

April 2015

## Epping stand holder 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.

## Stand holder site visits

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

Once line marking is complete in late April, you'll get clearer picture of how the space will function. These site visits will also include a tour of the forklift storage areas.

Planned dates	Time
Tuesday 19 May 2015	10:00am to 12:00pm
Wednesday 20 May 2015	10:00am to 12:00pm
Thursday 28 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>

## Stand holder parking

Around 170 stand holders responded to the request for Expressions of Interest (EOI). If you requested a semi or a rigid truck bay for topping up your stand during trade you'll be allocated a bay with loading/unloading bays on either side, close to the trading stands building. The location of your stand is being taken into consideration when allocating truck bays to ensure they're as close as possible.

Semi-trailer bays are 3.0 metres wide with a shared loading/unloading bay of 4.1 metres on either side of the parking bay.

'Two day per week' stand licence holders will share parking bays with 'three day per week' licence holders to maximise parking efficiency. This will be arranged as part of the allocation process.

Some stand holders have requested multiple truck parking bays with shared loading/unloading bays for access to top up stands during trade. In these instances, one truck parking bay with loading/unloading will be allocated. The additional bays requested will be located in parking bays without loading/unloading. Vehicles can be rotated between the bays with loading/unloading and those without. This approach is considered the fairest for all stand holders.

Parking allocations will be advised by letter during April 2015.

## 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
Electricity connection	Register for stand power	<input checked="" type="checkbox"/>
Parking	Parking Expression of Interest lodged	<input checked="" type="checkbox"/>
Forklift storage	Apply for forklift storage	<input checked="" type="checkbox"/>
Warehousing	Applied for warehouse space	<input checked="" type="checkbox"/>

#### Complete (if required)

Item	Action	Complete
Pooling equipment	Get pooling equipment (pallet) account/s	<input type="checkbox"/>
Access	Business principals to complete forms	<input type="checkbox"/>
	All employees to complete online induction	<input type="checkbox"/>
Site visit	Principal and employees to attend site visits	<input type="checkbox"/>
	Locate services on map (see March Update)	<input type="checkbox"/>
Site inspection	Principal and employees to inspect location of stand/warehousing/parking	<input type="checkbox"/>
Suppliers	Create a list of suppliers	<input type="checkbox"/>
	Check supplier contracts and notice periods	<input type="checkbox"/>
	Check disconnection/installation/redirection requirements	<input type="checkbox"/>
	List cancellations	<input type="checkbox"/>
Stationery	Run down supplies so they don't need to be moved	<input type="checkbox"/>
	Make list of materials with current address including printed materials and templates, e.g: letterhead,	<input type="checkbox"/>

Item	Action	Complete
	business cards, email signatures	
Marketing/ communication	Start a list of the customers (especially seasonal/ irregular customers) you'll need to tell you are moving	<input type="checkbox"/>
	Tell customers where you will be located at Epping and show location on map	<input type="checkbox"/>
Information	Make sure your contact details are up to date with the MMA so you receive information about the relocation	<input type="checkbox"/>
Insurance	Ask provider about changes to: contents insurance, vehicle insurance	<input type="checkbox"/>
Storage	Start sorting out materials to be moved to Epping	<input type="checkbox"/>