.

The current level of engagement with subscribers to the weekly electronic newsletter is significantly higher than the industry standard.

This success is attributed to the use of strict publishing guidelines that seek to ensure that all articles are relevant, informative, and topical.

ACAPMA's electronic newsletter is fast developing a reputation for being one of the most forthcoming information sources for the downstream fuel industry.

Anyone wishing to stay informed about industry developments or about ACAPMA's advocacy activities is encouraged to visit the news website regularly and subscribe to the weekly e-newsletter.

Subscription to this newsletter is free and open to all via www.acapmag.com.au.

ENGAGEMENT

EVENTS

ACAPMA's events are designed to strengthen the downstream petroleum industry in Australia through the delivery of information, education, and fellowship. The Association hosts several events for all levels within the industry, focusing on current issues affecting the different sectors within ACAPMA's membership.

THE ASIA PACIFIC FUEL INDUSTRY FORUM


The Asia Pacific Fuel Industry (APFI) Forum is the Association's flagship event for the fuel retail, distribution and contracting industry across ANZ and the Asia Pacific. Developed from ACAPMA's previous annual national conference and expo that had run for 40 years.

The Forum has a focus on sharing knowledge and expertise across the region, as well as creating the opportunity for the supply of products and services. Information, quality speakers and thought leadership are the key deliverables of the event, wrapped in social and networking events that foster the renewal of bonds and facilitate the deepening of networks.

The next APFI Forum will be held in Brisbane during September 2023.

OTHER EVENTS

From Brand and Network Group Information Days, through to Townhalls and dedicated Regulator Sessions, ACAPMA delivers events throughout the year to inform and engage.



THE ASSOCIATION HOSTS A NUMBER OF FORUMS AND WEBINARS THROUGHOUT THE YEAR, FOCUSING ON CONTEMPORARY ISSUES AFFECTING THE INDUSTRY

TRAINING

ACAPMA DELIVERS INDUSTRY TRAINING SOLUTIONS DRIVING SAFETY AND COMPLIANCE IN THE RETAIL, WHOLESALE, TRANSPORT AND CONTRACTOR SPACE

TRAINING

Effectively communicating safety and compliance requirements to staff is essential to the safe, compliant and successful operation of any business.

In the downstream petroleum industry, where work locations are geographically distant, where managers are often remotely located and where staff work primarily alone, the communication of the 'correct' way to do things is critical.

Ensuring that retail, wholesale and transport staff understand what the business and industry community expects of them in discharging their duties is imperative to the businesses overall success.

Not just for protection of the business when regulators and inspectors visit, but also to ensure that they are ensuring a consistent and controlled customer experience.

Increasing the competence and skill level of workers in the downstream petroleum industry is a core focus for ACAPMA. ACAPMA's Training Department delivers custom, industry specific courses to develop staff in two streams; industry recognised and nationally accredited training.

INDUSTRY TRAINING

ACAPMA's industry learning solutions are exclusive, specially designed, compliance focused courses for the fuel wholesale and retail industry.

ACAPMA's training programs are delivered online, accessible at any time on all devices, and supported by ACAPMA's in-house training specialists.

The ACAPMA team is constantly reviewing, enhancing and expanding the learning solutions, including working with operators to develop bespoke and customised online and face-to-face courses and materials.

For **FUEL RETAIL STAFF** ACAPMA developed the Petroleum Convenience Compliance (PCC) course which addresses the safety and compliance requirements that are faced by console operators arming staff with the essential instructions they require to play their role in keeping the customers,

business and the community safe.

Delivered to over 20,000 users annually in Australia and now New Zealand, Singapore and Myanmar the PCC, focuses on the common safety and compliance elements that apply on all sites delivering a transferable industry recognised certificate.

In 2023-2024 the PCC is evolving and expanding. The new Fuel Convenience Compliance (FCC) encompasses front line staff training at FCC 1, but expands to deliver onsite manager training at FCC 2 and senior manager training at FCC 3.

ACAPMA also offers the Accredited Food Safety Supervisor course through partnership.

For **FUEL WHOLESALE STAFF** ACAPMA developed the Delivering Fuel to Fuel Retail Sites course delivered as part of the NPCRS.

For **FUEL CONTRACTORS** ACAPMA developed the Intro to Working on Fuel Sites course delivered as part of the NPCRS.

NATIONALLY RECOGNISED TRAINING (RTO No. 45783)

ACAPMA is a Registered Training Organisation (RTO) and offers a range of training programs that are aligned to skill sets and individual units of competence. These accredited courses are set to be delivered through a partner in the future and include;

- Fuel Storage and Dispensing Site Contractor Induction Skill Set
- Supervise compliance with fuel storage and dispensing site requirements Skill Set
- Fuel Storage and Dispensing System Installation and Modification Course
- Fuel Storage and Dispensing System Maintenance Course
- Fuel Storage and Dispensing Decommissioning Course

CONTRACTORS

NPCRS

2022 ACAPMA National Petroleum
Contractors Recognition Scheme

THE NPCRS PROVIDES PREQUALIFICATION AND RECOGNITION OF CONTRACTORS AND MAINTENANCE PROVIDERS SO THAT WHOLESALE AND RETAIL SITE OPERATORS HAVE SOME COMFORT THAT THE BUSINESSES THAT THEY ARE ENGAGING HAVE THE NECESSARY SKILLS, QUALIFICATIONS, TRAINING, EXPERIENCE AND INSURANCES TO COMPLETE THE JOB SAFELY

CONTRACTORS

Petroleum contractors and service providers are a vital part of industry success, operation and compliance.

CONTRACTOR ADVISORY COUNCIL

Recognising the importance of strong and cooperative relationships ACAPMA engages with contractors and service providers in the form of the ACAPMA Equipment & Suppliers (E&S) Council.

The E&S Council is a strong voice for the increased safety, standardisation, compliance and effectiveness of the petroleum contractors' interaction with regulators and clients within the industry.

NATIONAL PETROLEUM CONTRACTOR RECOGNITION SCHEME (NPCRS)

To facilitate fuel and supplier businesses meeting the requirement to ensure safe operations and consultation on risk and controls, ACAPMA developed the ACAPMA National Petroleum Contractor Recognition Scheme (NPCRS).

The NPCRS provides prequalification and recognition of contractors and maintenance providers so that wholesale and retail site operators have some comfort that the businesses that they are engaging have the necessary skills, qualifications, training, experience and insurances to complete the job safely.

Key to the value of this program is the provision of contractor specific fuel site safety induction training.

Fuel Retail and Wholesale businesses can search for NPCRS registered businesses in the NPCRS Registry at www.acapma.com.au, and find prequalified and site inducted contractors who are committed to compliance and safety.

DULY QUALIFIED PERSON (DQP) PROGRAM

While the NPCRS is a business level recognition program the DQP Program is targeted at individuals, providing a recognition, ongoing professional development opportunities and a public communication platform for the many skills that fuel wholesale, retail, install, maintenance and calibration workers possess.

The DQP Program provides individuals with a card and certificate recognising current demonstrated skills and qualifications (including the Nationally Accredited Fuel Storage and Dispensing System courses delivered by the ACAPMA RTO), as well as providing a framework for annual professional development.

The DQP Program allows businesses to scan and verify the listed skills and qualifications of the individual participating in the DQP.

ACAPMA BEST PRACTICE GUIDELINES (BPG)

The focus on engaging contractors with practical workshops and a drive towards development of Best Practice Guidelines has continued exploring the issues faced in working with fuel retail and distribution businesses.

ACAPMA being well placed to act as a mediator between all groups, including retailers, contractors and regulators, to reach a greater understanding of the issue and a workable Best Practice outcome.

Best Practice Guidelines on UPSS Maintenance, Vapor Recovery, Biofuels Storage and Stormwater Management are currently live and available at www.acapma.com.au.

