



SOUTH MELBOURNE MARKET COMMITTEE

AGENDA

25 JUNE 2020



**This document is intended
for internal distribution only**
Consider carefully how the content
in this document is transmitted.



Please consider
the environment
before printing.

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



SOUTH MELBOURNE MARKET COMMITTEE

SECTION 86 COMMITTEE MEETING

To Committee Members

Notice is hereby given that a Meeting of South Melbourne Market Committee will be held **virtually on Thursday, 25 June 2020 at 6.00pm**. At their discretion, Committee members may suspend the meeting for a short breaks as required.

ATTENDING MEMBERS

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

ATTENDING OFFICERS

Kylie Bennetts, Director Office of the CEO; Danielle Bleazby, South Melbourne Market Executive Manager; Adam Mehegan, Operations Coordinator; Ross Williamson, Senior Licensing Coordinator; Sophie McCarthy, Business & Events Coordinator; Meagan Scott, Marketing Coordinator.

AGENDA

1	APOLOGIES	
2	MINUTES OF PREVIOUS MEETINGS	
	<i>Minutes of the South Melbourne Market Committee of the Port Phillip City Council held on 5 May 2020.</i>	
3	DECLARATIONS OF CONFLICTS OF INTEREST	
4	ACTION ITEMS	
	4.1 Action Items	5
5	PRESENTATION OF MANAGERS REPORT	
	5.1 Manager's Report	7
	5.2 Performance Report	9
	5.3 Attendance Report.....	12
	5.4 Sustainability Report.....	16
	5.5 Finance Report	20
	5.6 Trader report.....	23

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



6 SOUTH MELBOURNE MARKET REPORTS

7 PUBLIC QUESTION TIME

Nil

8 CONFIDENTIAL MATTERS

- 8.1 *Manager's Report*
- 8.2 *Confidential Action Items*
- 8.3 *Marketing and Public Relations Update*
- 8.4 *Annual report on Food Safety and hygiene compliance*
- 8.5 *SMM Projects Update*
- 8.6 *OHS & Incidents Report*
- 8.7 *Security Report*
- 8.8 *Contracts Report*
- 8.9 *Risk Register Review*
- 8.10 *Annual Security, Emergency and Public Safety Management Program*
- 8.11 *SO:ME Space and Market Mix*
- 8.12 *Licences/Deeds of Surrender for Signing*
- 8.13 *Order & Collect Report*
- 8.14 *Three-month forward look*
- 8.15 *Strategy in View*

SOUTH MELBOURNE MARKET COMMITTEE
25 JUNE 2020



- 1. APOLOGIES**
- 2. MINUTES OF PREVIOUS MEETINGS**
- 3. DECLARATIONS OF CONFLICTS OF INTEREST**



4. ACTION ITEMS

4.1 ACTION ITEMS

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE MANAGER SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

- 1.1 To update the Committee on the progress with outstanding action items.

2. RECOMMENDATION

That the Committee:

- 2.1 Notes the progress with the outstanding public action items.

3. OFFICER DIRECT OR INDIRECT INTEREST

- 3.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 56/04/176

ATTACHMENTS 1. SMM Committee Public outstanding resolutions and actions 2019-20

Attachment 1: SMM Committee Public outstanding resolutions and actions 2019-20

SMM SECTION 86 PUBLIC COMMITTEE ACTION ITEMS						
	ITEM	RESOLUTION/ACTION	DUE DATE	STATUS	Notes June 2020	ASSIGNED
	Meeting 189 19 September 2019					
PUBLIC	1.1.1 LICENCE RENEWAL POLICY	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	Apr-20	Off Track (minor)	On track except for Design guidelines for stall refurbishments which is off track. Workshop with consultants was held in May and re-drafted guidelines will be ready for staff review in late June.	RW
	Meeting 191 5 December 2019					
PUBLIC	5.4 SUSTAINABILITY REPORT	1. MM to investigate further sustainability awards that the Market could enter, including national level awards eg Shopping Centre Council of Australia awards.	Feb-20	Off Track (minor)	Premier 2020 Sustainability award is out for nomination	AM
PUBLIC	5.4 SUSTAINABILITY REPORT	2. MM to provide further analysis on why water use at the Market had increased	Feb-20	Off Track (minor)	currently water usage is down. Due to COVID 19 and reduction of General merchant stalls closed for a period of a two, three months. Long term if the Market increases in activity water usage will to. Rain water usage for services will also increase.	AM
PUBLIC	5.5 TRADER UPDATE	1. MM to investigate and monitor consumption of alcohol at the Market outside of licenced areas	Feb-20	Complete	Part of BAU - no need to be on this list	RW
PUBLIC	5.6 FINANCE REPORT	1. MM to investigate the terms of the renewable energy contract to see if charges reflect the terms of the contract.	Feb-20	Complete	Confirmation that charges do reflect terms of the contract and no savings can be made.	DB
PUBLIC	5.6 FINANCE REPORT	2. MM to provide a report on capital works projects delivery, including risk implications if compliance works not delivered	Feb-20	Off Track (minor)	Awaiting Council approval of revised budget.	DB



5. PRESENTATION OF MANAGERS REPORT

5.1 **MANAGER'S REPORT**

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE MANAGER SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

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

2. RECOMMENDATION

That the Committee:

- 2.1 Notes the Manager's Report.

3. KEY POINT/ISSUES

- 3.1 The best thing to occur since the last meeting is that General Merchandisers are now allowed to open and therefore the Market reopened in its full capacity on Wednesday 3rd June. It was terrific to have everyone back and the atmosphere return to the Market.
- 3.2 Majority of the most recent updates are contained within Coordinators individual reports.
- 3.3 The Market team continue doing a great job managing an unstable environment with fluctuations in visitor numbers and changes in operating access points
- 3.4 Given the stabilisation of Market visitor numbers we now only need to limit numbers into the Deli aisle on weekends and given the General merchandisers have reopened the queuing in aisle G has moved to York St and marquees have been assembled to protect patrons from the weather. Queuing via the Food Hall remains the same.
- 3.5 Additional costs for cleaning, security and signage continue.

