



# SOUTH MELBOURNE MARKET COMMITTEE

## MINUTES

27 AUGUST 2020



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# MINUTES - SOUTH MELBOURNE MARKET COMMITTEE MEETING - 27 AUGUST 2020



## MINUTES OF THE SOUTH MELBOURNE MARKET COMMITTEE HELD 27 AUGUST 2020 ONLINE VIA WEBEX

*The meeting opened at 6:06pm.*

### **MEMBERS IN ATTENDANCE**

Joanne Plummer (Chairperson), Andrew Danson (Independent Member), Simon Talbot (Independent Member), Cr Bernadene Voss, Cr Marcus Pearl

### **OFFICERS IN ATTENDANCE**

Kylie Bennetts, General Manager City Growth and Organisational Capability; Danielle Bleazby, Director South Melbourne Market; Ross Williamson, Senior Licensing Coordinator; Sophie McCarthy, Business & Events Coordinator; Erin Quin, Team Leader Business & Events (minute taker)

*The Chairperson, Joanne Plummer, was unable to join the meeting for the first four agenda items due to technical issues. Therefore the Deputy Chair, Simon Talbot, opened and chaired the first items on the agenda.*

*The City of Port Phillip respectfully acknowledges the Yalukut Weelam Clan of the Boon Wurrung. We pay our respect to their Elders, both past and present. We acknowledge and uphold their continuing relationship to this land.*

## **1. APOLOGIES**

None

## **2. CONFIRMATION OF MINUTES**

### **MOVED Members Voss/Danson**

That the minutes of the South Melbourne Market Committee held on 25 June 2020 be confirmed.

**The MOTION was CARRIED.**

## **3. DECLARATIONS OF CONFLICTS OF INTEREST**

Nil

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## 4. ACTION ITEMS

### 4.1 PUBLIC ACTION ITEMS

**Purpose:** To update the Committee on the progress with outstanding action items.

#### **MOVED Members Voss/Danson**

That the Committee:

- Note the progress on the outstanding public action items.
- Note that the fit out guidelines had been developed and would soon be finalised; they would be included in the Licence Policy.

**The MOTION was CARRIED.**

*6:08 Jo Plummer (Chairperson) joined the meeting and resumed role as Chairperson*



## 5. PRESENTATION OF MANAGERS REPORT

### .5.1 SMM MANAGER'S REPORT

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

The Committee noted that:

- As General Merchandise traders were already closed under stage three, the move to stage four restrictions saw little change except for the barber and hairdresser closing.
- Market Management (MM) had received copies of COVID-19 plans from traders.
- South Melbourne Direct: There would be a soft launch of the Market's online shopping platform this weekend . The website is expected be ready for the community to use for delivery or order and collect next week.

#### **MOVED Members Voss/Talbot**

That the Committee note the Manager's Report.

**The MOTION was CARRIED.**

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## 5.2 PERFORMANCE REPORT

**Purpose:** To provide the Committee with an update on how the Market is tracking against key performance indicators.

The Committee noted that there would be little savings in utilities costs due to COVID-19 restrictions: the food traders who were allowed to remain open were the largest users of water and Market was required to still fully open so electricity use was at similar levels.

### **MOVED Members Voss/Talbot**

That the Committee note the Market's performance report

**The MOTION was CARRIED.**

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## 5.3 MARKET ATTENDANCE REPORT

**Purpose:** To provide the Committee with analysis of attendance at South Melbourne Market.

The Committee noted:

- The significant impact that COVID-19 has had on attendance figures.
- That given the current restrictions, the fact that attendance has remained at reasonable levels indicates how critical the Market is for locals who rely on it for fresh food.

### **MOVED Members Pearl/Talbot**

1. That the Committee note the attendance report.
2. That MM provide scenario planning on Market attendance as restrictions ease and undertake a targeted social media.

**The MOTION was CARRIED.**

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## 5.4 FINANCE REPORT

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

The Committee noted that:

- The 2019/20 budget for electricity had been halved due to an expected reduction in costs as a result of the expansion of the Market's solar panels; the anticipated savings had not been realised and expenses remained similar to the previous year.
- The solar panel project has been reviewed by the CoPP Projects Team and a report has been provided to MM on why savings had not been met; the reasons include the late completion of the project, increased power usage at the Market and an increase in rates.
- \$780,000 of the budget deficit was due to rent relief provided to traders and a further \$178,000 was due to other COVID-19 response related costs.

## 2. RECOMMENDATION

1. That the Committee note the finance report.
2. That a City of Port Phillip Officer is to provide a report to the Council on why the solar panel project had not met expected outcomes and lessons learnt.

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## 5.5 TRADER UPDATE

**Purpose:** To provide an update on what is happening around the Market affecting traders

The Committee noted that:

- The care package sent to closed General Merchandise traders had been well received.
- The Expressions of Interest for stalls 67 and 78-79 had closed. There had been some good applicants, including traders from the SO:ME space who were looking for a permanent location in the general Market.
- MM was working on building a pipeline of businesses that align with the Market Mix strategy; their aim is to have ten suitable businesses for each Market category.
- Rent relief was up \$80,000 on previous months for August.
- The expansion of South Melbourne Seafood in the Deli Aisle had been delayed due to COVID-19, however the works were almost complete and they were expected to open in the next few weeks.

Maria Capuano from Pieno Di Grazia asked the Committee if there were plans to develop the exterior food hall during the quiet time while attendance was down, and commented that more outdoor seating was required to allow the Market traders to compete with other businesses.

MM and the Committee responded that there was no current budget for the Outdoor Food Hall Project as this had been rescheduled to the 2022/23 financial year. MM would look at ways they can activate the area as restrictions start to ease.

### **MOVED Members Danson/Voss**

That the Committee note the Trader Update

**The MOTION was CARRIED.**

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## 6. SOUTH MELBOURNE MARKET REPORTS

Nil.

## 7. PUBLIC QUESTION TIME

See Item 5.5.

## GENERAL BUSINESS

The Committee meeting was the final meeting for Councillors Marcus Pearl and Bernadene Voss.

Cr Pearl thanked the public and his fellow Committee members for allowing him to serve on the Committee and recognised Cr Voss for her contribution and leadership during her time as Chairperson of the Committee.

On behalf of the Committee, Chairperson Jo Plummer thanked Cr Peal and Voss for their hard work and commitment.

## 8. CONFIDENTIAL BUSINESS

### MOVED Members Voss/Danson

That in accordance with Section 77(2)(a) of the Local Government Act 1989 (as amended), the 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:

ITEM	REASON
1. Risk Report	89(2)(b). security information, being information that if released is likely to endanger the security of Council property or the safety of any person.
2. Manslaughter Laws Update	89(2)(e). legal privileged information, being information to which legal professional privilege or client legal privilege applies.
3. Risk Register Framework	89(2)(b). security information, being information that if released is likely to endanger the security of Council property or the safety of any person.
4. Confidential Manager's Report	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
5. Confidential Action Items	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

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<b>6. Capital Works and operating project program report</b>	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
<b>7. SMM Events Objectives Report</b>	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
<b>8. SMM Retail Strategy - progress update</b>	89(2)(g(i)). private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets 89(2)(g(ii)). private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
<b>9. Sale of Business</b>	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
<b>10. Centre of Deli Aisle Display</b>	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
<b>11. Licences/Deeds of Surrender for signing</b>	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
<b>12. Annual Report</b>	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
<b>13. Committee Calendar: 3 Month Forward Look</b>	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
<b>14. Strategy in View</b>	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**The MOTION was CARRIE.**

*As there was no further business the meeting closed at 6.43pm.*