REGISTER OF MEMBERS



REGISTER OF MEMBERS

DISTRIBUTOR RETAILER (VOTING) MEMBERS

- 7-4S Cluster Pty Ltd (NUV)
- 7-Eleven Stores
- AA Holdings Pty Ltd
- Access Fuels
- A&S Sai Pty Ltd
- Active Fuel Services
- Adelaide Fuel Distributors
- Alemnesch Pty Ltd
- Alti Petroleum Pty Ltd
- AMBBT Pty Ltd
- Ampol Australia Petroleum Pty Ltd
- Andrash Management
- AP & MT Mavin Petroleum Pty Ltd
- APCO
- Apollo fuels Pty Ltd T/A Shell Henty
- Australian Star Group Pty Ltd
- Barnham Roadhouse Unit Trust
- Belgrave Petroleum Pty Ltd
- Bennetts Petroleum Supplies Pty Ltd
- Blue Robe Petroleum Group
- Bobbin Head Petrol Station
- Bonney Energy Pty Ltd
- Boss (Aust) Consulting Pty Ltd
- BP Australia
- BP Blanchetown Roadhouse
- BP Bridge & Mary Pty Ltd
- BP Glenquarie
- BP Loftus
- BP Matraville
- BP Narellan
- BP North Rocks
- BP North Urunga
- BP Sans Souci NSW Pty Ltd (and BP Mays Hill)
- Brams Pty Ltd
- Broad Petroleum T/A Broad Fuels
- Caltas Pty Ltd
- Camperdown Roadhouse Pty Ltd
- Castlyn Pty Ltd T/A Inland Petroleum
- Central Queensland Petroleum
- City & Regional Fuels
- Cohuna Servo Pty Ltd T/A Caltex Cohuna
- Coly Fuels Pty Ltd T/A BP Colleambally
- Coochin Creek Fruitgrowers' Co-Operative Association Limited
- Coolahs Top Service station
- Coomealla Fuel Station Pty Ltd
- Costco Wholesale Australia Pty Ltd
- Daygold Pty Ltd
- Dharti Business Pty Ltd
- Dib Group Pty Ltd
- Dickson Family Trust
- Domilac P/L ATF W, Fuller Family Trust
- Doomadgee Roadhouse Pty Ltd
- Dun Direct Pty Ltd
- Ecco Fuels Pty Ltd ATF Ecco Fuels Unit trust
- EG Fuelco (Australia) limited
- EL Weinert & Co
- Endeavour Stores Pty Ltd
- Epic Fuel Group Pty Ltd
- Evans Petroleum Gippsland Pty Ltd
- F & RN McNabb Pty Ltd
- Fifty Five Trading Pty Ltd
- For Goodluck Pty Ltd
- Fraser Coast Fuel
- Freedom Fuels Australia Pty Ltd
- Fresh Trading Co. Pty Ltd
- Fuel Distributors of WA
- Fuelxpress Pty Ltd
- GL Teirny TA Vantage Fuels
- Glen Fuels Pty Ltd ATF Glen Fuels Unit Trust
- Golden Harvest Roadhouse
- Gourmet Garage & Co Pty Ltd
- Greanacre Pty Ltd T/A Jasbe Petroleum
- Hariven Pty Ltd
- Horizon Retail Pty Ltd
- Hunts Fuel
- I & M Simpson & Son Pty Ltd
- Indur Petroleum Pty Ltd ATF Indur Petroleum Unit Trust
- IOR Petroleum Pty Ltd
- Ish Associates Pty Ltd
- Jack & Co Food Stores Pty Ltd
- Jainan Enterprises P/L ATF DiLasha Family Trust
- John Duff & Co Pty Ltd
- John H Jones
- Julade Pty Ltd
- JW Bouchier & Son
- Kabcorp Petroleum Pty Ltd
- Kashan Pty Ltd
- Keeffe Petroleum Pty Ltd
- Kel Campbell Pty Ltd
- Kinglake Service Station Pty Ltd
- Kookaburra's Store
- Koukandowie Enterprises Pty Ltd
- Lammermoor Convenience Centre
- Launching Fuels Pty Ltd
- LH Perry & Son Pty Ltd
- Liberty Retail
- Lidocole T/A Hopes Fuels Supplies BP
- Liquid Fuel Pty Ltd

REGISTER OF MEMBERS

- Liquid Lakes Pty Ltd
- Lowes Petroleum Service
- M & HJ Webb Pty Ltd
- Main Trading Pty Ltd
- MAKC investments Pty Ltd (NUV)
- Matthews Family Trust No. 1 - TA Shell Currumbin
- Matthews Petroleum Pty Ltd
- IIP Aust was McKlaren Retail Pty Ltd
- Megaplay Amusements Pty Ltd
- Milton Holdings Petroleum Pty Ltd
- Milton Petroleum Pty Ltd
- Mini Tankers Australia Pty Ltd
- Mobil Cobram
- Mooloolah Pines Service Centre
- N&K Business Pty Ltd (NUV)
- NAFTA Pty Ltd
- Neffer
- Nightowl Fuel Distributors Pty Ltd
- Niral Trading Co Pty Ltd
- Noi Services P/L ATF Noi Services Unit Trust ATF BP Grange
- North Coast Petroleum - McKinlay Enterprises Pty Ltd
- North Star Serve Pty Ltd
- NPG Retail (Nader Petroleum Group)
- NUV Altona Pty Ltd
- NUV Langwarrin Pty Ltd
- NUV Mitcham Pty Ltd
- NUV Mulgrave Pty Ltd
- NUV Rowville Pty Ltd
- NUV Warragul Pty Ltd
- OTR Pty Ltd (On The Run)
- PA Job Pty Ltd
- Pacific Petroleum Products
- Panna Holdings
- Passions Petroleum Pty Ltd
- Pat & Tina's BP Service Station
- Pavan Fuels Pty Ltd ATF Pavan Fuels
- Petro Canada Pty Ltd
- Petro National Pty Ltd
- Petro Ten Pty Ltd
- Pinnacle Oil Pty Ltd ATF Pinnacle Oil Trust
- Pinnacle Petroleum Pty Ltd T/A Caltex Mildura
- Pinnacle Petroleum QLD Pty Ltd
- Princes Taj Pty Ltd
- Puma (now Chevron)
- Pump Group
- Purtill Petroleum
- Quality fuels Pty Ltd ATF Quality Fuels Trust
- Rama Sai Fuels Pty Ltd
- Rampage Retail Pty Ltd
- Refuel Australia (was Geraldton Fuel)
- Rehill Brothers Pty Ltd
- Rennic Pty Ltd
- Riordan Fuels
- Rivergum Fuels Pty Ltd
- SA Petroleum Pty Ltd
- Sanzone Nominees Pty Ltd
- Sap Petroleum Pty Ltd
- Sarina Beach Store
- Serova Pty Ltd
- Shirdi Sainath Pty Ltd
- Shivashakti Pty Ltd
- Shri Hari Drupa Pty Ltd
- SKME Trading Pty Ltd
- SL Satya Pty Ltd
- South East Petroleum
- Sri Sai Fuels Pty Ltd T/A BP Edithvale
- Sri Shuban Pty Ltd
- srijay Investments Unit Trust
- Srijaya Group
- St Mary's Company Pty Ltd
- Stat Enterprises ATF Cross Business Unit Trust
- Stealth Petroleum Pty Ltd
- Sugartown Nominees Pty Ltd
- Summer Tides Pty Ltd
- Tasco Inland
- The Dunn Group
- Thiru Fuels Pty Ltd T/A Shell Cohuna
- Thirumala fuels Pty Ltd ATF Thirumalal Fuels Unit trust
- Total Fuel Pty Ltd T/A BP Guildford
- Townsville Refuelling Service
- Trumba Pty Ltd
- Turnham Nominees
- Tysons Fueling Service Pty Ltd
- Ultra Manly
- Vibe Petroleum
- Viva Energy Australia
- Wakeford Petroleum Pty Ltd
- Wessel Petroleum
- Westeast Petroleum Pty Ltd ATF WD Investment Trust
- Whale Auto Wash Pty Ltd
- Woodham Petroleum Services Pty Ltd
- World Fuel Services (Australia) Pty Ltd

REGISTER OF MEMBERS

PARTNER MEMBERS

- Advanced Lighting Technologies Australia Inc
- ChargeStar Pty Ltd
- Creditorwatch
- EMS - Environmental Monitoring Solutions(NPCRS)
- Energy Australia
- Envirotank
- FLNT
- Franklin Fueling Systems
- Gallagher Fuel Systems (+NPCRS)
- Global Engineering Solutions Pty Ltd
- Independent Solutions
- Informed Sources
- Leighton O'Brien Field Services (+NPCRS)
- New Sunrise
- Octane Systems Proprietary Ltd
- PDI Software (wasTouchstar)
- RCR Lawyers NSW Pty Ltd
- Shipman King
- SPEL Environmental
- Switchco Australia Pty Ltd
- Techniche Ltd
- The Distributors
- United Conveience Buyers
- Virta Pte Ltd
- Vopak Terminals Sydney
- Wayne Fuel Retail Systems
- WEX Australia

ASSOCIATES & NPCRS MEMBERS

- CBD College Pty Ltd
- GaP Solutions Pty Ltd
- Verve Building Design Co.
- Australian Lottery & Newsagents Association
- 115 Solutions
- 3Fold Resources Pty Ltd
- 4D Group
- 5 Dimensional Designs Pty Ltd
- 720 Electrical Pty Ltd
- A Class Pest Management
- AAA Fuel Installations
- Above Expectations Lawn Maintenance
- Action Installations & Services
- Active Air Conditioning and Refrigeration Pty Ltd

- Advanced Buildings
- Advanced Petroleum Services
- Adverto Pty Ltd
- AE Hoskin Building Services
- AECOM Australia Pty Ltd
- AHSS - Australian Height Safety Services Pty Ltd
- Aircon Rentals Pty Ltd
- Airmaster Australia
- Akumyn Pty Ltd
- Alchimie Electrical Pty Ltd
- All Fuel Works Pty Ltd
- All Fuels Australia
- All Hills Fencing (Strop Pty Ltd)
- All Star Solutions
- AMCAH Pty Ltd
- Amtek Corporation Pty Ltd
- ANC Foster Pty Ltd
- Anderson Electronics Australia
- APOD Soil Testing Pty Ltd
- Asset Flooring Pty Ltd tas Asset Flooring Group Australia
- Atomic Electrical Pty Ltd
- Australasian Retail Projects
- Banana Boy Pty Ltd ta Espressonics
- Beech Constructions Pty Ltd
- Bella Build and Design
- Bencee Les Wilson
- Bernie's Fuel Services Pty Ltd
- Black Duck Developments (Fuelsuite Pty Ltd)
- Brasco Refrigeration Pty Ltd
- Brisbane Refrigeration Pty Ltd
- Brown Commercial Building
- Calendar Landscapes
- Calgraphics Australasia
- Campbelltown Coolrooms (Saxona P/L)
- Cana Construction Pty Ltd
- Cardtronics Australasia Pty Ltd
- Chatfield Ozcool
- Chlorocheck Pty Ltd
- Chubb Fire and Security
- Circon Constructions Pty Ltd
- Clifford Signs
- Closed Loop Environmental Solutions Pty Ltd
- Coast Wide Petroleum Services Pty Ltd
- Coffey Environments
- Colin Mongta Inspection Services Pty Ltd
- Comfyfirst Pty Ltd
- Commercial Refrigeration Industries
- Companion Software
- Computertrans (Aust) Pty Ltd
- Contract Environmental Solutions

