



PERTH MARKETS



# SITE GUIDE 01

## SITE ACCESS GUIDE

### 1. PURPOSE

The purpose of the Site Access Guide is to outline the process and requirements for a person seeking authorised access to the Site whether as a pedestrian or in a Vehicle.

PMG may at its absolute discretion, vary a Persons permitted right to access the site or any part thereof.

*Words and terms defined in the Site Rules and used in this guide have the same meaning as prescribed to them in the Site Rules. To the extent there are any inconsistencies between the Site Rules and the Guides, the Site Rules prevail.*

### 2. ACCESS CARD APPLICATION

- (a) If a Person seeks to access the Site more than one day a fortnight, a Site Access Card is required, and an application must be completed.
- (b) The following groups of Persons will be eligible to apply for a Site Access Card:
  - (i) Tenant/Tenant employee
  - (ii) Buyer
  - (iii) Grower/Supplier
  - (iv) Transport Operator
  - (v) Contractor
  - (vi) PMG Employee
- (c) Upon submission of an application;
  - (i) the Applicant expressly agrees to the Conditions of Entry set out in Schedule 1 of the Site Rules and;
  - (ii) the Applicant agrees to abide by the Site Rules and Guides.

### 3. ACCESS CARD APPLICATION PROCESS

- (a) The process for obtaining a Site Access Card is as follows:
  - (i) Submission of application form (and required documentation) by the applicant and/or company representative.
  - (ii) Completion of Site induction(s) by applicant.
  - (iii) Completion of parking allocation application form by applicant and/or company representative (contractors exempt) if the applicant wishes to park a Vehicle on Site.
  - (iv) Submission of Forklift Operators Permit application and relevant documentation (if and as required).
  - (v) Successful completion of the Forklift Safety Induction (if and as required).
  - (vi) Payment of all fees by applicant and/or company representative.
  - (vii) Formal approval notification by PMG.
  - (viii) Photo of applicant and issuance of Site Access Card and associated documents.
- (b) If the applicant will be driving a Forklift on Site at any time, the applicant must also complete a Forklift Operators Permit application as part of the Site Access Card application. See Site Rules Forklift Operators Guide.
- (c) Regular access to the Site will not be approved until the Site Access Card application is completed and a Site Access Card issued.
- (d) Depending on the reasons for access and the business to be undertaken on the Site by the applicant, different information requirements may apply as part of the application.
- (e) Site Access Cards are approved for a period of 12 months at which time they must be renewed.

### 4. ADDITIONAL APPLICATION DOCUMENTATION

- (a) **Tenants and Tenant Employees**
  - (i) A Tenant and or Tenant Employee Site Access Card application form must be endorsed by the Tenant Principal or authorised company representative.
  - (ii) Evidence of employment of a Tenant Employee must be attached to the application.

- (iii) Evidence can include one of the following documents:
  - (a) A copy of the contract of employment or letter of appointment confirming the relationship between the Tenant and the Tenant Employee.
  - (b) A declaration from a principal or tenant authorized representative confirming:
    - (i) The Tenant Employee is employed by the Tenant in the ordinary course of the Tenant's business; and
    - (ii) The Tenant Employee is not conducting and will not conduct any business either from or in a Tenancy Area, for or on behalf of any business (other than the business of the Tenant) in which the Tenant Employee holds an Interest.

#### (b) Buyers / Suppliers

- (i) A Buyers Access Application Form must include:
  - (a) Confirmation from Market West that they have a current Buyer code and registered account.
  - (b) Application for a specific Buyer Parking Bay or Bays if required.
  - (c) Signed acknowledgement of buyer obligations.

#### (c) Contractors

- (i) Any Contractor wishing to undertake work on the site whether for PMG or a tenant must complete the PMG Contractor Registration Process prior to applying for an Access Card. (See Contractor Registration Guide.)
- (ii) Where PMG does not consent to a Contractor's application for access approval, Contractors will not be permitted access to the Site or access into the Tenancy Areas to conduct works.

### 5. CHILDREN

- (a) Any child up to the age of eighteen (18) years must be accompanied on the Site (except unless employed by a Tenant ) unless prior approval from PMG is granted.
- (b) Tenants employing staff under the age of eighteen (18) must notify PMG and abide by all conditions as defined in the relevant legislation and the Site Rules.

## 6. RESERVED PARKING BAYS

- (a) Any Person bringing a Vehicle to Site must have a parking location for the Vehicle approved by PMG.
- (b) Person may apply to PMG to reserve a parking location or specific reserved bay, conditional upon;
  - (i) submission of parking application form
  - (ii) payment of the prescribed fee where applicable
  - (iii) PMG approval notification and
  - (iv) person complying with the terms and conditions of the reserved parking location or specific bay.
- (c) If a Person is permanently excluded or otherwise has their Access Card revoked, any approval issued to that Person for a reserved parking location or bay in the Site is deemed to automatically end and is non-refundable.
- (d) The reserved parking location may be transferred to another person by PMG.

