



Flemington Markets

SECURITY

DUTY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
S/S	01:00 - 10:00	02:00 - 07:30	02:00 - 10:00	02:00 - 10:00	01:00 - 10:30		

9.00 5.50 8.00 8.00 9.50 0.00 0.00

40.00

T/L -1	20:00-06:15	20:00-06:15	20:00-06:15	20:00-06:15	17:30 - 06:30	16:30-05:15	18:15 - 06:15
T/L -2	21:15-06:15	21:15-06:15	21:15-06:15	21:15-06:15			18:30-06:15
N1		00:01-06:15	00:01-06:15	00:01-06:15	00:01-06:15	01:30-06:30	
N2	23:00-06:15	23:00-06:15	23:00-06:15	23:00-06:45		01:30-06:30	18:30-06:15
N3	23:00-06:15	23:00-06:15	23:00-06:15	23:00-06:45		01:30-06:30	18:30-03:00
N4	23:00-06:15	23:00-06:15	23:00-06:15	23:00-06:45		01:30-06:30	21:15-06:15
N5	01:00-09:15	01:00-09:15	01:00-09:15	01:00-09:15	01:00-09:45		
N6	20:00-03:30	20:00-03:30	20:00-03:30	20:00-03:30	17:30-04:30		
N7	20:00-03:30	20:00-06:15	20:00-03:30	20:00-06:15	17:30-04:30		
N8					17:30-23.30	16:45-05:00	23:00-06:15
N9						16:45-05:00	23:00-06:15
N10						16:45-05:00	23:00-06:15

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483.00

FM - H	00:01 - 06:00	00:01 - 06:00	00:01 - 06:00	00:01 - 06:00	00:01 - 06:00	00:01 - 06:00	01:15 - 05:15
FM - F	01:30 - 05:30	01:30 - 05:30	01:30 - 05:30	01:30 - 05:30	01:30 - 05:30	01:30 - 05:30	01:15 - 05:15

Gate 3	21:45-06:15	21:45-06:15	21:45-06:15	21:45-06:15	22:00 - 06:00	22:00 - 06:00	21:15-06:15
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8.50 8.50 8.50 8.50 8.50 8.50 8.00 8.00 8.00 8.00 8.00 8.00 8.00

117.00

Day 1	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15
Day 2	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15
Day 3	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15
Day 4	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15	10:15 - 20:15

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160.00

Total Weekly Hours **800.00**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
131.75	137.25	137	141.25	83.50	85.50	83.75
						800.00

- Note:**
1. Officers are to report for duty **fifteen minutes** before start of shift for briefing and personal administration
 2. Officers are not to dismount duty until the end of the scheduled shift and then only if properly relieved.

1. SITE SPECIFIC DUTIES

1.1 Main Gate Duties

When at main gate, diligence at the following duties is of paramount importance.

(Sunday 1830- Friday 0600)

Operate the Contractor's Security two-way radio on behalf of the supervisor.

Call sign Main Gate

Notify the Supervisor immediately of any matters concerning the site, including Green Calls.

1.1.1 Control Traffic and Pedestrians Entering GTA

Site all GTA entry passes – turnstile pass and grower's pass.

Permit Department of Agriculture staff to enter GTA after sighting passes.

Issue daily GTA entry permits to casual unloading / stacking staff. After principal of respective company has attended main gate and verified applicant's employment.

Log on all non-produce bearing vehicles on log sheet, recording entry time, registration number, drivers name, destination and any remarks, sign log sheets.

Stop and search boots of all private vehicles in line with Contractor's Security search procedures (Part B Section 4.9) for produce exiting the GTA between the hours of 1400-0300hrs, documentation must be received within the above hours.

Entry time for Semi-trailers into the GTA

Monday to Thursday 2000hrs

Sunday 1830hrs

1.1.2 Monitor Forklift Truck Movement

- SML Permit sticker
- Forklift Compliance (Forklift License check, lights, mobile, smoking, earphones, safety vest)
- Passengers not permitted on forklifts
- Lights on at night and flashing light on
- The forks on forklift close to the ground
- Safety during operation eg. Speed, no forklifts to enter GTA via out gate.

1.1.3 Procedures for Random Semi-Trailers Search

The Officer on duty at the Main Gate is to flag down the vehicle and position it clear of the Main Gate, to the left in front of Western Carpark.

The officer is to request the driver to open rear doors, or side curtain.

If a vehicle is carrying produce, collect a copy of documentation. If no spare copy, write down on random truck search sheet – time, date, registration number, company name and destination of produce, also quantity and type of produce.

Thank the driver for his assistance.

Proceed to the next vehicle or return to control point.

