



SOUTH MELBOURNE MARKET COMMITTEE

AGENDA

17 DECEMBER 2020



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SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



SOUTH MELBOURNE MARKET COMMITTEE

SECTION 86 COMMITTEE MEETING

To Committee Members

Notice is hereby given that an Ordinary Meeting of South Melbourne Market Committee will be held in South Melbourne Market on Thursday, 17 December 2020 at 6.00pm.

ATTENDING MEMBERS

Joanne Plummer (Chairperson), Andrew Danson (Independent Member), Simon Talbot (Independent Member), Deputy Mayor Marcus Pearl, Cr Heather Cunsolo

ATTENDING OFFICERS

Kylie Bennetts, General Manager City Growth and Organisational Capability; Danielle Bleazby, Executive Director South Melbourne Market; Sophie McCarthy, Manager Brand and Strategy Market Officer; Ross Williamson, Head of Retail and Business Development; Meagan Scott, Marketing Coordinator

AGENDA

- 1 **APOLOGIES**
- 2 **MINUTES OF PREVIOUS MEETINGS**
Minutes of the South Melbourne Market Committee of the Port Phillip City Council held on 27 August 2020.
- 3 **DECLARATIONS OF CONFLICTS OF INTEREST**
- 4 **ACTION ITEMS**
 - 4.1 *Public action items* 5
- 5 **PRESENTATION OF MANAGERS REPORT**
 - 5.1 *Manager's Report*..... 6
 - 5.2 *Performance Report*..... 8
 - 5.3 *Finance Report*..... 9
 - 5.4 *Market Attendance Report*..... 11
 - 5.5 *Trader update*..... 15
- 6 **SOUTH MELBOURNE MARKET REPORTS**
 - 6.1 *Projects Update*..... 18

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



6.2	<i>Sustainability report.....</i>	19
6.3	<i>2021 Committee meeting dates.....</i>	20
6.4	<i>Adoption of new South Melbourne Market Committee Charter</i>	22
7	PUBLIC QUESTION TIME	
	<i>Nil</i>	
8	CONFIDENTIAL MATTERS	
8.1	<i>Risk review</i>	
8.2	<i>Confidential Action Items</i>	
8.3	<i>Confidential Manager's report</i>	
8.4	<i>Confidential Marketing and PR update</i>	
8.5	<i>Port Phillip Mussel Festival 2021 - COVID Impact</i>	
8.6	<i>Licence term</i>	
8.7	<i>Sale of Business policy</i>	
8.8	<i>Deli Aisle Review</i>	
8.9	<i>Stallholder fee</i>	
8.10	<i>Licences/Deeds of Surrender for Signing</i>	
8.11	<i>2021 Committee Corporate Calendar and 3-month forward look</i>	
8.12	<i>Strategy in View: Draft 2021-25 Strategy</i>	

SOUTH MELBOURNE MARKET COMMITTEE
17 DECEMBER 2020



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

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



4. ACTION ITEMS

4.1 PUBLIC ACTION ITEMS

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE DIRECTOR SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

- 1.1 To provide the Committee with an update on action items from previous meetings.

2. RECOMMENDATION

That the Committee:

- 2.1 Note there are no 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 Nil



5. PRESENTATION OF MANAGERS REPORT

5.1 MANAGER'S REPORT

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE DIRECTOR SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

- 1.1 To provide an update on activities at the Market.

2. RECOMMENDATION

That the Committee:

- 2.1 Note the Manager's report

3. KEY POINT/ISSUES

- 3.1 Friday 18th December marks the start of 7 days of trading leading into Christmas which we are hoping is prosperous for traders. The Market Management team will do a thorough analysis of visitor numbers and seek feedback from traders on how successful the trading period is to help inform what the Market does into the future.
- 3.2 The Cecil St closer was delayed from the start of December to the start of January and will be in place until the end of March. The City of Port Phillip will evaluate the effectiveness of the activation space and traffic will report on the impacts to surround traffic conditions.
- 3.3 The Markets 2021 – 2025 Strategic Plan will go out for consultation to public and traders in January.
- 3.4 The NEXT Project consultants were appointed late October and have made good progress to date. Committee and traders will receive regular updates and reports on the project as it progresses.

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.

SOUTH MELBOURNE MARKET COMMITTEE
17 DECEMBER 2020



TRIM FILE NO: 56/04/176

ATTACHMENTS Nil

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



5.2

PERFORMANCE REPORT

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE DIRECTOR SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

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

2. BACKGROUND

3. RECOMMENDATION

That the Committee:

- 3.1 Note the Market's performance report.

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. SMM Key Performance Indicators Dec 2020

KEY PERFORMANCE INDICATORS DEC 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	-40%	Off Track (major)	End of November 2020 YTD visitation at the Market ended 40% lower than the previous year.
	Stallholder Satisfaction with SMM as venue for Stall	A	83%	85%	90%	On Track	Not measured 2020.
	Customer Satisfaction measured by CoPP Community Satisfaction Report.	A	93%	97%	93%	On Track	2020 - 93% (68% very good) 2019 - 93% (65% very good) 2018 - 93% (63% very good)
PEOPLE & CULTURE							
High performing, healthy, values driven culture with a Community First mindset	SMM Staff Turnover	Q	0.00%	0.70%	8.6% (YTD)	On Track	Staff turnover due to team restructure
	SMM Staff Time Lost due to Injuries	Q	0	0	0	On Track	
	Customer injuries or near misses	Q	TBC	0	0	On Track	
	Vendor injuries or near misses	Q	TBC	0	0	On Track	
INTERNAL PROCESS							
Efficient & effective organisation	% capacity of Market stalls 76 Gen Merch stalls 29 Eateries 39 Fresh Food stalls	BM	100%	100%	GM - 98% Eat - 100% FF - 100%	Off Track (minor)	
	% capacity of Pop-up stalls	BM	95%	98%	100%	On Track	
Environmental sustainability in a growing community	SMM Potable Water Usage (ml)	Q	26.612ML	26.612ML	22.7ML	On Track	

KEY PERFORMANCE INDICATORS DEC 2020

Objective	Measure	Reporting frequency	Baseline	Target	Actual	Status	Notes
Environmental sustainability in a growing community	% SMM Waste Diverted from Landfill	Q	65%	67%	53%	Off Track (minor)	The percentage of waste diverted to landfill has reduced largely due to less recycable waste being produced under COVID-19 restrictions (oyster shells, glass bottles, cooking oil etc)
Finance	Debtors at 60 and 90 days	M		90: 0%	90: 10%	Off Track (minor)	90 day - 15 stalls: 7 stalls > \$10,000; 8 <\$10,000 Two big debtors one of whom is selling (price is 4x debt) and one has been very unwell and may sell (price is 7x debt); others are COVID period debt except two who are on a payment plan. Council unwilling to take further action in the current environment. State govt directive states that termination not permitted and requires 12-24 month payment plans.

