



Flemington Markets

SECURITY

DUTY SCHEDULE

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

8.00 8.00 8.00 8.00 8.00 0.00 0.00

40.00

T/L -1	20:00-06:15	10.25	20:00-06:15	10.25	20:00-06:15	10.25	20:00-06:15	10.25	17:30 - 06:30	13.00	16:30-05:15	12.75	18:15 - 06:15	12.00
T/L -2	22:00-06:00	10.00	22:00-06:00	10.00	22:00-06:00	10.00	22:00-06:00	10.00					18:30-06:00	11.50
N1			00:01-06:00	6.00	00:01-06:00	6.00	00:01-06:00	6.00	00:01-06:45	6.75	01:30-06:30	5.00		
N2	23:00-0600	7.00	23:00-0600	7.0	23:00-0600	7.0	23:00-0645	7.75			01:30-06:30	5.00	18:30-02:30	8.00
N3	01:00-09:15	8.25	02:00-09:15	7.25	01:00-09:15	8.25	02:00-09:15	7.25	01:00-09:45	8.75	01:30-06:30	5.00	18:30-02:00	7.50
N4	23:00-06:00	7.00	23:00-06:00	7.00	23:00-06:00	7.00	23:00-06:45	7.75			01:30-06:30	5.00	23:00-06:00	7.00
N5	23:00-06:00	7.00	23:00-06:00	7.00	23:00-06:00	7.00	23:00-06:45	7.75	17:30-23:30	6.00				
N6	20:00-03:00	7.00	20:00-03:00	7.00	20:00-03:00	7.00	20:00-03:00	7.00	17:30-04:30	11.0				
N7	20:00-03:00	7.00	20:00-03:00	7.00	20:00-03:00	7.00	20:00-03:00	7.00	17:30-04:30	11.0				
N8									17:30-04:30	11.0	16:45-05:00	12.25	22:00-06:00	10.00
N9											16:45-05:00	12.25	23:00-06:00	7.00
N10											16:45-05:00	12.25	23:00-06:00	7.00

63.50 68.50 69.50 70.75 67.50 69.50 70.00

479.25

FM - H	00:01 - 05:15	5.25	00:01 - 05:15	5.25	00:01 - 05:15	5.25	00:01 - 05:15	5.25	00:01 - 05:15	5.25	01:15 - 05:15	4.00		
FM - F	00:01 - 05:15	5.25	00:01 - 05:15	5.25	00:01 - 05:15	5.25	00:01 - 05:15	5.25	00:01 - 05:15	5.25	01:15 - 05:15	4.00		
Gate 3	21:45-06:15	8.50	21:45-06:15	8.50	21:45-06:15	8.50	21:45-06:15	8.50	22:00 - 06:00	8.00	22:00 - 06:00	8.00	21:15-06:15	9.00

19.00 19.00 19.00 19.00 18.50 16.00 9.00

119.50

Toll T/L	01:45 - 10:00	8.25	02:15 - 10:00	7.75	02:15 - 10:00	7.75	02:15 - 10:00	7.75	02:15 - 10:30	8.25				
Toll	02:00 - 10:00	8.00	02:30 - 10:00	7.50	02:30 - 10:00	7.50	02:30 - 10:00	7.50	02:30 - 10:30	8.00				
Toll	02:00 - 10:00	8.00	02:30 - 10:00	7.50	02:30 - 10:00	7.50	02:30 - 10:00	7.50	02:30 - 10:30	8.00				
Toll	02:00 - 10:00	8.00	02:30 - 10:00	7.50	02:30 - 10:00	7.50	02:30 - 10:00	7.50	02:30 - 10:30	8.00				

32.25 30.25 30.25 30.25 30.25 32.25

155.25

Day 1	10:15 - 20:15	10.00	10:15 - 20:15	10.00	10:15 - 20:15	10.00	10:15 - 20:15	10.00						
Day 2	10:15 - 20:15	10.00	10:15 - 20:15	10.00	10:15 - 20:15	10.00	10:15 - 20:15	10.00						
Day 3	10:15 - 20:15	10.00	10:15 - 20:15	10.00	10:15 - 20:15	10.00	10:15 - 20:15	10.00						
Day 4	10:15 - 20:15	10.00	10:15 - 20:15	10.00	10:15 - 20:15	10.00	10:15 - 20:15	10.00						