Discretion is to be used when traffic is busy (to search semi-trailers at random) do not hold up traffic inside GTA.

Site Manager to be called if problems arise.

NOTE: No officer is to purchase or procure and produce whilst on duty in Contractor's Security uniform. This also includes gratuities ie. Free produce from any principals or Wholesaler.

1.1.4 Growers Entering GTA

Growers entering GTA with empty pallets and empty wire cages (bins) must produce a current grower's stand sticker or delivery receipt. NO RECEIPT, NO ACCESS. They are to park outside GTA in grower's car park.

Warehouse shuttle trucks are allowed to enter GTA providing warehouse vehicle pass is shown. (NUMBERED DIAMOND STICKER or WAREHOUSE STICKER) usually placed on driver's window.

Commercial and private vehicles carrying fewer than four boxes of produce are to be stopped. Redirect vehicles to park outside and produce to be carried in. The only exception is if the drivers produce a current grower's stand delivery receipt.

Exporters are permitted to enter GTA only after displaying their identification card, entry time is 0300hrs. No exporter's vehicles to enter until market opening time.

Cut off times for growers' deliveries are Mondays – 0430hrs Tuesday to Friday – 0530hrs. No private vehicles carrying produce allowed into the GTA after 0430hrs Monday and 0530hrs Tuesday to Friday. They are to be re-directed to the appropriate area and permitted entry when markets open. Site Manager to be called if any problems arise.

1.1.5 Semi-Trailer Cut Off Time

Semi-trailers delivering produce to the Markets are not permitted to enter after –

- 0300hrs Monday
- 0400hrs Tuesday to Saturday or as directed by Operations Team Leader

Semi-trailers entering the markets after the above times are to be directed to Rail Siding or Eastern Car Park. If portorage operator requests a trailer to enter markets permission is too obtained from SML Team Leader by radio.

1.1.6 Truck Entry GTA

All trucks are to depart GTA half an hour prior to market opening. During this half hour trucks including agent's trucks should not be given entry to GTA prior to this half hour cut off agent's trucks servicing warehouses or delivering produce to buyers outside GTA should be given entry.

1.2 Toll Gate Duties - No longer required

1.3 Eastern Gate Duties

Radio Call Sign – Eastern Gate

- When stationed at Eastern Gate, diligence at the following duties is of paramount importance.
- Open gate Sunday to Thursday 2300hrs no buyers are to enter GTA before trading hours.
- Control all pedestrian and vehicle traffic entering GTA.
- **No General Public allowed in GTA at any time.**
- All Persons entering GTA must display GTA Passes. (Yellow- Wholesale, Blue- Growers & Orange- Registered buyers)
- All Forklifts entering GTA must also display GTA Pass at all time
- Sight all GTA entry passes and growers delivery receipts.
- Issue daily GTA entry permits to casual unloading, stacking staff once cleared for employment by the principal of the respective company.
- Inform growers to park their vehicles in North Road car park
- Growers entering the GTA with empty pallets and empty wire cages (bins) must produce a current grower's pass or stand account card. If no current pass vehicles are to be denied access.
- Warehouse shuttle trucks are allowed to enter GTA providing, warehouse vehicle pass is shown (Numbered Diamond Sticker or Warehouse Sticker) usually placed on the driver's side window.
- Commercial and private vehicles carrying less than four boxes of produce are to be stopped, unless they produce a current stand receipt.
- Department of Agriculture vehicles, milk and bread vendors are permitted to enter the GTA.
- Exporters are permitted to enter GTA. Entry time for exporters is 0300hrs Monday to Friday.
- Redirect vehicles to park outside and produce to be carried in the only exception is if drivers produce a current growers stand receipt.
- Any private vehicle exiting Eastern Gate including taxis, cars, search the boot of the vehicle. When directed to open gate at opening time by the Site Manager, Security Officer is to acknowledge his request.

Truck entry to GTA

- All trucks are to depart GTA half an hour prior to Market opening. During this half-hour period trucks should not be given access to GTA prior to this half hour cut off. Wholesaler's trucks servicing warehouses or delivering produce to buyers outside GTA should be given entry.

1.4 Duties for Q Gate

Radio Call Sign – Q Gate

When stationed at Q gate, diligence at the following duties is of paramount importance.