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



5.3 FINANCE REPORT

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE DIRECTOR SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

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

2. BACKGROUND

3. RECOMMENDATION

That the Committee:

3.1 Note the finance report.

4. KEY POINT/ISSUES

4.1 Income: Had it not been for the much needed COVID Rent Relief for traders and the significant impact on car parking revenue as a result of COVID, total income would be slightly ahead of budget come the end November 2020.

4.2 Expenses:

4.2.1 Majority of expense overruns have been COVID related and a result of adhering to government restrictions, signage, security and cleaning.

4.2.2 Employee expenses are also over budget due to the hiring of casual staff to backfill for personal leave entitlements for the period of 8 weeks and additional staffing needs due to managing COVID restrictions.

4.2.3 Maintenance appears to have also run over budget but they seem to have been misallocated and we are working through transferring some costs into the appropriate areas.

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



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 Income Statement to 30 November 2020



INCOME	2020/21						Comments
	Year to Date Actual	Year to Date Forecast	Year to Date Forecast Variance	Annual Forecast	Annual Budget	Annual Forecast Variance	
Licence Fees / Stallholders Rent	2,518,802	2,322,290	196,512	5,573,500	5,573,500	-	
Less: Covid Rent Relief	(1,089,423)	-	(1,089,423)	(1,500,000)	-	(1,500,000)	Unfavourable Variance: Adjustment from Covid 19 Cost centre
Parking Fees	32,268	76,690	(44,422)	400,058	400,058	-	
Other income	285,449	353,968	(68,519)	869,330	869,330	-	
TOTAL INCOME	1,747,097	2,752,948	(1,005,851)	5,342,888	6,842,888	(1,500,000)	Unfavourable

EXPENSE

Employee costs	616,517	559,761	56,756	1,478,480	1,478,480	-	
Materials	28,416	40,215	(11,799)	33,283	33,283	-	
Maintenance	174,220	127,175	47,045	587,390	587,390	-	
Contractor Services	956,911	925,825	31,086	2,353,813	2,353,813	-	
Depreciation Buildings	551,250	572,085	(20,835)	1,373,000	1,373,000	-	
Congestion levy	69,420	186,375	(116,955)	284,100	284,100	-	
Utilities, Insurance, Taxes & Levies	121,013	158,515	(37,502)	385,490	385,490	-	
Fire Services levy	-	2,435	(2,435)	14,600	14,600	-	
Land Tax	132,661	172,000	(39,339)	258,000	258,000	-	
Bad and Doubtful Debts	62,264	13,934	48,330	55,735	55,735	-	
Marketing and Advertising Costs	128,526	120,410	8,116	499,000	499,000	-	
Professional Services	46,573	42,465	4,108	229,240	229,240	-	
Other expenses	22,575	18,610	3,965	55,870	55,870	-	
Additional: COVID 19 related expenses	175,557	-	175,557	200,000	-	200,000	Unfavourable variance: Adjustment from Covid 19 Cost centre
Internal Head Office Overhead Costs	58,112	58,112	-	139,469	139,469	-	
Operating Projects (Next Project)	71,250	71,250	-	250,000	250,000	-	SMM Strategic Business Case
TOTAL EXPENSES	3,215,266	3,069,167	146,099	8,197,470	7,997,470	200,000	YTD Favourable, Forecast Unfavourable
Operating Surplus/(Deficit) for the period	(1,468,169)	(316,219)	(1,151,950)	(2,854,582)	(1,154,582)	(1,700,000)	Unfavourable

CAPITAL	2020/21 CAPITAL						Comments
	Year to Date Actual	Year to Date Forecast	Year to Date Forecast Variance	Annual Forecast	Annual Budget	Annual Forecast Variance	
South Melb Market Renewal Program	-	-	-	50,000	50,000	-	
South Melb Market Stall Changeover Refits	-	-	-	125,000	125,000	-	
South Melb Market Building Compliance Works	10,980	10,980	-	730,000	730,000	-	Inc. Cecil St Essential Services
South Melbourne Market Public Safety Improvements	-	-	-	360,000	360,000	-	
TOTAL CAPITAL	10,980	10,980	-	1,265,000	1,265,000	-	

