

**Management report to Council**

**Agenda item 6.8**

**QVM Committee of Trustees: selection of community/customer and trader members**

**Council**

**Presenter:** Ben Rimmer, Chief Executive Officer

**27 November 2018**

**Purpose and background**

1. For Council to appoint community/customer and trader members to the QVM Committee of Trustees (Committee) for one year renewable terms and determine a sitting fee for these members of the Committee.
2. On 31 July 2018 Council endorsed the implementation of the enhanced governance structure, and approved the Committee's Terms of Reference. An update on implementation was provided at the 28 August 2018 Council meeting. In September Council endorsed further documentation and noted the commencement of an independently managed Expressions of Interest process for community/ customer and trader members.
3. Council established the new Committee to ensure:
  - 3.1. a stronger trader, customer and community voice at the centre of Council stewardship and decision making regarding QVM renewal and strategic operational matters.
  - 3.2. much greater integration and alignment between QVM renewal and strategic operations, ensuring that Council accountability is clear.

**Key issues**

4. The Expressions of Interest process for community/customer and trader representatives was independently managed by SHK. With over 40 applicants for the roles, Council has a variety of skills and attributes to balance in determining the final composition of the Committee.
5. Following appropriate due diligence, SHK's assessment ([Attachment 2](#)) provides Council with a pool of selectable appointees. It should be noted that Council's final selection will be subject to reference checks.
6. Council agreed to select two customer/community members and three trader members (including one designated aboriginal position).
7. Given the high calibre and depth in the candidate pool, Council may wish to consider expanding the size of the Committee. Management consider three community members and five trader members would be the maximum size for a functional Committee, taking the total Committee membership to 13.
8. Given the nature of the Committee, management considers that it is appropriate for a sitting fee to be payable to the community/customer and trader members. Guidance has been taken from the Department of Premier and Cabinet *Appointment and Remuneration Guidelines* in the determination of an appropriate fee. As a category C body, management considers a sitting fee of \$200 per meeting appropriate.

**Recommendation from management**

9. That Council:
  - 9.1. Endorses at least three trader members (representing each section of the market) and two community/customer members for the QVM Committee of Trustees (Committee), including one position designated for an aboriginal person.
  - 9.2. Notes the above appointments are subject to appropriate reference checks.
  - 9.3. Endorses a sitting fee of \$200 per session payable to the customer/community and trader members of the Committee.
  - 9.4. Agrees management will update the Committee Terms of Reference in accordance with this resolution.

**Attachments:**

1. Supporting Attachment (Page 2 of 4)
2. SHK summary Report (Page 3 of 4)

## Supporting Attachment

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### Legal

1. It is noted that the Committee is an advisory committee of the Council. Legal advice has and will continue to be provided on issues in respect to the QVM renewal.

### Finance

2. There are minimal financial implications.

### Conflict of interest

3. The Ben Rimmer the Council's Chief Executive Officer is a director of the Queen Victoria Market Pty Ltd.

### Occupational Health and Safety

4. In developing this proposal, no Occupational Health and Safety issues or opportunities have been identified.

### Stakeholder consultation

5. The expression of interest process was publically released in various forums including print media and City of Melbourne channels.

### Environmental sustainability

6. In developing this proposal, environmental sustainability issues were considered as part of the skill set of potential applicants.



SUMMARY REPORT - 20 NOVEMBER 2018

Re: Queen Victoria Market Committee of Trustees - Expressions of Interest Process

To: Miriam Slattery, City of Melbourne

Author: Penny Wilson, Partner, SHK

Attachment 2  
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## OVERVIEW OF PROCESS

- SHK was been engaged by the City of Melbourne to assist with an independent process for Expressions of Interest (EOI) in appointment to the Queen Victoria Market Committee of Trustees (QVM CoT).
- Interest was sought for a one-year renewable appointment of
  - Two community/customer designated positions
  - Three trader designated positions (representing different segments of the market).
- An extensive process was undertaken involving direct recruitment (search), open advertising and communications to highlight the opportunity.
- The process officially closed on 5 November 2018. However, applications continued to be accepted upon contact until 16 November, to ensure equity of opportunity to be involved.

## EOI TOTALS

- 45, including 18 Trader applications from all segments within QVM.

## GENERAL CATEGORY APPLICANTS

- From preliminary screening, there were a good range of expertise and backgrounds represented from people interested, including priority areas based on the existing categories and skill sets of the current members of the CoT.
- This interest flowed through to formal applications in many cases.

## PROCESS and SKILLS ASSESSMENT

- A screening process akin to an executive search process was undertaken. As this is a competitive process, examples of willingness to work with others and represent broad groups was included in discussions with candidates.
- Demonstrating career expertise and a breadth of views was taken into account.
- Diversity and ability to consider equity was considered.

## Recommendations:

- Six candidates are recommended from 14 long listed candidates, the remaining candidates are also suitable for appointment. Full CVs have been provided to management in confidence for long listed applicants.
- The six applicants are: Ian Hamm, Vanda Fortunato, Jed McCartney, Christine Proctor, Tony De Domenico and Sophie Segafredo.
- Skill sets compared to the mandated CoT Chair and members and ability to represent a diverse range of expertise and broad opinions of the community were considered.
- A range of other applicants were broadly suitable but had similar or not as compelling experience and skills compared to the long list. Four applicants were assessed as entirely unsuitable.



## **TRADER APPLICANTS**

There was a broad range of interest from diverse trader areas within the market. Of the 18 applicants - the areas represented include:

- Six from Dairy/Deli Hall
- Two from Fish and Meat Hall (includes the Food Court)
- Eight from Open Sheds (three Fruit and vegetable/ groceries, five other businesses)
- Three from open/street retail.

Please note, several applicants trade in more than one area. Several applicants are or have been trader representatives in current or past structures.

## **PROCESS and SKILLS ASSESSMENT for TRADERS**

- As this is a competitive process, screening assessment including willingness to work with others and represent broad groups was included in discussions with candidates.
- Any of the Traders who applied would be valuable appointees and it is noted that many Traders offer diverse and compelling experience beyond their Trader status.
- A range of considerations including current roles on forums and committees (where people already have an opportunity to voice opinion) and the other categories represented were taken into account.

## **Recommendations**

- Nine traders across different categories have been prioritised and all Trader applicants included in a long list for the information of Council.
- The nine traders initially recommended are: Fleur Studd, George Milonas, Rocco Tripodi, Carl Greko, Greg Smith, Tim White, Joe Vitali, Peter Langtree and Sam Navagero.
- As it became evident that there are more than three categories within the market (variously classified in seven or nine classifications) and there are many Traders interested in the CoT and who could make a valuable contribution, it is recommended that Council consider appointment of more representatives, such as five traders from different categories, rather than three.
- This could then include categories such as: Retail/Food court, Meat and Fish Hall, Dairy Deli Hall, Open Shed/ Fruit and Vegetable/food, Open Shed/Retail.