

## Steps for completing your registration for an assessment under the AfPA Sustainability Framework for Pavements

Details on the Sustainability Framework for Pavements initiative available under the AfPA sustainability committee is available here:

[https://www.afpa.asn.au/sustainability\\_framework\\_for\\_pavements/](https://www.afpa.asn.au/sustainability_framework_for_pavements/)

1. Visit the web page on the AfPA website or visit [afpa.asn.au/embedding-sustainability-in-asphalt-procurement/](https://www.afpa.asn.au/embedding-sustainability-in-asphalt-procurement/)

Embedding Sustainability in Asphalt Procurement

### Embedding Sustainability in Asphalt Procurement

The role of the bituminous product industry in promoting sustainability and reducing our environmental impacts has been advanced by the development of the principles for the AfPA Sustainability Framework for Asphalt (SF4A). The SF4A is a key pillar of a broader Sustainability Strategy that enables Road Authorities and other stakeholders to define best practice, quantify sustainability achievements, embed sustainability metrics into procurement, and reward the industry for continuous improvement initiatives and investment they undertake.

The AfPA Sustainability Framework for Asphalt has been developed through consultation across the industry and is now available for use by industry members and stakeholders. The framework is based on Circular Economy concepts, including life cycle thinking and Life Cycle Assessment (LCA) approaches, considers the UN Sustainability Development goals and recognises the role the industry plays in society's key waste reduction requirements.

The AfPA SF4A also permits individual members to assess their operations in terms of their sustainability across Asphalt Production | Organisation | Project Delivery

Click [HERE](#) to view more

2. On this page is a payment form that needs to be filled in to process your application to undertake an assessment. Scroll down and select the assessment you would like to undertake. These are available in the **Tickets** Section.

It is important to note the following:

- You will be only able to register to undertaken either and Asphalt Plant assessment and/or an Organisation assessment.
- It is not possible to pay for more than 1 of each of these assessments at a time
- It is only necessary to register and pay for the organisational assessment once i.e. each organisation needs to only undertake this assessment only once – which should be coordinated through the head office.
- Asphalt Plant assessments need to be undertaken for each asphalt plant that the organisation wants to be assessed irrespective of which state it resides in. So as and when a plant is to be voluntarily assessed, these will need to be registered and paid for one at a time.

- Where directed by a contractual requirement as part of a contract, organisations may be required to repeat their submissions for an asphalt and/or an organisational assessment – which will essentially require the same information that has been submitted as part of a voluntary assessment.

The ticket options available for registration are shown below.

**Tickets (GST Inclusive)**

**Asphalt Plant**

|                                |   |  |
|--------------------------------|---|--|
| <input type="text" value="0"/> | ▼ | Member (AP) Voluntary Assessment x \$2,750.00 = \$0.00     |
| <input type="text" value="0"/> | ▼ | Non-Member (AP) Voluntary Assessment x \$5,500.00 = \$0.00 |
| <input type="text" value="0"/> | ▼ | Member (AP) Tender Assessment x \$165.00 = \$0.00          |
| <input type="text" value="0"/> | ▼ | Non-Member (AP) Tender Assessment x \$330.00 = \$0.00      |

Member and Non-Member Ticket selection and pricing for Voluntary Assessments of each asphalt plant within an organisation.

When requested by a tendering authority, either or both of these assessments will need to be undertaken to comply with the tender

As outlined above for asphalt plants, except that voluntary organisation assessments only need to be undertaken once by the corporate office.

When directed by a tendering authority, assessment of the organisation need to be completed again to fulfill conforming tendering conditions

**Organisation**

|                                |   |   |
|--------------------------------|---|---|
| <input type="text" value="0"/> | ▼ | Member (O) Voluntary Assessment x \$2,750.00 = \$0.00     |
| <input type="text" value="0"/> | ▼ | Non-Member (O) Voluntary Assessment x \$5,500.00 = \$0.00 |
| <input type="text" value="0"/> | ▼ | Member (O) Tender Assessment x \$165.00 = \$0.00          |
| <input type="text" value="0"/> | ▼ | Non-Member (O) Tender Assessment x \$330.00 = \$0.00      |

3. Once ticket selections are confirmed, please fill out registrant details on **Assessment Registration** section

**Assessment Registration**

First Name\*

Last Name\*

Organisation\*

Membership Id

Email\*

Phone

Mobile Phone\*

I Will Be Attending

Please take care to enter all details correctly so that your contact details can be verified on our database and correspondence is sent to the correct person.

4. To ensure that the appropriate person in your organisation is notified of their need to fill out and complete the assessment ordered, please fill out the contact details of the person responsible for this action in the **Contact Details for Submissions** Section.

Note, the contact details can be the same as the person registering to undertake the assessment as the registration email could be forwarded internally to the appropriate person once received (refer below)

**Contact Details for Submissions**

Please enter details for each of the attendees.

Attendee [1]

Ticket Type\* Member (AP) Voluntary Assessment

First Name\*

Last Name\*

Email\*

Phone


Mobile Phone\*


Save

**Contact Details for Submissions**

Please enter details for each of the attendees.

