



SOUTH MELBOURNE MARKET COMMITTEE

MINUTES

5 DECEMBER 2019



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**MINUTES OF THE SOUTH MELBOURNE MARKET COMMITTEE
HELD 5 DECEMBER 2019 IN SOUTH MELBOURNE MARKET**

The meeting opened at 6:08pm.

ATTENDING MEMBERS

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

ATTENDING OFFICERS

Kylie Bennetts, Director Office of the CEO, Danielle Bleazby, Executive Manager South Melbourne Market Manager, Ross Williamson, Senior Licensing Coordinator, Sophie McCarthy, Business & Events 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.

1. APOLOGIES

NONE

2. CONFIRMATION OF MINUTES

The minutes of the South Melbourne Market Committee held on 7 November 2019 were confirmed, with the following amendments:

1. Kylie Bennetts be removed from the attending officers and added as an apology.
2. The action from item 7.1.2 be changed to correctly reflect Market's policy on the transfer of businesses.

Moved: Bernadene Voss

Seconded: Cr Marcus Pearl

Carried

3. DECLARATIONS OF CONFLICTS OF INTEREST

Nil

MINUTES - SOUTH MELBOURNE MARKET COMMITTEE MEETING - 5 DECEMBER 2019



4. ACTION ITEMS

Nil.

5. PRESENTATION OF MANAGERS REPORT

5.1 SMM MANAGER'S REPORT

1. Purpose

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

2. Notes

The Committee noted:

- the Manager's report.
- the rooftop carparking system would be upgraded next week.
- the Christmas and Night Market campaigns had begun.
- a new gift voucher system for the Market would be implemented in the new year

Sophie McCarthy arrived 6:13

5.2 PERFORMANCE REPORT

1. Purpose

- 1.1 To provide the Committee with an update on how the Market is tracking against Key Performance Indicators

2. Notes

The Committee noted:

- the Market's performance
- that there had been one customer injury– a sprained ankle – that was not recorded in the report

5.3 ATTENDANCE REPORT

1. Purpose

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

2. Notes

The Committee noted:

MINUTES - SOUTH MELBOURNE MARKET COMMITTEE MEETING - 5 DECEMBER 2019



- the attendance report
- that while the overall November attendance showed record figures, the daily attendance for Fridays and Saturdays was down on the previous year. While the YTD figures were fine, the Committee would need to pay close attention to attendance numbers.

(Kushna Warszewski, Naneez Childrenswear & The Sock Shop, arrived 6:15)

5.4 SUSTAINABILITY REPORT

1. Purpose

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

2. Notes

The Committee:

- noted the report
- noted the significant increase in the diversion of waste from landfill

3.. Actions

1. MM to investigate further sustainability awards that the Market could enter, including national level awards eg Shopping Centre Council of Australia awards.
2. MM to provide further analysis on why water use at the Market had increased
3. MM to review reporting format to make it simpler/intuitive to read.

5.5 TRADER UPDATE

1. Purpose

- 1.1 To provide an update on what is happening around the Market affecting traders.

2. Notes

The Committee noted:

- the Trader update
- platforms are about to be installed in the deli aisle: these will set the boundaries for trader display areas.
- Kushna Warszewski (Naneez Children's Wear and The Sock Shop) advised the Committee that she believed customers had been seen drinking wine out of paper cups outside of Licensed areas.

MINUTES - SOUTH MELBOURNE MARKET COMMITTEE MEETING - 5 DECEMBER 2019



3. Action

1. MM to investigate and monitor consumption of alcohol at the Market outside of licenced areas

5.6 FINANCE REPORT

1. Purpose

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

2. Notes

The Committee noted:

- the finance report
- that electricity costs were higher than budgeted due to the delay in the installation in the solar panels and the increase in usage. The next billing cycle should be lower however there is likely to be a \$100-\$130k over spend.
- MM was working with CoPP PCG to provide a report on which capital projects would be delivered this financial year.

3. Actions

1. MM to investigate the terms of the renewable energy contract to see if charges reflect the terms of the contract.
2. MM to provide a report on capital works projects delivery, including risk implications if compliance works not delivered.
3. MM to provide a plan on how the electrical overspend (part/all) can be recovered from existing expenses

6. SOUTH MELBOURNE MARKET REPORTS

Nil.

7. PUBLIC QUESTION TIME

Kusha Warszewski (Naneez Children's Wear and The Sock Shop) raised some concerns around the Operations team's management of contractors and communication with stallholders. She felt there was:

- insufficient communication from Operations about a strong smell that was emitted by a replaced section of deli aisle floor
- insufficient monitoring of contractors to ensure they are following OH&S procedures.

DB confirmed that there had been a problem with strong smell being emitted after works at the Market. A subcontractor had been engaged to replace a cracked section of the deli aisle

MINUTES - SOUTH MELBOURNE MARKET COMMITTEE MEETING - 5 DECEMBER 2019



floor. The work was not done correctly and the materials used emitted a strong smell. The smell caused some traders to feel unwell and one business made the decision to close for the day. The subcontractor used has been uncontactable post the incident so unfortunately we are unable to confirm exactly what went wrong.

The Committee advised KW that they would investigate her concerns further and come back to her with a response.

Action:

1. DB to investigate KW's complaints further

(Kushna Warszewski left 6.32pm)

The public section of the meeting closed at 6.33 pm and the Committee relocated to The Neff Market Kitchen for the confidential reports.

8. CONFIDENTIAL BUSINESS

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:

8.1	Manager's Update	89(2)(h).	A matter which the Council or special committee considers would prejudice the Council or any person.
8.2	<i>Confidential Action Items</i>	89(2)(d). 89(2)(g). property.	Contractual matters Matters affecting the security of Council
8.3	<i>OH&S Incidents Report</i>	89(2)(g). property.	Matters affecting the security of Council
8.4	<i>Risk Register/Audit Program</i>	89(2)(g). property.	Matters affecting the security of Council
8.5	<i>Security Update</i>	89(2)(g). property.	Matters affecting the security of Council
8.6	<i>Contracts</i>	89(2)(d).	Contractual matters.
8.7	<i>Project Delivery Update</i>	89(2)(e).	Proposed developments.
8.8	<i>SMM Exit Interview Research Report Oct 2019</i>	89(2)(h).	A matter which the Council or special committee considers would prejudice the Council or any person.
8.9	<i>2020/21 Budget</i>	89(2)(d). 89(2)(e).	Contractual matters Proposed developments.

MINUTES - SOUTH MELBOURNE MARKET COMMITTEE MEETING - 5 DECEMBER 2019



8.10 <i>Committee Calendar: 3-month forward look</i>	89(2)(d). Contractual matters 89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.11 <i>Strategy in View</i>	89(2)(d). Contractual matters 89(2)(e). Proposed developments.
8.12 <i>SMM Carparking Charges Review & Proposal</i>	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.
8.13 <i>Licences/Deeds of Surrender for Signing</i>	89(2)(d). Contractual matters.

Moved: Bernadene Voss

Seconded: Andrew Danson

Carried

As there was no further business the meeting closed at 8.53pm.

Next meeting Thursday 13 February 2020, South Melbourne Market, Food Hall.