40.00 40.00 40.00 40.00

160.00

Total Weekly Hours

954.00

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
162.75	165.75	166.75	166.00	126.25	85.50	79.00	954.00

- 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 growers 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, ear phones, safety vest)
- Passengers not permitted on forklifts
- Lights on at night and flashing light on
- The forks on forklift not to high off 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 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 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 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 delivery's 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 GTA after –
0300hrs Monday

0400hrs Tuesday to Friday or as directed by Operations Team Leader

Semi-trailers entering the markets after above times are to be directed to rail siding or eastern car park. If portage operator request 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

Radio Call sign – Austin 2 or Austin 3, Kerruish Gate and Potts St Gate

Security officers on duty at Austin 2, Austin 3, Kerruish Ave or Potts St are to be neat and smart in appearance with sleeves rolled down or short sleeve shirt.

No AM/FM radios to be taken to these posts.

- **The toll booth doors are to remain locked at all times.**

Security officers on duty at Austin 2, Austin 3, Kerruish Ave or Potts St are to exercise extreme care when collecting money from vehicles, ensuring they do not that they do not come into contact with any mirrors or trailers.

Security officers on duty at Austin 2, Austin 3, Kerruish Ave or Potts St are to ensure that the traffic lights are set correctly. Security officers are to collect monies at Austin 2 and 3 by sale of entry tickets whilst on duty from 2300hrs Monday to Friday until relieved by Contracted Security Toll Team Officers the following morning at their respective hours. Contractor's Security Toll Team Officers will also commence duty at Kerruish Ave and Potts St Toll Gates at their respective hours.

- Read client's Toll manual
- Check entry passes and validate
- No entry for private vehicles without a valid pass unless they pay toll entry fee
- Refer to the Collection of Entry Manual for the list of vehicles that are not required to show a pass or give a manifest –

Vehicles that request entry to use the weighbridge are to be given access and directed to the weighbridge. (24 hours)

Any queries from truck drivers regarding Wholesaler's Buildings, Security Officers are to check Sydney Markets Telephone Directory and advise accordingly.

Inform Main Gate of taxi's and cleaners vehicles approaching. Also any semi-trailer informed to park under western carpark for early morning unloading.

Officers on duty at Austin 2, Austin 3, Kerruish Ave, or Potts St are to direct all semi-trailers to rail gate (Q Gate) after midnight.

Opening times for all toll gates

- Austin 2 0030hrs Monday & Friday, 0100hrs Tuesday-Thursday
- Austin 3 2300hrs Monday to Friday
- Kerruish Ave 0200hrs Monday
0230hrs Tuesday to Friday
- Potts St 0000hrs Monday to Friday
- Closing times for all Toll gates as follows – Monday to Thursday 9am, Friday 0930hrs

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 carpark
- 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 gate 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 D Shed setup and take photographs of all GTA setup, north rd., east car park and K Shed
2145	Control Room	One officer on duty for Gate 3
2145	Gate 3	Team Leader drop Officer to Gate 3 and open gate
2200	Control Room	Leading Hand on duty
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	3 Security officers on duty
0000	H Gate	One officer commence duty
0000	Q, K & East Gate	One officer gives break to Q and K gate.
0000	Pott St	One Officer opens Potts Street and commences Toll Collection.
0030 & 0100	Austin 2	Leading Hand opens gate commence Toll collection (0030-Monday, Friday & 0100-Tue-Thur)
0100 & 0200	Control Room	One Officer on Site commences duty at East Gate (0100-Mon, Wed, Fri & 0200-Tue, Thurs.)
0130	F gate	Officer Commence Duty
0200	Control Room	Security Manager on duty
0200-Mon 0230-	Control Room	4 Toll team officers on duty X1 officer relieves Austin 2 x1 officer relieves Austin 3

