

ADELAIDE SHOWGROUND FARMERS' MARKET
COMMITTEE MEETING – 5pm, Wednesday 17 November 2021
Meeting Room, Heavy Horse Memorial Building

AGENDA

1. Welcome and Apologies
2. Committee Positions Elections
 - 2.1 Chair
 - 2.2 Deputy Chair
 - 2.3 Treasurer
 - 2.4 Secretary
 - 2.5 Risk and Finance Committee
 - 2.6 HR Committee
 - 2.7 Market Mix Committee
3. New Conflicts of Interest
4. Functionality of the Committee (paper to be circulated)
5. Minutes of the Previous Meeting
6. Action Items
7. Committee Calendar – 2021 - 2022
8. ASFM Business Report
9. Correspondence
 - 9.1 Wallman Lawyers Report
 - 9.2 Letter Bill Cooksley
 - 9.3 Email - Betty Ferguson
 - 9.4 Letter - Nerolie Bakewell
10. Finance/Risk Report
11. Red Flags & Risk Register
12. AOB
 - 12.1 Appointment of replacement for Geoff Page
 - 12.2 Specialist position
 - 12.3 Covid and Opening Up Borders
13. Close

NEXT MEETING

Committee Meeting – TBC

**ADELAIDE SHOWGROUND FARMERS ' MARKET
COMMITTEE MEETING – 5.30pm, Wednesday, 15 September 2021
Meeting held at the Heavy Horse Memorial Building**

Members present		
Bob Heath	Albert Conterno	Lynne Dickson
Sabine DeVuono	Michelle Hocking	Gay Wallace
Bill Cooksley	Geoff Page	Diana Williams (via Zoom)
Also attended		
AO, Carol McGrane	EO, Christine Robertson	

1. Welcome and Apologies

The Chair opened the meeting at 5.39 pm. No apologies received.

2. New Conflict of Interest

None declared.

3. Minutes of Previous Meeting

Minutes of the August meeting were moved by GP and seconded by BC. Accepted.

4. Action Items

No change. Approved

5. Committee Calendar 2021

No change

6. ASFM Business Report

The impact of the covid lockdown was discussed. A question was asked regarding the impact on the market if all volunteers left. The EO stated Covid Marshalls are required and that the market would survive without other volunteers though the level of service would be different. The Chair

stated the market was in a great position and offered congratulations to CR and CMcG on their handling of the flow and operations of the market.

7. Correspondence

None

8. Finance/Risk Report

The Treasurer commented that the market is travelling well and noted lower income in catering due to caterer absences at Leader Street. Treasurer requested EO send a summary of team salaries and casual wages break down

9. Sub Committees

9.1 HR Sub-Committee

9.1.1 Appointment of HR Committee chair
BH appointed HR subcommittee Chair.

9.1.2 Vacant Positions

Chair tabled HR subcommittee report

9.2 Risk & Finance Sub Committee

Nil to report

10.2 Market Mix Sub Committee

Nil to report

10. Red Flags & Risk Register

Nil to report

11. AOB

11.1 Specialist Position

Postponed till after the AGM

CMcG joined the meeting at 6.15pm

11.2 Planning for AGM

The issue of question time at the AGM was discussed. All committee members to be seated together suggested.

EO confirmed that all things were in place to have financials ready for signing early October.

Action: Members to be notified that Financial Report is available to view online one week before AGM.

Action: Members to be notified that Questions to be asked on notice.

11.3 Proposed Constitution Alterations

AC moved that the following changes be presented to the next Annual General Meeting as proposed constitutional amendments with the support of the Committee:

- The Rules of Incorporation be altered so that the committee is comprised of ten elected members, six of whom are to be producers and four are to be financial members (community members) of the Market, reflecting the key stakeholders in our successful Market.
- To be eligible to nominate for election to the Committee, a person is to have been a financial member of the Market for the two full years preceding the nomination.
- Specialist Invitees (non-voting) up to three persons, each with expertise, for example, in Human Resources, Finance or Marketing and Promotion, may be appointed to work with the appropriate Sub Committee to advise the Committee on relevant matters and to attend Committee meetings in an advisory role when required.

Seconded by SdeV. Motion not passed by 5:4

A discussion arose around:

- Employing a professional company to survey members to gather information.
- Use of this information to determine if a constitutional review of committee composition was warranted.
- The inclusion of the entire committee in the process of crafting the survey
- A timeline for this action.

ACTION: BH and MH to draft a motion regarding a survey to determine if a constitutional review of committee composition is required. Draft motion to be circulated to the committee in preparation for the November meeting.

12. Close

7.03pm

NEXT MEETING

AGM 20 October 2021 at 6pm

Adelaide Showground Farmers Market Committee Meeting

Action Items November 2021



AGENDA ITEM	ACTION	STATUS
March 2021 – Agenda Item 6	EO to liaise with RAHS to seek options around customer car parking costs.	Ongoing
June 2021 – Agenda Item 11	EO to request Leader Street parking statistics from RAHS, specifically when the increase from half hour to one hour parking occurred, and statistics from Rose Terrace when half hour parking was introduced.	Ongoing
July 2021 – Agenda Item 6	EO to investigate systems for a more accurate market visitor count, considering the multiple entry points and costs.	In Progress
Sept 2021 – Agenda Item 11.2	Members to be notified that Financial Report is available to view online one week before AGM.	Complete
Sept 2021 – Agenda Item 11.2	Members to be notified that Questions to be asked on notice.	Complete
Sept 2021 – Agenda Item 11.3	BH and MH to draft a motion regarding a survey to determine if a constitutional review of committee composition is required. Draft motion to be circulated to the committee in preparation for the November meeting.	See agenda item 4

		ASFM / Committee Action Items	Election/Terms of Office
June	2021	Committee meeting 16 June 21/22 budget approval required	
July	2021	Committee meeting 21 July Committee to approve AGM and election timeline and documentation Audit Information to be prepared	Terms for Albert Conterno, Bill Cooksley and Sabine DeVuono conclude. All can renominate. Geoff Page's term concludes. He can't renominate
August	2021	Committee meeting 18 August Approve Financial Report for AGM Royal Show Closure Sun 5/9 &12/9	10 Aug - Call for nominations
September	2021	Committee meeting 15 September	NB: Notification of AGM that includes any special resolutions to be received by membership 21 days prior to the meeting 10 Sept - Nominations close 15 Sep - Notification of AGM/Election to members 15 Sep - Online election opens
October	2021	AGM 20 October	13 Oct - Online election closes Election results announced at AGM
November	2021	Committee Meeting 17 November	
December	2021	No meeting December ?	
January	2022	Committee meeting date 19 January	
February	2022	Committee meeting date 16 February	
March	2022	Committee meeting date 16 March	
April	2022	Easter Weekend 15 -18 April Committee meeting date 20 April	
May	2022	Committee meeting date 18 May Staff performance reviews	

The Mission of the Market

“Create a vibrant market environment to connect customers directly to the best
South Australian producers”

Our Vision for the Market

By the end of 2020 the Adelaide Farmers Market will have 3,500 customers visiting it each week.

Our Values and Key Message

We value quality South Australian produce and having a connection to those who produce it. Passion for food is part of our DNA, and with honesty and integrity we stay focussed on the Mission of the market. We don't do politics and we stay professional in our interactions with each other. We aim to enjoy ourselves, take the time to listen to each other's perspectives and create a safe and friendly working environment for everyone working or visiting the market. We value sustainability for both the market and our environment and keep this front of mind in our work.

Purpose of Report

The purpose of the Monthly Business report is to report on where the ASFM is as a business in order to provide the ASFM Committee with evidence based information to base decisions on. This report is compiled with information and expertise from ALL ASFM team members reporting to the Executive Officer and is current as of end of the reporting month.



Total No of Members
 2019/20 2020/21
506 **360**
 Financial Year Reporting



Membership this Month
 2020 2021
176 **203**



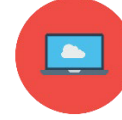
Average Weekly Attendance
 2020 2021
2116 **2536**



NUMBER OF WEEKS
5



Avg No. of Stalls this Month
 2020 2021
92.75 **92.2**



Google Analytics
 2020 2021
8003 **8,800**
 (20.6%)



Total Direct mail List
 2020 2021
6,934 **7,493**
 (12.8%)



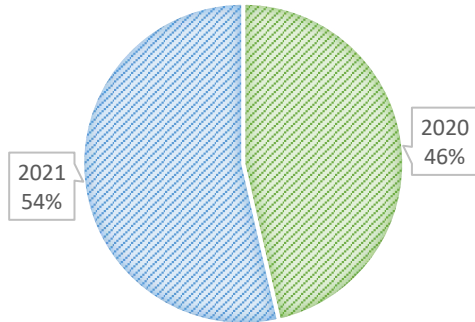
Facebook Follows
 2020 2021
25,959 **27,919**
 (13.2%)



Instagram Follows
 2020 2021
15,003 **18,876**
 (40.8%)

MEMBERSHIP SALES

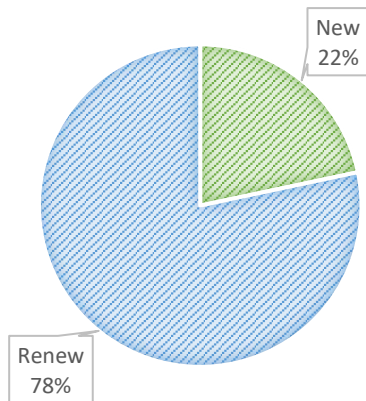
MEMBERSHIPS 2020/2021



SUMMARY	Oct 20	Oct 21
Memberships	176	203

There was a comfortable increase in sales in 2021 over 2020. 194 of the 198 in 2021 were for 2022 of which 157 were renewals, this is a considerable increase of 46 (41%) on the 2021 amount of 111.

