



SOUTH MELBOURNE MARKET COMMITTEE

MINUTES

13 FEBRUARY 2020



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**MINUTES OF THE SOUTH MELBOURNE MARKET COMMITTEE
HELD 13 FEBRUARY 2020 IN SOUTH MELBOURNE MARKET**

The meeting opened at 6:00pm.

ATTENDING MEMBERS

Joanne Plummer (JP), Chairperson, Andrew Danson (AD), Independent Member), Simon Talbot (ST) Independent Member, Cr Bernadene Voss (BV), Cr Marcus Pearl (MP)

ATTENDING OFFICERS

Kylie Bennetts (KB), Director Office of the CEO, Danielle Bleazby (DB), South Melbourne Market Executive Manager, Adam Mehegan (AM), Operations Coordinator, Ross Williamson, (RW) Senior Licensing Coordinator, Sophie McCarthy (SM), Business & Events Coordinator, Dennis O'Keefe (DO), Chief Financial Officer, Erin Quin (EQ), 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

Cr Voss was an apology for the start of the meeting (arrived 6:15pm)

2. CONFIRMATION OF MINUTES

MOVED Members Talbot/Danson

That the minutes of the South Melbourne Market Committee held on 5 December 2019 be confirmed

.The MOTION was CARRIED.

3. DECLARATIONS OF CONFLICTS OF INTEREST

Nil



4. ACTION ITEMS

Nil.

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:

1. Noted the Manager's Report
2. Congratulated the Market staff on their achievements and hard work over the Christmas and Night Market season.

5.2 PERFORMANCE REPORT

Purpose

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

The Committee:

1. Noted the Market's performance.
2. Noted that the latest data shows that increase in attendance is 2.5%

5.3 ATTENDANCE REPORT

Purpose

To provide the Committee with a further analysis of attendance at South Melbourne Market and South Melbourne Night Market.

The Committee:

1. Noted the attendance report.
2. Agreed that attendance figures should be closely monitored and a strategy developed if numbers continue to decline.

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5.4 SUSTAINABILITY REPORT

Purpose

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

The Committee:

1. Noted the sustainability update
2. Noted that the Market team were working on a Sustainability vision for the Market which would be used to set goals, objectives and timeframes to report against
3. Agreed that the Market needs to ensure that the whole Market and its operation is congruent with the Sustainability vision.
4. Agreed that the sustainability achievements are a great marketing opportunity and the data should be shared in a suitable format with the public.
5. Requested that MM is to share sustainability vision with Committee for feedback
6. Requested that future reports are to have graphics/tables that are easy to interpret and summary of the information contained in them. MM to also develop reports that use quantifying data and giving comparisons to previous years and months.

5.5 FINANCE REPORT

Purpose

To inform the Committee about the Market's financial performance

The Committee noted the Finance Report.

5.6 TRADER REPORT

Purpose

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

The Committee noted the Trader Update

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6. SOUTH MELBOURNE MARKET REPORTS

Nil.

7. PUBLIC QUESTION TIME

Nil.

8. CONFIDENTIAL BUSINESS

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:

AGENDA ITEM	REASON
8.1 Presentation: Strategic Plan Report - Food & Beverage - 5 Years	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.2 2020/21 Budget	89(2)(d). Contractual matters.
8.3 Manager's Update	89(2)(d). Contractual matters.
8.4 Confidential Action Items	89(2)(d). Contractual matters 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.
8.5 OHS & Incidents Report	89(2)(g). Matters affecting the security of Council property.
8.6 Security Report	89(2)(g). Matters affecting the security of Council property.
8.7 Contracts Report	89(2)(d). Contractual matters.
8.8 Project Update	89(2)(e). Proposed developments.
8.9 Risk Register Review	89(2)(g). Matters affecting the security of Council property
8.10 Fur Labelling Policy Draft	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 SO:ME Space Architecture	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.12 EOI Stall 134	89(2)(d). Contractual matters.
8.13 EOI Stall 165	89(2)(d). Contractual matters.

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8.14 Licence/Deeds Of Surrender For Signing	89(2)(d). Contractual matters.
8.15 SMM Carparking Charges Review Update	89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.16 Committee Calendar: 3-Month Forward Look	89(2)(e). Proposed developments 89(2)(h). A matter which the Council or special committee considers would prejudice the Council or any person.
8.17 Strategy in view	89(2)(d). Contractual matters.

The MOTION was CARRIED unanimously.

(The public section of the meeting closed 6.22 pm and relocated to The Neff Market Kitchen. AM left 6.30pm)

As there was no further business the meeting closed at 8.36pm.

Next meeting Thursday 16 April, 2020, South Melbourne Market, Food Hall.

Confirmed: 16 April 2020

Chairperson _____