Tue-Fri		Relieved officers Return moneys, tickets and count the money to get it balanced. X1 officer relieves Pott St. Team Leader drops one security officer to Ker rush Avenue and open gate.
0300- Mon & 0400- Tue-Fri	General	Semi Cut-off time, No Semi's allowed in GTA
0300- Mon,Fri & 0400- Tue-Thu		Market Opens for Registered Buyers. All Buyers must display Passes upon Entry. Direct all buyers through Turnstile.
0500		H gate officer & F Gate Officer finished duty at gate, gives toilet breaks to Austin 2 and 3 and then sign off duty.
0500		Security Manager drive the car to gives toilets break to Pott St. and Ker rush if requested and then goes to K gate till opening time.
0600	GTA	Market opens, wait for the call from GTA team leader and then acknowledge it send the traffic in safely after checking Passes. Do Not leave the gate unless release by SML Officer
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

Night shift Toll collection Gate Float -

Gate	Day	Time		
Austin-2	Mon, Fri	0000		
	Tue-Thurs.	0100		
Austin-3	Sun-Thurs.	2300		

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
0000	Main Gate	x2 officers to start rubbish check
0000	Scan Plaza	Secure all doors and lock the lift
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 officer 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 to be advised to park at 1 st . 2 nd , 3 rd and 4 th Avenue. Entry for commercial vehicles is at 0415 and for Private vehicles is 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	A Shed	Manned with Security officer until relieved by SML
0130	GTA	One officer to open all Pedestrians Gate along Growers road.
0130	Austin 2	Open and alter lights
0130	Plaza	Plaza boom gate opened and secured the chain to the pole
0200	Scan 3	Commence Scan Patrol
0200	Pott St.	Open and alter lights
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 Authorized 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	Barricade Ramp ways, 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 commence 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 commence Scan Patrol
0300	GTA	Chain lockup at 2 nd , 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
2115	Control Room	Gate 3 Officer on Site
2120	Gate 3	Opened and manned with Security Officer
2200	Control Room	One Security Officer on site and Commences Breaks
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- Mon, Fri & 0100- Tue- Thur	Austin 2	Commence ticket sales
0000	Control Room	x3 Security officers on site, Sign on and take Radio
0001	H Gate	Manned with Security officer
0001	Pott St	Open and Commence ticket sales
0001	Breaks	Q gate>K gate>East Gate> F Gate
0100- Mon, Wed, Fri & 0200-	Control Room	One Security on Site commences duty at East Gate

Tue, Thur		
0130	F Gate	Manned with Security officer
0200	Control Room	X4 Toll Team officers on duty. These officers will merge into the count room where Security Manager will provide each officer with their cash boxes and they are to check and balance their float
0200		Austin 2 and 3 night shift officers are relieved by Toll Team officer. Return monies tickets and radios. When money is counted and accounted for officers.
0200	Ker rush	Open and alter lights. And also starts Toll collection
0200	Pott St.	Toll Officer relieve Night Shift Officer
0200	Control Room	X2 Officers finish duty
0300	GTA	Semi-cut off time
0300	GTA	Registered Buyers Walk-in
0500	Flower market	H gate officer & F Gate Officer finished duty at gate, gives toilet breaks to Austin 2 and 3 and then sign off duty.
0500		Security Manager drive the car to gives toilets break to Pott St. and Ker rush if requested and then goes to K gate till opening time.
0600	GTA	Market opens, wait for the call from GTA team leader and then acknowledge it send the traffic in safely after checking Passes. Do Not leave the gate unless relieve by SML Officer
0615	Control Room	X8 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 organize 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 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 Champs Café
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	Growers 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 and 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

The security team is provided with two (2) Sydney Markets Limited utility trucks and three (3) other 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 vehicle