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



5.4

MARKET 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

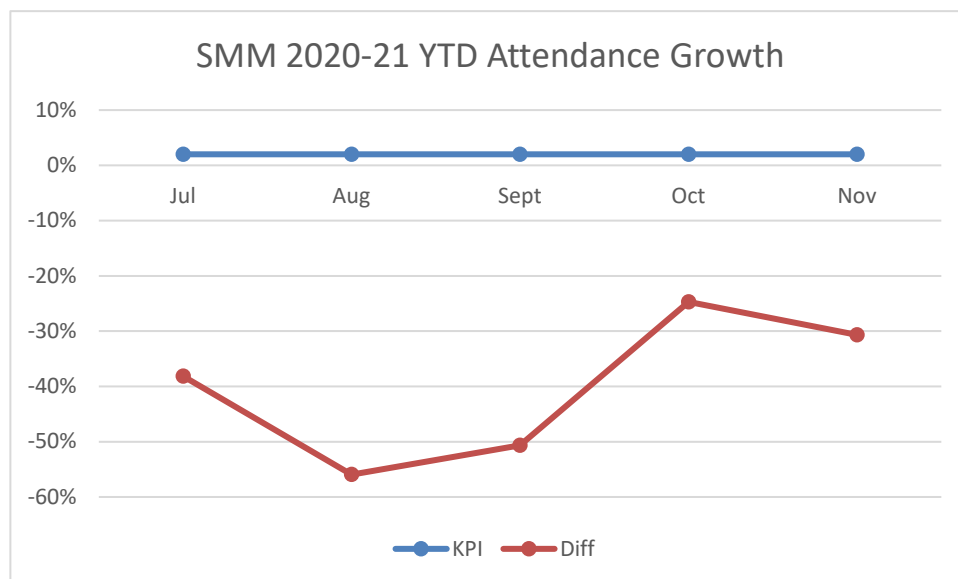
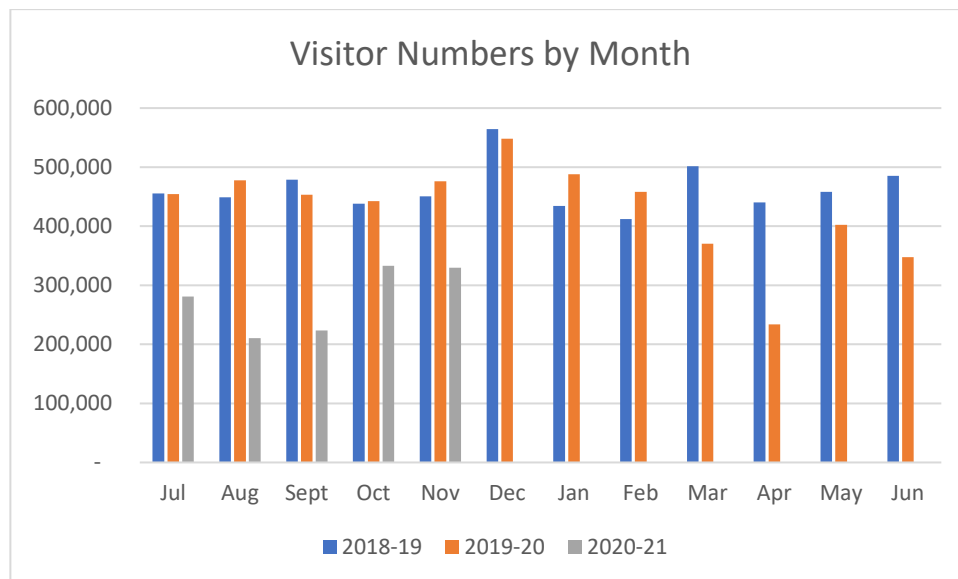
4. KEY POINT/ISSUES

4.1 Year-to-date November 2020

- 4.1.1 At the end of November 2020 YTD visitation at the Market ended 40% lower than the previous year. YTD Jul - Nov 2020 (1,378,054) v YTD Jul - Nov 2019 (2,303,601).
- 4.1.2 Monthly since July visitor numbers have been significantly lower than 2019 due to COVID related impacts including travel restrictions, stall closures and public safety fears: July -38%; August -56%; September -51%; October -25% and November -31%.

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



4.2 Average visitor numbers by trading day:

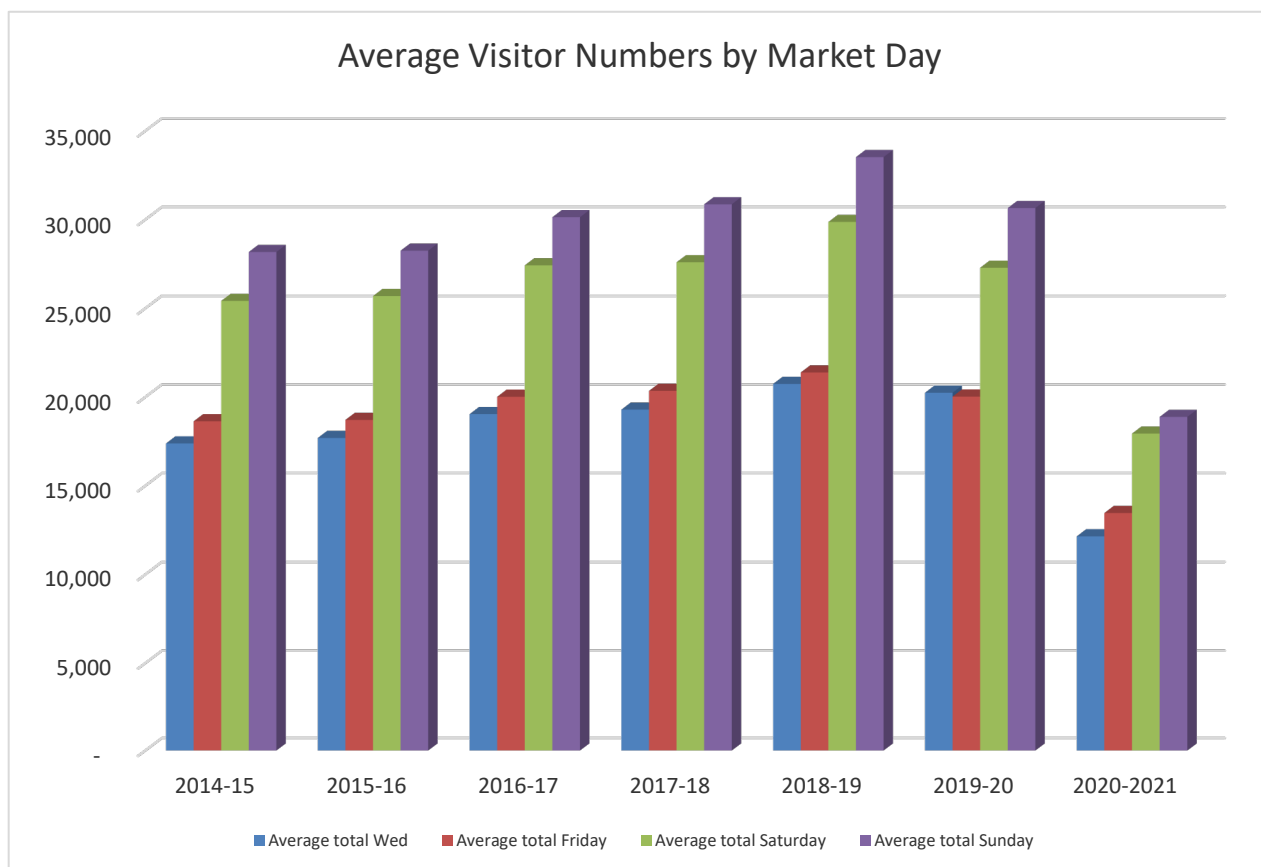
4.2.1 The average number of visitors by trading day was also significantly lower YTD than previous year:

Trading Day	YTD 2019-20	YTD 2020-21	Difference
Wednesday	20,242	12,152	-40.0%

SOUTH MELBOURNE MARKET COMMITTEE 17 DECEMBER 2020



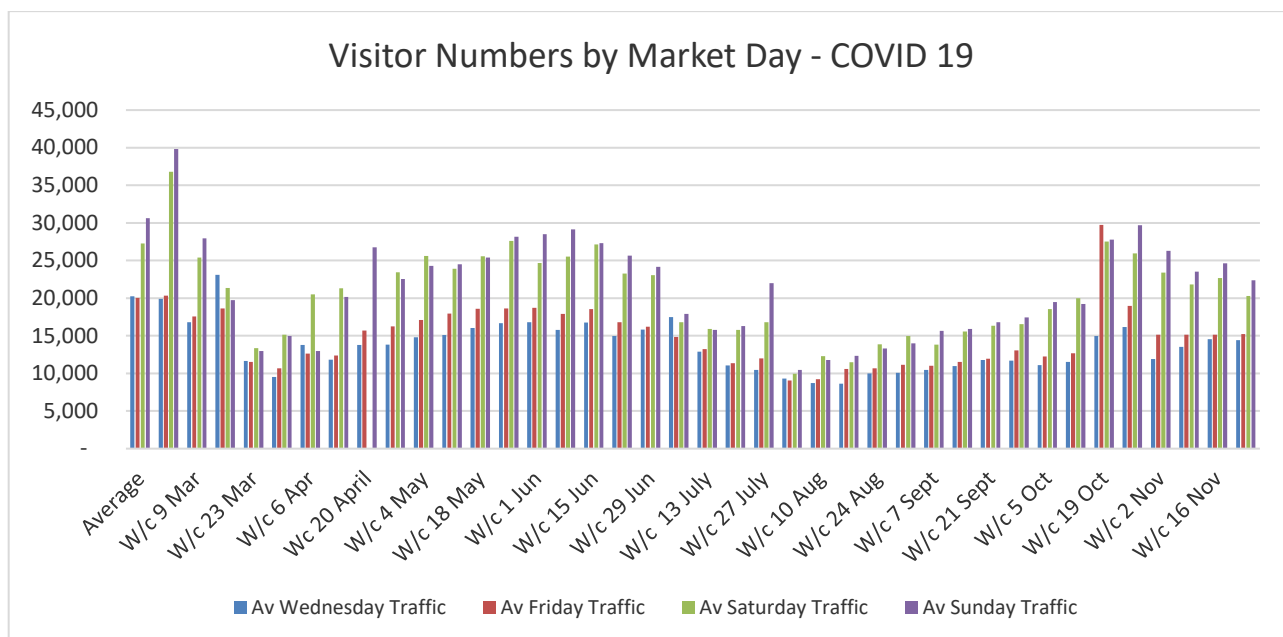
Friday	20,027	13,465	-32.8%
Saturday	27,286	17,941	-34.2%
Sunday	30,651	18,881	-38.4%



4.3 Coronavirus Pandemic Visitation:

- 4.3.1 COVID-19 continues to affect visitation to the Market. From 10 Aug to 19 October (10 weeks) there was a 5km travel restriction in place. Visitation fell to 49% on average through this time. When this eased to 25km for 3 weeks visitation improved to 15% down on previous year. However when travel restrictions were lifted completely from 9 November, visitation dropped to 29% down on 2019-20.

SOUTH MELBOURNE MARKET COMMITTEE 17 DECEMBER 2020



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

17 DECEMBER 2020



5.5 **TRADER UPDATE**

PREPARED BY: ROSS WILLIAMSON, SENIOR LICENCING COORDINATOR

FOR NOTING

1. PURPOSE

- 1.1 To provide an update on what is happening around the Market 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 New stalls
 - 4.1.1 Stall 67 Aisle B (Terrarium Laboratory)
Renovation complete and commenced trading on 11 November.
 - 4.1.2 Stall 78 Aisle B (Alison Dominy)
Commenced trading on 7 November.
 - 4.1.3 Stall 79 Aisle B (Lindsay Nicholas)
Renovation complete and commenced trading on 18 November.
 - 4.1.4 Stall 90 (The Little Hof)
Construction is almost complete. Expect to be open for business on Friday 18 December.
 - 4.1.5 Stall 99 (Plant Food restaurant - Marko)
Design well underway. Project plan anticipates opening in mid-March 2021.

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



4.1.6 Stall 226 SO:ME Space (Emilie O'Connor)
Renovation complete and commenced trading on 18 November.

4.1.7 Stall 137 SO:ME Space at Centre Aisle (Tricolour)
6 month licence. Commenced trading on 4 November.

4.1.8 Stall 3 (SMS Grill)
The seafood grill extension to South Melbourne Seafood opened for tastings on 11 November. Now fully open.

4.2 Other stall news

4.2.1 Atypic Chocolate
From 18 November Atypic have been operating from a pop-up satellite stall in the Centre Aisle diagonally opposite Joy Cupcakes in addition to their permanent stall.

4.3 Impact of coronavirus

All non-food stalls re-opened on 28 October.