- Open gate at 2300 Sunday to Thursday or as directed by site Leading Hand
- **No General Public allowed in GTA at any time.**
- All Persons entering GTA must display GTA Passes. (Yellow- Wholesale, Blue- Growers & Orange- Registered buyers)
- All Forklifts entering GTA must also display GTA Pass at all time
- No private vehicles to enter GTA
- No buyers are permitted to enter GTA before Market opening time
- No empty trucks or vehicles to enter GTA unless authorized to do so by SML Team Leader
- All persons entering GTA must show a GTA pass and be directed to use the turnstile
- Persons requesting GTA daily pass can be directed to Main Gate
- Forklifts may enter rail gates and exit.
- If traffic congestion occurs inside GTA area and a request is made for vehicles to exit through the rail gate, the Security Officer is to contact the site manager for authorisation
- When notified by Site Manager to open gates. Security Officer is to confirm the call and proceed to open small rail gate.

Truck entry to GTA

- All trucks are to depart GTA half an hour prior to Market opening. During this half hour period trucks should not be given access to GTA prior to this half hour cut off. Wholesaler's trucks servicing warehouses or delivering produce to buyers outside GTA should be given entry.

1.5 Duties for K Gate

Radio Call Sign - K Gate

When stationed at K Gate diligence at the following duties is of paramount importance.

- Open gate at 2300hrs Sunday to Thursday or as directed by Site Manager
- **No General Public allowed in GTA at any time.**
- All Persons entering GTA must display GTA Passes. (Yellow- Wholesale, Blue- Growers & Orange- Registered buyers)
- All Forklifts entering GTA must also display GTA Pass at all time
- No private vehicles to enter through K gate forklifts may enter and exit through K Gate
- No buyers are permitted to enter GTA before Market opening time
- Persons requiring daily GTA passes are to be directed to the Eastern Gate or any request for private vehicles to exit K Gate Security Officer is to direct them to the Eastern Gate or contact the Site Manager or SML Team Leader before vehicles are allowed to exit.

Note: this gate is not intended to be a vehicular access gate the only exceptions are for forklifts and pedestrians.

- When directed to open gate at opening time by the Site Manager, Security Officer is to acknowledge his request

Truck entry to GTA

- All trucks are to depart GTA half an hour prior to market opening. During this half-hour period trucks should not be given access to GTA prior to this half hour cut off. Wholesaler's trucks servicing warehouses or delivering produce to buyers outside GTA should be given entry.

Night Shift Team

1.6 Duties – Monday to Thursday 2000hrs, 0001hrs, 0615hrs

TIME	AREA	REMARKS
2000	Control Room	Team Leader and 2 Security Officers on duty
2000	Main Gate	One officer to relieve day shift team officer at main gate
2000	Austin 3	One officer to relieve day shift team officer at Austin 3
2000	Control Room	Team Leader check and complete SML vehicle check list for vehicle assigned and open all Flower Market shutters and Entry/Exit Gates
2030	D Shed	Team Leader to start Building D setup and take photographs of all GTA setup, North Rd, east car park and Building K
2115	Control Room	Assistant Team Leader on Duty
2145	Control Room	One officer on duty for Gate 3
2145	Gate 3	Team Leader drop Officer to Gate 3 and open gate
2200	Main Gate & Austin 3	One officer to give 20 minutes meal break to Main gate and Austin 3
2300	Control Room	3 Security officers on duty
2300	Q Gate	Officer open gate and commence duty
2300	K Gate	Officer open gate and commence duty
2300	East Gate	Officer open gate and commence duty
2300	Austin 3	Commence Toll collection
0000	Plaza Building	Secure all doors on level 1, 2 and 3. Also, secure Fire exit and check toilets. Secure boom arms to car park and raise all chains opposite Plaza Bldg. and Plaza Hotel. Any vehicles that remain inside chained or car parks are to have flyers placed under wiper blade for exit contact.
0000	Control Room	2 Security officers on duty
0000	H Gate	One officer commence duty
0000	Pott St	One Officer opens Potts Street and commences Toll Collection.
0030	Austin 2	Leading Hand opens gate commence Toll collection (0030 Monday-Friday)
0100	Control Room	One Officer on Site commences duty at East Gate (0100 Monday-Friday)
0130	Control Room	X1 Security Officer on Duty, manned F gate
0200	Control Room	Security Manager on duty
0200- Mon 0230- Tue-Fri	Control Room	One Security Officer to and open gate at Kerruish Avenue.
0200- Mon, Fri	General	Semi Cut-off time to GTA, No Semi's allowed in GTA (requires SML authorisation)

0300- Mon&Fri 0400- Tue-Thu		Market Opens for Registered Buyers. All Buyers must display Passes upon Entry. Direct all buyers through Turnstile.
0500		F Gate Officer finished duty at gate,
0500		Site Supervisor drives the car to K gate to assist Security Officer in letting Traffic In
0600	GTA	Market opens, wait for the call from GTA team leader and then acknowledge it send the traffic in safely after checking Passes.
0600	H Gate	Security Officer returned to Control to Sign Off
0615	Control Room	All officers come back to Control and returned all equipment's and sign off.
0615	Gate 3	Officer finishing at 0915hrs goes Gate 3
0915	Gate 3	Officer finish duty and sign off