Contractor provided vehicle

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

Toll Team Duties

TIME	AREA	REMARKS
Monday only 0200	Control Room	Four security officers on duty
Times below are only a guide for Tuesday to Friday morning, same procedures apply for Monday the only difference is the starting time. Eg 0200 on Monday		
Tuesday to Friday 0230	Control Room	Four security officers on duty
	Control Room	All officers to collect from supervisor and check security case containing cash float, daily visitors cards. Each case must be used in the toll both marked on the case (ie. The case marked Austin 2 must be used in the Austin Ave Gate 2 booth)
Each officer is to place their private money in the safe provided in a signed sealed envelope		
Mon- 0200 Tue-Fri 0230	Austin Ave	Two toll team security officers to relieve the two night shift officers at Austin 2 and 3
Mon- 0200 Tue-Fri 0230	Kerruish Ave	Supervisor to drive one officer to Kerruish Ave to commence ticket sales. Ensure traffic lights are altered
Mon- 0200 Tue-Fri 0230	Potts Street	Supervisor to drive one officer to Potts Street to relieve Night Shift Officer and Continue ticket sales.
CHECKLIST		
Ensure that the float is correct. The float can be made up in any denomination nominated by the fee collection officer.		
The supervisor to ensure the relief float is correct		
<ol style="list-style-type: none"> 1. Daily visitors cards (check numbers) 2. Calculator 3. Date stamp and pad 4. Two way radio 5. Cash drawer and case 6. Collection of entry fees manual 7. Eftpos machine and receipt roles 		
Mon-Thur - 0730	Austin 2	Austin 2 secured by its officer and commence his break and later followed by breaks to Ker rush and Pott St.
Friday- 0615	All toll gates	All toll gates will be relieved for break by Gate guards finishing at 0645

Mon-Thur 0900	General	Cease collecting entry fees, turn off stop pay toll sign light off. Final balance funds collected against cards sold. Print out end of shift receipt from the Eftpos Place all funds documents and equipment into the case and lock it and with the exception of Austin Ave gates wait for vehicle transport to the control centre. On leaving the booth, turn out booth lights, remove rubbish and lock door. On arrival to the control centre, proceed directly to the counting room in the control centre and remain there while the supervisor check the cash collection against the tickets sold. Once all funds are balanced, then you may access your private money from the safe.
Friday- 0930		
Mon-Thur 0915	General	Two officers proceed to the plaza area for scouting duties prior to cash transfer.
Friday- 0945		
Mon-Thur 0930	Control Room	All entry fees collected from tolls are to be banked on that day. Fees will be banked directly by the supervisor. In addition to the banking. Supervisor will collect change for each toll booth to ensure sufficient floats are available (all gates \$200 in cash)
Friday- 1000		
Mon-Thur 0945	Plaza building	The supervisor is to ensure that after the banking is complete, to proceed to level 3 of the plaza building and see the Accounts Clerk and hand over any Vehicle entry reconciliation sheets and papers to the Accounts Clerk on the day
Friday- 1015		
Mon-Thur 1000	Control Room	One supervisor and four security officers end of shift. Return radios and sign off log.
Friday- 1030		

Various Duties

Balancing funds: Each officer is to balance fees collected at the toll booth with the number of Daily Visitors Cards issued. Periodic balances are to be undertaken during collection times at the gates and a final balance is to be undertaken when the gate is closed.

If an officer is to temporarily leave their post at a toll booth for any reason then they are to balance all funds against cards sold and take the funds, cards and other items with them in the security case to the control centre where the case will be locked away by the supervisor. The relief officer will be posted to the position.

Excess funds are to be forwarded to the Accounts Clerk.

Balance Check Procedures

1. Count the number of Daily Visitors Cards issued and multiplies that number by the dollar value of the visitors pass.
2. Count cash – notes and coin

3. Compare totals of 1 and 2 (the total money collected must exceed the value of the visitor's cards issued by \$... for Austin Ave, \$... Potts St, Kerruish Ave and the Relief \$..., the amount of the float)

Authorised Personnel

As each collecting officer is held liable for the funds under their control, only authorised persons who are involved in the collection of the funds or are associated with this work are permitted to be present in toll booths or in the control centre during balancing time.

Bundling of Cash

As bank notes are collected, they are to be placed in groups of denomination in separate compartments in the cash drawer. As these notes accumulate, they are to be bundled into groups of 10, folded and bundled.

Coins should also be separated in cash drawer compartments as they are accumulated and are to be placed in bank coin bag in approved lots.

Cancelled Parking Cards

If a Daily Visitors Card has been date stamped and for whatever reason is not collected by the driver then it is to be cancelled, retained and handed in at final balancing time at the control centre. Details of cancelled cards are to be recorded on the daily casual parking reconciliation form.

Cash Drawer

Each collecting officer shall maintain a separate cash drawer and shall be held responsible for ensuring that money collected balances with the Daily Visitors Cards issued each day.

Cash drawers will be provided at Austin Ave, Potts St and Kerruish Ave toll booths. Cash drawers shall be closed during collection hours when not in use by the officer on duty at the toll booths.