REGISTER OF MEMBERS

- Corrosion Control Engineering
- Cova Thinking
- Cullinan Consulting Group
- D & T Refrigeration Pty Ltd (ATF D&T Refrigeration Discretionary Trust)
- Dart Holdings Pty Ltd
- DCJ Enterprises Pty Ltd
- Digital Signage Group Pty Ltd
- DM Ball & Associates Pty Ltd
- dormakaba Australia Pty Ltd
- Drillworx Services Pty Ltd
- Ducon Building Solutions
- Durkin Constructions Pty Ltd
Dutt Transport Pty Ltd Dimensional Designs Pty Ltd
- AECL Group Australia Pty Ltd
- Eddies Plumbing Services
- Egroup Protective Services
- Electrical Testing Services
- Electrical Testing Services (Darpa Holdings t/a)
- Elgas Limited
- Enviro 3
- Enviro Waste Services Group Pty Ltd
- Environmental Earth Sciences International
- Environmental Monitoring Solutions Pty Ltd
- Enviropacific Services
- Envirotank Pty Ltd
- Envision Joinery WA
- Eversafe Electrical
- Evocom Australia Pty Ltd
- FPM Landscapes - Grandscene Landscaping (Kookaburra View Investment)
- Frigtech Services Pty Ltd
- Fuelcal Engineering
- Fuelworx Pty Ltd
- Gajjar Services Pty Ltd
- Gallagher Fuel Systems
- Gasweld Industries (Aust) Pty Ltd
- Geoenvironmental Consultants Pty Ltd
- Gilbarco Australia Pty Ltd
- Ginns Electrical Pty Ltd
- Global Coffee Solutions (Dunbrae Pty Ltd tas)
- Go Graphics
- Golder Associates Pty Ltd
- Good Sight Australia Pty Ltd
- Grandeur by Design Pty Ltd
- Green Mile Mowing (NSW) Pty Ltd
- Group Store Services Aust Pty Ltd
- G-Tech Holdings Pty Ltd
- H & H Consulting Engineers Pty Ltd
- Harmor Services Pty Ltd
- IJC Plumbing (Silkgate Pty Ltd)
- Impact Petroelum
- Insight Construction Group Pty Ltd
- InSite Remediation
- In-Tec Cleaning Services (In-Tec Management)
- Integrated Technology Services
- Interior Fitouts Pty Ltd
- Interior Plaster Services Pty Ltd
- Intotum Pty Ltd
- LalPS Property Maintenance Pty Ltd
- J&CG Constructions Pty Ltd
- JBS&G Australia
- JJ Richards & Sons Pty Ltd
- John L Pierce Pty Ltd
- JT Developments Construction and Environmental Services (John Tsagaris Pty Ltd)
- Kenik Pty Ltd
- Lahiff Consulting Pty Ltd
- Lambron Contracting Pty Ltd
- Leeda Projects Pty Ltd
- Leighton O'Brien Field Services
- Lendlease Building Pty Ltd
- Logical Line Marking (Bossman Pty Ltd)
- Lovegrove Electrical
- LRM Global Pty Ltd
- LV Refrigeration and Air Conditioning Pty Ltd
- Maintech Solutions
- Masterwize Pty Ltd
- Matrix Drilling
- Melbourne Frameless Glass Pty Ltd
- Melitta Professional Coffee Solutions Aust Pty Ltd
- Metro Signs
- MIB Facilities Pty Ltd
- Michael Crombie Electrical
- Mills Industrial Services
- Modus Projects
- Monaghan Electrical Pty Ltd
- Move Yourself Trailer Hire
- MP Commercial Refrigeration
- MPE Group Pty Ltd
- National Petroleum and Corrosion Services
- Neopost Australia
- Newgrowth Landscapes
- Norm Phillips and Staff Pty Ltd
- Nqpetro Pty Ltd
- NTT Data Payment Services Victoria Pty Ltd
- O'Brien Electrical Greensborough
- O'Brien Glass Industries
- O'Brien Plumbing Greensborough
- Orkin Australia
- OZZBUILD
- P&R Commercial Refrigeration

REGISTER OF MEMBERS

- Pacific Environmental Australia Pty Ltd
- Parcor (Brydan Industries)
- Pauls Petroleum Services Pty Ltd
- CM Paul Cameron Maintenance
- Petrol Services Australia Group (PSA)
- Petrolec Australia
- Phillip Turner Cleaning
- Phoenix Outdoor Pty Ltd
- Platinum FM Pty Ltd
- Plumbplant Pty Ltd
- PR Tek Refrigeration
- Precise Coatings Pty Ltd
- Precise Environmental
- Prefect Agencies
- Premium Fuel Installations Australia Pty Ltd
- Prensa Pty Ltd
- Proactive Contracting (Kileaton Investments)
- Proactive Drilling Services Pty Ltd
- Procon Developments
- Professional Caliber Security Pty Ltd
- Programmed Property Services
- Prompt Petroleum Services Pty Ltd
- PSE Refrigeration and Airconditioning
- Rain City Industries Pty Ltd
- Ram Security Locksmiths
- Ramvek
- Ringwood Property Services
- Rok Landscaping Pty Ltd
- Russell Thorpe Services Pty Ltd
- S Camilleri Constructions Pty Ltd
- Safe Logistics Pty Ltd
- Sanko Excavation Environmental and Civic Services Pty Ltd
- Scancam Operations Pty Ltd
- SE Security Pty Ltd
- Service Stream Ltd
- SGS Australia Pty Ltd
- Six Simple Machines
- Smartsys Technology Pty Ltd
- Specialised Lighting Solutions
- SPEL Stormwater
- Spick & Span Commercial Property Maintenance Pty Ltd
- Stallard Garden and Landscaping
- Sterling Products Pty Ltd
- Switchco Australia
- Tank Security (QLD) Pty Ltd
- Tanknology Australia
- Teralco Constructions Pty Ltd
- TFA Project Group
- The Graffiti Eaters
- The Inflatable Event Company Victoria
- The Plumbing and Roofing Company
- Top Tech Security Systems (Aust) Pty Ltd
- Total Drilling Pty Ltd
- Total Metering Services Pty Ltd
- Town and Country Electrical and LPG Services
- TRL Engineering Pty Ltd
- Turner and Townsend Thinc Pty Ltd
- U Haul Pty Ltd
- Ventia Utility Services Pty Ltd
- Veris Australia Pty Ltd
- Visual Culture Pty Ltd
- VOS Construction and Joinery Pty Ltd
- Washtec Australia Pty Ltd
- Wat-er Blast Pty Ltd (B & J Kennett Family Trust tas)
- Wayne's Pro Fire Service Pty Ltd
- Whytehall Shopfitters Pty Ltd
- William Fuel Systems
- WPI Consulting
- WSP Australia Pty Ltd (formerly Parsons Brinckerhoff Australia)
- Yarra Valley Commercial

LIFE MEMBERS

- Ray Jackson
- Grahame Andrewartha
- Bill Hitchen
- Grant Stillman
- Margaret Taylor

FINANCIAL STATEMENTS



TREASURER'S REPORT



A MARKED IMPROVEMENT ON FY22 BUT STILL A MODEST LOSS IN FY23

FY23 saw ACAPMA post a modest loss in FY23 as the Association got back to business after two years impacted by COVID. The result is the second successive loss after four years of profit, but the loss was less than 1/3 of the loss posted in the prior COVID impacted financial year.

The 2022/23 financial statements presented in this Report reveal that the Association posted a net loss of \$50,422, which comprises an underlying P&L loss (or 'Operating Loss') of \$120,325 which was partly offset by a gain in the fair value of ACAPMA's investment portfolio of \$69,903. This 'Operating Loss' was due to a sub-optimal return from delivery of the 2022 annual conference and slower than expected growth from ACAPMA's new industry training products.

Total annual revenue in FY23 - excluding investment consideration - rose by 25% to \$1,626,757 (up from \$1,221,292 in the prior year). The increase was solely due to the convening of the annual conference for the first time in two years.

Total annual expenditure in FY23 increased by 26% to \$1,747,082 (up from \$1,287,408 in the prior year). Once again, this difference in financials was largely due to expenses associated with the delivery of the annual conference after a COVID 'pause' in prior years.

There was also a small increase in wage and salary costs (up 5.6% from \$950,477 in FY22 to \$1,003,736 in FY23) which included a statutory increase in the Superannuation Guarantee.

Total member equity decreased to slightly to \$829,292 in FY23. The closing valuation of ACAPMA's Investment Fund was \$789,219 on 30 June 2023.

The ACAPMA Board noted that the 2023 loss was largely due to sub-optimal conference revenues. This result was somewhat understandable given the pause in momentum created by two successive years of cancellations due to COVID lockdowns. Year on year movement in Association expenses (excluding conference expenses) was an increase of 8%. This was considered reasonable given prevailing inflationary pressures throughout the year.

At its meeting in August 2023, the Board concluded that your Association continues to enjoy a strong financial position with a relatively positive outlook for the year ahead.

A handwritten signature in black ink that reads "Trevor Bayliss".