1.7 Duties – Friday 1730-0630hrs

TIME	AREA	REMARKS
1730	Control Centre	Team Leader and Three Security Officer are on duty. Sign On and Pick up Radio.
1730	Main Gate	One Security officer to record all Entry and Exit vehicles.
1730	Scan 1	One officer to start Scan Patrol of Complete Market including Plaza
1730	Austin 2	Alter lights and secured
1730	Plaza	Boom gate Secured
1745	Flower Market	One officer to close all shutters of flower market.
1800	Control Centre	Two security guards to start setup as per the procedure
1800	Pott St.	Alter lights and secured
1930	Control Room	One Security Officer on duty starts Breaks
2200	Control Room	Gate 3 Security Officer on Site
2200	Gate 3	Team Leader Opens gate and Security Officer commence duty.
2200		x2 security officers to start chain lockup at south Road
2300	Scan 2	x1 Officer to start Scan
2330	Control Centre	X1 officer from Main gate sign off
0000	Main Gate	x2 officers to start rubbish check
0000	Scan Plaza	Secure all doors and lock the lift
0000	Pott St.	Open and alter lights
0115	Control Room	x2 Security officers on duty.
0115	F Gate	One security officer to start duty.
0115	H Gate	One officer to start duty.
0130	Control Room	x4 Security Officers on duty
0130	East Gate	Half open and manned
0130	Main Gate	Two short shift officers will merge to Main gate and relieve two long shift officers, who will proceed to Q Gate and A Shed - Duties – All cars and trucks are to be stopped and questioned once the officers have established drivers are carrying bona fide stand holders carrying 12 or more large boxes of produce access is given via Main Gate also any drivers driver carrying large quantities of Stand holders set up. Drivers carrying cash or disabled passengers may proceed to Main Gate only. All other cars are to be

		diverted to Q gate with the exception of buyer's vehicles. All vehicles are to be advised to park at 1 st , 2 nd , 3 rd and 4 th Avenue. Entry for commercial vehicles is from 0415 and for Private vehicles 0600.
0130	K Gate	Open and manned
0130	Q Gate	Open and manned Duties – Direct all semi-trailers waiting outside Q Gate into Railyard. Any produce leaving Q Gate must produce appropriate documentation. Any motorist requesting entry into southern end of shed A must produce a GTA pass. All other cars are to be directed to parking bays. Refer diagram, at 0425hrs security officer is to return to control room for end of shift
0130	Austin 1 & 2	Open and alter lights
0130	Plaza	Plaza boom gate opened and secured the chain to the pole
0200	Scan 3	Commence Scan Patrol
0130	GTA	One officer to open all Pedestrians Gate along Growers Road.
0300	Ker rush	Open and alter lights
0400	Gate 3	Cut-off time for Semi & B.Double
0430	Control Centre	x3 Security officers finish duty and sign off
0500	Flower Market	Flower Market opens for trading
0515	Control Centre	x2 Security Officers from flower market finish duty and sign off
0600	GTA	Opens for Trading
0630	Control Centre	Team Leader and x4 Security officers finish duty and Sign Off.

1.8 VARIOUS DUTIES

Duties for Main Gate from 0130-0615hrs

- No private vehicles no exceptions
- Vans – look inside for produce, trucks with no produce etc are not permitted to enter.
- Chain north and south roadways between fence to fence of GTA A, B and C Buildings
- Unlock all padlocks to roller shutters inside Flower Market
- Arrange barricade layout for Saturday morning parcel pickup – refer map layouts.

1.9 Duties – Saturday 1630 - 0515hrs

TIME	AREA	REMARKS
1645	Control Centre	Team leader and Three Security Officers on duty, sign on and take Radio
1700	Main Gate	x1 Security Officer to be manned, Duties: Record Entry and Exit vehicles. Only Authorised vehicles can get entry.
1700	Ker rush	Alters lights and secured
1700	Q Gate	Lock and secured the Gate
1700	Flower Market	x1 Security officer to close all Shutters of flower market and secured the box with Padlocks.
1700	Scan 1	x1 Security officer to commence Scan Patrol including Plaza
1730	V Car park	Officer will deter vehicles and scavengers
1745	D Shed	Officer will deter vehicles and scavengers from entering the GTA
1805	GTA	Officer to open all shutters and green sliding doors of A, B and C shed
1900	Control Centre	x2 officers to pick up all Bollards which are in middle of the road and drop Bollards at Q gate island.