The cost of rental concessions this financial year (July to November) in terms of lost rental income is as follows:

Month	Rent relief given (incl GST)
July	\$ 242,418
August	\$ 319,141
September	\$ 310,981
October	\$ 274,005
November	\$ 75,554
TOTAL	\$1,222,099

Many stallholders have said that the only reason they have survived is because of the rent relief given. These with shops elsewhere are particularly appreciative as they have not received anything like the extent of rental assistance provided by Council.

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.

SOUTH MELBOURNE MARKET COMMITTEE
17 DECEMBER 2020



TRIM FILE NO: 56/04/176

ATTACHMENTS Nil

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



6. SOUTH MELBOURNE MARKET REPORTS

6.1 PROJECTS UPDATE

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE DIRECTOR SOUTH MELBOURNE MARKET

FOR NOTING

1. PURPOSE

- 1.1 To provide an update on the status of South Melbourne Market projects

2. RECOMMENDATION

That the Committee:

- 2.1 Note the Projects Update 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 Committee Projects Status Update Dec 2020



South Melbourne Market Committee Capital and Operating Projects Update

17th December 2020

PROJECT	OVERALL STATUS	BUDGET	SUMMARY
Compliance Works	 Delayed	Budget approved at \$950k by Council	<ul style="list-style-type: none"> Building permit requires additional works to the fire engineering report that is delaying building permit approval for central stairs, smoke extraction fans and fire escape stairs
Cecil St Essential Services Connection to Outdoor Cooking Stations	 Delayed	Included in overall compliance works budget above	<ul style="list-style-type: none"> Final concept design brief complete Construction works phased into underground and overhead works separately – Underground works to commence in January and overhead works February
Public Safety Improvements (HVM)	 On Track	\$895,000	<ul style="list-style-type: none"> New design within budget complete Business Plan with inclusion Traffic Mgt Plan submitted and approved Contract for some works in third quarter of FY Tender to go out for main works end December Construction and budget spread over two year 20/21 and 21/22
Renewal Works	 On Track	\$50,000	<ul style="list-style-type: none"> Working with very small budget this year MM to work through priorities and then determine spend and delivery for this year when Paul Ryan commences
Stall Fit Outs	 On Track	\$125,000	<ul style="list-style-type: none"> MM having discussions on priorities for 20/21, will include: <ul style="list-style-type: none"> The Little HOF Wall to divide Frankies Story Mama Trans
NEXT Project	 On Track	\$250,000	<ul style="list-style-type: none"> Appointed consultant A number of workshops held with stakeholders Investment Logic Map almost complete Design ideas starting to be fleshed out

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



6.2

SUSTAINABILITY REPORT

PREPARED BY:

ERIN QUIN, TEAM LEADER BUSINESS & EVENTS

FOR NOTING

1. PURPOSE

- 1.1 To provide the Committee with an update on how the Market is tracking on sustainability measures at the Market.

2. RECOMMENDATION

That the Committee:

- 2.1 That the Committee note the sustainability report.

3. KEY POINT/ISSUES

- 3.1 Due to the impact of COVID-19 restrictions there has been a reduction in usage/output across all sustainability measures.
- 3.2 The Asset Development & Operations team have been working closely with the Market's waste contract provider (Citywide) to produce a Sustainability Dashboard which will allow automatic reporting on sustainability initiatives for future reports.
- 3.3 The Market has commenced creating a framework for the 2021 - 25 Sustainability Strategy. A session will be held with Market traders early in 2021 to define their vision for the Market and to ascertain the sustainability challenges and opportunities facing both their businesses and the Market as a whole.

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. Sustainability report Dec 2020

WATER USAGE 2020 - 2021

In the first quarter of 2020 - 21 there was a 62% decrease in potable water use compared to the same quarter for the previous financial year. This can be attributed to the closure of non-food stalls and reduced patronage due to COVID-19.

