

April 2015

## Epping store 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 store, 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.

Store holders can request bins to be located inside their leased premises for a small fee.

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.

## Store holder parking

Store holders have been given the opportunity to have exclusive access to parking spaces right next to their store before and after the trade period. Around 90 businesses responded to this, and half have chosen to take up this option.

Many store holders who have warehousing space more than 1,000 square metres have not requested any additional parking near the trading floor.

The proposed parking allocations for store holders will be discussed with the Wholesalers Advisory Committee in April. Store holders will then be advised of the outcome by letter in May.

## 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>

## Fit out update - 30 June target date

Schiavello Constructions and Harris HMC are commencing the fit out for the standard store models developed by Fresh State in late April. It's expected that works will be finished in late-June.

With competitive pricing models, a number of store holders have made changes to their original models, and the builders have been working with these store holders to finalise their contracts.

Those store holders not using the Fresh State store fit out are also progressing well. Some are complete, and others are in the final stages of their design submissions.

Many stores will start fit out works in April. Tenants should by now have chosen their builder, either independently or through Fresh State. Store holders should be targeting completion of their fit out by 30 June 2015, in order to allow time for an Authority to Trade Certificate to be issued, and time for employees to set-up systems and familiarise themselves with the new store.

## 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
Fit out	Fit out underway (you should have your own checklist for this)	<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 store/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, business cards, email signatures	<input type="checkbox"/>
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"/>