Trevor Bayliss | Treasurer, ACAPMA



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**Australasian Convenience and Petroleum Marketers Association
Independent Audit Report to the Members of Australasian Convenience and Petroleum Marketers
Association
For the Financial Year Ended 30 June 2023
Report on the Audit of the Financial Report**

Opinion

We have audited the financial report of Australasian Convenience and Petroleum Marketers Association (the Reporting Unit), which comprises the statement of financial position as at 30 June 2023, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year ended 30 June 2023, the notes to the financial statements, including a summary of significant accounting policies; the Committee of Management Statement and the subsection 255(2A) report.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of Australasian Convenience and Petroleum Marketers Association as at 30 June 2023, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

We declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Committee of Management for the Financial Report

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the Reporting Unit audit. We remain solely responsible for our audit opinion.

We communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We declare that we are an audit firm where at least one member is a registered auditor and are an auditor registered under the RO Act.

Registration number (as registered by the RO Commissioner under the RO Act): AA2023/5.

SDJA

SDJA



Jonathan Rudman

Director

21 August 2023

Sydney, New South Wales

**Report Required Under Subsection 255(2A)****For the year ended 30 June 2023**

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2023.

Categories of Expenditures	2023 \$	2022 \$
Remuneration and other employment - related costs and expenses - employees	1,003,736	950,477
Advertising	0	0
Operating costs	742,846	336,931
Donations to political parties	0	0
Legal costs	500	0

Signature of designated officer:

A handwritten signature in black ink that reads "Trevor Baylis". The signature is written in a cursive, flowing style.

Name and title of designated officer: Trevor Baylis, National Board Treasurer

Dated: 21 August 2023



Committee of Management Statement

For the year ended 30 June 2023

On 21 August 2023, the Committee of Management of the Australasian Convenience and Petroleum Marketers Association passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2023.

The Committee of Management declares that in its opinion:

- a. the financial statements and notes comply with Australian Accounting Standards;
- b. the financial statements and notes comply with any other requirements imposed by Reporting Guidelines or Part 3 Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- c. the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- d. there are reasonable grounds to believe that the reporting unit will be able to pay its debts when they become due and payable;
- e. during the financial year to which the GPFR relates, and send the end of the year:
 - i. meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - iii. the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
 - iv. where information has been sought in any request by a member of the reporting unit of Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
 - v. where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

This declaration is made in accordance with a resolution of the Committee of Management.

For Committee of Management: Wade Death

Title of Office held: National President

Signature:

A handwritten signature in black ink, appearing to read 'Wade Death', is written over a horizontal line.

Date: 21 August 2022

**Australasian Convenience and Petroleum Marketers Association
Statement of Profit or Loss and Other Comprehensive Income
For the Financial Year Ended 30 June 2023**

	Notes	2023 \$	2022 \$
Revenue from contracts with customers			
Membership subscriptions	3A	340,116	353,707
Capitation fees and other revenue from another reporting unit	3B	-	-
Levies	3C	-	-
Revenue from recovery of wages activity	3G	-	-
Other revenue	3E	1,274,257	820,571
Total revenue from contracts with customers	3	1,614,373	1,174,278
Income for furthering objectives			
Grants and/or donations	3F	-	-
Income recognised from volunteer services		-	-
Total income for furthering objectives		-	-
Other income			
Interest and dividend revenue	3D	12,384	47,014
Total other income		12,384	47,014
Total income		1,626,757	1,221,292
Expenses			
Employee expenses	4A	1,003,736	950,477
Capitation fees and other expense to another reporting unit	4B	-	-
Affiliation fees	4C	-	-
Administration expenses	4D	695,958	321,431
Grants or donations	4E	-	5,000
Depreciation and amortisation	4F	32,357	-
Finance costs		3,031	-
Legal costs	4G	500	-
Audit fees	15	11,500	10,500
Other expenses	4H	-	-
Total expenses		1,747,082	1,287,408
Deficit for the year		(120,325)	(66,116)
Other comprehensive income			
Items that will not be subsequently reclassified to profit or loss:			
- net gain/(loss) on financial assets at fair value through other comprehensive income		69,903	(107,778)
Total comprehensive loss for the year		(50,422)	(173,894)

The accompanying notes form part of these financial statements.

Australasian Convenience and Petroleum Marketers Association
Statement of Financial Position
As at 30 June 2023

	Notes	2023 \$	2022 \$
Assets			
Current			
Cash and cash equivalents	5A	232,926	162,053
Trade and other receivables	5B	237,249	119,807
Other financial assets	5C	789,219	897,340
Other current assets	5D	160,017	96,328
Current assets		1,419,411	1,275,528
Non-current			
Plant and equipment	6A	-	-
Right-of-use asset	6B	56,475	-
Intangibles	6C	18,725	37,450
Non-current assets		75,200	37,450
Total assets		1,494,611	1,312,978
Liabilities			
Current			
Trade payables	7A	39,122	32,489
Other payables	7B	365,188	200,035
Lease liabilities	8A	22,786	-
Employee provisions	9A	141,824	160,158
Current liabilities		568,920	392,682
Non-current			
Lease liabilities	8A	37,352	-
Employee provisions	9A	58,367	39,902
Non-current liabilities		95,719	39,902
Total liabilities		664,639	432,584
Net assets		829,972	880,394
Equity			
Financial asset reserve	10A	93,485	23,582
Retained earnings	10A	736,487	856,812
Total equity		829,972	880,394

The accompanying notes form part of these financial statements.

Australasian Convenience and Petroleum Marketers Association
Statement of Changes in Equity
For the Financial Year Ended 30 June 2023

	Notes	Financial Asset Reserve \$	Retained Earnings \$	Total Equity \$
Balance at 1 July 2021	10A	131,360	922,928	1,054,288
Deficit for the year	10A	-	(66,116)	(66,116)
Other comprehensive income:				
Net loss on financial assets at fair value through other comprehensive income	10A	(107,778)	-	(107,778)
Total comprehensive loss	10A	<u>(107,778)</u>	<u>(66,116)</u>	<u>(173,894)</u>
Balance at 30 June 2022	10A	<u>23,582</u>	<u>856,812</u>	<u>880,394</u>
Balance at 1 July 2022	10A	23,582	856,812	880,394
Surplus for the year	10A	-	(120,325)	(120,325)
Other comprehensive income:				
Net gain on financial assets at fair value through other comprehensive income	10A	69,903	-	69,903
Total comprehensive income	10A	<u>69,903</u>	<u>(120,325)</u>	<u>(50,422)</u>
Balance at 30 June 2023	10A	<u>93,485</u>	<u>736,487</u>	<u>829,972</u>

The accompanying notes form part of these financial statements.

Australasian Convenience and Petroleum Marketers Association
Statement of Cash Flows
For the Financial Year Ended 30 June 2023

	Notes	2023 \$	2022 \$
OPERATING ACTIVITIES			
Cash received			
Receipts from customers and others		1,796,779	1,376,225
Grants received		-	-
Interest, dividends and distributions received		12,384	47,014
Receipt from other reporting units/controlled entities	11B	-	-
Cash used			
Payments to suppliers and employees		(1,906,040)	(1,358,288)
Payments to other reporting units/controlled entities	11B	-	-
Net cash (used in)/provided by operating activities	11A	<u>(96,877)</u>	<u>64,951</u>
INVESTING ACTIVITIES			
Cash received			
Withdrawal from financial assets at fair value through other comprehensive income		180,000	75,000
Cash used			
Interest, dividends and distributions re-invested		(12,250)	(46,884)
Payments for intangibles		-	(37,450)
Net cash provided by/(used in) investing activities		<u>167,750</u>	<u>(9,334)</u>
FINANCING ACTIVITIES			
Net cash provided by financing activities		<u>-</u>	<u>-</u>
Net movement in cash and cash equivalents		70,873	55,617
Cash and cash equivalents at beginning of financial year		162,053	106,436
Cash and cash equivalents at end of financial year	5A	<u>232,926</u>	<u>162,053</u>

The accompanying notes form part of these financial statements.

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Year Ended 30 June 2023**

Note 1 Summary of significant accounting policies

1.1 Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period, and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the Australasian Convenience and Petroleum Marketers Association is a not-for-profit entity.

The financial statements, other than the Statement of Cash Flows, have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

1.2 Comparative amounts

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

1.3 Significant accounting judgements and estimates

The following accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period:

- Employee provisions – refer to note 1.6

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard requirements

Any new and revised standards that became effective for the first time in the current financial year have been adopted. No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year except for the following standards and amendments, which have been adopted for the first time this financial year:

- AASB 2020-3 Amendments to Australian Accounting Standards – Annual Improvements 2018–2020 and Other Amendments. Application of these amendments are discussed further below.

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements For the Year Ended 30 June 2023

Impact on application of AASB 2020-3 Amendments to Australian Accounting Standards – Annual Improvements 2018–2020 and Other Amendments

The annual improvements amend the following standards:

- AASB 9 Financial Instruments to clarify that in applying the ‘10 per cent’ test to assess whether to derecognise a financial liability, an entity includes only fees paid or received between the entity (the borrower) and the lender, including fees paid or received by either the entity or the lender on the other’s behalf.
- AASB 16 Leases (AASB 16) to amend Illustrative Example 13 to remove the illustration of the reimbursement of leasehold improvements by the lessor.
- Amendments to AASB 116 Property, Plant and Equipment require an entity to recognise the sales proceeds from selling items produced while preparing property, plant and equipment for its intended use and the related cost in the profit or loss, instead of deducting the amounts received from the cost of the asset.
- Amendments to AASB 137 Provisions, Contingent Liabilities and Contingent Assets clarify which costs an entity can include when assessing whether a contract will be onerous.