OCT-21

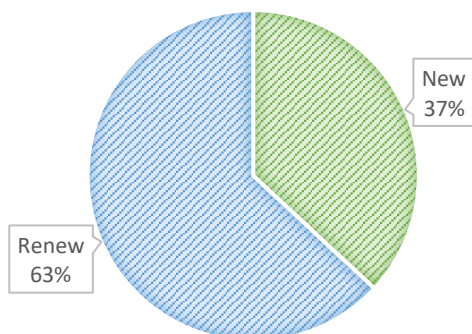


	Oct 20	Oct 21
NEW	65	44
RENEW	111	159

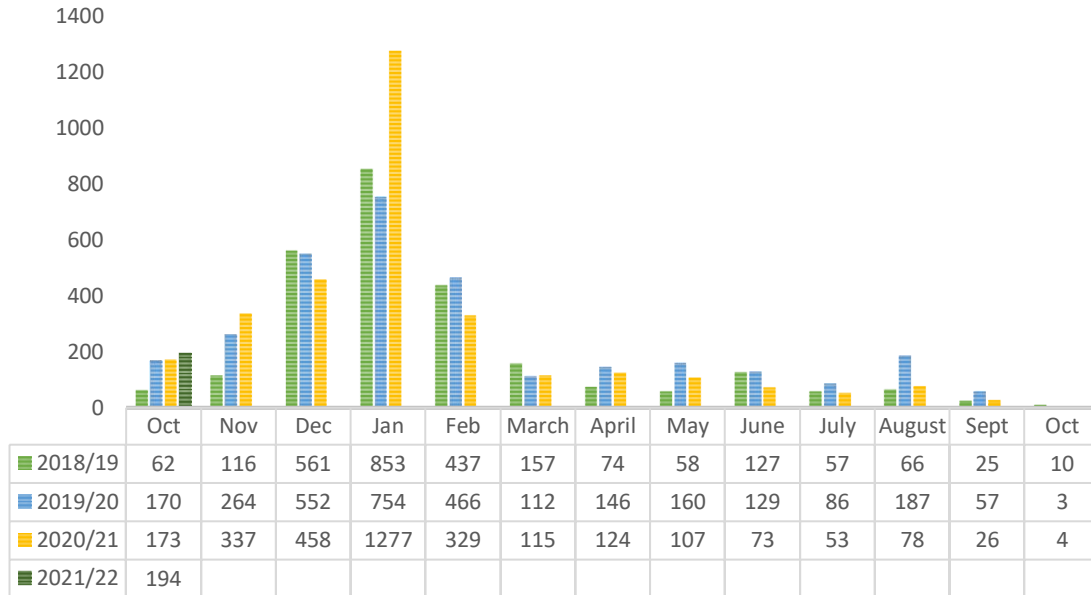
There were lower sales of new membership sign ups at the market while renewals had a significant increase of 41% over 2021.

The slower sign-up rate was directly affected by the membership kiosk having issues with technology and this is currently being looked at.

OCT-20

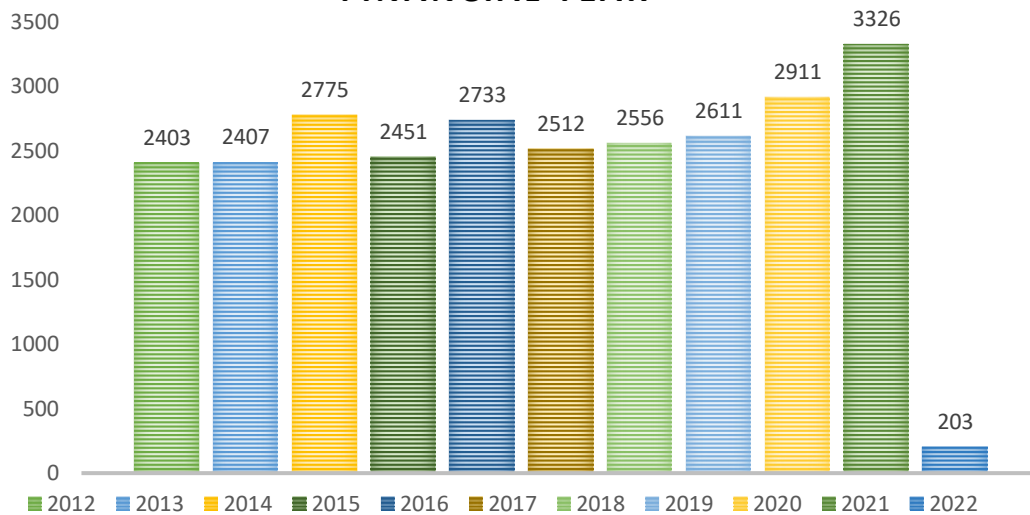


MEMBERSHIP NUMBERS 18/19 VS 19/20 VS 20/21 VS 21/22 MEMBERSHIP YEAR



There has been a stronger start to new year membership sales than over the last three years with a 12% increase on 2021 and a 212% increase on 2019.

MEMBERSHIP NUMBERS 2012 - 2022 FINANCIAL YEAR



2020/21 Membership Year Oct 20 – October 21

	Purchased at market			Online			Concession*		Total			Previous Years		
	New	Renew	Total	New	Renew	Total	New	Renew	New	Renew	Total	2020	2019	2018
October (22 to 31)	12	20	32	50	91	141	13	39	62	111	173	170	62	65
November	31	30	61	95	181	276	37	76	126	211	337	264	116	151
December	11	44	55	71	332	403	22	141	82	376	458	552	561	607
January	9	71	80	116	1081	1197	28	245	125	1152	1277	754	853	814
February	12	48	60	47	222	269	9	62	59	270	329	466	437	393
March	11	19	30	43	42	85	13	16	54	61	115	112	157	122
April	12	9	21	65	38	103	27	14	77	47	124	146	74	98
May	5	7	12	63	32	95	22	15	68	39	107	160	58	70
June	28	6	34	30	9	39	13	3	58	15	73	129	127	60
July	35	7	42	10	1	11	10	1	45	8	53	86	57	84
August	26	6	32	42	4	46	13	1	68	10	78	187	66	65
September	14	1	15	11	0	11	3	0	25	1	26	57	25	14
October (1 to 20)	1	0	1	2	1	3	0	0	3	1	4	3	10	59
YTD Total	207	268	475	645	2034	2679	210	613	852	2302	3154	3086	2603	2602
Inc Online	852	2302	3154											

2021/2022 Financial Year Oct 20 – October 21

	Purchased at market			Online			Concession*		Total			Previous Years		
	New	Renew	Total	New	Renew	Total	New	Renew	New	Renew	Total	2021	2020	2019
October (21 to 31)	7	13	20	30	144	174	17	72	37	157	194	173	170	62
November			0			0			0	0	0	337	264	116
December			0			0			0	0	0	458	552	561
January			0			0			0	0	0	1277	754	853
February			0			0			0	0	0	329	466	437
March			0			0			0	0	0	115	112	157
April			0			0			0	0	0	124	146	74
May			0			0			0	0	0	107	160	58
June			0			0			0	0	0	73	129	127
July			0			0			0	0	0	53	86	57
August			0			0			0	0	0	78	187	66
September			0			0			0	0	0	26	57	25
October (1 to 20)			0			0			0	0	0	4	3	10
YTD Total	7	13	20	30	144	174	17	72	37	157	194	3154	3086	2603
Inc Online	37	157	194											

MEMBERSHIP COMMENTARY

Membership sales slowed down in the last part of the 2020/21 year but started the 2021/22 year strongly due to strong promotion amongst regular market shoppers and existing members.