2000	Control Centre	Officer to start Forklift Duties,
2115	GTA	Secure green sliding doors of A, B, C shed leaving pedestrian gate open and also barricade 1 st and 2 nd car park in front of A shed on Centre Road
2200	Scan 2	Officer commences Patrol
2200	Control Room	Gate 3 Security Officer on Site
2200	Gate 3	Team Leader Opens gate and Security Officer commence duty.
0000	Plaza	Hite all scan points, secure doors on all levels and lock the lift.
0130	Plaza	Plaza Boom Gate open and secured at side poles
0130	Austin 2	Open and alter lights
0200	Scan 3	Officer commences Scan Patrol
0300	GTA	Chain lockup at 2 nd (half lockup), 3 rd and 4 th Avenue
0300	Pott St.	Open and alter lights
0300	Ker rush	Open and alter lights
0345	Q Gate	Open and manned
0345	K Gate	Open and manned
0400	GTA	Chain lockup 1 st Avenue
0415		Team leader to commence final Patrol of market
0430	Control Centre	Leading hand to prepare for hand over to SML staff and confer with SML team leader
0500	Control	x3 officer returned to Control and Sign off
0500		Team Leader unlock the padlock of Gate 3
0515		Team Leader finish duty and sign off
0600	Gate 3	Officer lock the Gate house and Gate 3 and come to control Centre to sign off

During the course of the shift the Leading Hand will arrange all lunch breaks

Note – During the course of the shift:

1. Pick up any loose barricades around A, B, C Buildings, and place at north end of Building A & B.
2. Remove barricades from south / west car park and place in appropriate area.
3. Northern end of A, B, C roadways are to be chained off from fence line to fence line.
4. Pedestrian door to Building B is to remain open
5. On the discretion of Leading Hand foot, patrols will be carried out through the night
6. x6 General Waste and x3 Recycle bins are to be placed in front of chained area of A and B Buildings northern end

1.10 Duties – Sunday 1830 – 0615hrs

TIME	AREA	REMARKS
1815	Control Room	Team Leader on site
1820	Control Room	SML handover Radio and any messages
1830	Control Room	x3 Security officers on duty, Sign on and take Radio
1830	Main Gate	x1 Officer relieves SML at Main Gate Record Entry and Exit and Stop unauthorized vehicles and

		persons.
1830	Flower market	x1 Security officer opens all roller shutters of Flower market And then proceed toward multi-level V car park to barricade reserve car park and setup on Pedestrian Walkway.
1900	GTA	x2 officers to start setup in GTA as per the procedure
2000	Austin-3	X1 Officer open and manned record all Entry/Exit
2115	Control Room	X2 Officer Sign on
2115		X1 officer starts Forklift Duties
2120	Gate 3	Opened and manned with Security Officer
2300	Control Room	One officer goes to Hay Market to pick up the Bag
2300	Q Gate	Open and Manned
2300	K Gate	Open and Manned
2300	East Gate	Open and Manned
2300	Austin 3	Commence ticket sales
0000	Plaza	Secure double glass doors to Plaza Bldg. secure elevator to level 1, 2 and 3. secure doors on all level Secure boom arms to car park and raise all chains opposite Plaza Bldg. and Plaza Hotel. Any vehicles that remain inside chained or car parks are to have flyers placed under wiper blade for exit contact.
0000	Control Room	X1 Officer Sign on duty & Take Radio
0000	H Gate	Officer manned with Duty list
0000	Pott St	Open
0100	Control Room	Site Supervisor sign on and take handover from Team Leader
0130	F Gate	Manned with Security Officer
0200	Ker rush	Open and alter lights.
0200	Control Room	X2 Officers gives breaks to Gates (Q, East, K & H)
0300	GTA	Semi-cut off time
0300	Control Room	X1 officer Sign Off
0300	GTA	Registered Buyers Walk-in
0500	Flower market	F Gate Officer finished duty at gate, gives break to Austin-3
0500		Security Supervisor drive the car to K gate to assist Security Officer in letting Traffic In
0600	GTA	Market opens, wait for the call from GTA team leader and then acknowledge it send the traffic in safely after checking Passes.
0615	Control Room	All Security Officer finish duty, sign off and One officer goes to Gate 3
0915	Control Room	Gate 3 officer finish duty and sign off.
Team Leader will organise breaks for all guards at his discretion		

Note – All meal break to be arranged by the Site Manager or Leading Hand and to be completed by 0200hrs. These work programs are only a summary. Always refer to site standing orders. When you are posted at the Main Gate, Eastern Gate, Q Gate and K Gate, check outgoing vehicles.