All money collected at the toll booth is to be placed in the cash drawer and under no circumstances is money to be left on the bench (except when first receiving money from a driver) inside the booth or in any other place, nor carried or held by an officer on their person.

Change

When cash is received count it in front of the driver then place it on top of the shelf. Then if necessary obtain change from the cash drawer. Date stamp the Casual Visitors card front and back and hand the card and change to the driver.

CHANGE GIVEN TO CUSTOMERS SHOULD BE THOROUGHLY CHECKED BEFORE IT IS HANDED OVER

NOTE: Where there is insufficient float to give change then contact your supervisor.

Cheques

Sydney Markets Limited will not accept cheques or postal notes in payment for daily entry fees.

Display of cards

All quarterly and daily parking cardholders are to clearly display their cards on their vehicle dashboards or on the front window areas of their vehicles to gain entry to the Markets Site and whilst such vehicles are parked within the Sydney Markets area.

Maximum Funds

A maximum of \$..... shall be kept in any cash drawer at any one time. Where takings exceed this amount the officer on duty at the toll gate is to contact their supervisor to clear some funds from the booth. The supervisor should issue a field receipt to the officer from whom he clears excess funds.

Manifest

All persons delivering fruit and vegetables to the Wholesale Market are to provide information on the type and quantity of produce on the delivery and the state where the produce was grown. Manifest forms (blue – fruit, pink – vegetables) are provided to assist drivers in providing to assist drivers or alternatively filled out for them.

When vehicles are delivering produce into the General Trading Area (GTA) drivers should be directed to the officer on the GTA gate who will collect the manifest docket from the driver. Where deliveries of produce are going to Warehouse then officers at the site entrance gates should collect the docket.

Fees

The daily casual parking fee is the only fee that is collected at entrance gates. Officers are to collect the full fee and are not authorised to accept part or reduced payments.

NOTE: A daily visitors card, when date stamped, allows a vehicles entry on a number of times on that particular day

Reconciliation Sheets

The daily casual vehicle entry reconciliation sheet is to be fully completed and signed by all officers collecting daily entry fees together with the supervisor.

Exemptions

The following class of vehicles are exempt from the payment of daily casual entry fees.

Main Exemptions

1. Vehicles delivering bulk fruit, vegetables and flowers

NOTE: One or two cases of fruit or bunches of flowers on the back of a truck does not constitute bulk produce

2. Vehicles for which the driver produces a current quarterly parking card. Where a quarterly cardholder cannot provide their card (ie. Left it at home) they are to be charged a casual daily visitors fee.

3. Vehicles for which the driver produces a temporary reserved parking card which is issued to annual reserved cardholders
4. Vehicles for which the driver produces a pass to park in the company's staff carpark and company site services contractors
5. Vehicles for which a current Market Entry Pass is produced
6. Forklifts leaving the site to refuel and then re-enter
7. Vehicles driven by Friday Paddy's Market stand holders who produce Regular Stadholder plastic card "exempt after 0900hrs Friday only"

General Exemptions

1. Taxis, Motorcycles and bicycles
2. Emergency vehicles – Police, Fire, Ambulance
3. Police station staff producing ID passes
4. Energy Australia, Water Board, Telstra Vehicles
5. Work Cover inspectors who produce ID
6. Nominated charitable organisations
 - Salvation Army
 - Mathew Talbot Hostel
 - National Heart Foundation
 - St Vincent's De Paul
 - Red Cross
 - Little Sisters of the Poor (Nuns)
 - Food Bank
 - Oz Harvest

The list of exemptions does not include –
Travelers and salespeople
Persons buying goods from tenants
Courier picking up goods

It is not to be assumed that a person is exempted from the payment of fees unless it can be established that they come within any of the above exemptions. In order to assist in making a decision, the following information may be of assistance:
Does the driver have the appropriate paperwork to allow him to be exempt, eg. Delivery dockets. If in doubt, radio the supervisor.

Rotation

Except in emergency situations or in special circumstances as determined by the toll team supervisor, officers are to be rotated daily between the three entrance gates at Austin Ave, Kerruish Ave and Potts St.