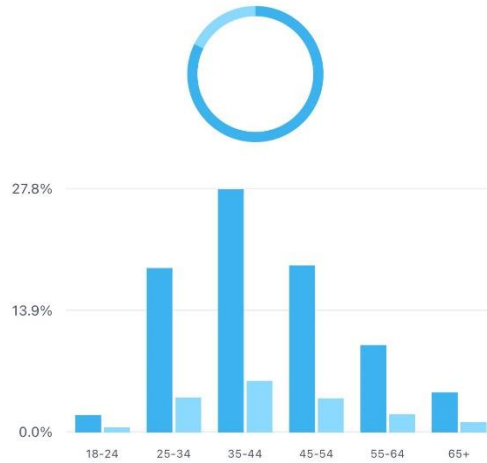
MARKETING/COMMUNICATION

SOCIAL MEDIA AUDIENCES - OCTOBER 2021

FACEBOOK

Age & gender ¹

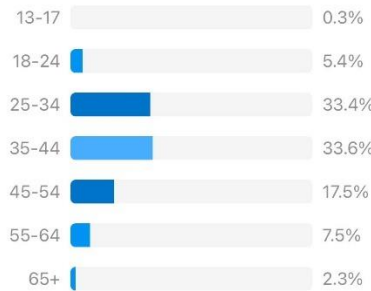
82.3% Women 17.7% Men



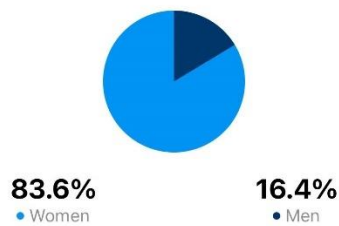
INSTAGRAM

Age Range

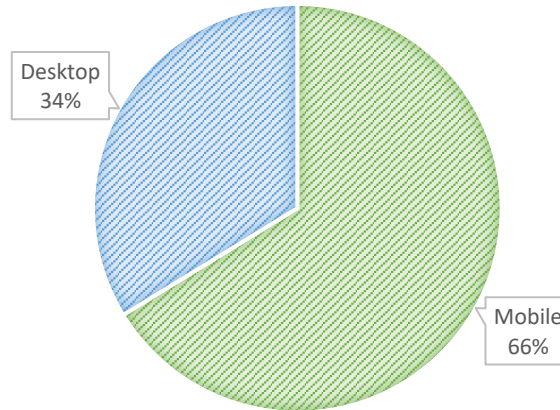
All Men Women



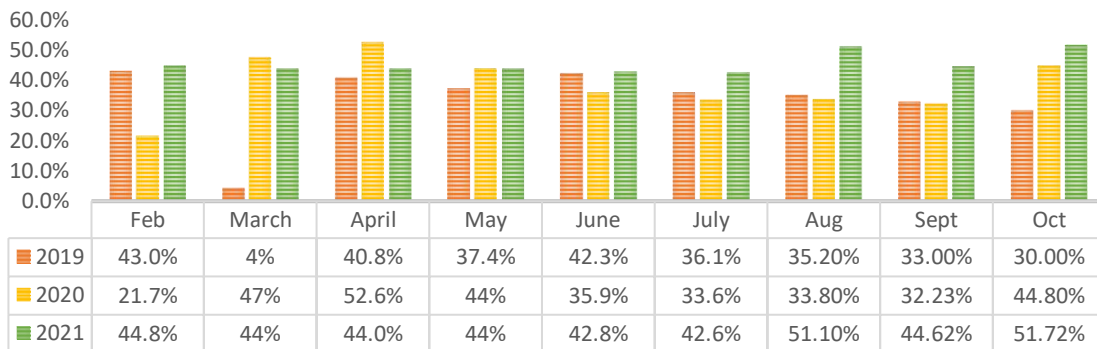
Gender



MOBILE VS DESKTOP WEBSITE VIEWS OCTOBER 2021



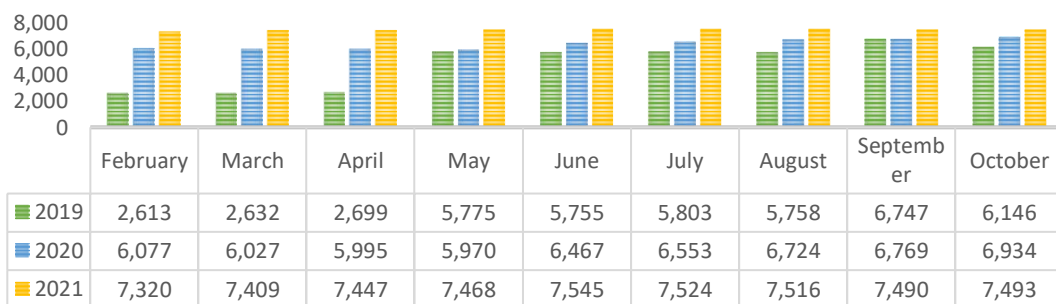
EMAIL OPEN RATE



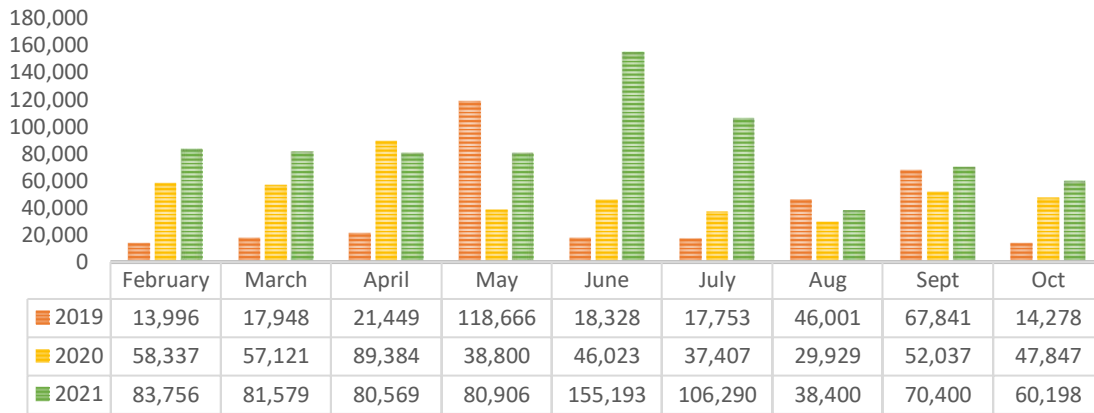
EDM open rates again increased with the strongest open rate of 2021. This can be attributed to the heavy marketing and interest in our Halloween at the Market campaign.

The EDM subscriber list remained neutral with no major increase or decrease.

EMAIL SUBSCRIBERS

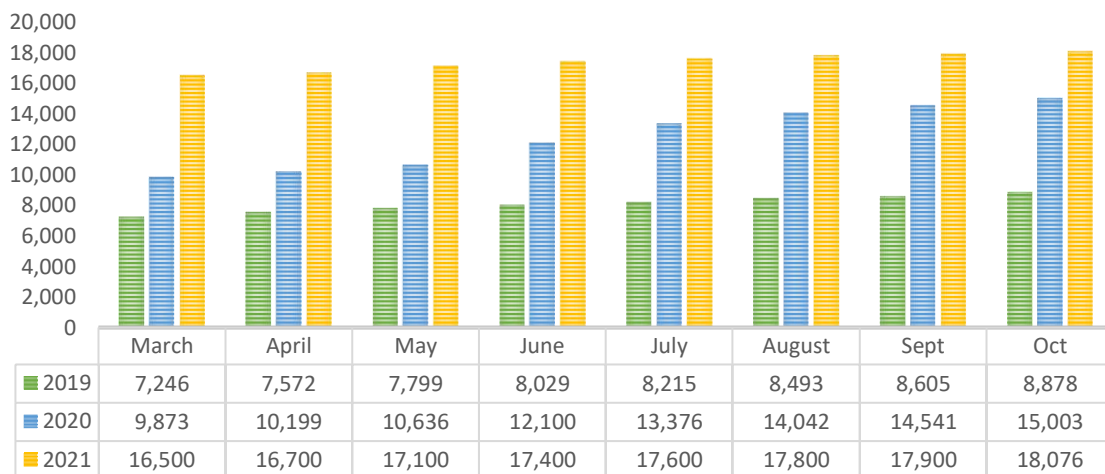


FACEBOOK REACH



Facebook reach has declined as we did not run heavy paid advertising in September or October. Although our reach has decreased engagement with individual posts remains strong. Instagram has continued to grow and is now in a rapid growth phase which has given November a strong start. Engagement with individual posts is at an all-time high.

INSTAGRAM FOLLOWERS

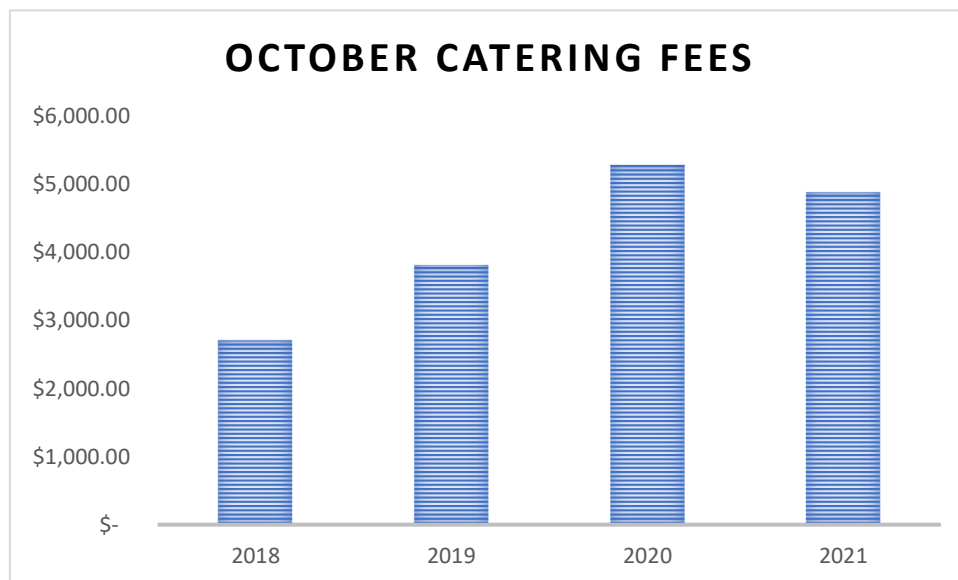


MARKETING COMMENTARY

Promotion

- The CLAX Cart giveaway promotion commenced on 18 October to promote membership leading to a strong opening of 2022 membership sales
- Promotion of the 'Halloween at the Market Day' resulted in 3110 attendees at the market with over 230 participating in the Trick or Treat Trail and 129 participating in the Kids' Corner Halloween activity
- Visits to our website remained strong and the duration of visitation increased significantly by 14.5%

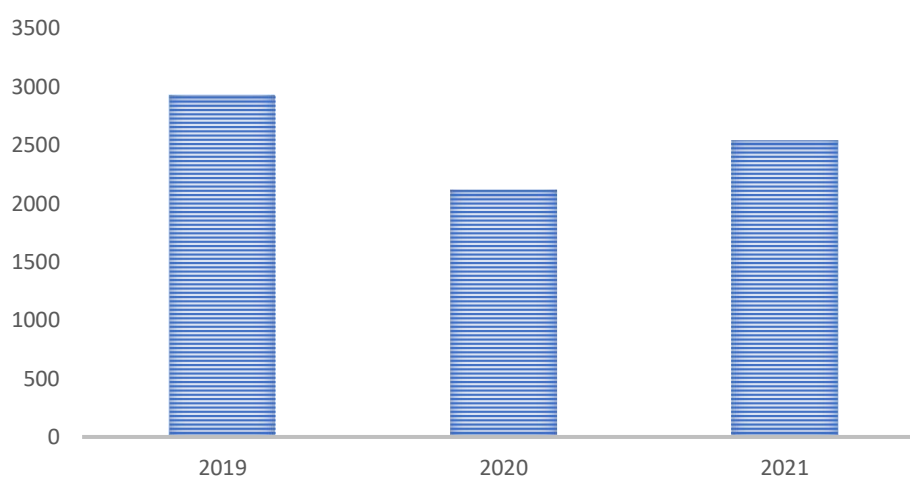
OPERATIONS



WEEKLY ATTENDANCE COUNT/RECORDS OCTOBER 2021

	3/10/2021	10/10/2021	17/10/2021	24/10/2021	31/10/2021
Attendance	1682	2505	3103	2281	3110
Notes	Covid 19 Long Weekend/Extremely Poor Weather/Hello Baby Fair	Covid 19	Covid 19 Gilles	Covid 19 Fishing and Boating	Covid 19 Halloween Trick or Treating at the market
Weather	18	16	23	19	22
Number of Sites	93	90	91	89	98
Number of Stallholders	73	74	75	71	78
Number of shared sites	1	1	1	0	1
Caterers onsite	6	7	6	5	7

OCTOBER AVERAGE ATTENDANCE



Average Stall Statistics

Average stalls for the month	July	August	September	October	November	December	January	February	March	April	May	June	Average YTD v Full Year
2021-2022	88.75	93.3	92.1	93.2									
2020-2021	90.75	91.4	94.37	92.75	91.3	***89.75	85.7	85.12	92.5	****84.25	93.2	91.25	90.8
2019-2020	78.3	76.4	79.1	80.25	83	85.7	81.25	85.63	85.1	73.25	81.9	86.5	81.4
2018-2019	83.3	78	76	88.25	85.1	88.4	86	93	94.3	***77.75	82.5	82.9	85.3
2017-2018	85.6	86.25	81.75	96.1	102.7	*98.8	98	98.25	97.75	**81.2	89.4	83.12	91.9
2016/2017	86.4	85.5	80.5	87	96	93.5	91	94.8	92.9	81.7	91.5	89.4	89.4
2015/2016	87.3	90	82	95.8	102.2	95.3	93.7	98.6	101	94.1	91.6	88.8	93.7