The amendments are not expected to have a material impact on the financial statements of the Reporting Unit.

Future Australian Accounting Standards Requirements

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to future reporting periods that are expected to have a future financial impact on reporting unit include:

AASB 2020-1 – Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current

This Standard amends AASB 101 Presentation of Financial Statements to clarify requirements for the presentation of liabilities in the statement of financial position as current or non-current. For example, the amendments clarify that a liability is classified as non-current if an entity has the right at the end of the reporting period to defer settlement of the liability for at least 12 months after the reporting period. This Standard applies to annual reporting periods beginning on or after 1 January 2023. Earlier application is permitted.

During the financial year ended 30 June 2023, the reporting unit performed a preliminary assessment of AASB 2020-1. The Committee of Management is currently assessing the impact such standards will have on the reporting unit and will not be early adopting AASB 2020-1 for the financial year ended 30 June 2023.

1.5 Revenue

Revenue from contracts with customers

Revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the entity expects to receive in exchange for those goods or services.

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements For the Year Ended 30 June 2023

Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Other revenue

For any revenue streams that are not defined as contracts with customers, then the revenue is recognised when the entity gains control, economic benefits are probable and the amount of the revenue can be measured reliably.

1.6 Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 Employee Benefits) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provision is made for separation and redundancy benefit payments. The reporting unit recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

1.7 Leases

The reporting unit assesses at contract inception whether a contract is, or contains, a lease — that is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

The reporting unit as a lessee

The reporting unit applies a single recognition and measurement approach for all leases, except for short-term leases and leases of low-value assets. The reporting unit recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements For the Year Ended 30 June 2023

Right-of-use assets

The reporting unit recognises right-of-use assets at the commencement date of the lease (i.e. the date the underlying asset is available for use). Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, and lease payments made at or before the commencement date less any lease incentives received. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets.

	2023	2022
Buildings	3 years	N/A

If ownership of the leased asset transfers to the reporting unit at the end of the lease term or the cost reflects the exercise of a purchase option, depreciation is calculated using the estimated useful life of the asset. The right-of-use assets are also subject to impairment.

Lease liabilities

At the commencement date of the lease, the reporting unit recognises lease liabilities measured at the present value of lease payments to be made over the lease term. The lease payments include fixed payments (including in-substance fixed payments) less any lease incentives receivable, variable lease payments that depend on an index or a rate, and amounts expected to be paid under residual value guarantees. The lease payments also include the exercise price of a purchase option reasonably certain to be exercised by the reporting unit and payments of penalties for terminating the lease, if the lease term reflects the reporting unit exercising the option to terminate. Variable lease payments that do not depend on an index or a rate are recognised as expenses (unless they are incurred to produce inventories) in the period in which the event or condition that triggers the payment occurs.

In calculating the present value of lease payments, the reporting unit uses the implicit interest rate. After the commencement date, the amount of lease liabilities is increased to reflect the accretion of interest and reduced for the lease payments made. In addition, the carrying amount of lease liabilities is remeasured if there is a modification, a change in the lease term, a change in the lease payments (e.g. changes to future payments resulting from a change in an index or rate used to determine such lease payments) or a change in the assessment of an option to purchase the underlying asset.

Short-term leases and leases of low-value assets

The reporting unit's short-term leases are those that have a lease term of 12 months or less from the commencement. The reporting unit also applies the lease of low-value assets recognition exemption to low-value leases. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-line basis over the lease term.

1.8 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of three months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements For the Year Ended 30 June 2023

1.9 Financial instruments

Financial assets and financial liabilities are recognised when the reporting unit becomes a party to the contractual provisions of the instrument.

1.10 Financial assets

Initial recognition and measurement

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, fair value through other comprehensive income (OCI), or fair value through profit or loss.

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the reporting unit's business model for managing them. With the exception of trade receivables that do not contain a significant financing component, the reporting unit initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs.

In order for a financial asset to be classified and measured at amortised cost or fair value through OCI, it needs to give rise to cash flows that are 'solely payments of principal and interest' (SPPI) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level.

The reporting unit's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the market place (regular way trades) are recognised on the trade date, i.e., the date that the reporting unit commits to purchase or sell the asset.

Subsequent measurement

For purposes of subsequent measurement, financial assets are classified in five categories:

- (Other) financial assets at amortised cost
- (Other) financial assets at fair value through other comprehensive income
- Investments in equity instruments designated at fair value through other comprehensive income
- (Other) financial assets at fair value through profit or loss
- (Other) financial assets designated at fair value through profit or loss

Financial assets at amortised cost

The reporting unit measures financial assets at amortised cost if both of the following conditions are met:

- The financial asset is held within a business model with the objective to hold financial assets in order to collect contractual cash flows and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Year Ended 30 June 2023**

Financial assets at amortised cost are subsequently measured using the effective interest (**EIR**) method and are subject to impairment. Gains and losses are recognised in profit or loss when the asset is derecognised, modified or impaired.

The reporting unit's financial assets at amortised cost includes trade and other receivables.

Financial assets at fair value through other comprehensive income

The reporting unit measures debt instruments at fair value through OCI if both of the following conditions are met:

- The financial asset is held within a business model with the objective of both holding to collect contractual cash flows and selling and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding

For debt instruments at fair value through OCI, interest income, foreign exchange revaluation and impairment losses or reversals are recognised in profit or loss and computed in the same manner as for financial assets measured at amortised cost.

The remaining fair value changes are recognised in OCI. Upon derecognition, the cumulative fair value change recognised in OCI is recycled to profit or loss.

The reporting unit's debt instruments at fair value through OCI includes investments in quoted debt instruments included under other non-current financial assets.

Investments in equity instruments designated at fair value through other comprehensive income

Upon initial recognition, the reporting unit can elect to classify irrevocably its equity investments as equity instruments designated at fair value through OCI when they meet the definition of equity under AASB132 Financial Instruments: Presentation and are not held for trading. The classification is determined on an instrument-by-instrument basis.

Gains and losses on these financial assets are never recycled to profit or loss. Dividends are recognised as other income in profit or loss when the right of payment has been established, except when the reporting unit benefits from such proceeds as a recovery of part of the cost of the financial asset, in which case, such gains are recorded in OCI. Equity instruments designated at fair value through OCI are not subject to impairment assessment.

The reporting unit elected to classify irrevocably its listed and non-listed equity investments under this category.

Financial assets at fair value through profit or loss (including designated)

Financial assets at fair value through profit or loss include financial assets held for trading, financial assets designated upon initial recognition at fair value through profit or loss, or financial assets mandatorily required to be measured at fair value. Financial assets are classified as held for trading if they are acquired for the purpose of selling or repurchasing in the near term.

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements For the Year Ended 30 June 2023

Derivatives, including separated embedded derivatives, are also classified as held for trading unless they are designated as effective hedging instruments. Financial assets with cash flows that are not solely payments of principal and interest are classified and measured at fair value through profit or loss, irrespective of the business model. Notwithstanding the criteria for debt instruments to be classified at amortised cost or at fair value through OCI, as described above, debt instruments may be designated at fair value through profit or loss on initial recognition if doing so eliminates, or significantly reduces, an accounting mismatch.

Financial assets at fair value through profit or loss are carried in the statement of financial position at fair value with net changes in fair value recognised in profit or loss.

Impairment

(i) Trade receivables

For trade receivables that do not have a significant financing component, the reporting unit applies a simplified approach in calculating expected credit losses (ECLs) which requires lifetime expected credit losses to be recognised from initial recognition of the receivables. Therefore, the reporting unit does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date. The reporting unit has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

(ii) Debt instruments other than trade receivables

For all debt instruments other than trade receivables and debt instruments not held at fair value through profit or loss, the reporting unit recognises an allowance for expected credit losses using the general approach. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the reporting unit expects to receive, discounted at an approximation of the original effective interest rate.

ECLs are recognised in two stages:

- Where there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses from possible default events within the next 12-months (a 12-month ECL).
- Where there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the debt, irrespective of the timing of the default (a lifetime ECL).

The reporting unit considers a financial asset in default when contractual payments are 90 days past due. However, in certain cases, the reporting unit may also consider a financial asset to be in default when internal or external information indicates that the reporting unit is unlikely to receive the outstanding contractual amounts in full. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

1.11 Financial Liabilities

Initial recognition and measurement

Financial liabilities are classified, at initial recognition, at amortised cost unless or at fair value through profit or loss.

All financial liabilities are recognised initially at fair value and, in the case of financial liabilities at amortised cost, net of directly attributable transaction costs.

The reporting unit financial liabilities include trade and other payables.

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements For the Year Ended 30 June 2023

Subsequent measurement

Financial liabilities at fair value through profit or loss (including designated)

Financial liabilities at fair value through profit or loss include financial liabilities held for trading and financial liabilities designated upon initial recognition as at fair value through profit or loss.

Gains or losses on liabilities held for trading are recognised in profit or loss.

Financial liabilities designated upon initial recognition at fair value through profit or loss are designated at the initial date of recognition, and only if the criteria in AASB 9 are satisfied.

Financial liabilities at amortised cost

After initial recognition, trade and other payables are subsequently measured at amortised cost using the EIR method. Gains and losses are recognised in profit or loss when the liabilities are derecognised as well as through the EIR amortisation process.

Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included as finance costs in profit or loss.

Derecognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in profit or loss.