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



4. OFFICER DIRECT OR INDIRECT INTEREST

- 4.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 56/04/176

ATTACHMENTS Nil

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



5.2

PERFORMANCE REPORT

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE MANAGER SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

- 1.1 To provide the Committee with an update on how the Market is tracking against key performance indicators.

2. RECOMMENDATION

That the Committee:

- 2.1 Note the Market's performance report.

3. OFFICER DIRECT OR INDIRECT INTEREST

- 3.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 56/04/176

ATTACHMENTS 1. SMM KPI report 2019-20 Jun 2020

KEY PERFORMANCE INDICATORS JUN 2020							
Objective	Measure	Reporting frequency	Baseline	Target	Actual	Status	Notes
COMMUNITY							
Demonstrate value to our growing community through the effective management, curation and maintenance of this high quality amenity	Visitor numbers	BM	3.835m	2% inc annually	-4.80%	Off Track (minor)	May figures delayed due to technical issue. This is YTD April 2020
	Stallholder Satisfaction with SMM as venue for Stall	A	83%	85%	90%	On Track	
	Customer Satisfaction measured by CoPP Community Satisfaction Report.	A	97%	99%	97%	On Track	
PEOPLE & CULTURE							
High performing, healthy, values driven culture with a Community First mindset	SMM Staff Turnover	M	0.00%	0.70%	0%	On Track	
	SMM Staff Time Lost due to Injuries	M	0	0	0	On Track	
	Customer injuries or near misses	M	TBC	0	2	Off Track (minor)	x1 tripped on step, x1 slipped on vegetable debris in stall
	Vendor injuries or near misses	M	TBC	0	1	Off Track (minor)	CoPP staff member injured back lifting (click and Collect)
INTERNAL PROCESS							
Efficient & effective organisation	% capacity of Market stalls 76 Gen Merch stalls 29 Eateries 39 Fresh Food stalls	BM	100%	100%	60% at 31/05 96.5% at 1/06	Off Track (minor)	GM stalls re-opened on 3 June
	% capacity of Pop-up stalls	BM	95%	98%	0% at 31/05 60% at 1/06	Off Track (minor)	SO:ME Space re-opened on 3 June, but Market only opened 3 of 5 spaces to allow for social distancing
Environmental sustainability in a growing community	SMM Potable Water Usage (ml)	Q	26.612ML	26.612ML	YTD 22.84ML	On Track	
Environmental sustainability in a growing community	% SMM Waste Diverted from Landfill	Q	65%	67%	69%	On Track	

Finance	Debtors at 60 and 90 days	M		90: 0%	90: 2% 60: 5%	Off Track (minor)	<p>90 day - 4 stalls: debt collection agency seeking to recover \$2,391 (stallholder left 18months ago); one is unwell and wants to sell business (owes \$39,170); one in discussions with mgt (owes \$8,614); one has left owing \$5,700 and is on a payment plan.</p> <p>60 days - 7 stalls: emails sent requesting payment but Council unwilling to take further action in the current environment. State govt directive requires 12-24 month payment plans.</p>
----------------	---------------------------	---	--	--------	------------------	------------------------------	---

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



5.3 ATTENDANCE REPORT

PREPARED BY: SOPHIE MCCARTHY, BUSINESS AND EVENTS COORDINATOR

FOR NOTING

1. PURPOSE

- 1.1 To provide the Committee with analysis of attendance at South Melbourne Market.

2. BACKGROUND

- 2.1 The visitor numbers are monitored by a people counting program to determine total foot traffic and average foot traffic by trading day.

3. RECOMMENDATION

That the Committee:

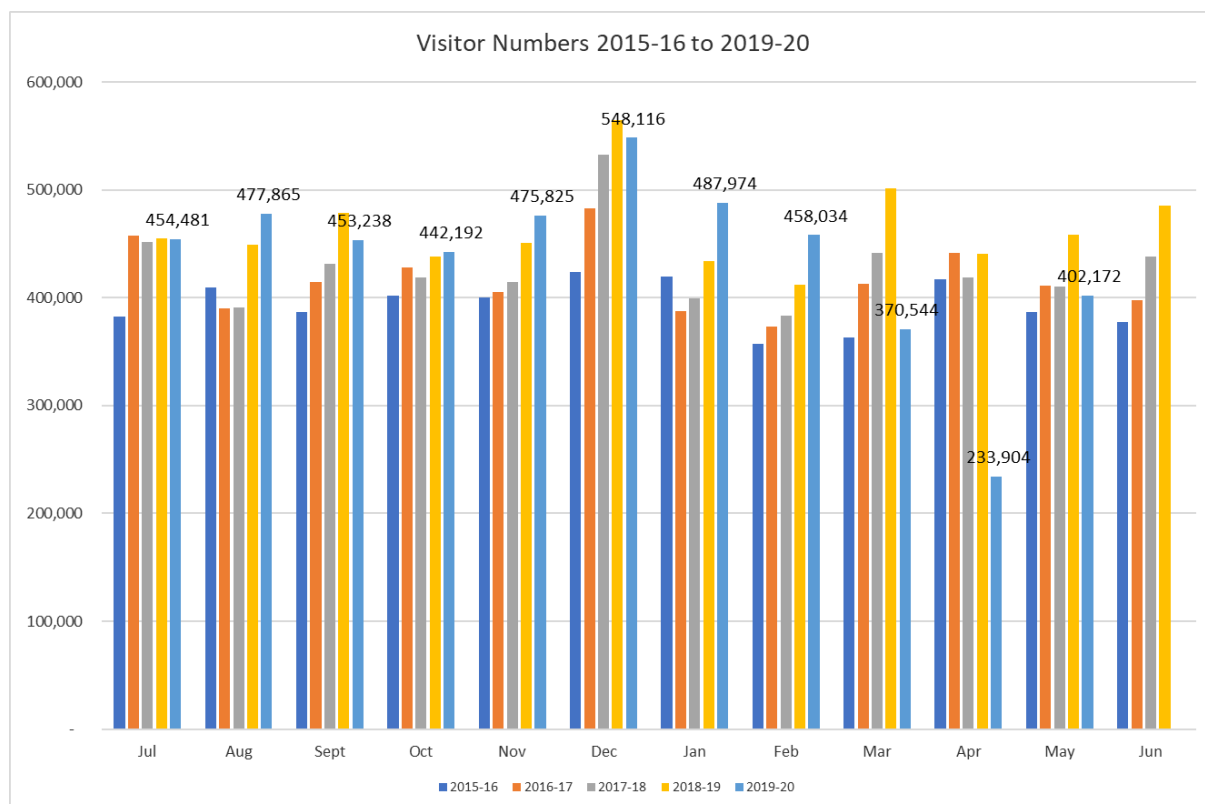
- 3.1 Note the attendance report.