* Dec 2017 figure drops to 88.1 if the Twilight market is included (34.5 stalls attended)

***April 2019 figure increases to 87 if Easter Sunday market excluded (50 sites included)

**April 2018 figure increases to 91.5 if Easter Sunday market excluded (40 stalls attended)

****Dec 2020 figure increases to 102.8 if Twilight market excluded (45 stalls attended)

*****April 2021 figure increases to 93.7 if Easter Sunday market excluded (56 stalls attended)

Average Attendance Statistics

Average attendance for the month	July	August	September	October	November	December	January	February	March	April	May	June	Average YTD v Full Year
2021-2022	2449	2381	2384	2536									
2020-2021	2384	2227	2392	2116	2189	1842	2154	2525	2480	2446	2607	2449	2318
2019-2020	2539	2342	2613	2929	3408	2656	2884	2628	3010	2354	2523	2744	2719
2018-2019	3059	2641	2972	2918	2716	2745	2589	3308	2904	2908	2672	2291	2810
2017-2018	3068	3274	3010	2992	3227	2463	3647	3446	2854	3037	2635	3125	3043

FOR YOUR INFORMATION

New Stallholders:

Returning stallholders:

- EKO Stonefruit

Stallholder Finishing Temporarily:

Stallholders Finished Permanently:

- McLachlans Smokery

SITE VISITS completed during October 2021

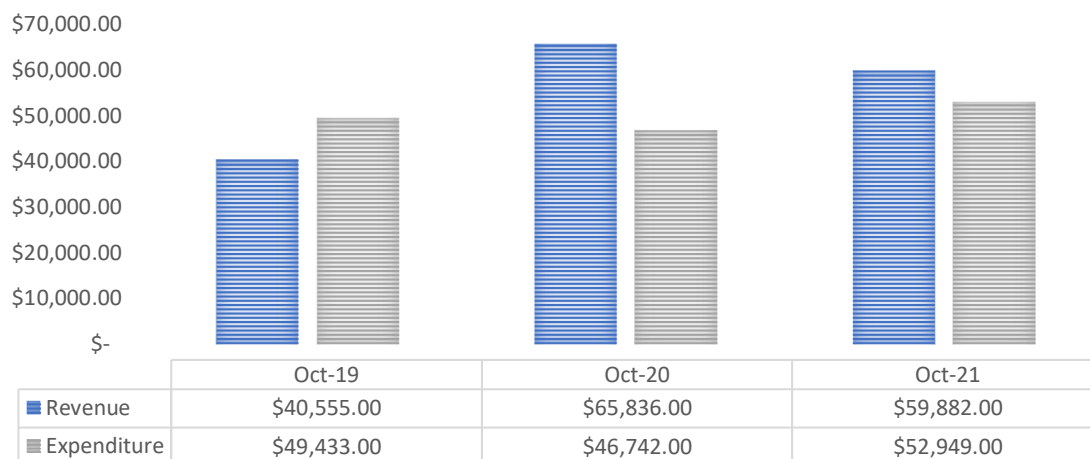
The Bucket Project
Eating Kindly
Barossa Bagels
Domain Day
Riverside Dairy
Riverside Farms

Fruit Fly Compliance

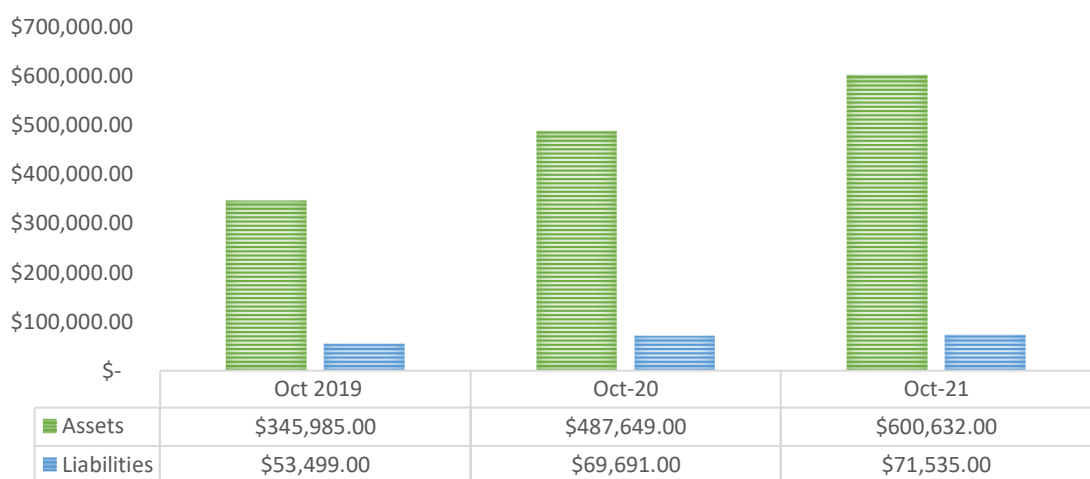
There is still an issue with some stallholders being complacent in regards to Fruit Fly prevention requirements and compliance. PIRSA has attended the market and spoken to all relevant growers and followed up with them individually. PIRSA will now regularly attend the market during the warmer weather.

FINANCE

REVENUE/EXPENDITURE OCT 2021



TOTAL ASSETS/LIABILITIES OCT 2021



NOTES

MEMBERSHIP PROMOTION

We are promoting 2022 membership with a special promotion offering the opportunity to win one of two **CLAX CARTS** for anyone that joins or renews prior to COB on 14 December 2021. We negotiated with the Australian Distributor of CLAX Carts and they have provided them at no cost to the ASFM.

The promotion has gained considerable interest in its early stages and is having a positive impact on membership sales.

HALLOWEEN

'Halloween at the Market' held on Sunday 31 October was a great success bringing many new families to the market and a customer count of 3110.

29 stallholders participated in the Trick or Treat Trial and almost all ran out of treats. Many other stalls went to great effort decorating their stalls and dressing up their team in Halloween costumes.

231 Trick or Treat bags were given out with a piece of fruit provided by B&A Andonopoulos and Pomology@Tarrawood.

129 children participated in our Kids Corner activity making Halloween 'Oozing Brains' cupcakes.

A debrief has now been held to make sure all learnings are taken on board if the event is repeated in future years.

SEATING

The seating area between Mems Coffee and the Bank SA building has now been expanded due to the popularity of the area for 'meet and greet' and this has been met with considerable positive feedback from customers and stallholders.

STORM DAMAGE

Several stalls have been affected by the recent hail storms and are scaling back to a single site while they get planting up to speed again or may be absent for a few weeks.



Our Ref: PLG:TWW:21-3500

Your Ref:

11 October 2021

The Committee
Adelaide Showground Farmers Market Incorporated
PO Box 38
GOODWOOD SA 5034
By Email: crobertson@adelaidefarmersmarket.com.au

Dear Sirs and Mesdames

ELECTION PROCESS REVIEW

We refer to previous communications.

1. Introduction

- 1.1. We understand that the Adelaide Showground Farmers Market Incorporated (**ASFM**) is currently holding an election for its management committee which concludes on 13 October 2021.
- 1.2. ASFM is conducting the election utilising the [BigPulse](#) online voting system (the **BigPulse System**).
- 1.3. We are instructed to provide this written advice reviewing the election and we confirm the **scope** of our instructions are to:
 - 1.3.1. review the BigPulse system, security and process;
 - 1.3.2. review, to the extent possible, ASFM's use of the BigPulse System; but
 - 1.3.3. for the avoidance of doubt we will not be verifying, certifying or "scrutineering" the actual vote or count.
- 1.4. In conducting our review we have relied upon the following material, of which a copy is annexed hereto:
 - 1.4.1. ASFM Rules for Incorporation – Annexure A;
 - 1.4.2. ASFM July 2021 Committee Meeting Minute, ASFM 2021 Election Guidelines and AGM Election Timeline – Annexure B;

- 1.4.3. BigPulse Managed Election Specification Information to Send– Annexure C;
- 1.4.4. BigPulse Online Voting Technology Service Level Summary – Annexure D;
- 1.4.5. BigPulse Security Reliability Performance Risk Management – Annexure E;

2. ASFM election rules

2.1. We have reviewed the ASFM's election process under the Rules for Incorporation to ensure that it supports an election and poll via the BigPulse system and we confirm that process is:

2.1.1. Appointment – Rule 6.2:

- The Committee is to comprise one member appointed by the Society, six members from amongst the membership with no more than half the committee to be producers.
- Under Rule 6.2(a)(ii) the election is to be held at the AGM (see also rule 6.5(c)), which would indicate that the voting is conducted under rules 8.5 and 8.6. This would cause significant problems to the veracity of the current election process.
- However in accordance with rule 6.2(e) the election may be carried out in the manner determined by the Committee, including online vote.

2.1.2. Term – Rule 6.3

- A term is for two years.
- At each AGM one half of the elected representatives shall be deemed to have retired, being those who have served the longest time since their election and those filling a casual vacancy of an elected representative who would have been required to resign.
- A member may serve no more than 6 consecutive years on the committee.

2.1.3. Election and Campaigning – Rule 6.5

- Any member, who is not already an Elected Representative, seeking election must provide a nomination to the Secretary at least twenty eight days prior to the AGM.
- Notice of those persons seeking election must be provided to the membership prior to the AGM.
- The election is to take place at the AGM (rule 6.5(c)).

2.1.4. Notice of General Meetings – Rule 8.3

- An AGM must be called with 14 days' notice to members or 21 days' notice where a special resolution is proposed.
- Notice must be given in person, to the postal address appearing on the register of members or by email at the address appearing on the register of members.

