

April 2015

## Epping retailer update

### Four months to go!

### Target opening date announced - 3 August 2015

#### Access to the new Market

All businesses going to the new Market (i.e. have committed to a licence, a lease, a parking permit for Epping) will soon be sent a letter asking them to formally notify the MMA of the business principal and a 'business nominee'.

A 'business nominee' is the person in the business who has authorisation to issue access cards to principals, directors, employees, contractors and consultants of a market business.

To provide this information, the business will need to return the form included in the letter to the MMA by the advised due date.

Once this has been done and accepted by the MMA, employees can begin the process of getting an access card. The next step will be for individuals to complete the online induction. The online induction will be similar to the one you did for the West Melbourne Market and will cover topics such as access, safety, finding your way around and emergency procedures.

The online induction will be available in May. To learn more about getting your access card, go to the 'Market Relocation' tab and look at the 'Orientation and Site Induction' page of the MMA website.

#### Market operating rules

The current By-Laws in place at West Melbourne have been reviewed and are being replaced with new operating rules as part of the transition to the new Market at Epping.

Many of the changes to the way we operate have already been introduced at West Melbourne, so everyone can get used to the rules before the move.

The new operating rules at Epping will be linked to leases, licences and access cards.

Based on feedback from the Advisory Committee and market community in 2014, the rules were revised and new operating rules are being released this month. You will be able to see the new operating rules on the MMA website.

There are two main changes in the new version of the operating rules:

1. Enforcement is linked to access cards. If you receive five or more demerit points over two years, you won't be able to access the market.
2. An appeals process has been created, so if you don't agree with an alleged breach of the rules you can appeal.

## Recycling management at Epping

Recycling isn't just good for the environment, it's also good for your business.

The two main reasons we're working towards increased recycling are to:

- have a cleaner, greener Market
- minimise the cost of operating the Market - and therefore the cost to Market tenants, increasing cost effectiveness and competitiveness.

### How will it work?

At your stand, you'll sort waste into seven recycling streams:

- Organic
- Cardboard
- Polystyrene
- Plastic
- Shrink wrap
- Timber
- General/mixed

There will be 'satellite recycling stations' for you to drop off the sorted waste. These will be close to both the fruit and vegetable and flower market.

To make sure we're all doing the right thing and separating waste, these stations will be monitored by CCTV cameras and Market Relations Officers.

If you don't sort your waste into the recycling streams or illegally dump waste or leave any waste on the ground, you'll be charged a landfill disposal fee and be issued demerit penalty points under the new operating rules.

Bulk or palleted produce can be delivered directly to the Recycling Centre, or separated waste can be collected from your licensed area for a fee.

We'll give you some more information about the recycling process over the next couple of months so you'll be ready when we transition to the new Market at Epping.

## Part B warehousing update

Construction of the Part B warehousing is close to being finished as planned. The external slabs of Pads B-E are nearly done and the team has started work on the construction of offices. Internal slabs for Pad F have been started with wall cladding steadily going up to complete the building envelope.

For those tenants looking after their own fit out works, fit out documentation, including Builders Permits, is progressively being reviewed and approved by Hansen Yuncken.

Heads of Agreements have been issued for all the remaining vacant space in Part B, however Hansen Yuncken is still accepting enquiries about additional space. Please contact George Locke on 0457 704 521 or email [glocke@hansenyuncken.com.au](mailto:glocke@hansenyuncken.com.au) or Ellen Wayland on 0409 678 304 or email [ewayland@hansenyuncken.com.au](mailto:ewayland@hansenyuncken.com.au) if you have a Part B warehouse enquiry.

## Retailer site visits

There has been a great turn out at the site visits, and more are being planned for May.

Don't forget that it's important that all employees also get to have a look at the new Market at Epping.

This round of site visits is being organised after the stand line marking is completed, so you can start to get a clear picture of how the space will function. These site visits will also include a tour of the forklift storage areas.