SPECIAL NOTE

Whilst Markets (old Tigers) Club occupies site tenancy, Officer's are to ensure that all the operational procedures relating to Plaza building are carried out.

- ♣ **Secure Plaza front door and elevator to level 1 at 0015hrs**
- ♣ **Secure all ground and level 1 doors leading to BLC at 0015hrs**
- ♣ **Raise chains and secure all boom arms to car park at 0015hrs**
- ♣ **Whilst patrolling Plaza bldg note any new damages immediately**

1.11 Flower Market Duties

Monday to Friday 0001 – 0530hrs, 0130 – 0530hrs

Saturday 0130 – 0530hrs

Flower Market buyers are allowed to drive into the North Western Flower Market parking areas from 0530hrs Monday to Saturday.

The only persons who are permitted to enter the Flower Market fenced (enclosed) area before 0530hrs and the Flower Market Building before 0500hrs Monday to Saturday.

1. Photo pass holders
2. Temporary pass holders
3. Persons delivering bulk flowers and plants to stand holders
4. Employees of all site Cafés
5. Principals and employees of Warehouse H tenants who are located within the fenced area, on production of passes
6. Forklifts delivering flowers to the Flower Markets building or delivering goods to Warehouse H
7. Everyone entering Flower Market must display Passes.
8. No General Public Allowed until 0600hrs

Gate Procedure before Trading Starts

TIME	REMARKS
2000	Flower Markets gate opened by Team Leader which include F gate & H gate
0000	H gate will be manned with a Security officer
0130	F gate is manned with a security officer
0400	Guard positioned at H gate will check the Passes of all vehicles and only allow Premium Passes only
0500	SML assistant team leader will radio Security Officer who is manning the South West gate and inform him to open his gate and allow the buyers vehicles to drive to the southern reserved parking positions.
NOTE	Grower's trucks arriving late to the Flower Market after 0430hrs are to enter H gate and are to unload and remove their trucks from the area

1.12 Reporting for Duty

Security Officers are to in the first instance, park their vehicles in the staff parking area in the Plaza tenant car park (or nominated allocated parking area) then report to the Control Centre 15 minutes prior to the start of shift. Officers are then to –

- Place personal items in the lunch room
- Register name and time in log book as 'on site'
- Register name in pay book with actual time of rostered start
- Collect and sign for a two way radio, entering name time and radio number in radio log book. Check radio for service ability. Also log the taking of keys and vehicles.

1.13 Vehicles

Contractor provided vehicle.

The contractor is to provide their own vehicle/s which is to be used predominantly by the contractors and Site Supervisor. It is to be also used by the Contractors after hours staff to patrol the site at Flemington.

When permitted by SML, the security team can utilize, only when necessary the two (2) Sydney Markets Limited utility trucks and two (2) other patrol vehicles for patrolling the Flemington Markets site.

At the commencement of each shift all vehicles are to be inspected for damage, equipment and fluid levels checked. Any mechanical faults and vehicle damage are to be reported as soon as noticed.

Keys are to be removed from vehicles and vehicles locked when unattended.

Vehicles are to be refueled daily at the Potts Street service station unless instructed otherwise. Assist attendant by having kilometre reading and rego number ready then wait for fuel receipt. Fuel Purchase dockets are to be forwarded to the SML Purchasing officer. Ensure dockets have correct registration number. Vehicles to be kept in a tidy state, no rubbish to be left in vehicles.

Manifests (to be collected at Gate 3)

All persons delivering fruit and vegetables to the Wholesale Market are to provide information on the description of product the quantity of produce by way of a copy of the vehicle manifest. Some transport companies may send their manifests by email. Security Staff will be notified and allow entry.

Manifest forms are to be provided to assist SML in managing Transshipping on site.

When vehicles are delivering produce into the General Trading Area (GTA) other than through Gate 3 drivers should be directed to the officer on the GTA gate who will collect the manifest docket from the driver.

1.15 Day Team Duties.

Leading Hand = 1
Monday 1015 – 2015hrs.
Tuesday 1015 –2015hrs.

Security Officers = 3
Monday 1015 – 2015hrs.
Tuesday 1015 – 2015hrs.

Wednesday 1015 – 2015hrs.
 Thursday 1015 – 2015hrs.

Wednesday 1015 – 2015hrs.
 Thursday 1015 – 2015hrs.

Note: The Leading Hand will answer to the SML Day Shift Supervisor. The Leading Hand will perform normal Security Officer Duties.

