



SOUTH MELBOURNE MARKET COMMITTEE

MINUTES

17 DECEMBER 2020



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**MINUTES OF THE SOUTH MELBOURNE MARKET COMMITTEE
HELD 17 DECEMBER 2020 IN SOUTH MELBOURNE MARKET**

The meeting opened at 6.00pm.

ATTENDING MEMBERS

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

ATTENDING OFFICERS

Kylie Bennetts, GM City Growth and Organisational Capability; Danielle Bleazby, South Melbourne Market Executive Director; Sophie McCarthy, Manager Brand & Strategy; Ross Williamson, Senior Licensing Coordinator; Meagan Scott, Marketing Coordinator; Erin Quin (minute taker)

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 Danson/Talbot

That the minutes of the South Melbourne Market Committee held on 27 August 2020 be confirmed.

The MOTION was CARRIED.

3. DECLARATIONS OF CONFLICTS OF INTEREST

Andrew Danson declared a conflict of interest for *Item 8.6 License Term*.

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4. ACTION ITEMS

4.1 PUBLIC ACTION ITEMS

Purpose: To provide the Committee with an update on action items from previous meetings.

MOVED Members Pearl/Cunsolo

That the Committee note there are no outstanding public action items.

The MOTION was CARRIED unanimously.



5. PRESENTATION OF MANAGERS REPORT

.5.1 MANAGER'S REPORT

Purpose: To provide an update on activities at the Market.

The Committee noted that the Market would be open for seven days straight prior to Christmas. This had not been done before and MM would report back to the Committee on the outcome.

MOVED Members Pearl/Danson

That the Committee note the Manager's report.

The MOTION was CARRIED.

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5.2 PERFORMANCE REPORT

Purpose: To provide an update on how the Market is performing against key performance indicators.

MOVED Members Pearl/Danson

That the Committee note the Market's performance report.

The MOTION was CARRIED.

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5.3 FINANCE REPORT

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

The Committee noted:

- That that additional COVID-19 expenses were largely due to extra cleaning and security requirements to management density numbers in the Deli Aisle during stage 4 restrictions.
- That there would be a saving on the congestion levy due to a discount from the State Government
- That the safety improvements included the cost for the Hostile Vehicle Mitigation (HVM); the Committee questioned whether this cost should be allocated to the Market given they were not within the Market.

MOVED Members Pearl/Danson

That the Committee:

1. Note the finance report.
2. Request Market Management (MM) to ask council why the HVM project is included in the Market's budget as the works are not within the Market.

The MOTION was CARRIED.

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5.4 MARKET ATTENDANCE REPORT

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

The Committee noted that:

- the attendance numbers continued to fluctuate.
- the seven days trading prior to Christmas had received positive feedback from customers.
- some fresh food traders reported better sales under the 5km restrictions as more people were preparing food from home.

MOVED Members Danson/Pearl

That the Committee note the attendance report

The MOTION was CARRIED.

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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 amount of rent relief provided had significantly reduced in November.
- Council had budgeted 1.5 million in rent relief to December 2020.
- the State Government has mandated that rent relief must be extended until March. Market Management were seeking clarification from Council as to whether they will continue with their own rent relief conditions or change to align with the State Government mandate under which 50% of rent relief can be a deferral.
- that the rate payers of the City of Port Phillip had made a significant contribution to support the traders during COVID-19; the Committee were committed to ensuring the Market and traders becomes financially sustainable.

MOVED Members Pearl/Danson

That the Committee note the Trader Update

The MOTION was CARRIED unanimously.



6. SOUTH MELBOURNE MARKET REPORTS

6.1 PROJECTS UPDATE

Purpose: To provide an update on the status of South Melbourne Market projects

The Committee noted that

- The scheduled compliance works for the central stairs, smoke extraction fans and fire escape stairs had been delayed as a new building permit was required.
- The Cecil St Services works had been delayed as the project team were still confirming how the exhaust could cut through the carpark in an efficient and visually appealing way.

MOVED Members Pearl/Talbot

That the Committee note the Projects Update report

The MOTION was CARRIED.

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6.2 SUSTAINABILITY REPORT

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

MOVED Members Pearl/Talbot

That the Committee that the Committee note the sustainability report.

The MOTION was CARRIED.

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6.3 2021 COMMITTEE MEETING DATES

Purpose: To set the 2021 Committee meeting dates

The Committee noted that

- the dates for the 2021 meeting may be required to change due to clashes with compulsory Councillor meetings, the 2021 dates therefore could not be supported at the meeting.
- The new dates would be finalised in the weeks prior to Christmas.
- These final dates will be advertised on the Market's website and the trader and customer enewsletters.

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6.4 ADOPTION OF NEW SOUTH MELBOURNE MARKET COMMITTEE CHARTER

Purpose: To approve the new South Melbourne Market Committee Charter.

MOVED Members Pearl/Talbot

That the Committee approve the new South Melbourne Market charter.

The MOTION was CARRIED.

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7. PUBLIC QUESTION TIME

The Committee received an email from Nick and Maria Capuano from Pieno di Grazia (Shop 6) which was read at the meeting.

The Committee thanked Nick and Maria for their feedback on improvements that could be made at the Market; their concerns would be considered by the Committee and addressed in a response following the meeting.

ACTION: Market Management to send out an anonymous and confidential survey to all traders so they can share their feedback and concerns about the Market and the impact of COVID-19.

8. CONFIDENTIAL BUSINESS

MOVED Members Pearl/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:

| 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 relating to any person or their personal affairs. |
| 8.4 Confidential Marketing and PR update | 89(2)(a). Council business information, being information that if prematurely released would prejudice the Council's position in commercial negotiations. |
| 8.5 Port Phillip Mussel Festival 2021 - COVID Impact | 89(2)(a). Council business information, being information that if prematurely released would prejudice the Council's position in commercial negotiations. |
| 8.6 Licence term | 89(2)(a). Council business information, being information that if prematurely released would prejudice the Council's position in commercial negotiations. |
| 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). |

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| 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. |

The MOTION was CARRIED.

As there was no further business the meeting closed at 8.32pm.

Confirmed:

Chairperson _____