1.12 Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

1.13 Impairment of non-financial assets

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the reporting unit were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements For the Year Ended 30 June 2023

1.14 Taxation

The entity is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the statement of cash flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

1.15 Fair value measurement

The entity measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 13A.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the entity. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The entity uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements For the Year Ended 30 June 2023

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1—Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2—Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3—Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable

For assets and liabilities that are recognised in the financial statements on a recurring basis, the entity determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the entity has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

1.16 Acquisition of assets and or liabilities that do not constitute a business combination

The reporting unit did not acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of the organisation, a determination or revocation by the General Manager of the Fair Work Commission under subsections 245(1) or 249(1) of the RO Act.

1.17 Current versus non-current classification

The reporting unit presents assets and liabilities in the statement of financial position based on current/non-current classification.

An asset is current when it is:

- Expected to be realised or intended to be sold or consumed in the normal operating cycle;
- Held primarily for the purpose of trading;
- Expected to be realised within twelve months after the reporting period; or
- Cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period

All other assets are classified as non-current. A

liability is current when:

- It is expected to be settled in the normal operating cycle;
- It is held primarily for the purpose of trading;
- It is due to be settled within twelve months after the reporting period; or
- There is no unconditional right to defer the settlement of the liability for at least twelve months after the reporting period

**Australasian Convenience and Petroleum Marketers Association Notes to
the Financial Statements
For the Year Ended 30 June 2023**

The terms of the liability that could, at the option of the counterparty, result in its settlement by the issue of equity instruments do not affect its classification.

The reporting unit classifies all other liabilities as non-current. **Note 2**

Going concern

The reporting unit is not reliant on the agreed financial support of another reporting unit to continue on a going concern basis.

The reporting unit has not agreed to provide financial support to another reporting unit to ensure they can continue on a going concern basis.

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

Note 3 Income

Disaggregation of revenue from contracts with customers

A disaggregation of the reporting unit's revenue by type of arrangement is provided on the face of the Statement of Profit or Loss and Other Comprehensive Income. The table below also sets out a disaggregation of revenue by type of customer:

	2023	2022
	\$	\$
Type of customer		
Members	1,404,589	1,059,833
Other reporting units	-	-
Government	-	-
Other parties	209,784	114,445
Total revenue from contracts with customers	1,614,373	1,174,278
3A. Member subscriptions		
Distributor retail member	300,491	318,707
Trade member	39,625	35,000
Total member subscriptions	340,116	353,707
3B. Capitation fees and other revenue from another reporting unit		
Capitation fees	-	-
Other revenue from another reporting unit	-	-
Total capitation fees and other revenue from another reporting unit	-	-
3C. Levies		
Compulsory or voluntary levies or appeals	-	-
Total levies	-	-
3D. Interest and dividend revenue		
Deposits and investment accounts	12,384	47,014
Total interest and dividend revenue	12,384	47,014
3E. Other revenue		
Conference income	382,004	-
Training and registration fees	682,469	706,126
Insurance commission revenue	141,088	67,241
Association sponsorship	68,000	46,000
Credit card surcharge	671	208
Miscellaneous income	25	996
Total other revenue	1,274,257	820,571

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
3F. Grants or donations		
Donations	-	-
Total grants or donations	<u>-</u>	<u>-</u>
3G. Revenue from recovery of wages activity		
Amounts recovered from employers in respect of wages	-	-
Interest received on recovered money	-	-
Total revenue from recovery of wages activity	<u>-</u>	<u>-</u>
Note 4 Expenses		
4A. Employee expenses		
Holders of office		
Holders of office - wages and salaries	-	-
Holders of office - superannuation	-	-
Holders of office - leave and other entitlements	-	-
Holders of office - separation and redundancies	-	-
Holders of office - other expenses	5,000	5,000
Subtotal employee expenses holders of office	<u>5,000</u>	<u>5,000</u>
Employees other than office holders		
Employees - wages and salaries	905,908	788,890
Employees - superannuation	92,696	76,869
Employees - leave and other entitlements	132	79,718
Employees - separation and redundancies	-	-
Employees - other expenses	-	-
Subtotal employee expenses employees other than office holders	<u>998,736</u>	<u>945,477</u>
Total employee expenses	<u>1,003,736</u>	<u>950,477</u>
4B. Capitation fees and other expense to another reporting unit		
Capitation fees	-	-
Other expenses from another reporting unit	-	-
Total capitation fees and other expense to another reporting unit	<u>-</u>	<u>-</u>
4C. Affiliation fees		
Affiliation fees/subscriptions	-	-
Total affiliation fees/subscriptions	<u>-</u>	<u>-</u>

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
4D. Administration expenses		
Total paid to employers for payroll deductions of membership subscriptions		
Compulsory levies	-	-
Fees/allowances - meeting and conferences	-	-
Conference and meeting expenses	-	-
Contractors/consultants	353,257	28,252
Property expenses	-	-
Office expenses	-	-
Information communications technology	35,739	45,593
Other	79,649	62,900
Subtotal administration expense	<u>200,164</u>	<u>122,502</u>
	668,809	259,247
Operating lease rentals:		
Minimum lease payments	27,149	62,184
Total administration expenses	<u><u>695,958</u></u>	<u><u>321,431</u></u>
4E. Grants or donations		
Grants:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
Donations:		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	5,000
Total grants or donations expense	<u>-</u>	<u>5,000</u>
4F. Depreciation and amortisation		
Depreciation		
Right-of-use asset	13,632	-
Total depreciation	<u>13,632</u>	-
Amortisation		
Intangibles	18,725	-
Total amortisation	<u>18,725</u>	-
Total depreciation and amortisation	<u><u>32,357</u></u>	-
4G. Legal costs		
Litigation	-	-
Other legal costs	500	-
Total legal costs	<u>500</u>	-

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
4H. Other expenses		
Penalties - via RO Act or the Fair Work Act 2009	-	-
Total other expenses	<u>-</u>	<u>-</u>
Note 5 Current Assets		
5A. Cash and cash equivalents		
Cash at bank	222,926	152,053
Short-term deposits	10,000	10,000
Total cash and cash equivalents	<u>232,926</u>	<u>162,053</u>
5B. Trade and other receivables		
Current		
Receivables from other reporting units	-	-
Less allowance for expected credit losses	-	-
Receivable from other reporting units	<u>-</u>	<u>-</u>
Other receivables		
Net GST receivable	-	858
Other trade receivables	237,249	118,949
Total other receivables	<u>237,249</u>	<u>119,807</u>
Total trade and other receivables (net)	<u>237,249</u>	<u>119,807</u>
5C. Other financial assets		
Financial assets at fair value through other comprehensive income	789,219	897,340
Total other financial assets	<u>789,219</u>	<u>897,340</u>
5D. Other current assets		
Prepayments	160,017	96,328
Total other financial assets	<u>160,017</u>	<u>96,328</u>
Note 6 Non-current Assets		
6A. Plant and equipment		
Office equipment at cost	18,760	18,760
Office equipment accumulated depreciation	(18,760)	(18,760)
Total plant and equipment	<u>-</u>	<u>-</u>

Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023

6A. Plant and equipment (continued)

	Office Equipment \$	Total Plant & Equipment \$
Net carrying amount 1 July 2021	-	-
Additions	-	-
Disposals	-	-
Depreciation	-	-
Net carrying amount 30 June 2022	<u>-</u>	<u>-</u>
Net carrying amount 1 July 2022	-	-
Additions	-	-
Disposals	-	-
Depreciation	-	-
Net carrying amount 30 June 2023	<u>-</u>	<u>-</u>

	2023 \$	2022 \$
6B. Right-of-use asset		
Right-of-use asset at cost	70,107	-
Right-of-use asset accumulated depreciation	(13,632)	-
Total plant and equipment	<u>56,475</u>	<u>-</u>

	Right-of-Use Asset \$	Total Right-of- Use Asset \$
Net carrying amount 1 July 2021	-	-
Additions	-	-
Disposals	-	-
Depreciation	-	-
Net carrying amount 30 June 2022	<u>-</u>	<u>-</u>
Net carrying amount 1 July 2022	-	-
Additions	70,107	70,107
Disposals	-	-
Depreciation	(13,632)	(13,632)
Net carrying amount 30 June 2023	<u>56,475</u>	<u>56,475</u>

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
6C. Intangibles		
Training course materials at cost	90,000	90,000
Training course materials accumulated amortisation	(90,000)	(90,000)
	<u>-</u>	<u>-</u>
Website design at cost	73,066	73,066
Website design accumulated depreciation	(54,341)	(35,616)
	<u>18,725</u>	<u>37,450</u>
Total intangibles	<u><u>18,725</u></u>	<u><u>37,450</u></u>

	Training Course Materials \$	Website Design \$	Total Intangibles \$
Net carrying amount 1 July 2021	-	-	-
Additions	-	37,450	37,450
Disposals	-	-	-
Amortisation	-	-	-
Net carrying amount 30 June 2022	<u>-</u>	<u>37,450</u>	<u>37,450</u>

Net carrying amount 1 July 2022	-	37,450 -	37,450
Additions	-	-	-
Disposals	-	-	-
Amortisation	-	(18,725)	(18,725)
Net carrying amount 30 June 2023	<u>-</u>	<u>18,725</u>	<u>18,725</u>

	2023 \$	2022 \$
Note 7 Current Liabilities		
7A. Trade payables		
Trade creditors and accruals	39,122	32,489
Payables to other reporting units	-	-
Total trade payables	<u>39,122</u>	<u>32,489</u>

Settlement is usually made within 30 days.

