

Fact Sheet

Understanding the operating rules

The Melbourne Market is designed to allow you to work easily, safely and more cost-effectively.

It's your responsibility to understand and follow the operating rules so the Market runs smoothly.

Please take the time to read the operating rules at www.melbournemarket.com.au/operatingrules.

Together we can make the best use of the facilities, reduce waste, keep the Market clean and make the Melbourne Market a safe place to work and do business.

Important things to remember about the operating rules

Nominee

Each business must identify a nominee who is responsible for themselves and their employees complying with the operating rules. The nominee must be present or contactable whenever their team members are on site.

Access

- ▶ Always carry your access card.
- ▶ Do not allow another person to use your access card.
- ▶ Only enter the market during designated times.



Conduct on Market land

- ▶ The site is smoke-free, except in designated areas.
- ▶ Do not consume any alcohol on site.
- ▶ Make sure noise levels are within acceptable limits.

Vehicle, road and traffic management

- ▶ Always display a valid parking permit.
- ▶ Use pedestrian walkways where possible.

Recycling

- ▶ Follow the recycling procedure when disposing of all rubbish and waste products.
- ▶ Any waste not properly disposed of will be cleared up at the cost of the person responsible for it.
- ▶ Remove your waste from the trading floor at the end of trade and dispose of it in the designated areas.

Trading on Market land

- ▶ Do not sort or repack goods within a parking bay.
- ▶ Direct sales may only take place within prescribed times.
- ▶ Direct sales must not take place in the warehouse precinct.



How are the rules enforced?

The operating rules are enforced through a demerit point system – similar to that used by VicRoads for driver licences – which links behaviours of employees to the employer’s record. Ultimately, employers are responsible for the actions and behaviours of their employees on Market land.

Access card holders

If an access card holder loses **five demerit points within two years**, their access card can be suspended or canceled.

Market businesses

If there are **four occasions of a serious breach** by employees of a business in any 12 month period, registration as a Market Business and all access cards associated with that Market Business, can be cancelled. The Market Business’ lease or licence at the Market could also be terminated.

A ‘serious breach’ of the Operating Rules is one where the sanction involves:

- ▶ the issue of two or more demerit points;
- ▶ ejection, suspension or ban from the Market; or
- ▶ a cost of \$5000 or more.

An appeals process has been created, so if you don’t agree with an alleged breach of the rules you can appeal.

Our Market Relations Officers are here to monitor compliance with the operating rules. For your safety and the safety of others, everyone must follow all reasonable instructions from these market personnel.

Examples of breaches to the operating rules and their consequences:

Examples of offences	Market user demerit point/s and sanctions	Market business sanction
Fail to display or produce access card	1 demerit point	
Operate or leave a forklift in a non-designated area	2 demerit points	Serious breach
Smoking in a non-designated area	1 demerit point	
Sorting and repacking goods in car park	1 demerit point	
Consuming alcohol on site	2 demerit points	Serious breach
Employee accumulates 5 demerit points within two years	Access card can be canceled	Serious breach

Workplace health and safety

Wear safety clothing



Always use lights at night



Obey speed limits



Report any injuries to a Market Relations Officer as soon as possible