## 7. ACCESS TO THE SITE

- (a) All cardholders will have pedestrian access to the Site.
- (b) Vehicle access will be added to the Access Card where the cardholder has purchased a parking location, has been allocated parking by his employer, or has been approved by PMG.
- (c) Wholesale Retail Café access (trading hours) will be added to the Access Card and other types of access to site will be on a case by case basis.

## 8. ASSOCIATED DOCUMENTS ISSUED WITH AN APPROVED ACCESS CARD

- (a) Upon approval of the Site Access Card, a photo is taken of the applicant and a Site Access Card is presented to the applicant.
- (b) An information pack (for the relevant access group as outlined below) will be provided to the Site Access Card holder with each new access card.
- (c) The following (or similar) will be issued with every Site Access Card:
  - (i) Conditions of Entry to Site.
  - (ii) Site Access Card Conditions (general and category specific).

- (iii) Summary of Site Rules.
- (iv) Site Safety Requirements Summary.
- (d) The following (or similar) documents will also be provided to the approved applicant:
  - (i) Forklift Operators
    - (a) Forklift safety summary sheet.
    - (b) Forklift Operations Guide.
  - (ii) Tenants / Tenant Employees
    - (a) Tenant Employee Obligations checklist.
    - (b) Traffic Management and Parking Guide.
  - (iii) Buyers / Suppliers
    - (a) Copy of signed Buyer Obligation Form.
    - (b) Traffic Management and Parking Guide.
  - (iv) Transport Operators
    - (a) Traffic Management and Parking Guides.

## 9. RENEWAL OF ACCESS CARDS

- (a) Site Access Cards are valid for a period of 12 months.
- (b) 30 days prior to the end date, the Site Access Card holder and / or employer may be notified of the renewal date and requirements for renewal. However, it is the sole responsibility of the Site Access Card holder to ensure that their Site Access Card is renewed in a timely manner as required.
- (c) The process for renewal of access cards includes:
  - (i) Submission of a Site Access Card renewal form to PMG.
  - (ii) Submission of renewal forms for parking and/or forklift permits (as required).
  - (iii) Completion of safety refreshers as per the Site Access Card requirements.
  - (iv) Payment of annual fee(s).
  - (v) Once approved a new sticker with updated details will be applied to the card.
- (d) Any Site Access Card not renewed within one (1) calendar month of the renewal date will be deactivated and the holder will be unable to access the Site until the renewal process is completed.
- (e) Any Site Access Card not used to access the Site for a period of 12 months will be deactivated and the cardholder will be required to complete a new Site Access Card application.

## 10. LOST / RETURNED ACCESS CARDS

- (a) PMG must be notified when a Site Access Card is lost, stolen or not able to be located.
- (b) A fee will be applied for a replacement Site Access Card.
- (c) Upon ceasing to be employed on Site, all Site Access Cards MUST be returned to PMG.
- (d) Access Cards may be reissued to a Tenant's new employee with approval from PMG.

## 11. GENERAL PUBLIC ACCESS DAYS

### (a) GENERAL PUBLIC ACCESS

The General Public can access the Site either as a bona-fide visitor, by payment of an entry fee during Public Market Days or when a General Public Access Day is prescribed by PMG.

### (b) CONDITIONS OF ENTRY

All members of the general public:

- (i) are required to take reasonable care for their own health and safety, follow safety signage and directions
- (ii) must not adversely affect the safety of others
- (iii) must not leave designated public areas to attend other parts of the site which may be closed to the general public
- (iv) shall not engage in any aggressive, abusive, anti-social behaviour or illegal activity
- (v) must follow and obey all road rules, speed limits, parking restrictions, signage and verbal instructions issued by staff of PMG.

### (c) DAYS AND TIMES

- (i) General Public Access days and times can be prescribed for events, activities or other as determined by PMG.
- (ii) Public Market Days and times can change from time to time as required by PMG with reasonable notice to tenants and stallholders.
- (iii) Any breaches of these conditions may result in the person being denied access to the Site and will be required to leave the site immediately.

## 12. SPECIAL CONDITIONS

- (a) In the event of a declared pandemic, national emergency or other general health critical circumstances, any general public entry will be conditional and may result in access to the site being restricted.
- (b) Conditions that may apply but are not limited to:
  - (i) Specific signage, temporary barriers and or fencing to ensure the safety of staff and other members of the public.
  - (ii) Requirement to gather in an orderly manner consistent with state and federal social distancing laws and
  - (iii) Ensure hygiene requirements such as hand sanitization is maintained and consistent with state and federal laws.