4. KEY POINT/ISSUES

- 4.1 Compared to the same months the previous year, February finished strong with an 11% increase in visitor numbers, with COVID-19 hitting the Market week commencing 9 March. March then recorded a 26% drop in visitor numbers, April finished 47% down, while May saw a slow-down in the decline finishing 12% down.

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



4.2 April was hit hard due to Easter visitor numbers being 47% down on 2019, plus we were closed on Saturday 25 April for Anzac Day:

17.4.19	24,885	8.4.20	13,779	-45%
18.4.19	20,857	9.4.20	12,642	-39%
20.4.19	36,524	11.4.20	20,508	-44%
21.4.19	30,002	12.4.20	12,957	-57%

4.3 Timeline for Coronavirus Impact:

4.3.1 Friday 6 & Saturday 7 March: DHHS was still notifying the public with known locations visited by coronavirus sufferers. Two shoppers with coronavirus visited the Market and this was announced on Tuesday 10 March.

4.3.2 Wednesday 18 March: Panic buying had set in at Supermarkets and the Market was up 21% on the average Wednesday in March 2019. Fresh produce traders sold up to three times their usual Wednesday stock, some sold more than they do pre-Christmas. Friday 20 to Sunday 22 March: Numbers fell on Friday down 7% on average, with Saturday and Sunday even lower 28 & 39% down respectively.

4.3.3 The final week of March (Wed 25 to Sun 29) was 51% down on the average from March 2019.

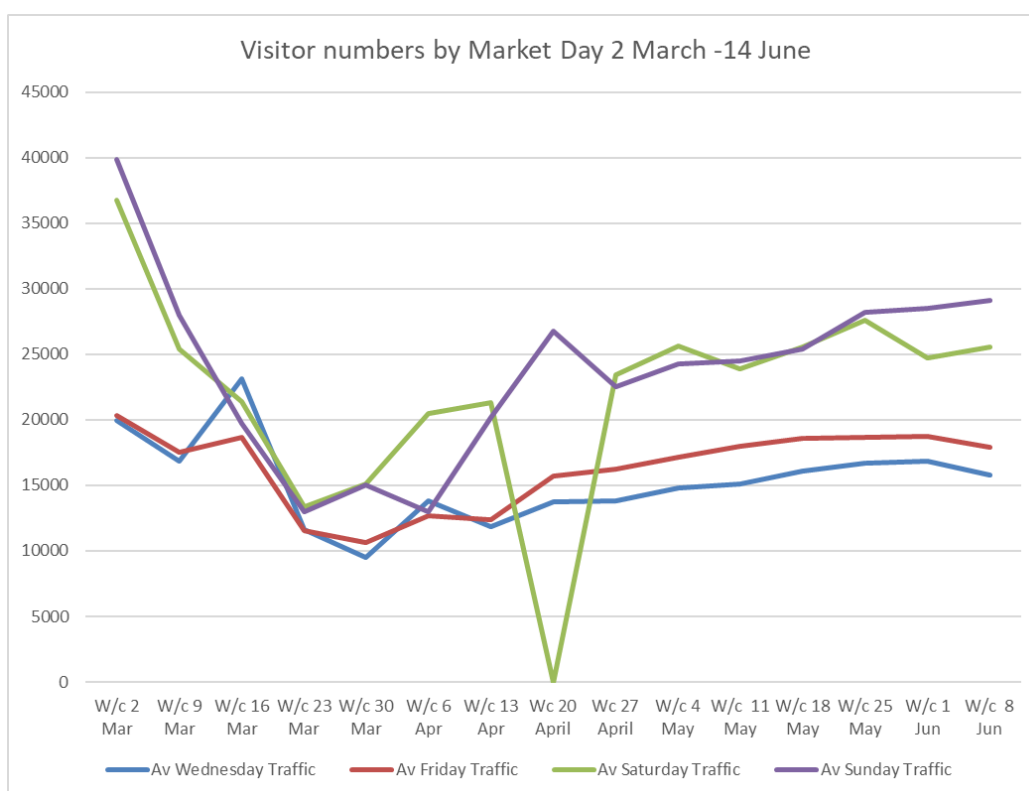
SOUTH MELBOURNE MARKET COMMITTEE 25 JUNE 2020



4.3.4 Wednesday 25 March State Government announced that only FOOD outlets were permitted to remain open in Markets after midnight, then for two long months the Markets food stalls were open while all general merchandise traders were not allowed to trade.