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
7B. Other payables		
Payable to employers for making payroll deductions of membership subscriptions	-	-
Net GST payable	25,884	-
Legal costs	-	-
Prepayments received/unearned revenue	339,304	200,035
Total other payables	365,188	200,035

Total other payables are expected to be settled in:

No more than 12 months	365,188	200,035
More than 12 months	-	-
Total other payables	365,188	200,035

Note 8 Lease liabilities

8A Lease liabilities

Current lease liabilities	22,786	-
Non current lease liabilities	37,352	-
	60,138	-

Future lease payments in relation to lease liabilities as at period end are as follows:

Within one year	26,607	-
Later than one year but not later than five years	39,388	-
Later than five years	-	-
	65,995	-

The entity leases office premises at Suite 14, 19-21 Central Road, Miranda NSW 2228. Lease term is for a period of 2 years ending 11 December 2024 with an option to extend until 11 December 2025. It is reasonably certain that the lease will be extended. Payments are made monthly and are subject to annual increase of 4%.

The following are the amounts recognised in profit or loss:

Depreciation expense of right-of-use assets	13,632	-
Interest expense on lease liabilities	3,031	-
Expense relating to leases of short-term/low-value assets (included in administrative expenses)	27,149	62,184
Total amount recognised in profit or loss	43,812	62,184

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
Note 9 Provisions		
9A. Employee provisions		
Office Holders:		
Annual leave	-	-
Long service leave	-	-
Separations and redundancies	-	-
Other	-	-
Subtotal employee provisions - office holders	-	-
Employees other than office holders:		
Annual leave	114,119	121,592
Long service leave	86,072	78,468
Separations and redundancies	-	-
Other	-	-
Subtotal employee provisions - employees other than office holders	200,191	200,060
Total employee provisions - office holders and employees	200,191	200,060
Current employee provisions	141,824	160,158
Non current employee provisions	58,367	39,902
Total employee provisions - office holders and employees	200,191	200,060
Note 10 Equity		
10A. General funds		
Financial asset reserve		
Balance as at start of year	23,582	131,360
Transferred to reserve	-	-
Transferred out of reserve	-	-
Other comprehensive income/(loss)	69,903	(107,778)
Financial asset reserve as at end of year	93,485	23,582

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
10A. General funds (continued)		
Retained earnings		
Balance as at start of year	856,812	922,928
Transferred to reserve	-	-
Transferred out of reserve	-	-
Deficit for the year	(120,325)	(66,116)
Retained earnings as at end of year	736,487	856,812
10B. Equity - other specific disclosures - funds		
Compulsory levy/voluntary contribution fund – if invested in assets	-	-
Other funds required by rules		
Balance as at start of year	-	-
Transferred to reserve	-	-
Transferred out of reserve	-	-
Balance as at end of year	-	-
Note 11 Cash Flow		
11A. Cash Flow Reconciliation		
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement:		
Cash and cash equivalents as per:		
Cash flow statement	232,926	162,053
Balance sheet	232,926	162,053
<i>Difference</i>	-	-
Reconciliation of surplus to net cash from operating activities:		
Deficit for the year	(120,325)	(66,116)
Adjustments for non-cash items		
Depreciation/amortisation	32,357	-
Addition of right-of-use asset	(70,107)	-
Expenses in investment account	10,274	-

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
11A. Cash Flow Reconciliation (continued)		
Changes in assets/liabilities		
(Increase)/decrease in net receivables	(117,442)	(21,179)
(Increase)/decrease in other assets	(63,689)	(34,537)
Increase/(decrease) in supplier payables	6,633	(3,321)
Increase/(decrease) in other payables	165,153	110,385
Increase/(decrease) in lease liabilities	60,138	-
Increase/(decrease) in employee provisions	131	79,719
Net cash provided by operating activities	(96,877)	64,951

11B. Cash Flow Information

Receipts from/payments to other reporting units/controlled entities

Cash inflows:	-	-
Total cash inflows from other reporting units/controlled entities	-	-
Cash outflows:	-	-
Total cash outflows to other reporting units/controlled entities	-	-

Note 12 Related Party Disclosures

12A. Related party transactions for the reporting period

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.

	2023 \$	2022 \$
Amounts received from related parties includes the following:	-	-
Expenses paid to related parties include the following: Amounts	-	-
owed by related parties include the following: Amounts owed to	-	-
related parties include the following:	-	-
Loans from/to related parties include the following:	-	-
Assets transferred from/to related parties include the following:	-	-

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023 \$	2022 \$
12B. Key Management Personnel Remuneration for the Reporting Period		
Short-term employee benefits		
Salary (including annual leave taken)	298,494	288,400
Annual leave accrued	8,038	11,298
Performance bonus	-	-
Total short-term employee benefits	306,532	299,698
Post-employment benefits:		
Superannuation	31,342	28,840
Total post-employment benefits	31,342	28,840
Other long-term benefits:		
Long-service leave	6,872	39,902
Total other long-term benefits	6,872	39,902
Termination benefits	-	-
Total	-	-

Note 12C: Transactions with key management personnel and their close family members

Loans to/from key management personnel	-	-
Other transactions with key management personnel	-	-

Note 13 Financial Instruments

13A. Categories of Financial Instruments

Financial Assets

Cash and bank balances:

Cash at bank	222,926	152,053
Short term deposits	10,000	10,000
Total cash and bank balances	232,926	162,053

At amortised cost:

Trade receivables	237,249	118,949
Net GST receivable	-	858
Total amortised cost	237,249	119,807

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

	2023	2022
	\$	\$
13A. Categories of Financial Instruments (continued)		
Fair value through other comprehensive income:		
Financial assets at fair value through other comprehensive income	789,219	897,340
Total fair value through other comprehensive income	789,219	897,340
<i>Carrying amount of financial assets</i>	1,259,394	1,179,200
Financial Liabilities		
Other financial liabilities:		
Trade creditors and accruals	39,122	32,489
Employee provisions	200,191	200,060
Total other financial liabilities	239,313	232,549
<i>Carrying amount of financial liabilities</i>	239,313	232,549
13B. Net Income and Expense from Financial Assets		
Cash and bank balances:		
Interest revenue	134	130
Net gain from cash and bank balances	134	130
Financial assets at fair value through other comprehensive income		
Interest and dividend revenue	12,250	46,884
Investment expenses	(10,274)	-
Gain/(loss) recognised in equity	69,903	(107,778)
Net gain/(loss) from financial assets at fair value through other comprehensive income	71,879	(60,894)
Net gain/(loss) from financial assets	72,013	(60,764)

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

13C. Credit Risk

The following table illustrates the entity's gross exposure to credit risk, excluding any collateral or credit enhancements.

	2023	2022
	\$	\$
Financial assets		
Cash and cash equivalents	232,926	162,053
Financial assets at amortised cost	237,249	119,807
Financial assets at fair value through other comprehensive income	789,219	897,340
Total financial assets	1,259,394	1,179,200
Financial liabilities		
Trade payables	39,122	32,489
Employee provisions	200,191	200,060
Total financial liabilities	239,313	232,549

In relation to the entity's gross credit risk the following collateral is held: nil.

Credit quality of financial instruments not past due or individually determined as impaired

No financial asset, individually, was past its due date and there were no other recoverability issues identified. Therefore, no financial asset was assessed as being impaired.

13D. Liquidity Risk

The entity does not have any financial liabilities that are subject to contractual maturities.

13E. Market Risk

Interest rate risk

The entity earns interest on the cash transaction accounts as well as short-term deposits. Interest rates on the transactions accounts are minimal, while the interest rate on short-term deposits was 1.3%. Accounts receivable and accounts payable do not attract any interest.

Price risk

The entity holds a BT Wrap account, which is an investment product allowing access to ASX-listed securities and managed funds. This financial asset has been designated as a financial asset at fair value through other comprehensive income. Its value is dependent on market prices.

13F. Asset pledged/or held as collateral

The entity does not have any assets pledged nor held as collateral.

13G. Changes in liabilities arising from financing activities

The entity does not have any liabilities arising from financing activities.

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

14 Fair Value Measurement

14A. Financial Assets and Liabilities

The committee of management of the entity assessed that cash, trade receivables, trade payables, and other current liabilities approximate their carrying amounts largely due to the short term maturities of these instruments. See Note 13A for a list of these financial assets and liabilities.

14B. Financial and Non-financial Assets and Liabilities Fair Value Hierarchy

The following tables provide an analysis of financial and non-financial assets and liabilities that are measured at fair value, by fair value hierarchy.

Fair value hierarchy – 30 June 2023

	Date of valuation	Level 1	Level 2	Level 3
		\$	\$	\$
Assets measured at fair value				
Other financial assets	30-Jun-23	789,219	-	-
Total assets measured at fair value		789,219	-	-
Liabilities measured at fair value Total		-	-	-
liabilities measured at fair value		-	-	-

Fair value hierarchy – 30 June 2022

	Date of valuation	Level 1	Level 2	Level 3
		\$	\$	\$
Assets measured at fair value				
Other financial assets	30-Jun-22	897,340	-	-
Total assets measured at fair value		897,340	-	-
Liabilities measured at fair value Total		-	-	-
liabilities measured at fair value		-	-	-

Note 15 Remuneration of Auditors

	2023	2022
	\$	\$
Value of the services provided		
Financial statement audit services	8,900	8,000
Assistance with financial statement preparation	2,600	2,500
Other services	-	-
Total remuneration of auditors	11,500	10,500

No other services were provided by the auditors of the financial statements.

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

Note 16 Contingent liabilities, assets and commitments

The entity had no material contingent liabilities, assets nor capital commitments as at 30 June 2023 (2022: None).

Note 17 Administration of financial affairs by a third party

The reporting unit did not have another entity administer the financial affairs of the reporting unit for the year ended 30 June 2023 (2022: None).