** we note that the preceding review of the rules is not a complete outline of each rule but rather a summation of requirements we believed relevant to an election. The complete rules may be found in Annexure A.*

- 2.2. We have not verified that the requirements set out 2.1.2, 2.1.3 or 2.1.4 have been complied with, as in our view it is outside the scope of our instructions. However they appear to have been considered by the ASFM AGM and Election Timeline 2021. If there are questions about these requirements we can provide further advice upon request
- 2.3. We confirm, as recorded in the July 2021 meeting minute, that in accordance with rule 6.2(e) of the rules, the Committee have determined to proceed with the electronic voting process via BigPulse.
- 2.4. In our earlier paragraph 2.1.1 we noted some disparity between rule 6.2(a)(ii), 6.5(c) and 6.2(e). In isolation these provisions specify a very different process to the conducting of the election. In particular we note in rule 6.2(a)(ii):
- “Six (6) of the Committee Members elected from amongst the Members of the Association by the members at Annual General Meetings, ... [underline emphasis added]*
- This provision and 6.5(c) require the election to happen at the AGM and a strict reading (which is appropriate) would mean that a ballot prior to the AGM could not occur. A poll could be conducted under rule 8.6, but would require the AGM to be held, a poll demanded by 5 members then the AGM suspended whilst that Poll is conducted.
- 2.5. As previously noted however, rule 6.2(e) specifies that the Committee may set the election process including by online voting. The drafting is ambiguous on whether rules 6.2(a)(ii) and 6.5(c) should be read in conjunction with 6.2(e).
- 2.6. Applying common sense though, the clear intention is that the election process should be set under 6.2(e) and it is our view that it may proceed as currently planned. Particularly because it would impractical to delay the election whilst this issue is addressed
- 2.7. Notwithstanding our preceding advice though, **we recommend** that rules 6.2 and 6.5 be amended at the earliest opportunity. As currently drafted there is a risk that a dissatisfied member may seek to rely upon the ambiguity in the drafting to try invalidate an election. The ASFM might also consider whether a more expansive provision regarding the conducting of elections should be included.

3. The BigPulse System

- 3.1. BigPulse is a United States based international online platform for hosting elections. They are, on our enquiries, reputable and we note their customers include for instance The British Olympic Association, University of Melbourne Business School and Flinders University. Reviews may be found [here](#) .
- 3.2. The system itself is an online managed election tool. In essence, a client provides to BigPulse a specification documents (see Annexure C), which details the requirements of the election including the members who may vote. BigPulse will then set-up a portal (or interface) which allows the client’s administrator to initiate the election and configure certain settings. The election is then hosted by BigPulse who

will issue emails to members providing login details to their voting platform. At the close of the election, which is automatic, the results are then collated and issued by BigPulse.

3.3. Annexure D, BigPulse Service Level Summary, provides an overview of the technology and product.

3.4. For our purposes though we rely upon Annexure E, BigPulse Security Reliability Performance Risk Management, to explain BigPulse's security features, which are as follows:

3.4.1. **Voter Authentication**

- The election administrator, which for the ASFM election is Christine Robertson, provides a list to BigPulse of all Members including their email addresses (or in certain instances a postal address) where login details shall be sent.
- BigPulse will create a personal account for the voting portal with unique sign-in name and password for each member.
- The sign-in emails are then sent securely by BigPulse to the member and not by ASFM or its executive.
- A member's ability to vote via the election portal may only be accessed by their individual password and login. ASFM or its executive do not have access to that portal or the logins.

3.4.2. **Vote Recording Integrity**

- The poll configuration only allows for one vote per person (or account created).
- Upon voting a member will be issued with a unique receipt, which will allow them to verify their vote against the final results reported (further comment on this feature shall be discussed under Audit).

3.4.3. **Vote Secrecy**

- ASFM has chosen to use BigPulse's A1 anonymous voting standard. This allows the BigPulse system to retain a link between the voting account (member) and their vote recorded. However unlike standard A2 or A3 this information is not made available to the administrator or public.
- The anonymity standard is notified to members by BigPulse before their vote is cast.

3.4.4. **Vote Auditing**

- The integrity of the Vote can be verified by a transparent audit.
- An audit can be conducted by publishing a list of the vote receipts showing the vote cast by that specific user. Each member may then can check their unique vote receipt against the list to ensure their vote was recorded correctly.

- Vote secrecy is not compromised by this process as names are never disclosed.
- Furthermore this information might be provided to an independent party to verify, and if necessary by contacting members individually. This type of verification would best be done a qualified forensic professional.
- BigPulse also retains IP Addresses of those who vote, this may be used to check if the same computer has been used to vote more than once. If the same computer has been used multiple times to cast votes, for different people, which is an indication that potential vote tampering has happened and further investigation is required.
- Poll results can be reported by a secure BigPulse URL. This means that the results may be reported to the membership in a manner which excludes interference from third parties, including the administrator (Christine Robertson).

3.4.5. Data Security

- We are not qualified to advise on matters such as encryption and cyber security other than to say BigPulse claim that their system is encrypted throughout, including passwords and voting.
- Further information on cybersecurity and data encryption may be found in Annexure E.

4. ASFM Election Process

4.1. In our view the BigPulse system appears to be a robust voting system. Notwithstanding this there may still be vulnerabilities or risks. We shall therefore consider common tampering tactics and provide a risk assessment:

4.1.1. Repeat voting by one member:

Explanation: A person manipulates the election by voting more than once as themselves.

BigPulse System: BigPulse only allows one vote per member (assuming the membership data provided to them is correct). If a member tries to vote more than once through their account the system will not allow them to.

Manipulation of the membership data base is considered at 4.2

Risk: Very low to no risk.

4.1.2. Dummy accounts;

Explanation: A number of fake profiles or 'members' are created to then allow one person to control them and manipulate the vote.

BigPulse System: The voting profiles are created by BigPulse from membership data provided by the administrator (Christine Robertson).

It appears that the only person who could create dummy profiles would be the administrator by manipulation of the membership database (considered at 4.2).

Due to the anonymity settings the audit report won't overtly show fake accounts as it only shows receipt numbers not names.

Risk: Low risk.

4.1.3. Voting on-behalf of other members;

Explanation: An individual intercepts a member's login details and votes on their behalf.

BigPulse System: Once the member database is provided to BigPulse the issuing of emails is controlled by them. It would require incorrect membership data or the hacking of a member's email account.

We note there is a risk of members' accounts being used if the same email address was provided for the creation of multiple memberships (for instance for a group of employees of the same business or family group). In this case the email account holder votes on behalf of all the actual members associated with that email address without their permission. We have not reviewed the membership database so cannot verify if a shared email is common practise and therefore a potential issue.

If there is a concern a survey of members, after the vote, could be undertaken to enquire whether they voted and then comparing that data against the audit reports will highlight if a member's unique login has been intercepted or used by another person.

Risk: low to moderate risk

4.1.4. Fake memberships

Explanation: One person registers a number of fake memberships in order to influence the vote.

BigPulse System: The BigPulse system may provide a IP Address report, so if one person has voted multiple times, even under different profiles, this may be discovered.

We note that from a statistical perspective for one person to 'buy votes' via this method would come at a significant cost through membership fees.

If there is a concern an audit of the membership could be undertaken or a review of the IP addresses used to vote.

Risk: low risk

4.1.5. Misreporting vote count;

Explanation: The executive of the ASFM misreports the vote results to the membership.

BigPulse System: The BigPulse system allows for a vote tally report by secure URL to be issued to members which is not controlled by the administrator. Any attempt to misreport the election results would be easily discovered.

Risk: very low to no risk.

4.1.6. Hacking:

Explanation: The BigPulse system is hacked and the election results tampered with.

BigPulse System: Without commenting upon BigPulse's cybersecurity specifically, this type of manipulation would require a high level of sophistication from the 'hacker'.

Risk: very low to no risk.

4.2. As highlighted by the preceding analysis, the security of an election run by BigPulse is heavily reliant upon the membership database provided to them to generate the voting profiles. If this database is accurate the risk of any type of manipulation is highly unlikely. The membership database, on our instructions, is controlled by Christine Robertson the executive officer of the ASFM. However any concern about the database can easily be overcome by an audit of the document provided to BigPulse. It may not be appropriate, for the privacy of members, to release this database publically but an audit by an independent party could be undertaken if necessary.

5. Conclusion

5.1. In summation the BigPulse system appears to be a secure and robust method to conduct an election. If there are concerns about manipulation of the vote, verification may be undertaken by an audit of the membership database and the audit reports provided by BigPulse.

5.2. Upon a hypothetical allegation of manipulation, depending upon the specific allegation, the audit would need to be undertaken at a forensic level. This would come at a significant costs to the ASFM and therefore we would recommend that prior to any such action being considered, the secure voting results be provided to members and only then if that does not assuage concern is further action taken.

5.3. We hope this addresses the question asked of us and if we can clarify any of our comments or assist further please do not hesitate to contact the writer, Tasman Wylie.

Yours faithfully
WALLMANS LAWYERS



TASMAN WYLIE
Associate
Direct Line: 08 8235 3033
Email: tasman.wylie@wallmans.com.au
Partner: Rob Surman

The Chair,

Adelaide Farmers Market,

After the controversy surrounding the conduct of the Committee elections in 2020, I am disappointed to have to raise this concern in relation to the election for the 2021 Committee.

Several stallholders have informed me. at the market yesterday. that they had been approached by the Market's Executive Officer in an attempt to influence their vote in the current election. All spoke to me on the condition that I respected their wish to remain anonymous.

In all of these cases, the stallholder believed that the conduct of the Executive Officer was inappropriate and unwelcome.

I ask that you remind the Executive officer that it is incumbent on Market employees to be impartial and to be seen to be impartial regarding elections and that any continuation of this activity could lead to disciplinary action.

Bill Cooksley

4th October, 2021

From: Betty Ferguson [mailto:bettferg2010@gmail.com]
Sent: Friday, 8 October 2021 5:47 PM
To: bob@najobe.com.au
Subject: Re: ASFM email and attached Background Paper

Hi Bob

I am writing to you in your role as ASFM Chairperson following receipt of Christine Robertson's email of 1 October 2021.

My first visceral response to the attached background paper was that it seemed to have a 'nasty undertone' to it. However, on further reading there was nothing I could readily identify that had caused this visceral feeling.

However I remain disquieted about it. I am confused about why members needed to receive this email/background paper. The background paper is readily available for members to see on the Website, along with the Notice of Special Resolution.

I am not sure why I needed to receive this email. I am also a little confused as to why Christine sent the email rather than the 'Majority Committee Members'. I have always presumed her role was an operational one; one that concerned the day to day running of the ASFM. Is she a Committee member? I note that she is not a signatory to the Background Paper so I am just a little confused as to her role in this.

It seems to me that a robust Committee should be able to handle dissension without needing to reach out to us as members to 'hear the Majority committee Members side' and/or get me on 'their side'; which is how this email /background paper feels to me..

The Notice of Special Resolution proposed by Bill Cooksley and that proposed by Albert Conterno and Sabine DeVuono are equally readily available to read on the ASFM Website and these people have not been compelled to contact us either individually, as a group or via Christine. So I am back to my confusion as to why I received Christine's email and the attached Background Briefing Paper.