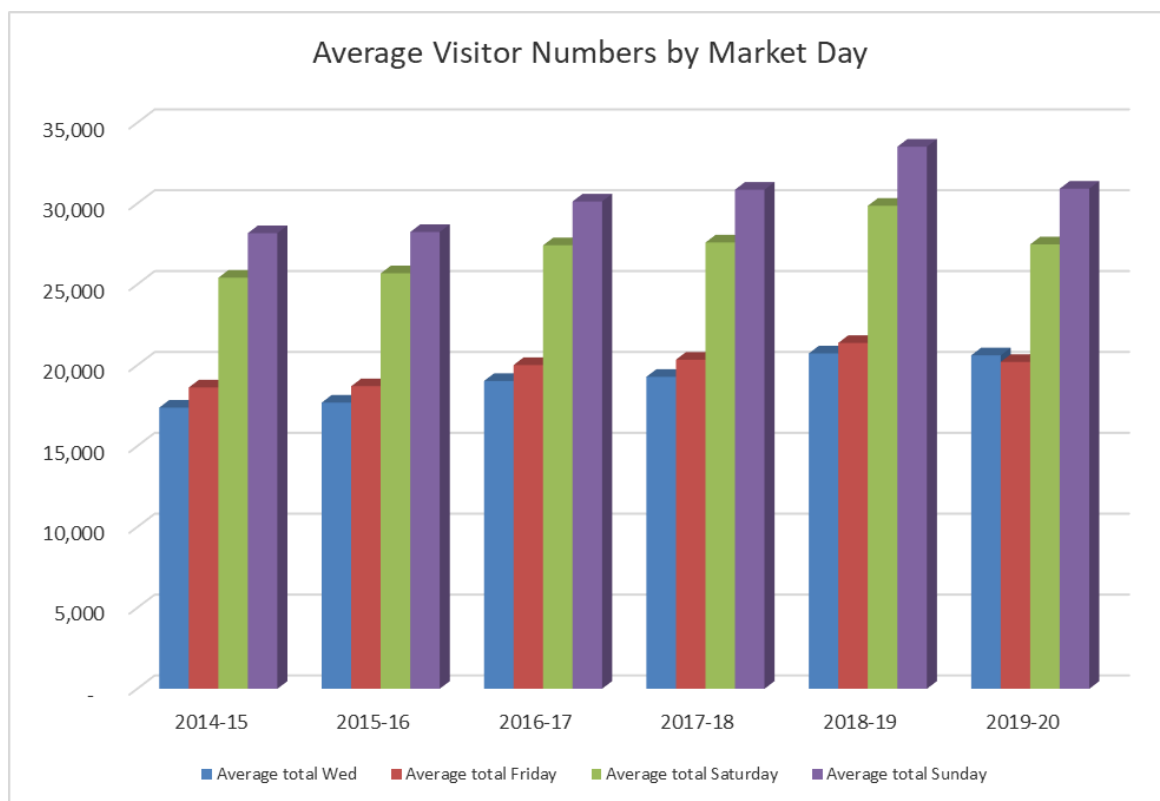
4.3.5 Wednesday 3 June: In line with advice from the Chief Health Officer, the Victorian Government announced Market stalls (non-food) could reopen from 1 June. This followed the earlier advice that restaurants and cafés could also reopen on 1 June adhering to strict new guidelines.

4.3.6 The visitor numbers were difficult to predict as the following chart shows (note Sat 25 April Market was closed for ANZAC Day):



4.4 Average Visitor Numbers by Market Day:

4.4.1 The 2019-20 Market day averages have dropped from 2018-19 due to COVID-19, with the exception of Wednesday which is only -0.6% down. Friday finished 5.5% down, Saturday 8% and Sunday 7.7% lower than 2018-19 figures.



5. OFFICER DIRECT OR INDIRECT INTEREST

5.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 56/04/176

ATTACHMENTS Nil

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



5.4

SUSTAINABILITY REPORT

PREPARED BY: ADAM MEHEGAN, OPERATIONS COORDINATOR SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

- 1.1 Provide the SMM Committee updates on South Melbourne Markets Sustainable programs and improvements.

2. RECOMMENDATION

That the Committee:

- 2.1 Note the sustainability update.

3. OFFICER DIRECT OR INDIRECT INTEREST

- 3.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 56/04/176

ATTACHMENTS 1. Sustainability committee report June 2020 (003)

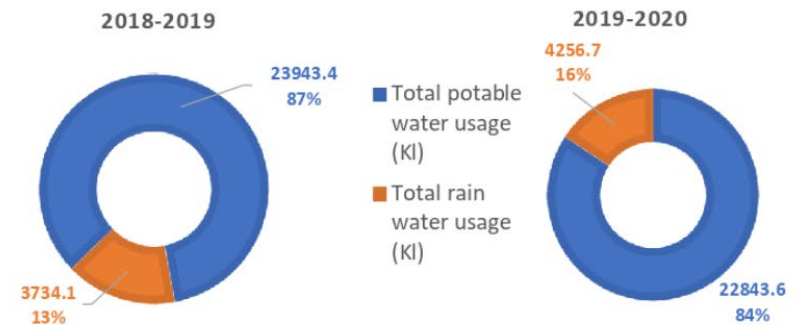
WATER USAGE 2019 - 2020

Due to the device that records rainwater and potable water figures being under maintenance, figures for the final quarter have not been accurately recoded. However from the data that was available (Cecil Street Mains) there was a sharp decrease in water usage for this quarter due to COVID-19 and decreased stall activity at the market.

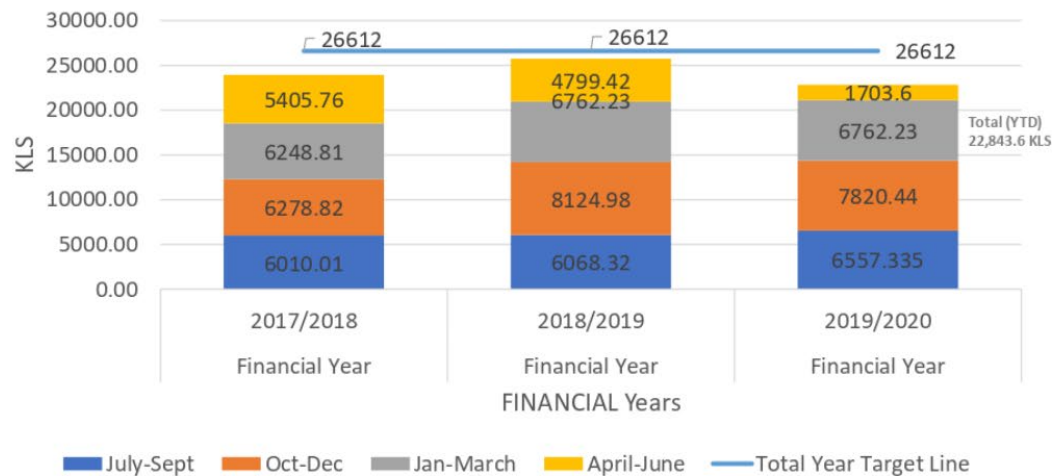
4256.7 kilo litres
potable water
saved
=
1.70 Olympic sized
swimming pools