TIME	AREA	REMARKS
NOTE – Monday to Thursday shifts will commence at 1015hrs.		
As listed above.	Control Room	SML Day Shift Supervisor prepares for hand over from SML team leader and morning briefing
As listed above.	Control Room	Four security officers (Including Leading Hand) on duty sign on, read message book
As listed above.	Control Room	Four security officers (Including Leading Hand) to check and complete SML vehicle check list for vehicle assigned
As listed above.	Patrols	<p>One Officer to the Plaza. Foot patrol, Car park patrol. Bank patrol. Shops and tenants holdings patrol.</p> <p>One Officer to “D” shed growers market. Foot patrol. Remove scavengers. Stop gambling “Card” players. Patrol outside produce storage bays. Watch for pilfering / theft of produce or equipment.</p> <p>One officer to pick up utility and attend to Green Point. He will hitch trailer to the utility and co-ordinate with SML Green Point staff to attend to all areas at the market where SML staff driving forklifts, will load the trailer with rubbish that is designated for Green Point. The same officer will some time after 1300 hours pick up the SML forklift and attend to the Plaza Tenant’s Bin area where he will replace the Plaza Bins with empty ones from the bin compound.</p> <p>One Officer general patrol in SML vehicle. Search for dumps. Advise officer on Forklift duties of dump location when found if unable to locate owner of dumped produce. Control and direct vehicular traffic seen or found parking incorrectly or, speeding or driving in a reckless or dangerous manner. Remove empty Semi-trailers from the market car parks. Report any damage to Sydney Market property so found. Stop persons found using Fire Hoses for washing vehicles or hard surfaces. Issue Warning Notices of offenders. Issue Non-Compliance Notices (fines) to repeat offenders.</p> <p>***Check all hoses are fully wound up***</p> <p>Issue invoice dockets for each 3-meter bin supplied. Move and place in position “Barricades” as required. Move and place in position “Jersey Curbs” as required.</p>
1200	Lock Up GTA.	<p>At 1200 hours commence lockup of the GTA.</p> <p>“D” shed foot patrol officer to secure the double gates at the western end of “D” shed. Leave the gate in the northern fence line opposite the ATM bunker open. Lock and secure all other gates traveling east in the northern fence line. Secure and lock the 2 gates at the eastern end of “D” shed.</p> <p>Mobile patrol officer to lock and secure all gates in the east fence line leaving the “East” & “K” gate open. Lock and secure rail and south road gates. Lock and secure all other gates in the western fence line. Leave Main gate open.</p>

1235	General Patrol.	One officer to commence “General” patrol.
1230	HVA Audit	One officer to carry out HVA vehicle audit.
1230		Secure “Flower market” when sweeper has finished.
1300	General Patrol.	One officer to carry out Scan 1..
1400		Secure “Q” gate at 1400 hours in half open position. Position Bollards allowing traffic to Weighbridge. Enter all vehicle movements to weighbridge or warehouse on “Q” gate vehicle audit form. Lock and secure “K” gate.
		Secure “East” gate into “Pedestrian” mode at 1355 hours.
1400	Main Gate.	Officer from general patrol to be stationed at the “Main” gate. Take up static duties. Duties require checking all vehicles and persons wishing to enter The GTA. Checking all vehicles exiting the GTA. Collect dockets for all produce removed by vehicles noting registration and make of vehicle. Note name of company owning the vehicle carrying the produce. Refuse exit if not satisfied that documentation is correct for produce, and where license can be requested for evidence/proof of purchase , forklift truck etc wishing to exit the GTA. Call supervisor if problem with driver arises. Operate Boom arms for vehicle entry and exit.
1500	General Patrol	Secure north west GTA pedestrian gate
1540	Scan 2	1 Officer to commence Scan 2. Plus General patrol.
1645	Austin Gate	1 Officer arrives for duty. Officer to take up static guard duties at 1700 hours at Austin gates. Officer to check all vehicles requesting access to the markets. List time, vehicle registration, details concerning load etc.
1700	General	Secure gate at the rear of Shed H and Kerruish Ave.
1700	Kerruish Ave	Secure Kerruish Ave toll gates. Officer to ensure traffic lights are switched over from green to red. All gates including pedestrian are to be secured.
1700	Potts Street	Secure Potts St toll gates officer to ensure traffic lights are switched over from green to red. All gates including pedestrian are to be secured.
1700	Plaza Boom	Secure plaza boom gate on northern road.
1800	Plaza building	Secure Market Plaza main entry doors on ground level foyer
1800	GTA	Secure pedestrian gate near rail bridge (near Q gate) Secure East gate.
1830	Scan 3	1 officer to commence Plaza Scan.
1900	HVA Audit	1 officer to carry out 2 nd HVA vehicle audit.
2000	Control Room	Night shift supervisor on site. Day shift Supervisor to return to control room for shift briefing with Night shift supervisor.
2015	Control Room	Four-security officer end of shift. Return equipment and sign off.