Gate Float to be informed to Security on approval

Gate	\$10.00	\$2.00	\$1.00	Total
Austin-2				
Austin-3				
Potts St				
Kerruish				
Relief				

Receiving of Fees

The procedure for receiving casual entry fees is as follows

1. The driver of the vehicle will not have a quarterly card, Market entry pass, Daily prepaid parking voucher and will not be exempt from paying entry fees.
2. The driver must stop and pay the prescribed daily visitors fee in full. Part payment is not acceptable under any circumstances.
3. Check the money received is correct in front of the driver and if correct advise driver to wait so that you can issue a card. Place the money received on the shelf inside the booth until the daily visitors card has been date stamped and handed to the driver.
4. Date stamp the card front and back and give it to the driver (with change if necessary) and instruct them to display it clearly on the dashboard of the vehicle.
5. Place the fees collected in the cash drawer
6. If the driver is a new visitor to the markets then direct them to park in the correct location

NOTE: if the driver pays full fee without receiving a daily visitor's card then date stamp the card, cancel, sign it, retain and return it to the toll team supervisor at final balancing time with the daily casual parking reconciliation form.

Security of Funds

1. Only authorized persons are to collect entry fees
2. Cash is only to be kept in approved cash drawers and cabinets
3. Each officer on duty at toll booths is to maintain their own separate cash drawer
4. Cash drawers are to be kept closed during collection times unless they are in use by the officer on duty
5. A maximum amount of \$..... is to be kept in any toll booth drawer at any one time
6. The control center doors are to be locked when funds are being reconciled after 0930hrs
7. Any funds transfer between toll booths and the control centre (except Austin Ave) or to the main office are to be transferred in a locked security case by two officers in a vehicle
8. When an officer has a supervisor's approval to temporarily leave the toll booth for a meal break or any other reason then that officer should wait for a relief officer to arrive. The officer will place all cards and cash in the security case before leaving the toll booth. A relief officer is not ordinarily required for Austin Ave as two officers are always on duty. The relief officer will use a separate cash drawer until the officer returns to duty. In the case of Austin Ave Monday to Thursday, the officer will not be relieved and will remove all funds and documents to be balanced in the control centre (count room). At Austin Ave on Fridays the officer will have funds balanced at the meal break and again at 0930hrs
9. Any occurrence or matter that jeopardize the security of company funds should be reported to the toll team supervisor

Shortages / Excess of Funds

1. If after the final balancing takes place there is a shortage or excess of funds and the usual checks do not reveal the reason for the discrepancy, then the officer concerned is to complete the appropriate form and provide it to their supervisor, who will further investigate the matter and forward the completed form to the accounts clerk.
2. Officers may not be required to reimburse the Sydney Markets Limited for losses, however, excess funds are to be forwarded to the accounts clerk for banking.

Under and over situations will be carefully monitored and any unsatisfactory situation will be dealt with accordingly.

1.15 Day Team Duties.

Leading Hand = 1

Monday 1015 – 2015hrs.

Tuesday 1015 – 2015hrs.

Wednesday 1015 – 2015hrs.

Thursday 1015 – 2015hrs.

Security Officers = 3

Monday 1015 – 2015hrs.

Tuesday 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	One Officer to the Plaza. Foot patrol, Car park patrol. Bank patrol. Shops and tenants holdings patrol. 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. 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

		<p>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 1230 1230 1300 1400	General Patrol. HVA Audit General Patrol.	<p>One officer to commence “General” patrol.</p> <p>One officer to carry out HVA vehicle audit.</p> <p>Secure “Flower market” when sweeper has finished.</p> <p>One officer to carry out Scan 1..</p> <p>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.</p> <p>Secure “East” gate into “Pedestrian” mode at 1355 hours.</p>
1400	Main Gate.	<p>Officer from general patrol to be stationed at the “Main” gate. Take up static duties.</p> <p>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.</p>
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 Shed D

Place traffic cones and tape under southern awning of Shed D

1530hrs collect mailbag for retail market team and place in control centre for collection by SML team leader Friday morning.

Additional tasks to be completed as directed by the supervisor.

- a.) If directed by SML Security Manager 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. Speed limit on all market roads is 10 & 20 kilometers per hour as posted. Drivers traveling at excessive speed are to be stopped and warned. 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 to Martin Forster, Firoz Ali-Shah. Call York 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.