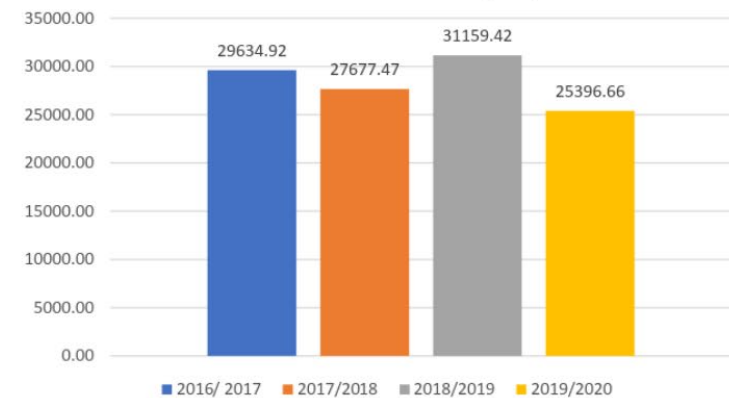
WATER USAGE: POTABLE VS RECYCLED



Potable WATER USAGE (KLS)



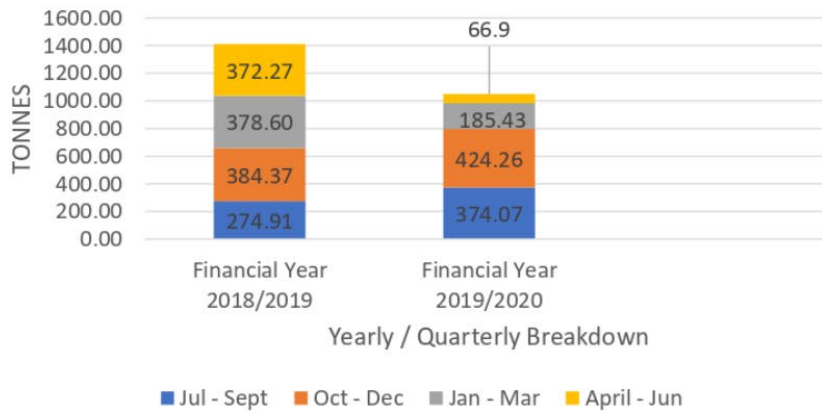
TOTAL WATER USAGE (KLS)



WASTE DIVERSION 2019 - 2020

Several issues have resulted in less data availability for the final quarter of this financial year.
 COVID-19 has reduced the total tonnage of waste and recycling at the market due to the reduced number of stalls opening within this quarter. This is also reflected in the recycling waste streams, as the low volume of waste has meant less frequent collections therefore less recorded data. From the available recycling waste stream data it was found that 66.9 tonnes has been recycled within this quarter (excluding May and June figures).
 April data for the GAIA organics recycling machine has not been included in this quarter due to weighing scale issues that have now been rectified.

Tonnes Recycled by Quarter



* Excluding May and June figures*

69% of waste diverted from landfill

6% increase in recycled waste compared to 2018/19

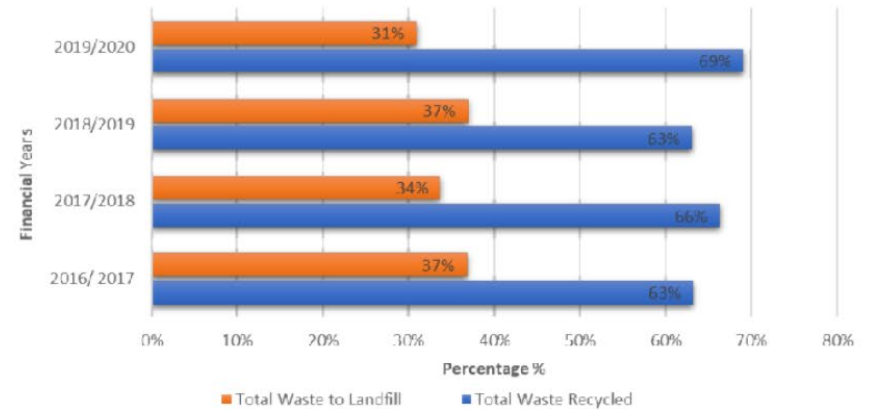
1050 tonnes of rubbish diverted from landfill

