

City of Port Phillip

Public minutes of meeting 189

South Melbourne Market Committee

Time and date: 6 pm to 8.35 pm, Thursday 19 September 2019

Venue: Food Hall, South Melbourne Market (Public Section), The Neff Market Kitchen, South Melbourne Market (Confidential Section)

Members present

- Jo Plummer (Chair)
- Cr Bernadene Voss
- Andrew Danson (Independent member)
- Cr Marcus Pearl (via phone, from 6:39pm)

Officers present

- Kylie Bennetts (KB), Director of the CEO's Office
- Mark Edmonds (ME), Acting South Melbourne Market Manager
- Sophie McCarthy (SM), Business & Events Coordinator, South Melbourne Market
- Ross Williamson (RW), Senior Licencing Coordinator, South Melbourne Market
- Erin Quin (EQ), Minute taker, Market Officer, South Melbourne Market

6:00 pm meeting declared open and Welcome to Country.

6:00 – 6:16pm Georgina Dragwidge, (Georgie's Harvest, Stall 50) presented to the Committee. Georgina's presentation is considered to be confidential in accordance with the Local Government Act 1989 (as amended), as it relates to: (d) contractual matters.

1. Apologies

Simon Talbot (Independent member)

Adam Mehegan, Operations Co-ordinator, South Melbourne Market

2. Confirmation of minutes of previous meeting

Purpose: To approve the minutes of the previous Committee meeting

That the Committee accepted the Minutes of Meeting 188 of the South Melbourne Market Section 86 Committee, held Thursday 18 July 2019, as a true and correct recording of the meeting.

Moved: Andrew Danson

Seconded: Jo Plummer

Carried

3. Declarations of conflict of interest

Nil.

4. Manager's Report

Purpose: To provide an update to the South Melbourne Market Committee on activities since the last meeting.

The Committee noted the Manager's report.

Actions:

1. MM to enquire on the installation of batteries for the Market's solar panels
2. SMM Licence renewal policy document to be made publicly available.

4.1 Performance Scorecard

Purpose: To provide the Committee with an update on how the Market is tracking against Key Performance Indicators.

The Committee noted the Market's performance report.

4.1.1 Attendance

Purpose: To provide the Committee with a further analysis of attendance at the South Melbourne Market

The Committee noted the report.

Action: MM to provide report on where attendees are coming from.

4.1.2 Sustainability

Purpose: To provide the Committee with a further analysis of the Market's sustainability initiatives.

The Committee noted the sustainability report.

Action: MM to provide information on how the reduction in CO2 emissions is calculated.

4.2 Financial Performance

Purpose: To inform the Committee about the Market's financial performance.

The Committee noted the finance report.

4.3 Items for Noting

4.3.1 Project Delivery Update

Purpose: To provide the Committee with an update on project delivery at the Market.

The Committee:

- Noted the project delivery update.
- Noted that the Outdoor Food Hall upgrade had been delayed and was unlikely it would be delivered before Christmas; a meeting had been held earlier that day about the project and an update on the progress is that it will not be delivered before Christmas.
- Voiced its disappointment and dissatisfaction that the Outdoor Food Hall project would not be completed before Christmas.

4.4 Public Action Items

Purpose: To provide the Committee with an update on Actions from previous Committee meetings

The Committee noted the progress with the outstanding actions.

5. Public Question Time

5.1 Items for Discussion

5.1.1 SO:ME space criteria

Purpose: To provide the Committee with a copy of the current SO:ME Space criteria for review and discussion.

(Cr Marcus Pearl joined the meeting via phone at 6:39pm)

The Committee agreed that some further work needed to be done the policy around the length of licence terms and / or location for permanent So:Me space traders.

Action: MM to provide report on licence options for permanent stalls.

5.1.2 Licence Renewal Policy

Purpose: To provide for review and approval the Licence Renewal policy and process

The Committee agreed that once the below changes had been made and the policy had been trialled to ensure there were no unintended outcomes, MM should be responsible for the management of the licence renewals and EOIs; Committee members would be available for coaching or to provide guidance when there was a gap.

Moved: Bernadene Voss

Seconded: Andrew Danson

Carried

Actions:

The following changes are to be made to the policy before being resubmission to the Committee:

1. further information to be provided on the weighting of the criteria
2. a design guideline for stall refurbishments to be included
3. policy needs a summary and matrix
4. additional/amended criteria to be added:
 - whether the business had completed a business plan and an assessment of past business plan

- a common set of values and behaviours
- willingness of traders to participate in Market activities

5. Public Question Time

6. None.

7. Confidential matters

In accordance with Section 77(2)(a) of the Local Government Act 1989 (as amended), the Committee agreed that meeting be closed to members of the public in order to deal with the following matters, that are considered to be confidential in accordance with Section 89(2) of the Act, for the reasons indicated:

7.1 Confidential Items for noting

The information in this report is considered to be confidential in accordance with the Local Government Act 1989 (as amended), as it relates to: (d) contractual matters; (f) legal advice; (h) any other matter which the Council or special committee considers would prejudice Council or any person; (g) matters affecting the security of Council or property

7.2 Confidential Action Items

The information in this report is considered to be confidential in accordance with the Local Government Act 1989 (as amended), as it relates to: (d) contractual matters; (f) legal advice; (h) any other matter which the Council or special committee considers would prejudice Council or any person

7.3 Confidential Items for Discussion

The information in this report is considered to be confidential in accordance with the Local Government Act 1989 (as amended), as it relates to: (d) contractual matters; (e) proposed developments; (h) any other matter which the Council or special committee considers would prejudice Council or any person.

7.4 Confidential Items for Decision

The information in this report is considered to be confidential in accordance with the Local Government Act 1989 (as amended), as it relates to: (d) contractual matters; (g) matters affecting the security of Council property.

Moved: Bernadene Voss

Seconded: Andrew Danson

Carried

(Public meeting closed 6:50pm and Committee relocated to The Neff Market Kitchen. Meeting reopened 6:59pm)

Meeting closed 8:18pm.

Next meeting Thursday 19 September 2019, South Melbourne Market, Food Hall