

ADELAIDE SHOWGROUND FARMERS' MARKET
COMMITTEE MEETING – 5pm, Wednesday 15 March 2023
Meeting Room, Heavy Horse Memorial Building

AGENDA

1. Welcome and Apologies
2. New Conflicts of Interest
3. Minutes of the February Meeting
4. Action Items
5. Committee Calendar – 2022/3
6. ASFM Business Report
7. Policies for Review
 - 7.1 Busking Policy
 - 7.2 Responsible Packaging Policy
8. Finance/Risk Report
9. Customer Survey Questionnaire Results
10. Sub Committees
 - 10.1 HR Sub-committee - NIL
 - 10.2 Risk & Finance Sub-committee – New Risk Matrix Attached
 - 10.3 Market Mix Sub-committee - NIL
11. Red Flags & Risk Register
12. AOB
13. Close

NEXT MEETING

Committee Meeting – 19 April 2023

**ADELAIDE SHOWGROUND FARMERS 'MARKET
COMMITTEE MEETING – 5.00pm, Wednesday, 15 Feb 2023
Meeting held at the Heavy Horse Memorial Building**

Members present		
Lynne Dickson (LD)	Louise Bailey (LB)	Jordan Philp (JD)
Gay Wallace (GW)	Albert Conterno (AC)	Geoff Page (GP)
Mike Rowe (MR)	Trish Simpson (TR)	
Apologies		
Mem Ericson (ME)		
Also attended		
Carol McGrane (AFO)	Christine Robertson (EO)	

1. Welcome and Apologies

The Chair opened the meeting at 5.02 pm.

Apologies from ME. GW arrived at 5.05pm

2. New Conflict of Interest (COI)

None raised

3. Minutes of Previous Meeting

Minutes of the January meeting were moved by GP and seconded by GW. Accepted.

4. Action Items

Action: EO to invite Alex Palin again to be facilitator for the Strategic Planning Day and to arrange a mutually agreeable date.

Action: AFO to send out policies due for review in advance of committee meeting documents.

Action: AFO to include policy reviews in March agenda.

5. Committee Calendar 2022/3

It was noted that policy review dates had been added.

6. ASFM Business Report

EO reported on current fruit fly status and issues with non-compliance with the responsible packaging policy.

Report accepted.

ACTION: Graph on January report to be corrected by EO

7. Finance/Risk Report

The EO spoke to:

- Status of outstanding capital purchases e.g. security cameras, umbrellas
- Investigation of signage, in particular toilet signage.
- Semi-permanent shade options
- CPI 7% budget implications re site licence fee and wages.

Report accepted.

8. Customer Survey Questionnaire

A discussion arose regarding the focus of the survey. It was suggested that this should include the important issues for customers and their perceptions of the market.

A question was asked re the feedback box and an option for digital feedback via the website.

A focus group comprising JP, AC, GW GP was established to tackle the survey focus.

The group to meet and to consider appropriate survey questions for presentation at the next committee meeting.

Action: Survey questions from the focus group to be presented to the committee at the March committee meeting

9. Sub Committee Meeting Reports

9.1. Sub-committee nominations and elections

9.1.1. HR Sub-committee

No meeting held.

9.1.2. Risk & Finance Sub-committee

Risk meeting to be held via Zoom 22 Feb 23.

9.1.3. Market Mix Sub-committee

No meeting held.

10. Red Flags & Risk Register

None raised

11. AOB

A discussion arose around adequate committee diligence regarding expenditure and if it appears within the Committee charter. It was confirmed that this appears within the charter. It was noted that the financial delegations policy is up for review. A review of how stallholders are communicated with was suggested.

12. Close

6.36 pm meeting closed.

NEXT MEETING

Committee Meeting – 15 March 2023

Adelaide Showground Farmers Market Committee Meeting

Action Items March 2023

AGENDA ITEM	ACTION	STATUS
January 2022 – Agenda Item 11.2	EO to look for external facilitator and some suitable dates for Strategic Planning Day.	In Progress
July 2022 - Agenda Item 6	EO to work on a paper with legal expert, GW, regarding the right of volunteers to vote as members based on the current constitution and explore criteria required.	Ongoing
January 2023 – Agenda Item 5	EO to approach AP for dates he would be available to facilitate Strategic Planning Day.	Attempted, no response, again no response
February 2023 – Agenda Item 4	AFO to send out policies due for review in advance of committee meeting documents.	Complete
February 2023 – Agenda Item 4	AFO to include policy reviews in March agenda.	Complete
February 2023 – Agenda Item 6	Graph on January report to be corrected by EO	Complete
February 2023 – Agenda Item 8	Survey questions from the focus group to be presented to the committee at the March committee meeting	Ongoing