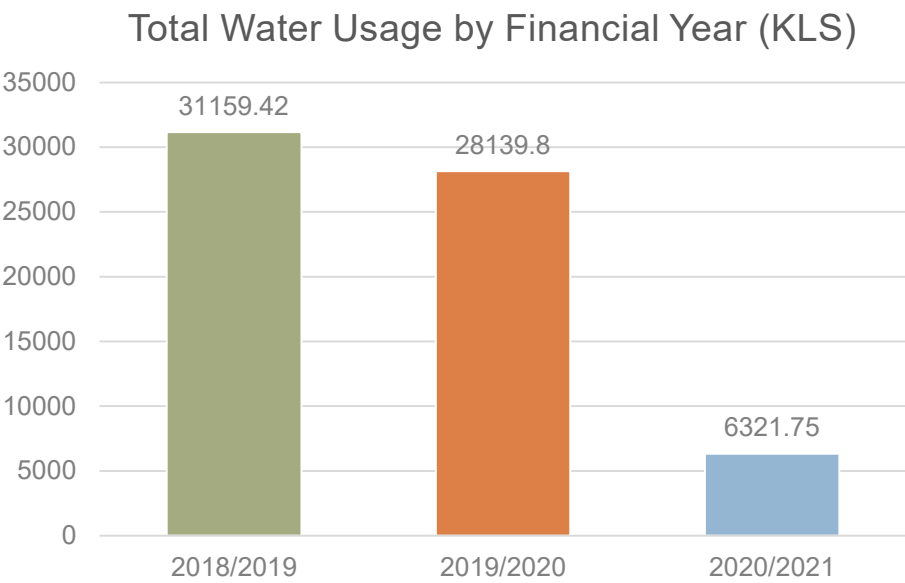
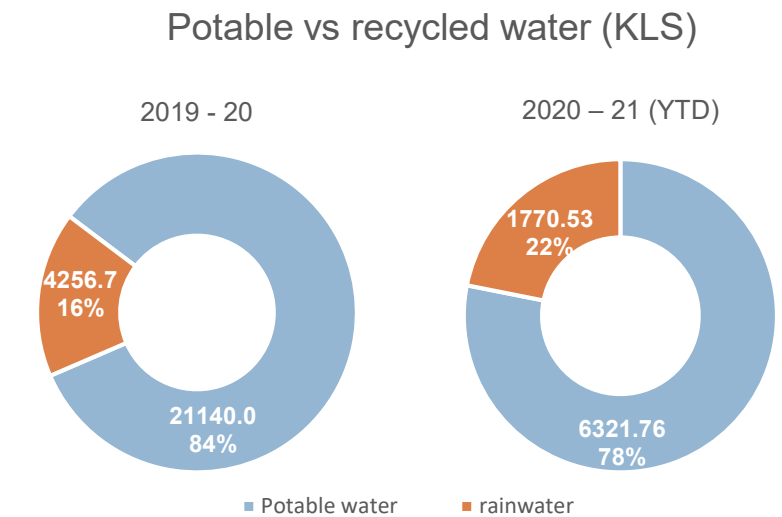
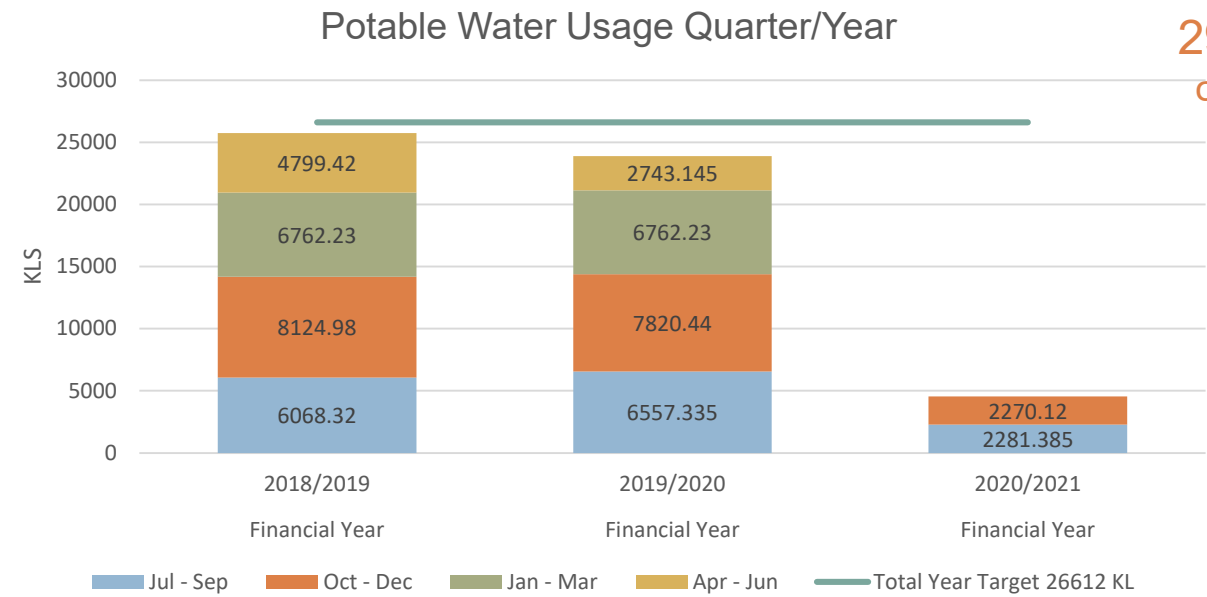
Year-to-date (YTD) recycled water use shows a 6% increase on the previous year however this will likely decrease with reduced rainfall over the summer months.

6% increase
in recycled water
use compared to
previous year



=

29,588 bottles
of potable water
saved



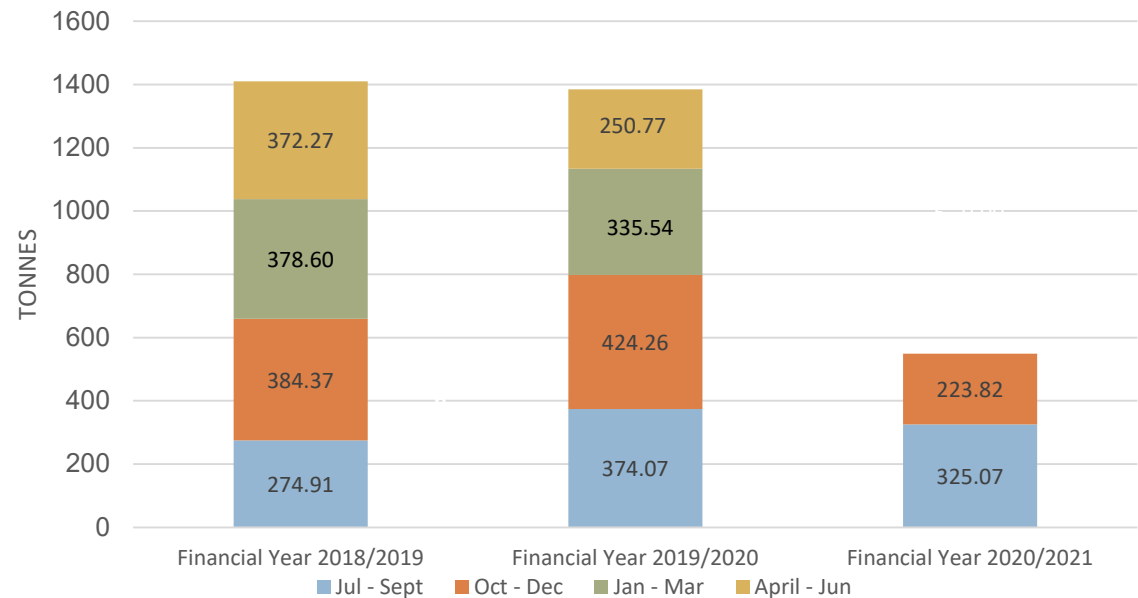
WASTE DIVERSION 2020 - 2021

Due to the impact of COVID-19 restrictions there has been a 12.8% reduction in waste for the first half of this financial year compared to same period for the previous year.

Given that almost 50% of Market stalls were closed for a large portion of this timeframe and attendance was also significantly down, this indicates that the vast majority of waste is created by fresh food businesses.

