

2.12 Checklist for wholesale suppliers—TGP

- ☐ Are you a wholesale supplier?

You are a wholesale supplier if you sell declared petroleum products by wholesale from a wholesale facility. For further information, see page 23 and figure 3.

- ☐ How do you set your TGP?

Have you ensured that your TGP:

- is worked out on a 15°C temperature-corrected basis
- is expressed in cents per litre
- does not include any additional costs (e.g. costs for delivery)?

- ☐ Do you post your TGP on a website or make it available by phone or fax each day?

- ☐ Do you operate in Western Australia or Victoria?

If so, are you aware of the relevant state TGP legislation?

For further information about Western Australian or Victorian legislation, contact the relevant state authorities.

- ☐ Have you provided the required documentation?

Upon delivery of declared petroleum products supplied at the TGP, did you provide documentation detailing:

- the kind of declared petroleum product supplied
- the volume of declared petroleum product on a temperature corrected basis
- the total price charged in cents per litre calculated on a temperature corrected basis
- the posted TGP at the time of transaction?

Note: Information required in the last two dot points above are not required in the document if posted on the website or provided by phone or fax.

- ☐ Did you provide information detailing the following information within 30 days of delivery of declared petroleum products supplied at the TGP:

- your name
- the customer's name
- the date of the transaction
- the kind of declared petroleum product supplied
- the volume of declared petroleum product supplied, calculated on a temperature-corrected basis

- the posted TGP applicable at the time of the transaction
- the total price charged for the sale of the declared petroleum product, calculated on a temperature-corrected basis
- if the customer has requested additional services with the supply of the declared petroleum product including:
 - a description of each service
 - the price charged for each service
- if the wholesale supplier gives a discount as part of the supply of the declared petroleum product including:
 - the amount of the discount
 - the way in which the discount was applied?

☐ Have you made your declared petroleum products available at the posted TGP?

The Oilcode generally requires that a wholesale supplier must offer their declared petroleum products for sale at the posted TGP. Obligations in this respect differ depending on the type of transaction of sale.

Such obligations may vary depending on whether the transaction is being conducted under a written agreement (entered into before or after the commencement of the Oilcode) or whether the transaction is conducted outside a formal agreement such as a spot sale.

Further information about requirements in relation to making your declared petroleum products available at the posted TGP is available at page 27 of this manual.

☐ Have you refused supply of a declared petroleum product to a customer?

You may refuse to supply declared petroleum products at the TGP if:

- you do not have sufficient supplies
- you have a reasonable belief that the customer is unable to pay for the supply
- you have a reasonable belief that the customer is unable to receive or transport the declared petroleum product in compliance with all applicable occupational, health and safety requirements, or
- in the circumstances it is not unreasonable for you to refuse to supply the customer.

Note: You may be required to provide details of your refusal to supply to the DRA.

☐ What are my requirements in relation to health and safety?

If you are a wholesale supplier, do you have procedures in place and supporting documentary evidence to ensure that each vehicle you or your customers use are:

- suitable to load at your facilities
- capable of transporting the product safely

- clearly marked as suitable to load and carry the product
- driven by someone who carries evidence that they are competent to operate the vehicle?
- ☐ What if I receive a complaint about my TGP?
 - Do you have a complaints handling system in place to follow?
 - Have you had a complaint from a customer regarding your TGP arrangements?
 - Have you tried to work it out with your customer?
- ☐ If the complaint escalates into a dispute, do you follow the processes set out in chapter 4, 'Dispute resolution scheme'.