		ASFM / Committee Action Items	Election/Terms of Office
January	2023	Committee meeting date 18 January	
February	2023	Committee meeting date 15 February	
March	2023	Committee meeting date 15 March	Policies for Review Busking Responsible Packaging Policy
April	2023	Easter Weekend 7 -10 April Committee meeting date 19 April	Policies for Review Financial Delegations Market Mix Out of Session Voting Risk Management Allowable Products
May	2023	Committee meeting date 17 May Staff performance reviews	Policies for Review Complaints, Grievances and Dispute Resolutions Policy ASFM Sponsorship Policy Risk Administration Policy Traffic Management Policy Financial Management Policy Health and Hygiene Policy Privacy Policy Weather Policy
June	2023	Committee meeting 21 June 23/24 budget approval required - Draft	
July	2023	Committee meeting 19 July Committee to approve AGM and election timeline and documentation Audit Information to be prepared	
August	2023	Committee meeting 16 August Approve Financial Report for AGM	Wed 9 Aug - Call for nominations NB: Notification of AGM that includes any special resolutions to be received by membership 21 days prior to the meeting
September	2023	Royal Show Closure Sun 3/9 & 10/9 Committee meeting 20 September Decision required re Christmas and New Year's market	Fri 8 Sept - Nominations close Wed 13 Sep - Notification of AGM/Election to members Wed 13 Sep - Online election
October	2023	AGM 18 October	Wed 11 Oct - Online election closes Election results announced at AGM Wed 18 Oct
November	2023	Committee Meeting 15 November	Authorised Signatory List updated
December	2023	Meeting 20 December 2023?	
January	2024	Committee meeting date 17 January	
February	2024	Committee meeting date 21 February	
March	2024	Committee meeting date 20 March	
April	2024	Easter Weekend 29 Mar-31 Mar Committee meeting date 17 April	
May	2024	Committee meeting date 15 May Staff performance reviews	
June	2024	Committee meeting 19 June Decision required re Christmas and New Year's market 24/25 budget approval required - Draft	