The reduction in recycled waste as a percentage of total waste is due to less recyclable waste being produced (eg oyster shells & beverage bottles) during COVID-19 and some incomplete recycling data rather than an increase in waste going to landfill.

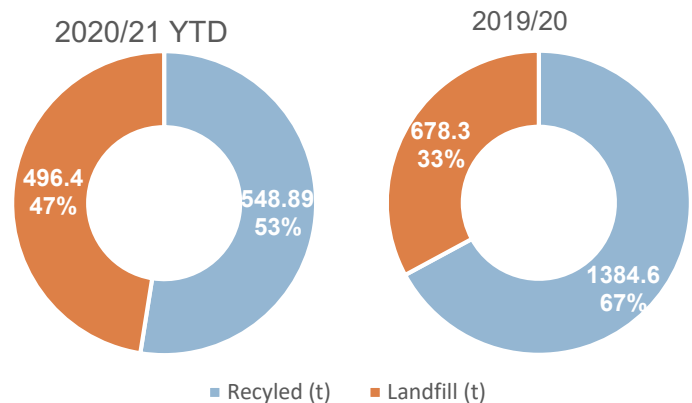
Tonnes Recycled by year/quarter



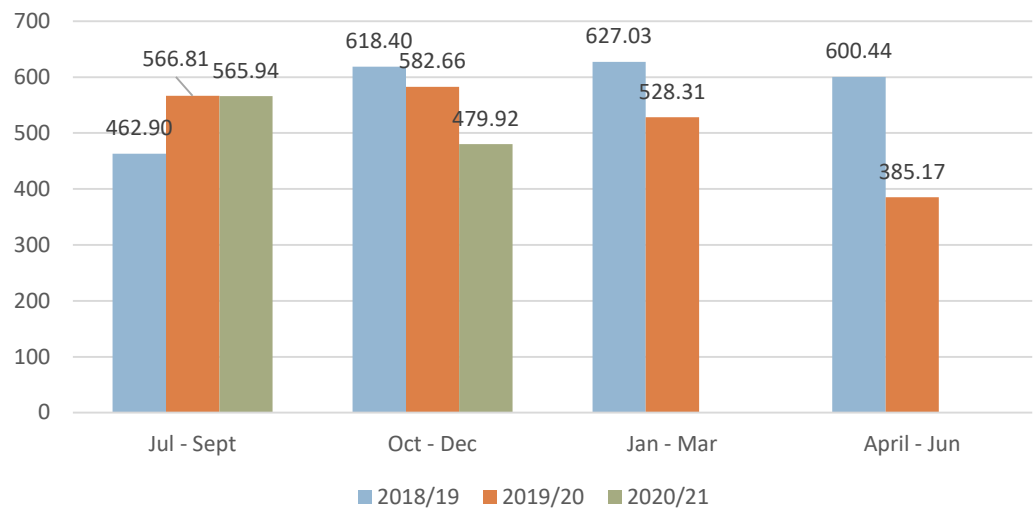
12.8% decrease in total waste = 14 garbage trucks of rubbish avoided



Landfill vs recycled



Total waste by quarter



POWER USAGE 2020-2021

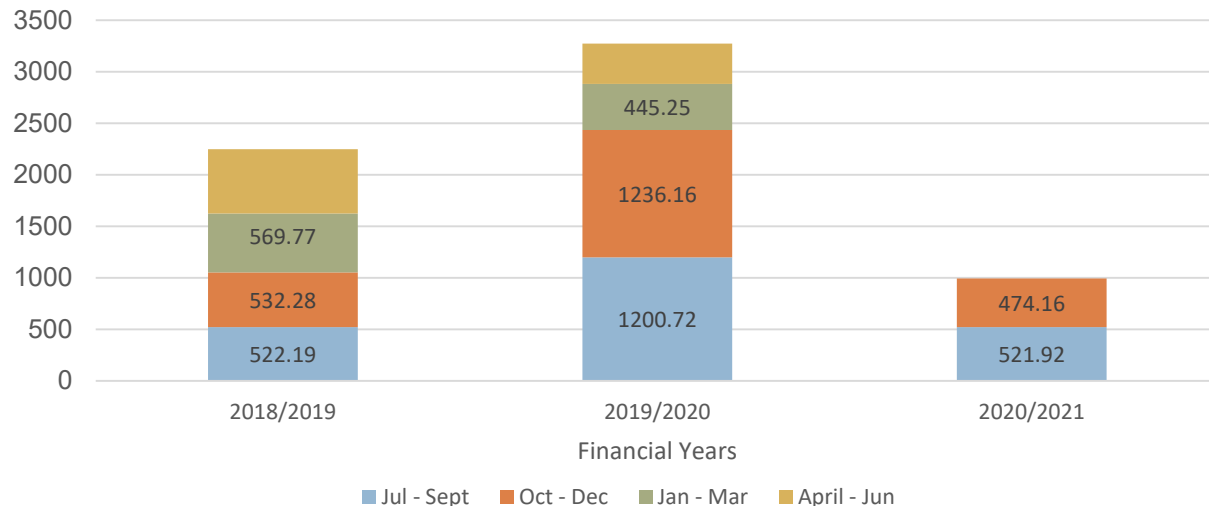
Year-to-date CO2 emissions are significantly lower than for the same period in 2019-20. While some of this reduction is due to COVID-19, it can also be attributed the impact of the solar panel upgrade in September 2019.

Due to a connection error, daily solar power figures were not recording for the month of September 2020. This issue was fixed in October once lockdown restrictions eased and non-essential works could recommence at the Market. As a result, accurate figures for the first quarter of 2020-21 financial year were not captured.