=

105 garbage trucks of rubbish



Waste: Landfill vs Recycled

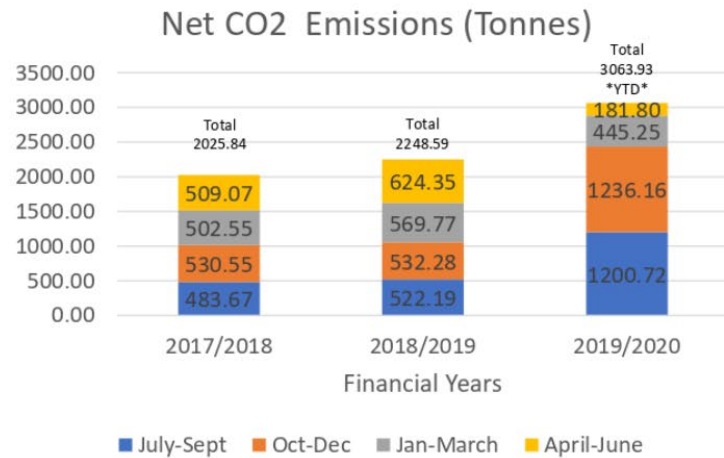


POWER USAGE 2019 - 2020

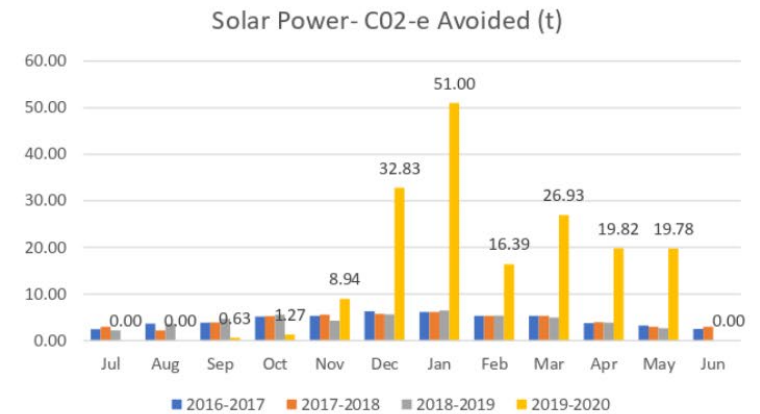
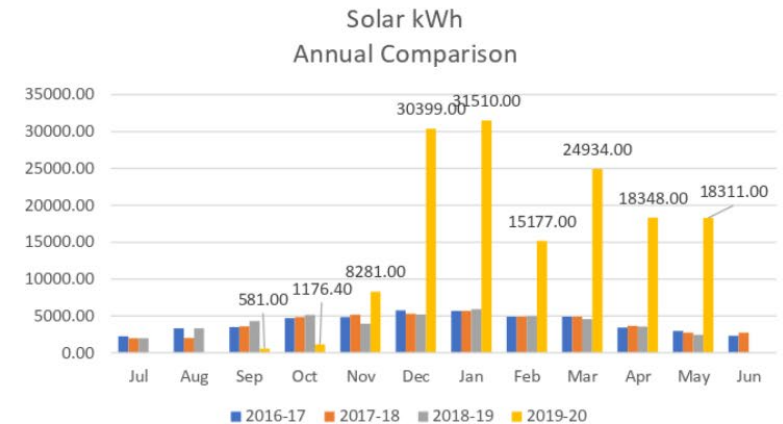
For the final quarter of the 19/20 financial year, net CO2 emissions is 181.80 tonnes (excluding June Waste figures). Due to COVID-19 regulations, and general merchandise stalls closing for an extended period of time between April and June market power usage was minimal for this quarter.

Solar power contribution continues to remain very high in comparison to the same quarter in previous years, since the installation of additional solar panels at the market.

148,717 kWh solar power generated
=
160.61 (t) CO2-e avoided
=
35 cars off the road for a whole year



* Net CO2 emissions for the Market is calculated by combining the total electrical, gas and waste emissions.





5.5

FINANCE REPORT

PREPARED BY:

**DANIELLE BLEAZBY, EXECUTIVE MANAGER SOUTH
MELBOURNE MARKET**

FOR NOTING

1. PURPOSE

1.1 To inform the Committee about the Market's financial performance.

2. RECOMMENDATION

That the Committee:

2.1 Note the Finance Report.

3. KEY POINT/ISSUES

3.1 The full year Forecast result to 30 June is a deficit of approx. \$1.7M

This mainly is driven by the reduced income position of approx. \$1.28M, nearly all attributable to COVID-19:

Stall holder Income down by \$855K due to COVID-19 Rent Relief scheme.

Parking Income down by \$170K due to earlier partial closure of the Market and the lower / shorter stay duration of visits during the emergency and since reopening (all due to COVID-19)

Cooking School Income down by \$145K (partially due to need to terminate NEFF kitchen classes due to COVID closure and refund of classes prepaid for next year)

Other Income down \$108K (E.g. Night Market) along with reduced ATM fees and Merchandise sales (partially due to COVID)

On the expense side, operating expenses are forecast to be \$530K above budget, some of this is attributable to COVID-19

Main Variances are:

Various additional expense of \$180K incurred due to COVID-19 (Note most of these expenses were charged to COVID 19 cost centre and they have added this back to give an accurate picture of the true result).

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



Contractor Payments unfavourable by \$175K in Cleaning costs (Tender came in over budget) and security costs.

Provision for Bad & Doubtful Debts \$88k (Note we have assumed we will have some bad debts due to COVID which we haven't had allowance for in the past).