I note in the background paper concern over the potential 'control' that stallholders would have if the Special resolution was accepted. While that may be a concern, as a member I would be equally concerned that the ASFM Committee doesn't become controlled by non-stall holders. The market to date has had a wonderful community feel about it and I would hate to see it go down a 'growth at all cost' path and see stall holders subjected to weighty demands that add to the hard work of running a farm and dealing with variables like weather, pests etc that can turn a good year to a bad year in a heartbeat. Not to mention being up in the wee small hours of Sunday morning rain, hail and extreme heat. It seems to me that it is important that their interests are heard. They seem to me to be at the core of the market as is borne out in the name, Adelaide Showgrounds Farmers Market.

I do agree that the loss of online voting would not be ideal so retaining 6.2(e) would be a good thing.

I am aware that for many people the market has multiple roles. It is an amazing source of good quality food and a wonderful opportunity to support our farmers in what is a challenging business for them to be in. I have had the luxury of forming wonderfully warm relationships with Stallholders over the many years I have been a shopper and a member.

For many of us it is a meeting place to share a coffee/food with friends and family before/ during/after your shopping. I have learnt a lot from 'the Kitchen' over the years when stallholders educated us on their produce and how to use it as well of course from visiting chefs. I have saved hard copy recipes where I have them and they have become part of my family recipe repertoire. My kids use these recipes. I am sad

to see that many of the old recipes have disappeared from the website and wish I had printed them off before they were lost to me. I have also learned a lot from other visiting experts such as Sophie Thompson etc.

I would hate to see a loss of what is good about the market in the face of Committee discord and Market Members/Shoppers being pulled into this. I have been customers of Bill, Albert and Sabine and have no reason to believe that they are people who would want to 'control', I think that as members we are very capable of reading the relevant papers on the ASFM website and forming our own opinion or asking questions as needed.

I have a huge fondness for this market and absolutely believe that if the purpose of its existence is the first priority of the Committee as a whole, that growth will happen. I am there because of word of mouth and I have friends who have shopped there because of 'my market story'. Word of mouth is a powerful marketing tool and often one I think is underestimated.

I would like to see a Committee that can handle dissension of views while, I hope is the case, keeping in mind what is so good about this market and growing the good.

Kind regards

Betty Ferguson

Member Number:2021-M1126

Sent from [Mail](#) for Windows

29 THIRD AVE
ST. PETERS
5069
9th OCTOBER, 2021.

THE COMMITTEE MEMBERS
ADELAIDE FARMERS' MARKET,
C/ ADELAIDE SHOWGROUND,
ROBE TERRACE
NAYVILLE 5034

TO THE COMMITTEE MEMBERS,

I WISH TO RESPOND TO THE RECENT COMMUNICATION FORWARDED TO ADELAIDE SHOWGROUND FARMERS' MARKET MEMBERS REGARDING COMMENTS ON SPECIAL RESOLUTION 2 (BY THE MAJORITY COMMITTEE MEMBERS)

I FEEL GREATLY CONCERNED REGARDING THE TONE OF THE COMMUNICATION & MORE CONCERNED FOR THE FUTURE OF THE ADELAIDE SHOWGROUND FARMERS' MARKET.

I HAVE BEEN A MARKET MEMBER & PART OF A WONDERFUL COMMUNITY FOR OVER FOURTEEN YEARS. MY DAUGHTER HAS 'GROWN UP' AT THE MARKETS. I HAVE VOLUNTEERED IN THE KIDS' KITCHEN WITH KATE SPARROW, HELPED NICK & LISTENED TO AMANDA. I HAVE 'WRANGLER' KIDS' KITCHEN CHILDREN (WITH KATE) AT VARIOUS TASTING AUSTRALIA EVENTS FROM THE HILTON TO THE BOTANIC GARDENS. I HAVE WASHED & DRIED DISHES & SOAKED & LAUNDERED TEA TOWELS. IT HAS ALL AN ABSOLUTE JOY. I'M NOT DOING THAT NOW, BUT I STILL LOVE MY SUNDAY MARKET! I HAVE WATCHED THESE WONDERFUL MARKETS EVOLVE.

THE ADELAIDE SHOWGROUND FARMERS' MARKET MISSION IS ALL ABOUT LOCAL PRODUCERS.

- CONNECTING WITH LOCAL PRODUCERS
- PROVIDING AN OPPORTUNITY FOR LOCAL PRODUCERS

- PROMOTING SUSTAINABLE PRIMARY PRODUCTION BY PRIMARY PRODUCERS.

THE ADELAIDE SHOWGROUND FARMERS' MARKET VISION ALSO SPEAKS OF A SUSTAINABLE MARKETPLACE FOR OUR SOUTH AUSTRALIAN PRODUCERS & PROMOTING THE MANUFACTURING OF SOUTH AUSTRALIAN PRIMARY PRODUCE.

THE ADELAIDE SHOWGROUND FARMERS' MARKET IS NATIONALLY RECOGNIZED AS AN AWARD WINNING MARKET. OUR WONDERFUL PRODUCERS ARE SOME OF THE BEST IN AUSTRALIA. WE ARE SO FORTUNATE TO HAVE THIS OPEN TO US EVERY SUNDAY (I SPEAK NOW AS A SHOPPER).

I URGE ALL ADELAIDE SHOWGROUND FARMERS' MARKET OFFICE BEARERS, FROM THE CHIEF EXECUTIVE & THE SPECIALIST SKILL COMMITTEE MEMBERS TO THE STALL-HOLDER COMMITTEE MEMBERS, TO EXAMINE THEIR MOTIVATION FOR BEING PART OF THIS WONDERFUL ORGANIZATION. THERE IS NO PLACE IN THIS ORGANIZATION FOR EMPIRE-BUILDING OR SELF-AGGRANDIZEMENT.

THE ADELAIDE SHOWGROUND FARMERS' MARKET HAS EVOLVED OVER FIFTEEN YEARS INTO A HIGHLY SUCCESSFUL MARKET SUPPORTING A VIBRANT COMMUNITY MAY THIS CONTINUE MANY YEARS INTO THE FUTURE.

YOURS SINCERELY,
NEROLIE BAKENELL
(MARKET MEMBER 2021-M1297)

Profit and Loss

Adelaide Showground Farmers Market

For the month ended 31 October 2021

Account	Sep 2021	Sept 2021 Budget	Oct 2021	Oct 2021 Budget	YTD 2021/22	2021/22 YTD Budget	YTD 2020/21 Actuals	2021/22 Budget
Trading Income								
Bag Revenue	290.39	416.00	460.87	416.00	1,702.73	1,664.00	1,500.33	5,000.00
Car Park Card Revenue	136.38	30.00	3,072.75	2,000.00	3,663.25	2,260.00	1,884.30	30,800.00
Catering Rental Income	5,791.95	1,800.00	4,881.22	5,800.00	18,876.41	16,400.00	18,401.45	56,000.00
Donations	0.00	0.00	0.00	0.00	0.00	0.00	159.59	0.00
Membership Income	1,304.51	1,500.00	13,338.64	15,000.00	20,979.43	24,200.00	23,098.64	211,115.00
Merchandise Sales	27.45	0.00	24.63	0.00	68.63	0.00	368.07	1,000.00
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	7.18	0.00
Power Fees	2,738.15	1,500.00	2,233.96	2,800.00	9,623.42	8,700.00	10,060.03	27,000.00
Private Funding	0.00	0.00	0.00	0.00	245.44	0.00	972.62	0.00
Site Rent Income	44,547.26	15,000.00	38,121.51	38,000.00	153,717.12	121,000.00	143,695.09	451,900.00
Sponsorship income	750.00	750.00	0.00	0.00	750.00	750.00	750.00	2,500.00
RAHS Subsidy	8,000.00	8,000.00	0.00	0.00	8,000.00	8,000.00	0.00	16,000.00
Total Trading Income	63,586.09	28,996.00	62,133.58	64,016.00	217,626.43	182,974.00	200,897.30	801,315.00
Cost of Sales								
COGS - Bags	184.83	312.00	272.33	312.00	1,002.86	1,248.00	1,035.26	3,750.00
COGS - Car park costs	0.00	28.00	1,386.36	1,860.00	1,386.36	2,102.00	345.45	28,500.00
COGS - Merchandise Costs	141.95	0.00	187.85	0.00	530.00	0.00	270.65	250.00
Freight	0.00	25.00	0.00	25.00	0.00	100.00	131.00	300.00
Membership Costs	136.05	48.00	404.55	480.00	2,012.65	774.00	1,174.55	6,755.00
Total Cost of Sales	462.83	413.00	2,251.09	2,677.00	4,931.87	4,224.00	2,956.91	39,555.00
Gross Profit	63,123.26	28,583.00	59,882.49	61,339.00	212,694.56	178,750.00	197,940.39	761,760.00
Events								
Event Income								
Event Income - Orphanage Market	0.00	2,700.00	0.00	0.00	0.00	2,700.00	0.00	2,700.00
Event Income - Covid 19	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00
Total Event Income	0.00	2,700.00	0.00	0.00	3,000.00	2,700.00	0.00	2,700.00
Event Expenses								
Event Expenditure - Tasting Australia	0.00	0.00	0.00	0.00	0.00	0.00	(225.14)	0.00
Event Expenditure - Orphanage Market	0.00	(6,500.00)	0.00	0.00	0.00	(6,500.00)	0.00	(6,500.00)
Event expenses - COVID-19	0.00	(1,000.00)	(21.71)	0.00	(1,607.65)	(2,000.00)	(3,711.35)	(3,000.00)
Total Event Expenses	0.00	(7,500.00)	(21.71)	0.00	(1,607.65)	(8,500.00)	(3,936.49)	(9,500.00)

