



# SOUTH MELBOURNE MARKET COMMITTEE

## MINUTES

### 5 MAY 2020



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## MINUTES OF THE SOUTH MELBOURNE MARKET COMMITTEE HELD 5 MAY 2020 VIA WEBEX

The meeting opened at 6:05pm

### ATTENDING MEMBERS

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

### ATTENDING OFFICERS

Peter Smith, CEO, Kylie Bennetts, Director Office of the CEO, Danielle Bleazby, Executive Manager South Melbourne Market, Chris Carroll, General Manager, Customer and Corporate Services, Sophie McCarthy, South Melbourne Market Officer, Ross Williamson, Senior Licensing Coordinator, Adam Meheagan, Operations Coordinator

*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.*

### i. COMMITTEE DECISION TO EXCLUDE IN-PERSON ATTENDANCE OF MEMBERS OF THE PUBLIC AT TONIGHT'S MEETING

That the Committee noted that:

- a) *that in accordance with its obligations under the Occupational Health and Safety Act 2004, tonight's Committee meeting will not be open to in-person attendance by members of the public, and instead will be open and accessible to the public by Webex, via the Market's website.*
- b) *that members of the public can submit a question online to an agenda item, which may be read out at the Chair's discretion.*

### 1. APOLOGIES

No apologies



## 2. MINUTES OF PREVIOUS MEETINGS

### **MOVED Members Pearl/Voss**

That the minutes of the South Melbourne Market Committee held on 13 February 2020 be confirmed.

**The MOTION was CARRIED.**

## 3. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

## 4. PUBLIC ACTION ITEMS

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

The Committee noted that many actions items have been placed on hold due to Covid-19. Market Management (MM) was reviewing their strategy going forward and how outstanding action items can be incorporated into this; the review will be provided to the Committee for feedback.

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

That the Committee notes the progress with the outstanding public action items.

**The MOTION was CARRIED.**

## 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:

- **Mussel Festival:** The 2020 Mussel & Jazz festival was a big success and was well received by both attendees and traders.



- **Covid 19:**
  - The MM team has put in an immense amount of work to adjust the Market to the new and ever evolving environment under Covid-19 restrictions.
  - MM was currently working on a plan for how the Market will operate as restrictions are lifted and general merchandise traders are allowed to reopen. This plan will allow the traders to know well ahead of time what will happen as restrictions are lifted. The plan will be provided to the Traders for comment and feedback.
- **Order & Collect:**
  - The service was implemented very quickly and logistics have evolved as the weeks progress.
  - Uptake (average): 700-750 orders per week, 250 – 300 customers, 2.8 orders per customer.
  - The service has been well received and many customers surveyed indicated they would continue to use it post Covid-19.
  - MM was currently working on what would be required to deliver Order & Collect as an ongoing service.
  - 57 stallholders were participating in the service. All traders were encouraged to join, including the closed general merchandise stalls, but some traders have products that are not suitable for the service.
- **Rent Relief Package**
  - The rent relief from Council has been very positively received, though some traders did not want to provide financial details to MM.
  - MM has called every trader who was forced to closed at least once and has almost finished a second round of calls.
  - MM was in the process of undertaking a survey with traders to get economic information and find out what they will need on that road to recovery, including help with state and federal relief and providing support through options such as business coaching, mentoring and marketing.

**MOVED Members Voss/Pearl**

That the Committee notes the Manager's Report.

**The MOTION was CARRIED.**

## 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:

- Some KPIs were off track due to COVID-19 but the MM was working to minimise the impact.



- All general merchandise stalls were closed due to the State Government legislating that only traders selling food and drink that is take away were allowed to operate at Markets. MM had sought further guidance from state government but is yet to receive feedback; they are now waiting to see if the announcement on 8 May will see ban on general merchandise lifted.

**MOVED members Danson/Talbot**

That the Committee notes the Market's performance report.

**The MOTION was CARRIED.**

### 5.3 SUSTAINABILITY REPORT

**Purpose:** To provide an update on South Melbourne Market's sustainable programs and improvements.

The Committee noted that CO<sub>2</sub> avoidance was slightly off track as the solar power had been shut down while the solar expansion works were undertaken. In addition, an inverter needed to be replaced due to a compliance issue, so the system was switched off for approximately a week.

**MOVED Members Pearl/Voss**

That the Committee notes the sustainability update.

**The MOTION was CARRIED.**

### 5.4 FINANCE REPORT

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

The Committee noted:

- The finance report is created by the City of Port Phillip finance team and feeds back into Council budget.
- MM has been providing fortnightly updates on the relief packages and the support the council has been giving.
- MM has only been spending on essential works, ensuring they are doing what they need to support the traders but also minimising the impact to the Market and in turn the Council and ratepayers.

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

That the Committee notes the Finance Report.

**The MOTION was CARRIED.**

## **5.5 ATTENDANCE REPORT**

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

The Committee noted:

- The increase in attendance that is likely to occur as restrictions start to ease poses a risk for public safety and availability of products. The MM team is looking at what they can do to manage these risks, balancing the options with costs.
- While YTD visitor numbers are down 4.8%, the drop in attendance numbers is not as significant as originally expected.

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

That the Committee:

- Notes the attendance report.
- Requests MM to develop plan for how to manage public safety as restrictions start to ease.

**The MOTION was CARRIED.**

## **5.6 TRADER REPORT**

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

The Committee noted:

- Rent concessions have been very well received. \$300,000 in relief was given in April.
- The state government has legislated that there can no increase in rent for commercial tenancies for six months. As a result, there will be no increase in licence fees for at least the first three months of the 2020/21 financial year.
- The Market is currently trading at a loss.

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- The Committee thanked MM staff for their efforts to keep closed traders feeling connected to the Market.

### **MOVED Members Voss/Pearl**

That the Committee notes the Trader Update.

**The MOTION was CARRIED.**

## **6. SOUTH MELBOURNE MARKET REPORTS**

### **6.1 APPOINTMENT OF DEPUTY CHAIR**

**Purpose:** To appoint a deputy chair for the South Melbourne Market Committee.

### **MOVED Members Danson/Pearl**

That the Committee appoint Simon Talbot as Deputy Chair.

**The MOTION was CARRIED.**

## **7. PUBLIC QUESTION TIME**

Nil

## **8. CONFIDENTIAL MATTERS**

### **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 below.

**The MOTION was CARRIED.**

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AGENDA ITEM	REASON
8.1 Manager's Report	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.2 Confidential Action Items	89(2)(d). Contractual matters
8.3 OH&S and Incidents Report	89(2)(g). Matters affecting the security of Council property.
8.4 Security Update	89(2)(g). Matters affecting the security of Council property.
8.5 Contracts Update	89(2)(g). Matters affecting the security of Council property.
8.6 Project Delivery Update	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.
8.7 Rent Relief update	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.8 EOI Stall 30	89(2)(d). Contractual matters.
8.9 Notices Of Intention	89(2)(d). Contractual matters.
8.10 Licences/Deeds of Surrender for Signing	89(2)(d). Contractual matters.
8.11 Revised 2020/21 Budget	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.12 Continued Operation of The Neff Market Kitchen	89(2)(d). Contractual matters.
8.13 Business Continuity and Disaster Recovery Planning	89(2)(g). Matters affecting the security of Council property.
8.14 Committee Calendar: 3-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)(d). Contractual matters 89(2)(g). Matters affecting the security of Council property.