Attendee [1]

Ticket Type\* Member (AP) Voluntary Assessment 

First Name\* Member (AP) Voluntary Assessment  
Member (O) Voluntary Assessment 

Last Name\*

Email\*

If you are ordering both an organisation and asphalt plant assessment, please make sure to select the correct Ticket Type for the relevant contact person details (i.e., this is only required when registering to undertaken more than 1 assessment).

Select the drop down to toggle the form and fill in the correct details

Email\*

Phone

Mobile Phone\*

Save

Ensure to press Save after you have filled in the details.

This needs to be done each time if there is more than 1 ticket types selected

5. In the next window, fill out Billing details, Plant Information, and payment details. Please note it's mandatory to enter a purchase order number if you are requesting an invoice.

**Billing Details (Invoice sent to this e-mail)**

First Name\*

Last Name\*

Email\*

Street\*

Suburb/Town\*

State\*

Postcode\*

Country\*

**Billing details to ensure that the correct correspondence is received for tax invoices in receipt of payment**

**Assessment information is required to validate your payment and the assessment to be undertaken, verified and certified by AfPA**

**Assesment Information**

Organisation Name\*

Plant Name\*

Plant Street\*

Plant Suburb/Town\*

Plant State\*

Plant Postcode\*

**Transaction Details**

Membership Amount \$5,500.00

Voucher Code

AfPA Sustainability Framework for Pavements on Error Error. Member (AP) Voluntary Assessment (1) @ \$2,750, Member (O) Voluntary Assessment (1) @ \$2,750

Summary details of the transactions to be processed based on assessments purchased

**Purchase Order No**

Purchase Order No

A PO number is mandatory to facilitate an invoice payment

6. Once all of the details are confirmed as correct, please finalise the transaction to process your payment

**My Payment Details**

Surcharge \$0.00

Total Amount Charged \$5,500.00

Payment Method **Credit Card** Invoice Me

[Terms and Conditions\\*](#)  I Agree to the Terms and Conditions

Credit Card Type\* Visa MasterCard American Express

Name On Card\*

Credit Card Number\*    MM/YY CVC

Once all details are confirmed and the terms and conditions are agreed to, the transaction can be processed.

I'm not a robot

7. Once the form has been submitted you will receive two emails with a receipt and an invoice addressed to the email details provided in the Billing details section.

Invoice INV- [redacted] from [redacted] for Australian Flexible Pavement Association

 messaging-service@post.xero.com  
 To:  Australian Flexible Pavement Association | Admin;  Australian Flexible Pavement Association | Admin

Hi [redacted]

You have recently purchased this training/event/item from Australian Flexible Pavement Association. Please view and download your invoice INV- [redacted] for \$AUD [redacted] on XERO. View your bill online : <https://in.xero.com> [redacted]

Your invoice amount is [redacted] AUD. The amount outstanding of your invoice [redacted] and is [redacted]


If there is any amount outstanding above, you have two payment method options : To pay by credit/debit card click the Pay now button and the link to Xero (our accounting system) will open on your browser. Please enter your credit card details as prompted to complete your payment. Otherwise, to pay by EFT please refer to EFT details on the invoice.

If you have any questions, please call us on 03 8416 4500.


Regards,  
 AfPA Finance Team

Example of emailed invoice confirming payment of assessment to be undertaken.

RECEIPT for: \$ [redacted]

 noreply@salesforce.com on behalf of Australian Flexible Pavement Association  
 To:  Australian Flexible Pavement Association | Admin

 21/03/2023

 We could not verify the identity of the sender. Click here to learn more. The actual sender of this message is different than the normal sender. Click here to learn more.

 Receipt 0000[redacted].pdf  
 48 KB

Example of emailed receipt to confirm payment for assessment to be undertaken.

Dear [redacted]

Thank you for your payment, please find attached your PDF RECEIPT. You will need a PDF reader to open or print your receipt (available free from [www.adobe.com](http://www.adobe.com)).

Kind regards,

Australian Flexible Pavement Association  
 PO Box 4857, Eight Mile Plains QLD 4113  
 P:(03) 8416 4500

8. An email with a link/s to complete your assessment will be sent to the nominated contact within 24 hours. This email will be addressed to the contact details entered in the **Contact Details for Submissions** section, with a reference number (separate one for each assessment) which will be required to complete the assessment in the online form.

Unique reference number required for assessment form

Confirmation of assessment to be undertaken

Hi

Your payment to undertake an Organisation - Member Org TEST Assessment under the AfPA Sustainability Framework for Pavements has been received.

In order to complete your assessment for AfPA Test , you are required to complete the form assessable via the link below. Please note, you will also need to enter your unique assessment reference number **a2q2w00** [redacted] to complete the form via the link provided.

<https://form.123formbuilder.com/> [redacted]

If you wish to undertake another assessment, please register again.

For any added information please email [admin@afpa.asn.au](mailto:admin@afpa.asn.au) or call 03 8416 4500.

Link to the assessment form