Gross Profit (Loss) on Event	0.00	10,200.00	21.71	0.00	4,607.65	11,200.00	3,936.49	12,200.00
Gross Profit (Loss) on Grant Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Income								
Distributions Received	0.00	0.00	1,690.58	0.00	1,690.58	0.00	687.49	0.00
Portfolio Gain / Loss	0.00	0.00	0.00	0.00	(24,428.00)	0.00	(3,451.66)	0.00
ATO - Cashflow Boost Payments	0.00	0.00	0.00	0.00	0.00	0.00	27,139.50	0.00
Total Other Income	0.00	0.00	1,690.58	0.00	(22,737.42)	0.00	24,375.33	0.00
Operating Expenses								
Accounting								
Accounting and Legal Fees	0.00	0.00	3,650.00	2,500.00	3,850.00	2,750.00	5,500.00	8,600.00
Audit Fees	0.00	0.00	2,500.00	5,250.00	2,500.00	5,250.00	2,500.00	6,000.00
Total Accounting	0.00	0.00	6,150.00	7,750.00	6,350.00	8,000.00	8,000.00	14,600.00
Marketing								
Advertising and Marketing - Above line	4,739.49	4,500.00	3,764.46	4,500.00	10,084.22	18,000.00	3,000.23	54,000.00
Advertising and Marketing - Below line	362.51	500.00	275.08	500.00	1,130.52	2,000.00	1,280.34	6,000.00
Total Marketing	5,102.00	5,000.00	4,039.54	5,000.00	11,214.74	20,000.00	4,280.57	60,000.00
Bank Charges	236.96	300.00	220.91	250.00	976.67	1,150.00	992.38	8,446.00
Car Park Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	22.73	0.00
Cleaning Expense	0.00	400.00	0.00	0.00	0.00	400.00	0.00	800.00
Committee Expenses	0.00	375.00	3,978.76	375.00	4,245.70	1,500.00	2,813.37	4,500.00
Computer Consultant Fees	0.00	100.00	255.00	100.00	1,090.00	400.00	552.50	1,200.00
Depreciation Expense	697.77	0.00	720.57	0.00	2,860.36	0.00	3,232.30	0.00
Dues & Subscriptions	526.44	150.00	131.89	150.00	1,148.40	700.00	703.45	3,000.00
Electricity	1,402.23	1,500.00	1,402.23	1,500.00	6,846.01	6,000.00	5,608.92	18,000.00
Equipment Expense/Hire	1,615.00	5.00	68.70	5.00	1,693.70	20.00	20.00	60.00
Insurance	539.22	0.00	539.22	0.00	2,085.83	0.00	5,618.09	8,300.00
Kids Club Activity Programme	429.34	500.00	472.32	500.00	1,565.75	2,000.00	0.00	6,000.00
Kitchen Supplies	0.00	333.00	0.00	333.00	34.58	1,332.00	0.00	4,000.00
Maintenance	0.00	450.00	0.00	450.00	838.04	1,885.00	2,934.78	11,500.00
Membership Card Purchase	0.00	0.00	543.65	0.00	543.65	0.00	0.00	400.00
Minor Equipment	165.26	185.00	319.46	185.00	714.22	740.00	0.00	2,220.00
Money Out (Kounta)	40.00	0.00	60.00	0.00	230.00	0.00	340.00	0.00
Office Supplies	304.69	200.00	244.54	200.00	919.41	800.00	612.80	2,400.00
Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Postage & Shipping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260.00
Realised Currency Gains	0.00	0.00	0.00	0.00	3.03	0.00	19.87	0.00
Recruitment Expenses	0.00	800.00	0.00	0.00	570.00	1,600.00	0.00	1,600.00
Site Attendant's Fee	1,280.00	1,400.00	960.00	1,120.00	5,120.00	5,120.00	5,040.00	17,000.00
Site Consumables	236.66	20.00	107.65	20.00	703.74	60.00	36.32	1,200.00
Site Equipment Hire	1,062.98	3,000.00	1,180.20	3,000.00	5,106.76	9,500.00	2,333.10	18,600.00
Site Licence Fees Rent	14,000.00	14,250.00	14,000.00	14,250.00	70,000.00	57,000.00	28,000.00	171,000.00
Software Licence Fees	489.99	650.00	385.45	350.00	1,166.34	1,850.00	1,695.36	5,800.00
Staff Amenities	34.56	106.00	39.33	106.00	178.54	424.00	279.61	1,280.00
Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Superannuation	1,312.96	2,319.00	1,375.02	2,500.00	6,338.87	9,457.00	7,698.14	29,600.00

Telephone	337.23	475.00	326.54	475.00	1,721.11	1,900.00	1,510.57	5,700.00
Travel & Entertainment	0.00	100.00	110.21	100.00	190.62	400.00	273.46	1,200.00
Uniforms	0.00	0.00	0.00	1,800.00	0.00	1,800.00	0.00	1,800.00
Volunteer Expenses	113.90	416.00	278.69	416.00	903.44	1,664.00	603.52	5,000.00
Wages & Salaries	13,854.02	23,198.00	13,984.73	25,000.00	72,688.82	94,593.00	80,904.06	296,000.00
Wages & Salaries - Annual Leave Movement	1,071.56	0.00	835.91	0.00	(5,023.44)	0.00	4,213.95	0.00
Workcover Levy	0.00	232.00	218.50	250.00	180.55	946.00	398.95	2,960.00
Waste Management	0.00	500.00	0.00	500.00	0.00	2,000.00	0.00	6,000.00
Car Park Subsidy	0.00	1,000.00	0.00	1,000.00	0.00	4,000.00	0.00	12,000.00
Total Operating Expenses	44,852.77	57,964.00	52,949.02	67,685.00	203,205.44	237,241.00	168,738.80	725,726.00
Net Profit	18,270.49	(29,381.00)	8,624.05	(6,346.00)	(13,248.30)	(58,491.00)	53,576.92	36,034.00

Balance Sheet

Adelaide Showground Farmers Market As at 31 October 2021

	31 OCT 2021	31 OCT 2020
Assets		
Bank		
Adel Show Farmers Market Inc	85,877.83	164,778.88
Bendigo - Business Account	327,492.55	120,672.75
Cash Management Account	13,362.84	9,362.42
Petty Cash	506.45	935.60
Total Bank	427,239.67	295,749.65
Current Assets		
Clearing - Cash	22.45	(10.20)
Inventory	13,831.93	23,216.44
Money In (Kounta)	(230.00)	(340.00)
Trade Debtors	19,882.68	3,671.70
Workcover receivable	37.95	-
Total Current Assets	33,545.01	26,537.94
Fixed Assets		
Computer Equipment	29,166.14	29,166.14
Computer Equipment Dep	(21,509.89)	(18,957.81)
Fence Amortisation	-	(3,548.10)
Fencing	-	7,097.00
Furniture & Fixtures Accum Dep	(25,631.59)	(22,171.47)
Furniture & Fixtures at Cost	44,279.73	44,279.73
Outdoor Seating - Private Funding	9,277.38	9,277.38
Outdoor Seating - Private Funding Accum Dep	(2,997.90)	(1,428.02)
Shipping Container	3,165.00	3,165.00
Shipping Container Dep	(1,034.48)	(717.98)
Signs and Banners	10,040.00	20,233.00
Signs and Banners Dep	(9,406.86)	(15,765.07)
Total Fixed Assets	35,347.53	50,629.80
Non-current Assets		
Amortisation on Website Development	(30,696.00)	(20,464.00)
SPDR 200 Fund ETF Units	84,036.34	84,036.34
Website Development	51,160.00	51,160.00
Total Non-current Assets	104,500.34	114,732.34
Total Assets	600,632.55	487,649.73
Liabilities		
Current Liabilities		
ATO Integrated Client Account	-	(3,434.50)
GST	916.20	10,618.07
PAYG Withholding Payable	2,333.53	8,887.53
Rounding	(0.19)	(4.75)

	31 OCT 2021	31 OCT 2020
Superannuation Payable	1,375.02	1,900.68
Trade Creditors	41,713.13	17,268.13
Total Current Liabilities	46,337.69	35,235.16
Non-current Liabilities		
Prepayments	(4,852.92)	-
Provision for Annual Leave	30,091.82	34,456.54
Suspense	(41.05)	-
Total Non-current Liabilities	25,197.85	34,456.54
Total Liabilities	71,535.54	69,691.70
Net Assets	529,097.01	417,958.03
Equity		
Current Year Earnings	(11,855.95)	49,640.43
Retained Earnings	540,952.96	368,317.60
Total Equity	529,097.01	417,958.03

ASFM RISK REGISTER

Likelihood	Almost certain					
	Likely					
	Possible					
	Unlikely					
	Remote					
		Insignificant	Minor	Moderate	Significant	Major
Consequence						

Category	RISK	LIKELIHOOD OF OCCURRING	CONSEQUENCE OF RISK	EXISTING RISK CONTROLS	ADDITIONAL RISK REDUCTION MEASURES	WHO IS RESPONSIBLE	REPORT TO
Operational	Manual handling	Likely	Significant	Lifting appropriately and using appropriate equipment	Staff training and WH&S manual	All staff	EO
Operational	Slips, trips and Falls	Likely	Significant	Having a clear floor and workspace, covering cords and reporting any hazards	Staff training and WH&S manual	All Staff	EO
Environmental	Stallholder Numbers	Likely	Significant	Licence agreements	Ongoing sourcing	MOM and EO	Committee
Financial	Float checks	Likely	Moderate	Checked on Friday afternoon pre market and checked on Tuesday post market. Check by two staff members	Locked Cash box	MOM	EO
Financial	Credit card identity theft from membership sales hub	Possible	Major	Signage highlighting protecting your details	Wording on Credit Card page to highlight risks	MCM	EO
Reputational	Data breach on website	Possible	Major	SSL certificate, Woo Commerce & Mailchimp security systems	High Level Password Management	MCM	EO
Reputational	Data protection error eg Unsubscribed List name contacted	Possible	Significant	Mailchimp list security segmentation	Clear opt out wording to cover operational emails, CRM System would add further security	MCM	EO
Reputational	Libellous Social Media Comments or Reviews	Possible	Significant	SOP for response,	R&R regarding stallholder behaviour	MCM	EO
Financial	Online Membership system fails at Market	Possible	Significant	Contact number noted manually	Backup manual system	MCM	EO
Environmental	Vermin Infestation	Possible	Significant	RA&HS set bait traps	Stallholder Rules & Responsibilities - Stallholders must maintain their Stall and Site in a clean and sanitary manner	RA&HS	MOM RA&HS
Financial	Website Automatic payment Renewals	Unlikely	Significant	WhooCommerce	Eway/Free range Futures	MCO	EO/Treasurer
Operational	Onsite Damage/Injury by temporary structures -Marquees, Umbrellas	Unlikely	Significant	Stallholder Rules & Responsibilities - compulsory tent weights (outside sites)	Sunday market assesment by MOM. Monitor windy conditions	Stallholders, MOM	MOM EO
Operational	Traffic Congestion	Likely	Minor	Traffic flow managed by Pinnacle staff	Appropriate traffic signage and barricades	Pinnacle RA&HS	MOM RA&HS
Operational	Animals/Pets onsite	Possible	Moderate	Signage at entrances	Pooch Parking facilites	MOM	MOM EO