4. OFFICER DIRECT OR INDIRECT INTEREST

4.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 56/04/176

ATTACHMENTS 1. South Melb Market Financial Report for period ending 31 MAY 2020

Comprehensive Income Statement - South Melbourne Market as at 30 MAY 2020

Year to Date Results at May 2020	Prior Yr.	Current Year to date			Variance			2019-20 Full Year		
	Actual	Actual	Forecast	Budget				Forecast	Budget	Variance
	2018/19 \$'000	2019/20 \$'000	2019/20 \$'000	2019/20 \$'000	2018/19 %	Forecast %	Budget %	2019/20 \$'000	2019/20 \$'000	2019/20 \$'000
Income										
Licence Fees	5,898	5,469	5,998	5,923	(7.3%)	(8.8%)	1.3%	5,581	6,436	(855)
Parking fees	542	421	424	550	(22.3%)	(0.7%)	(22.9%)	430	600	(170)
Cooking School Income	249	81	122	207	(67.5%)	(33.6%)	(41.1%)	81	226	(145)
Other income	222	244	243	327	10.0%	0.6%	(25.9%)	249	357	(108)
Total Income	6,911	6,215	6,787	7,007	(10.1%)	(8.4%)	(3.1%)	6,341	7,619	(1,278)
Expenses										
Employee costs	1,429	1,442	1,464	1,418	(1.0%)	(1.5%)	3.1%	1,554	1,554	(0)
Advertising, Events and Publicity	560	471	476	565	15.9%	1.1%	18.7%	562	616	54
Contract Payments	2,032	2,558	2,500	2,218	(25.9%)	(2.3%)	(12.7%)	2,704	2,529	(176)
Professional Services	227	297	293	203	(30.8%)	(1.4%)	(44.3%)	309	321	12
Utilities, Insurance, Taxes & Levies	212	348	351	332	(64.2%)	0.9%	5.7%	435	362	(73)
Land Tax	232	244	249	188	(5.2%)	2.0%	(32.4%)	258	205	(53)
Congestion levy	241	254	254	254	(5.4%)	0.0%	0.0%	277	277	-
Fire Services levy	30	13	13	19	56.7%	0.0%	(31.6%)	13	21	8
Bad and doubtful debts	(15)	88	-	-	705.4%	0.0%	0.0%	72	-	(72)
Depreciation and amortisation	1,193	1,213	1,213	1,213	(1.7%)	0.0%	0.0%	1,323	1,323	-
Borrowing costs	-	-	-	-	0.0%	0.0%	0.0%	-	-	-
Head Office Costs	120	125	125	125	(4.2%)	0.0%	0.0%	136	136	-
Other expenses	123	227	222	164	(84.4%)	(2.2%)	35.4%	227	170	(57)
Expenses Charged to COVID 19 cost centre	-	145	145	-	-	-	-	177	-	(177)
Total Expenses	6,384	7,425	7,305	6,699	(16.3%)	(1.6%)	(9.0%)	8,048	7,514	(534)
Operating Surplus/(Deficit) for the year	527	(1,210)	(519)	308	(329.6%)	(133.5%)	(268.6%)	(1,707)	105	(1,812)

Income Statement Converted to Cash	Prior Yr.	Current Year to date			Variance			2019-20 Full Year	
	Actual	Actual	Forecast	Budget				Forecast	Budget
	2018/19 \$'000	2019/20 \$'000	2019/20 \$'000	2019/20 \$'000	2018/19 %	Forecast %	Budget %	2019/20 \$'000	2019/20 \$'000
Operating Surplus/ (Deficit) for the year	527	(1,210)	(519)	308	(329.6%)	133.5%	(268.6%)	(1,707)	105
Adjustments for non-cash operating items:									
• Add back depreciation	1,193	1,213	1,213	1,213	(1.7%)	0.0%	0.0%	1,323	1,323
• Add back written-down value of asset disposals	-	-	-	-	-	-	-	-	-
Adjustments for investing items:									
• Less capital expenditure	(524)	(995)	(1,059)	(2,313)	(89.8%)	(6.1%)	(54.2%)	(1,401)	(2,474)
Adjustments for financing items:									
• Less Loan Repayments	-	-	-	-	-	-	-	-	-
• Less Lease Repayments	-	-	-	-	-	-	-	-	-
• Add New Borrowings	-	-	-	-	-	-	-	-	-
Adjustments for reserve movements:									
• Statutory Reserve Drawdown/ (Replenish)	-	-	-	-	-	-	-	-	-
• Discretionary Reserve Drawdown/ (Replenish)	-	-	-	-	-	-	-	-	-
Cash Surplus/(Deficit) for the Year	1,196	(992)	(365)	(793)	(182.9%)	172.0%	(54.0%)	(1,785)	(1,046)
Opening Balance - Cash Surplus	-	-	-	-	-	-	-	-	-
Closing Cash Surplus Balance	1,196	(992)	(365)	(793)	(182.9%)	172.0%	(54.0%)	(1,785)	(1,046)

Capital Works	Prior Yr.	Current Year to date			Variance			2019-20 Full Year	
	Actual	Actual	Forecast	Budget				Forecast	Budget
	2018/19 \$'000	2019/20 \$'000	2019/20 \$'000	2019/20 \$'000	2018/19 %	Forecast %	Budget %	2019/20 \$'000	2019/20 \$'000
South Melb Market Renewal Works	207	143	145	469	31%	1%	(69%)	315	512
Stall Fit Outs	12	149	179	197	(1138%)	(17%)	(9%)	200	215
South Melb Market Solar PV	32	593	593	547	(1763%)	0%	(8%)	593	547
SMM Building Compliance Works	273	51	60	1100	81%	(15%)	95%	211	1200
SMM Dynamic Parking Signs	0	7	7	0	0%	(5%)	0%	7	0
SMM Public Safety Improvements	0	52	75	0	0%	(31%)	0%	75	0
Total Capital Expenditure	524	995	1059	2313	(89.8%)	(6.1%)	54.2%	1401	2474

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



5.6 **TRADER REPORT**

PREPARED BY: **ROSS WILLIAMSON, SENIOR LICENCING COORDINATOR**

FOR NOTING

1. PURPOSE

- 1.1 To provide an update on items affecting traders.

2. BACKGROUND

- 2.1 This is a regular update on activity. No determination is required by the Committee.

3. RECOMMENDATION

That the Committee:

- 3.1 Note the Trader Update

4. KEY POINT/ISSUES

- 4.1 Market re-opening
 - 4.1.1 Working bee – we welcomed back the General Merchandise stalls on Wednesday 3 June. Two working bees were held the week before opening to prepare for the new social distancing requirements. Stalls were requested to do a deep clean and the Market provided signage (to note the max # allowed in a stall) and floor stickers (to denote appropriate distance and where to queue). Hand sanitiser for all stores was donated by St Ali and in turn we have provided them with a pop up (paid for) to sell their sanitisers. All stallholders that had been forcibly closed turned up on one of the days.
 - 4.1.2 Non-returning stalls – Frankie's Story (children's clothing) and Belle Couleur (leather bags and accessories) advised us before re-opening that they would not be returning. Both have an on-line presence so will continue to operate. Both were very sad to leave: Frankie's Story has a 50+ year connection with the Market; Belle Couleur started as a SO:ME Space pop-up and nearly 5 years ago graduated to a permanent stall.