Note 18 Payments to former related parties

The reporting unit did not make a payment to a former related party of the reporting unit during the year ended 30 June 2023 (2022: None).

Note 19 Events after the reporting period

There were no events that occurred after 30 June 2023, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the reporting unit.

**Australasian Convenience and Petroleum Marketers Association Notes to the Financial Statements
For the Financial Year Ended 30 June 2023**

Note 20 Section 272 Fair Work (Registered Organisations) Act 2009

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or Commissioner:

- (1) A member of a reporting unit, or the Commissioner, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).



Operating Report For year ended 30 June 2023

The Committee of Management presents its Operating Report on the Reporting Unit for the year ended 30 June 2023.

Review of Activities;

- Workplace relations support: (on-going & diverse) and includes:
 - Monitoring and disseminating effect of Award Modernisation and Fair Work Commission legislation/regulations in order to provide members with current information.
 - Conducting workplace training for members and their employees.
 - General advice relating to workplace relations issues, including discrimination and occupational health and safety.
 - Advocacy before federal/state tribunals on behalf of members.
 - Negotiating with unions as appropriate.
- Representing Distributor sector on the numerous State & Federal Government Inquiry working groups:
 - Submissions to and face-to-face discussions with the Federal Government & ACCC on industry issues, particularly in relation to competition in the petroleum distribution and convenience retail marketplace, tobacco legislation, alternative fuels taxation, infrastructure, employment and planning.
 - On-going discussions with the Australian Government Treasury on Tax Reform and Federal Price Board Legislation.
 - On-going advocacy in the areas of biofuels mandating, competition and government regulation at a State and Federal level.
- Contact with the media, predominately on the concern for small business in regional & rural Australia, as well as the normal discussions on the general issue of fuel pricing and fluctuations.
- Provision of advice on industry matters to media & government.
- On-going information exchange with like associations.
- On-going development of the ACAPMA website.
- Continued Growth and development of the ACAPMA Industry Learning Solutions including Workplace Relations, Risk management and Petroleum Convenience Compliance.
- Active involvement in various State and Federal Safety and Police Armed Robbery Forums.
- Development and conduct of the Asia Pacific Fuel Industry Forum.
- Ongoing development of the National Petroleum Contractor Recognition Scheme.

Financial Affairs

There have been no significant changes to the financial affairs of the Reporting Unit. Full details of the financial affairs of the Reporting Unit can be located within the General Purpose Financial Report that forms part of the Annual Financial Report.

- The final position of ACAPMA for the financial year is a LOSS of \$50,422. For the previous financial year the Reporting Unit observed a LOSS of \$ 173,894.00
- Financial position sound for the coming year – 2023/2024 period

Right of members to resign (s 143 of the Constitution, as required by s254 of ROA);

- Any members may resign his membership by notice in writing addressed to the General Manager of the Association, and shall be delivered to him personally or by leaving it in an envelope addressed to the General Manger at the registered office of the Association, or by posting it to the General Manager at the registered office of the Association.

Superannuation Fund Declaration;

There are no Officers who are superannuation funds trustees or directors of companies that are superannuation fund trustees where being a member or Officer of a registered organisation is a criterion for them holding such a position.

ACAPMA Membership at 30 June 2023;

186	Voting Distributor Retailer Members
27	Partners
243	NPCRS
4	Life Members

460	

ACAPMA Staff as at 30 June 2023;

- General Manager and CEO(Full Time Employee)
- Executive Manager: Employment & Compliance (Full Time Employee)
- Financial Controller (Part Time Employee)
- Manager, Marketing & Events (Full Time Employee)
- National Manager, Training (Full Time Employee)
- HR Assistant (Full Time Employee)

ACAPMA Committee of Management as at 30 June 2023;

- NSW Board Member – 1 of 1 – Office Held: Representative Member & NATIONAL PRESIDENT – Wade Death
- WA & Board Member – 1 of 1 – Office Held: Representative Member & NATIONAL VICE PRESIDENT – Craig Burrows
- SA & TAS Board Member – 1 of 1 – Office Held: Representative Member & TREASURER – Trevor Bayliss

ACAPMA Board as at 30 June 2023;

- NSW Board Member – 1 of 1 – Office Held: Representative Member & NATIONAL PRESIDENT - Wade Death
- WA & Board Member – 1 of 1 – Office Held: Representative Member & NATIONAL VICE PRESIDENT – Craig Burrows
- SA & TAS Board Member – 1 of 1 – Office Held: Representative Member & TREASURER – Trevor Bayliss
- QLD Board Member – 1 of 1 – Office Held: Representative Member – Paul Wessel
- VIC Board Member – 1 of 1 – Office Held: Representative Member– Mark Tramacchi
- NATIONAL REGION Board Member – 1 of 1 – Office Held: Representative Member – Cara Williams



Signed by: Wade Death
National President
Dated this 21 August 2023

Australasian Convenience and Petroleum Marketers Association (ACAPMA)

ABN: 71 506 540 351

19-21 Central Road

Miranda NSW 2228

Phone: 1300 160 270

Fax: 02 8078 0629

Email: communications@acapma.com.au

Web: www.acapma.com.au



The Board submit the financial report of ACAPMA for the financial year ended 30 June 2023.

1. GENERAL INFORMATION

Directors

The names of the members of the Board of Management throughout the year and at the date of this report are;

- > Mark Tramacchi – Victoria
- > Cara Williams – National Region
- > Trevor Bayliss – South Australia and Tasmania
- > Paul Wessel – Queensland
- > Craig Burrows – Western Australia
- > Wade Death – New South Wales

Principle Activities

The principle activities of the association during the financial year were;

- > to represent the interests of its members with the oil companies, state and federal governments, the various regulatory authorities, the unions and the media.

Significant Changes

- > No significant change in the nature of these activities occurred during this year.

2. OPERATING RESULTS AND REVIEW OF OPERATIONS FOR THE YEAR

Operating Result

The profit/(loss) of ACAPMA for the financial year after providing for income tax amounted to (\$50,422).

Signed in accordance with a resolution of the Members of the Board

Wade Death, National President

Trevor Bayliss, National Board Treasurer

Dated: 21 August 2023



BOARD OF MANagements REPORT

The Board of Management for the year 2022-2023 presents the Annual Report

1. BOARD MEMBERS

- > Wade Death, Board President and Board Representative for New South Wales
- > Craig Burrows, Board Vice President and Board Representative for Western Australia
- > Trevor Bayliss, Board Treasurer and Board Representative for South Australia and Tasmania
- > Mark Tramacchi, Board Representative for Victoria
- > Cara Williams, Board Representative for National Region
- > Paul Wessels, Board Representative for Queensland

2. BOARD RESPONSIBILITIES

- > Drive and direct the activity of the Association
- > Oversee the report on the financial position of the Association
- > Identify and respond to industry opportunities, threats and trends that may impact members
- > Strengthen the Association to ensure ongoing service to the industry in the future

3. BOARD MEETINGS

Throughout 2022-2023 the Board met;

- > August 2022 – via Videoconference including Committee of Management Meeting
- > September 2022 – via in Adelaide
- > December 2022 – in Sydney
- > April 2023 – via Videoconference
- > June 2023 – in Brisbane

Signed in accordance with a resolution of the Members of the Board

A handwritten signature in black ink, appearing to read 'Wade Death', with a stylized flourish at the end.

Wade Death, National President

A handwritten signature in black ink, appearing to read 'Trevor Bayliss', written in a cursive style.

Trevor Bayliss, National Board Treasurer

Dated: 21 August 2023



21 August 2023
Scott Carey
SDJA Audit Specialists
PO BOX 324
West Pennant Hills NSW 2125

Dear Scott,

This representation letter is provided in connection with your audit of the financial report of Australasian Convenience and Petroleum Marketers Association ("ACAPMA") for the year ended 30 June 2023 for the purpose of expressing an opinion as to whether the financial report is presented fairly, in all material respects, in accordance with the Australian Accounting Standards and the *Fair Work (Registered Organisations) Act 2009*.

We confirm that to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Report

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated 27 May 2022, for the preparation of the financial report in accordance with Australian Accounting Standards and the *Fair Work (Registered Organisations) Act 2009*; in particular the financial report gives a true and fair view in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Australian Accounting Standards.
- All events subsequent to the date of the financial report which Australian Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report as a whole.

Information Provided

- We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial report.
- We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.

- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial report.
 - We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial report communicated by employees, former employees, analysts, regulators or others.
 - We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial report.
 - We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial report; and accounted for and disclosed in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009
 - We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- In respect of other information:
 - We have informed you of all the documents that we expect to issue that may comprise other information; and
 - The financial report and any other information obtained by you prior to the date of your auditor's report is consistent with one another, and the other information does not contain any material misstatements.



Mr Wade Death – National Board President



Mr Trevor Baylis - Treasurer

Date: 21 August 2023

**BOARD DECLARATION**

In the opinion of the Board the financial report as set out on pages 26 to 70;

1. Presents a true and fair view of the financial position of Australasian Convenience and Petroleum Marketers Association as at 30 June 2023 and its performance for the year ended on that date in accordance with Australian Standards (including Australian Accounting Interpretations) of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that Australasian Convenience and Petroleum Marketers Association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by;

A handwritten signature in black ink, appearing to read "Wade Death", is written over a faint, light-colored rectangular stamp or watermark.

Wade Death, National President

Dated: 21 August 2023

ACAPMA

SUITE 14, LEVEL 1, 19-21 CENTRAL RD, MIRANDA, NSW, 2228

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