Various Duties

While officers are on patrol duties, they are to ensure that unloaded semi trailers are moved off Sydney Markets property. As semi trailer drivers have a tendency of using the HVA, GTA and Rail Siding as a parking and resting facility.

Weekly checks are to be conducted of all fire hose reels (wear and tear any faults are to be reported to site services for repairs)

Tuesday's Only

1500 – 1600hrs collect mailbag for Paddy's Haymarket from level 3 Plaza building and deliver to SML contracted Security at Paddy's Haymarket. Driver is to advise Control Centre when he is leaving Flemington Markets and again when he arrives back on site. Times are to be logged in the assignment logbook. Delivery is to be made before 1630hrs.

Thursday Only

1800 – 2000hrs eight fish bins are to be picked up from the bin compound and placed at the eastern end of Shed D in storage bay Growers Road door 9.

Barricade northeast corner of Shed D (fish delivery parking area)

Place barricades in northern doorway of Building D

Place traffic cones and tape under southern awning of Building D

1530hrs collect mailbag for Retail Market Team and place in Control Centre for collection by SML Retail Team Leader Friday morning.

Additional tasks to be completed as directed by the supervisor.

- a.) If directed by SML Management every Tuesday the Paddy's Market bag is to be collected from level 3 by an appointed officer at 1530 hours and delivered to Paddy's Haymarket Quay Street city other wise the bag is to be collected from level 3 and delivered to the Control room.
- b.) Every Thursday the Retail bag is to be collected by an appointed officer and delivered to the Control room and held there for the Friday retail team. Forklift officer and one (1) other officer are to set out the Barricades, Cones, and Fish Bins as required for Friday's retail trading in "D" shed. Plastic "Jersey Curbs" are to be placed at each end of "A", "B", "C" sheds. See layout plan.
- c.) Mondays or Tuesdays as time permits 2 officers are to be stationed on either North, Center or South Road to conduct speed checks of all vehicles. The speed limit on all market roads are 5kpm on the Forklift Bridge and the rear docks of Building E, 10kph in all undercover areas & Flower Market Circuit & 20kpm as posted on all other roads.

Drivers traveling at excessive speed are to be stopped/warned or issued with a Comply Notice. All vehicles stopped are to be listed for future reference. Drivers persisting in speeding are to be reported to the Day Shift Supervisor. This operation to be conducted for 1 to 2 hours.

d.) SML Day Shift Supervisors Duties.

1. Monitor the Plant room monitor. Check Current plant return brine temperature. Check brine tank levels. Report if failures occurred, SML Site Service Manager Firoz Ali-Shah or his assistant. Call nominated refrigeration mechanics.
2. Carry "Alarm" pager. Send guards or attend himself to all alarm activation's.
3. Carry mobile phone supplied whilst on duty. Control room phone to be diverted to mobile phone.

4. Write reports on all events.
5. Train, direct, officers on site to stations and duties through out the shift.
6. Check all officers are correctly attired. Uniforms are clean and pressed. Shoes are polished. Hair and beards trimmed.
7. Attend all accidents.
8. It is the Supervisors responsibility to call police or ambulance. No the guard is to call the police or ambulance unless the supervisor is unable to respond due to illness or injury.
9. Take photographs for evidence of events when required.
10. Attend SML meetings on Mondays at 0930 hours, Wednesdays at 0900 hours, and Thursdays at 0930 hours. Note:- No meeting on Tuesdays.

e) **Other Duties.**

1. Helping members of the public that have become ill. Supervisor to call Ambulance if required.
2. Attending to disturbances caused by inebriated persons.
3. Assist persons with First Aid and Ambulance Officer.
4. Attending to fire alarms with Fire Brigade.
5. Assisting SML Management with various requests. This includes transporting SML management and assisting SML management with the transporting of market goods and advertising promotional material.
6. Delivering and picking up SML vehicles and radios for servicing.
7. Conducting traffic control as we have constant construction and maintenance occurring.
8. Attend to burglar alarms.
9. Attend to any motor vehicle accidents.
10. Refuel all SML vehicles for on coming shift.
11. Collect radios from SML staff.
12. Issue any keys required by SML staff or Contractors.
13. Isolate fire alarm systems to various sheds where work is to be conducted and may activate alarms e.g. welding.
14. Assist all members of the public with enquires about the market.
15. Assist all market employees and truck drivers with faulty vehicles.