Planned site visits	Time
Friday 24 April 2015	10:00am to 12:00pm
Wednesday 27 May 2015	10:00am to 12:00pm
Sunday 31 May 2015	10:00am to 12:00pm

To book:

- Call MMA on (03) 9258 6100
- Email [info@melbournemarkets.com.au](mailto:info@melbournemarkets.com.au)

## Pooling equipment (pallet) accounts

As highlighted in last month's Update, all fruit and vegetable related businesses need a pooling equipment (pallet) account for the new Market.

### Why?

Currently, theft of pallets is estimated to be costing the Market community millions of dollars each year, increasing the cost of doing business.

### How do they work?

Once pooling equipment accounts are activated, pallets can still be swapped 1 for 1 between seller and buyer, as you can now. However, once all parties have pooling equipment accounts it will be easy to transfer pallet balances when there isn't an equal number of pallets to swap.

## Minimising costs

Any transfers from a seller to a buyer's pooling equipment account will not incur hire charges for the first 5 days.

Don't forget, opening a pooling equipment account is free.

Opening your account	
CHEP	Visit CHEP in the Epping Information Centre every Monday and Tuesday
	Call 132 437
	Email <a href="mailto:melbourne.market@chep.com">melbourne.market@chep.com</a>
LOSCAM	Visit LOSCAM in the Epping Information Centre every Wednesday and Thursday
	Call 1300 309 930
	Email <a href="mailto:melbourne.market@loscam.com">melbourne.market@loscam.com</a>

## Retailer parking

Following site visits to the new Market at Epping in March, more than 500 Expressions of Interest (EOI) for parking were submitted by retailers.

Based on your feedback, the following has been put in place:

- All truck bays have loading/unloading capacity.
- Retailers who currently have reserved parking at West Melbourne will receive priority in allocation of parking for Epping.
- Retailers will have the option of selecting either five days (Monday to Friday), or three days (Monday, Wednesday and Friday) or two days (Tuesday and Thursday) for their parking at Epping depending on priority and availability.
- Retailers with light commercial vehicles will be allocated bays that will allow for rear loading/unloading. These bays will be located on either side of the trading stands building where forklift access is permitted.
- All bays with loading/unloading will be reserved parking, (there are no bays with loading/unloading bays available on a casual or unreserved basis).

The Retailers Advisory Committee has discussed the parking at Epping and its feedback is being considered as we finalise retailer parking. You will be advised of the outcome of the EOI process in May.

## Getting to the Market

For retailers/florists one of the biggest changes in your regular routine will be travelling to the new Market at Epping.

When the Epping site was selected a number of factors were considered including the travel time from other areas of Melbourne and where produce is coming from, both during and outside peak travel hours. **Pictured is a diagram that outlines the estimated travel times.**

The Epping site is close to the Hume Freeway, Craigieburn Bypass and the Western/Metropolitan Ring Road, allowing for direct access to Melbourne's main arterials.

There are a few things you can do to help you prepare for the transition to Epping.

- Map your route - work out the best route for you.
- Work out the timing - practice the route during the times you will be travelling to and from the Market.
- Get your vehicles ready - make sure your vehicles meet all requirements for the travel, and if you choose, register for an e-TAG.

## Getting ready to move

We're less than four months out from the relocation to Epping. You need to start preparing for the transition now.

By being prepared, you are setting your business up for success at the new Market at Epping.

Below is a checklist of things you should aim to have ticked off over the next couple of months. This is just to get you started, and is not a full list - you'll need to think about the needs of your business.

### Checklist

#### Complete (if required)

Item	Action	Complete
Parking	Submitted Expression of Interest for parking	<input checked="" type="checkbox"/>
Site visit	All employees to visit new site	<input type="checkbox"/>
	Look at route options for getting to Epping	<input type="checkbox"/>
Pooling equipment	Get pooling equipment (pallet) account/s (if required)	<input type="checkbox"/>
Suppliers	Look at a map to locate suppliers	<input type="checkbox"/>
	Talk to suppliers about where they will be located at Epping and how they will operate	<input type="checkbox"/>