78% reduction
in Jul - Sep 2020 carbon
emissions
=
planting over
10,000 trees

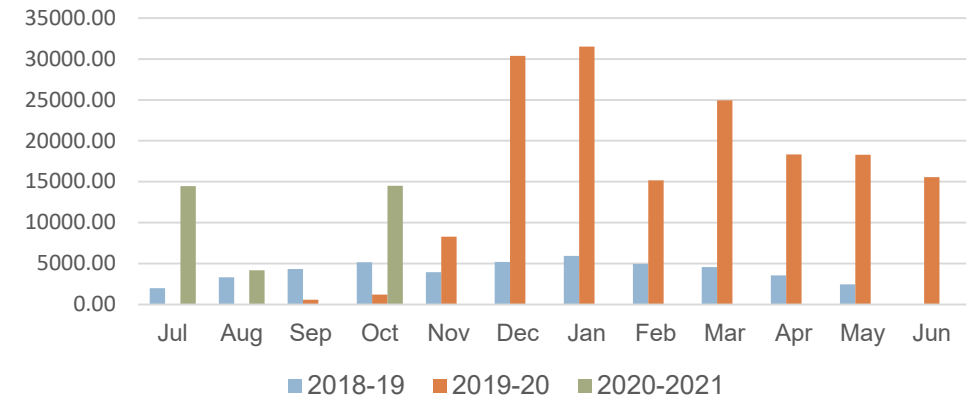


Net CO2 Emissions Tonnes

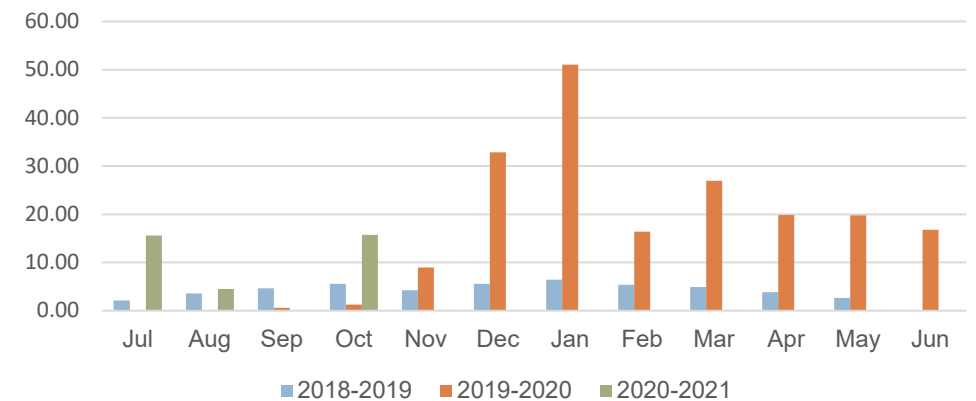


* Net CO2 emissions for the Market is calculated by combining the total electrical, gas and waste emissions.

Solar kWh Annual Comparison



CO2-e Avoided (t) Annual Comparison



- September 2020 figures not included due to a connection error. Rectified on 13th October following restriction easing to allow the contractor to visit the site.
- July and August 2019 figures not included due to solar panel installation

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



6.3 2021 COMMITTEE MEETING DATES

PREPARED BY: ERIN QUIN, TEAM LEADER BUSINESS & EVENTS

FOR APPROVAL

1. PURPOSE

- 1.1 To set the 2021 Committee meeting dates

2. RECOMMENDATION

That the Committee:

- 2.1 Approve the 2021 Committee meeting dates.

3. KEY POINT/ISSUES

- 3.1 The proposed meeting dates for 2021 are:
- Thu 25 Feb, 6pm
 - Thu 22 Apr, 6pm
 - Thu 24 Jun, 6pm
 - Thu 26 Aug, 6pm
 - Thu 28 Oct, 6pm
 - Thu 16 Dec, 6pm
- Committee briefings (not open to public)
- Thu 25 Mar, 5.30pm
 - Thu 22 Jul, 5.30pm
 - Thu 25 Nov, 5.30pm
- 3.2 The approved meeting dates will be advertised on the South Melbourne Market website and the Market's community notice board.
- 3.3 Market traders and customers will be notified of the meeting dates via the South Melbourne Market EDM.

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

SOUTH MELBOURNE MARKET COMMITTEE
17 DECEMBER 2020



ATTACHMENTS

Nil

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



6.4 ADOPTION OF NEW SOUTH MELBOURNE MARKET COMMITTEE CHARTER

PREPARED BY: DANIELLE BLEAZBY, EXECUTIVE DIRECTOR SOUTH MELBOURNE MARKET

FOR APPROVAL

1. PURPOSE

- 1.1 To approve the new South Melbourne Market Committee Charter

2. BACKGROUND

- 2.1 In September 2020, Council ruled to change the governance model of the South Melbourne Market Committee from a Section 86 Committee to a Special Advisory Committee to ensure adherence to new local government laws.

3. RECOMMENDATION

That the Committee:

- 3.1 Approve the new South Melbourne Market charter.

4. KEY POINT/ISSUES

- 4.1 The South Melbourne Market Committee Charter adopted in September 2018 has been adapted to reflect the change of governance model to a Special Advisory Committee.
- 4.2 The draft amendments to the charter have been reviewed by City of Port Phillip's Governance department.

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 1. Draft SMM Special Advisory Committee Charter Dec 2020

SOUTH MELBOURNE MARKET COMMITTEE
17 DECEMBER 2020



7. PUBLIC QUESTION TIME

Nil

SOUTH MELBOURNE MARKET COMMITTEE

17 DECEMBER 2020



8. CONFIDENTIAL MATTERS

RECOMMENDATION

That in accordance with the Local Government Act 2020, 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 3 of the Act, for the reasons indicated:

Agenda Item	The information in this report is considered to be confidential in accordance with the Local Government Act 1989 (as amended), as it relates to:
8.1 Risk review	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.
8.2 Confidential Action Items	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
8.3 Confidential Manager's report	89(2)(f). personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
8.4 Confidential Marketing and PR update	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
8.5 Port Phillip Mussel Festival 2021 - COVID Impact	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
8.6 Licence term	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
8.7 Sale of Business policy	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
8.8 Deli Aisle Review	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
8.9 Stallholder fee increase	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
8.10 Licences/Deeds of Surrender for Signing	89(2)(h). confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
8.11 2021 Committee Corporate Calendar and 3-month forward look	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
8.12 Strategy in View: Draft 2021-25 Strategy	89(2)(a). Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.