Operational	Allergic reaction in Kids' Club	Remote	Major	Weekly allergen signage, Allergen alert under demonstrator's ingredient list	Indemnity signed by all parents	MCM	EO
Operational	Allergic reaction in Kitchen	Remote	Significant	Stallholder Rules & Responsibilities - Adequate product labelling and packaging	Trained St Johns First Aid	MOM, Stallholders	MOM EO
Operational	ASFM Cash Theft - Pavilion	Remote	Significant	Electronic cash register with closed draw. Excess cash placed securely in Pavilion Safe	Information stand always staffed & staff have updated police clearances.	MOM	EO
Operational	ASFM Cash Theft - Transfer pre & post market day	Remote	Significant	Two people to accompany cash box to and from office	Regular clearings of money into safe	MOM, Info stand, staff	MOM EO
Operational	Busking Injury	Remote	Minor	Busking Indemnity	Buskers are to register prior to busking	MOM, Admin	MOM EO Admin
Reputational	Cooking demonstrator doesn't attend	Remote	Minor	Backup demonstrator eg EO	Standby activity planned	MCM	EO
Operational	Dog Bite	Remote	Significant	Experienced ,dog aware volunteers	Screen and assess dogs at Pooch Parking	MOM, Pooch Parking, Volunteers	MOM EO
Operational	Electrical Shock	Remote	Significant	Compulsory Safety Power Centres, Distribution boards with safety switches	Annual test & tag of all electrical equipment. Wet weather cables covers (outside stalls)	MOM, RA&HS Accredited Electrician	MOM RA&HS
Financial	Errors with Credit card use	Remote	Minor	Financial Delegations Policy	Separate account for the credit card. Signed off by Treasurer	EO	Treasurer
Operational	Fire on Site	Remote	Significant	Adequate and appropriate fire extinguishers on site	Stallholders have own fire extinguishers and fire blankets. Trained fire warden on site	MOM, Stallholders, RA&HS	MOM RA&HS
Reputational	Food Fraud	Remote	Significant	Producer Guarantee Paperwork, APPENDIX A – ALLOWABLE PRODUCT POLICY, Site Visits for verification	Seasonal Assessment on market day	MOM	MOM EO
Operational	Food poisoning from Kids' Club	Remote	Major	Handwashing, Documented SOP, Food hygiene standards	Utensils sanitised pre use	MCM	EO and MOM
Reputational	Food Recall	Remote	Significant	Recall Procedure & SOP	Media policy	Stallholders, MOM, Marketing	MOM EO
Operational	Forklift Operator does not attend	Remote	Minor	Pinnacle Supervisor would manage and Venue management	Operations Manager has Forklift Licence	Pinnacle, MOM	MOM EO Pinnacle
Operational	Gas Bottles	Remote	Significant	Stallholder Rules & Responsibilities - Cooking EQUIPMENT AND FIRE SAFETY	Gas cannot be stored on site. Gas cannot be used inside pavilion without RA&HS permission	Stallholders, MOM	MOM EO
Financial	GST Obligations	Remote	Moderate	Payment controls	Engagement of outside expertise where necessary	AO and Accountant	EO
Financial	Inadequate Existing IT or Accounting Systems	Remote	Minor	Frequent updating of software using specialist IT Support	Budget Allowances	AO	EO
Financial	Incorrect entry of invoices and receipts in Xero	Remote	Moderate	Invoices uploaded to system. Payment preapproved	One person enters another approves	AO and EO	EO

Financial	Incorrect Payments via bank (bills and wages)	Remote	Moderate	Financial Delegations policy	Two authorisation	AO and EO	Treasurer
Operational	Injury - lifting heavy equipment	Remote	Significant	Lifting Procedure with signage	Sack truck, pallet jack and forklift available on site. MOM to wear correct PPE	MOM, Staff, Stallholders	MOM EO
Reputational	Kids Club provider doesn't attend	Remote	Minor	Back up activity on standby	More than one staff member aware of back up activities	MCM	EO
Reputational	Kids' Club provider compromised	Remote	Major	Working with Children check for all volunteers and staff,	References and research	MCM	EO
Operational	Major Incident	Remote	Major	Emergency Evacuation Plan Stallholder & Staff Induction	Loud speaker announcement, Marked exits signs, St Johns	MOM, Stallholders, Staff, Volunteers	MOM EO RA&HS SAPOL
Operational	Missing Child	Remote	Major	Missing child procedure,	Notice 'children remain their parents' responsibility at all times.'	MCM	EO
Reputational	Negative Press Coverage	Remote	Significant	SOP for response, Stallholder R&R regarding bringing the market into disrepute	Refer to food recall media strategy	MCM	EO
Financial	Not complying with accounting standards & other regulations	Remote	Moderate	Interim reporting in accrual format.	Continual training of the new standards and procedures	The EO and AO	Treasurer
Operational	Occupational violence in the office	Remote	Moderate	Open management and a HR Subcommittee for reporting	Policies put into place about occupational violence and staff training regularly	All Staff	HR Committee
Operational	On Selling of product	Remote	Significant	Compulsory Site Visits	Seasonal Assesment on market day	MOM	MOM EO
Operational	Pet Theft	Remote	Significant	Fully staffed pooch parking facilities	Owner sign in and sign out register, signage	MOM, Pooch Parking, Volunteers	MOM EO
Financial	Poor budget control	Remote	Significant	Staff expertise suitably qualified in budget management	Timeliness of completion	The EO and AO	Treasurer
Operational	Poor lighting	Remote	Moderate	Office maintenance.	Remote work access if necessary	All staff	EO
Financial	Poor quality financial statements & supporting work papers	Remote	Significant	Reconciliation & ledger control framework in place, specialist advice.	Frequent training	The EO and AO	Treasurer
Operational	Power Outage - Office	Remote	Moderate	Cloud access to files and email. Remote access possible	Access to alternate space or work from home.	All staff	EO
Operational	Special Groups - Elderly Disabled Injury	Remote	Moderate	Multiple disabled parking spaces Wheel chair friendly toilets	Level/flat ground	MOM	MOM EO
Operational	Staff no show on Sunday	Remote	Minor	have a standby person rostered for the month	Have volunteers and staff multi task trained	AO and MOM	EO
operational	Stallholder Equipment Damage by ASFM	Remote	Minor	Equipment stored in locked premises	STALLHOLDER LICENCE - 4 DISCLAIMER OF LIABILITY AND INDEMNITY Licensd Forklift Drivers to relocate equipment	MOM, Pinnacle	EO

Operational	Stallholder Equipment Damage/Theft	Remote	Minor	Equipment stored in locked premises	STALLHOLDER LICENCE - 4 DISCLAIMER OF LIABILITY AND INDEMNITY	Stallholders, MOM,	EO
Financial	Tax obligations	Remote	Significant	Proper staff training. Hood Sweeney handling	Engagement of outside expertise where necessary	AO and Accountant	Treasurer
Operational	Team members leave or become sick	Remote	Moderate	All staff are trained in basic aspects of the office.	Job manuals updated.	All staff	Chair
Operational	Toilets - Blocked, Hazards	Remote	Minor	Regular inspections by Adelaide Green Clean	Signage (Slippery When Wet) Access to main water valve	Adelaide Green Clean, RA&HS	MOM RA&HS
Operational	Uncollected Waste/Rubbish	Remote	Minor	Contract with Suez for weekly waste disposal	RA&HS	RA&HS	MOM RA&HS
Operational	Vegan/Environmental Protestors	Remote	Moderate	No campaigning rule, Close monitoring	Follow SOP	MOM	EO and MCM
Environmental	Work-related stress	Remote	Moderate	Asking for assistance and taking leave when required	Policies put into place about mental health and stress leave	All Staff	Chair
Financial	Xero outage	Remote	Significant	IT disaster recovery, back up procedures & recovery, specialist advice	Cloud back up system	The EO and AO	Treasurer
Operational	Extreme weather condtions	Unlikely	Moderate	Monitoring of weather conditions prior to market day	Extreme Weather Policy, free sunscreen, free water station	MOM	MOM EO
Operational	Onsite Tripping Hazards	Unlikely	Moderate	Stallholder Self Assesment of own equipment, RA&HS conduct maintencance of bitumen etc	Weekly market assessment by MOM	Stallholders, MOM, RA&HS	MOM EO RA&HS
Operational	Power Outage - Market Day	Unlikely	Moderate	RA&HS onsite electrician	Close early if outage is prolonged	MOM, RA&HS Accredited Electrician	MOM RA&HS
Operational	Vehicles Driving Onsite	Unlikely	Moderate	Stallholder Rules & Responsibilites - no vehicle movemnet during market trading hours	Offical opening and closing of the market with ringing of bell. Signage at entrances	MOM, Pinnacle	MOM EO Pinnacle
Operational	Wifi outage at market	Unlikely	Moderate	Ethernet cables available	Alternative ASFM Wifi available. Mobile wifi broadband dongle	MCM	Provider and EO
Operational	Stallholder Site Licence Agreements	Remote	Significant	Renewal period	Deadline	EO and Committee	Committee
Financial	Covid - Market Closure - Membership refunds	Possible	Significant	Keeping market open	Media response to supporting restart - Terms and Conditions of Purchase	EO and Committee	Committee
Financial	Covid - Market Closure - Carpark refunds	Possible	Significant	Keeping market open	Terms and Conditions of Purchase	EO and Committee	Committee
Operational	Carpark increase from RAH	Almost Certain	Significant	Lease agreement	Negoatiation with RAH	Committee	Committee
Financial	Membership Fee Refunds	Possible	Significant	Preparing PR to appeal to members	2021 Mebership criteria updated to have a refund clause	EO and Committee	Committee
Financial	Carpark Refunds	Possible	Minor	Directed to RAHS	Not needed	EO and Committee	Committee
Operational	Covid -19 Infection	Possible	Significant	Back up plans in place for staffing	Drafting SOPs	EO	Committee

Operational	FruitFly Infestation of produce	Unlikely	Significant	Stallholder prevention in place following PIRSA Guidelines	Social Media education and reassurance	EO and MOM	Committee
Financial	FruitFly Outbreak - stallholder reduction	Almost Certain	Moderate	Sourcing and onboarding of new stallholders	Increase the supply of produce but stallholders not affected	EO and MOM	Committee