The Market will fill these stalls with pop-ups for 3 months while it considers what to do in the longer term. It will also give time to assess the fall-out from, and impact of, COVID-19 on the Market and ensure we can make the best moves for the Market.

It is evident from calls made to potential pop-ups that retailers are nervous about the future and seem reluctant to commit beyond the short-term licence in the current environment.

4.1.3 Social distancing measures (display space) – to enable better flow of customers and improve social distancing the Market has adopted the following measures:

- removed the centre of Deli aisle displays – the centre-of-aisle fixtures of three of the affected stalls have been moved into Stall 186; they will assess how this works for them.
- moved footpath display units along Coventry St onto the road adjacent to the kerb;
- removal of centre of aisle display and point of sale for Stall 193 (opposite Sherif's F&V);

4.2 Impact of coronavirus

4.2.1 A summary of closures and revenue impact for April and May is below:

	Number 144	Closed	Applied for relief	approx relief April	approx relief May
General Merch	76	76	76	\$174,000	\$174,000
Eateries	29	10	19	\$108,000	\$108,000
Fresh Food	39	1	6	\$27,000	\$27,000
Total				\$309,000	\$309,000

- 4.2.2 The rent relief for June should see a reduction from the previous two months as the GM stalls are now open and will be eligible for relief based on drop in income compared with the previous year. Unless they have dropped more than 75% they will not be eligible for 100% rent relief.

4.3 New stalls

- 4.3.1 Stall 137 (Alison Dominy) SO:ME Space 6 month licence – this stall was due to open on 25 March, the day the Market was directed to close its GM stalls. Alison returned on 3 June.
- 4.3.2 Stall 155 (Luna and Soul) SO:ME Space one year licence – Raja of Luna and Soul moved in just days before the 25 March closure and re-opened on 3 June.
- 4.3.3 Stall 156 (Chimbu Ambai) SO:ME Space 3 month pop-up – Lina from Chimbu Ambai was due to move in from 26 March. She was re-offered the spot and opened on 13 June.

4.4 EOIs

- 4.4.1 Stall 99 (Paco y Lola) – the Expression of Interest for this stall is open until end September. There has been strong interest.
- 4.4.2 Stall 90 (Neff Kitchen) – the decision to close the Neff Kitchen from 1 July has freed up this space for a food and/or beverage business with footpath seating as per the other Cecil St businesses. A prospectus and EOI has been issued. The word is already out and there has been keen interest.

4.5 Fit-out works

- 4.5.1 Stall 43 (SM Grocer) – renovation works (new shelving and display units, painting of floor and roof, electrical works, improved lighting) were completed in May and included wider aisles for accessibility. The re-fit is very impressive and is attracting more people into the stall.
- 4.5.2 Stall 77 (Time web) – finishing touches are being done to this renovation which included new display units and shelving, electrical works, floor levelling and painting, improved lighting. It also includes wider aisles and a wheelchair turning circle to improve accessibility. This re-fit is a big improvement.
- 4.5.3 Stall 120a (Turn) – this new stall fit-out was completed in time for re-opening. Once signage is in place it will complete and complement an already impressive looking new stall.

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



- 4.5.4 Stall 218 (Everything Aussie) – renovation of this stall should commence before the end of June.
- 4.5.5 Stall 3-5 (SMS Seafood) – fit out works to the extension of SMS Seafood (Stall 3) should commence before the end of June. A building permit has been approved and a builder has been engaged.

5. OFFICER DIRECT OR INDIRECT INTEREST

- 5.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

TRIM FILE NO: 56/04/176
ATTACHMENTS Nil



6. SOUTH MELBOURNE MARKET REPORTS

Nil

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



7. PUBLIC QUESTION TIME

Nil



8. CONFIDENTIAL MATTERS

8.1	<i>Manager's Report</i>	7
8.2	<i>Confidential Action Items</i>	9
8.3	<i>Marketing and Public Relations Update</i>	19
8.4	<i>Annual report on Food Safety and hygiene compliance</i>	31
8.5	<i>SMM Projects Update</i>	33
8.6	<i>OHS & Incidents Report</i>	45
8.7	<i>Security Report</i>	47
8.8	<i>Contracts Report</i>	49
8.9	<i>Risk Register Review</i>	53
8.10	<i>Annual Security, Emergency and Public Safety Management Program</i>	59
8.11	<i>SO:ME Space and Market Mix</i>	69
8.12	<i>Licences/Deeds of Surrender for Signing</i>	73
8.13	<i>Order & Collect Report</i>	75
8.14	<i>Three-month forward look</i>	79
8.15	<i>Strategy in View</i>	83

SOUTH MELBOURNE MARKET COMMITTEE

25 JUNE 2020



RECOMMENDATION

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:

AGENDA ITEM	REASON
8.1 Manager's Report	89(2)(d). Contractual matters.
8.2 Confidential Action Items	89(2)(d). Contractual matters 89(2)(g). Matters affecting the security of Council property.
8.3 Marketing and Public Relations Update	2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.4 Annual report on Food Safety and hygiene compliance	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.5 SMM Projects Update	89(2)(d). Contractual matters 89(2)(g). Matters affecting the security of Council property.
8.6 OHS & Incidents Report	89(2)(g). Matters affecting the security of Council property.
8.7 Security Report	89(2)(g). Matters affecting the security of Council property.
8.8 Contracts Report	89(2)(d). Contractual matters.
8.9 Risk Register Review	89(2)(g). Matters affecting the security of Council property 89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.10 Security, Emergency & Public Safety Management Program	89(2)(g). Matters affecting the security of Council property.
8.11 SO:ME Space and Market Mix	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.12 Licences/Deeds of Surrender for Signing	89(2)(d). Contractual matters.
8.13 Order & Collect Report	89(2)(e). Proposed developments.
8.14 Three-month forward look	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.15 Strategy in View	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.