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
(financial Year)**

2021/22	2022/23
2766	2873



Membership this Month

2022	2023
228	274



Average Weekly Attendance

2022	2023
2593	3587



NUMBER OF WEEKS

4



Avg No. of Stalls this Month

2022	2023
96.5	87.6

2023 91.5 if Outdoor Only market at Leader excluded



Google Analytics

2022	2023
11,281	16,429



Total Direct mail List

2022	2023
7,607	7,872



Facebook Follows

2022	2023
28,828	29,769



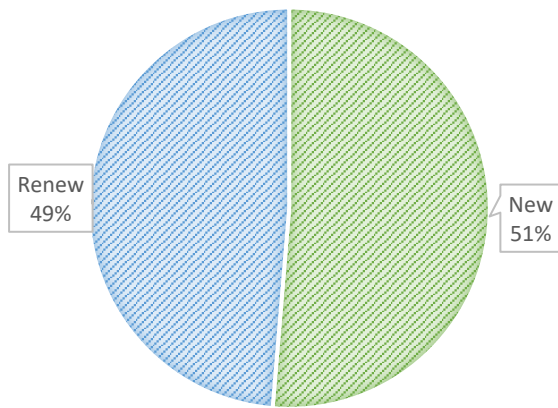
Instagram Follows

2022	2023
18,795	20,533

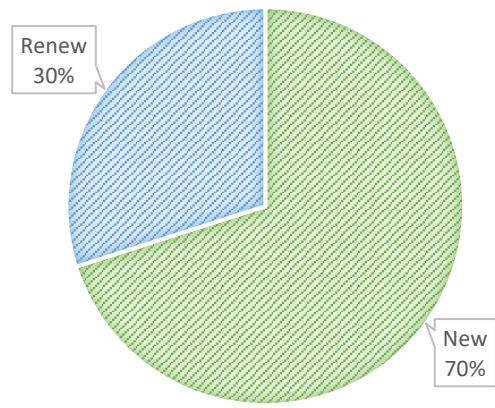
MEMBERSHIP SALES

MEMBERSHIPS - NEW VS RENEW

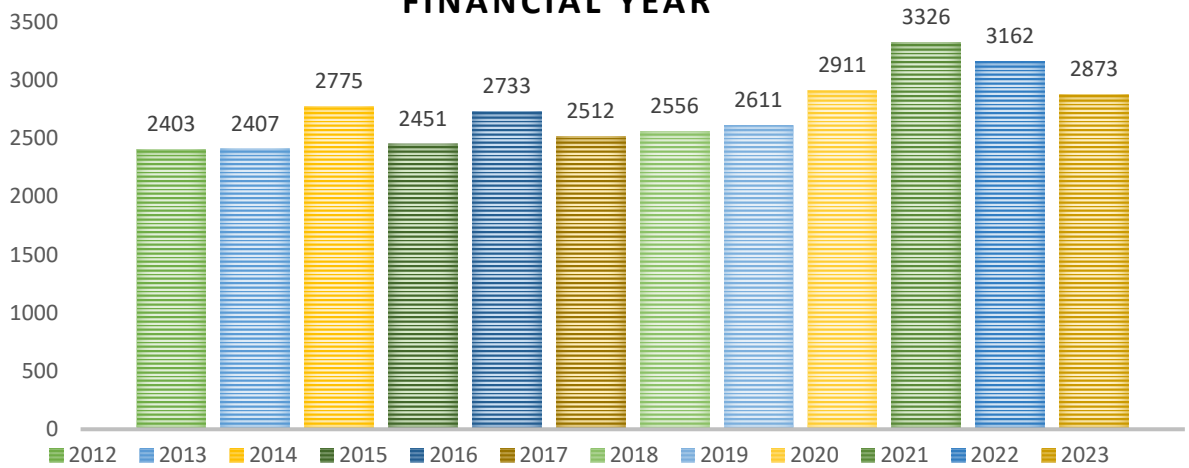
FEBRUARY 2022



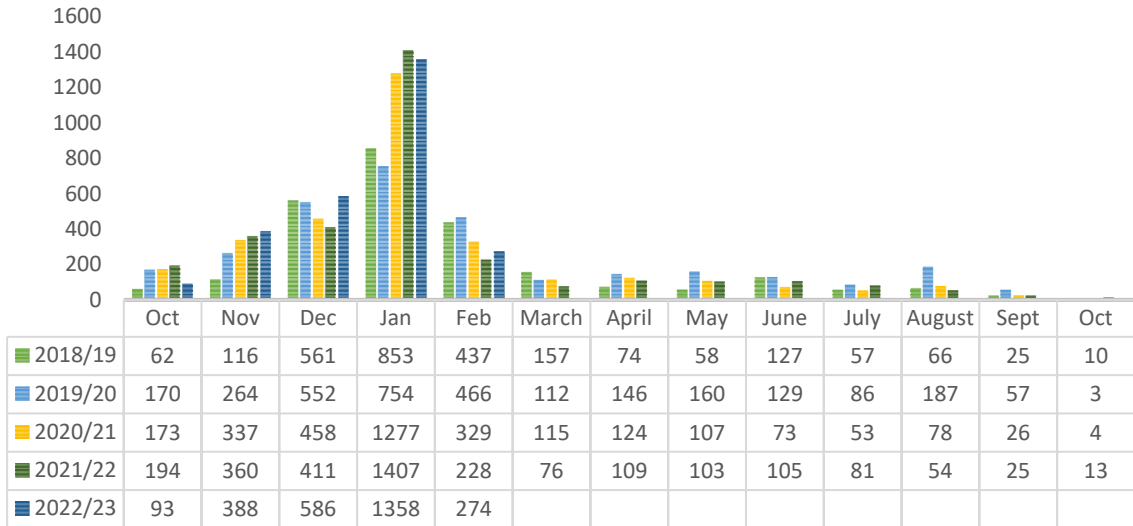
FEBRUARY 2023



MEMBERSHIP NUMBERS 2012 - 2023 FINANCIAL YEAR



MEMBERSHIP NUMBERS 18/19 - 22/23 MEMBERSHIP YEAR



MEMBERSHIP OVERVIEW:

2023 MEMBERSHIP SALES

274	Total Memberships sold this month	46 ↑ (vs Jan YOY)
192	New Members	
82	Renewed Members	
170	Purchased at the market (Total)	↑ (vs Jan)
108	At market - New	
62	At market – Renewed	
104	Purchased online (Total)	
84	Online – New	
20	Online - Renewed	
2,700	Total YTD membership sales 2023	100 ↑
769	YTD – New	359 ↑
1931	YTD – Renewed	256 ↓

*NOTE: Numbers purchased at the market will now be impacted by those purchasing on devices using QR codes, as they will now be reflected in the online figures.

MARKETING/COMMUNICATION

DIGITAL OVERVIEW (Facebook/Instagram/Google My Biz)

Facebook

24,928	Total reach this month	11.2 % ↑ (vs Jan)
29,769	Total follower growth	7.6% ↑ (YOY)
28,967	Likes	↑
62	New Page likes	

6,800	Engagement	
24	Posts	11.1% ↓ (vs Jan)
25	Stories	117% ↓ interactions (vs Jan)
34%	1 st Top Age Range 34-45 yrs	
24.1%	2 nd Top Age Range 45-54 yrs	
20.2%	3rd Top Age Range 25-34 yrs	
82.5%	Women	
17.5%	Men	

Instagram

8,540	Reach (9,501 K followers / 3,521 non-followers)	11% ↓ (vs Jan)
1,788	Profile visits	9% ↓ (vs Jan)
20,533	Followers	257 ↑ (YOY)
151	New followers (Growth)	↑ (vs Jan)
426	Accounts engaged	36.8% ↓ (vs Jan)
26	Posts	
150	Stories	↓ (vs Jan)
1	Reels	
25%	Age Range 25-34 yrs	
25.4%	Age Range 35-44 yrs	
20%	Age Range 45-54 yrs	
79.8%	Women	
20.1%	Men	
6pm	Most active time	

Facebook & Instagram (Joint Advertising)

0	Overall Paid Reach (saw ads)	↓
0	Paid impressions	↓
\$0	Total Spend	↓

Google My Business

16,429	Searches showed business profile	45.6% ↑ (vs YOY)
2,527	Business profile interactions	24.7% ↑ (vs YOY)
26,437	Business profile views	32.5% ↑ (vs YOY)
16,671	Google Search – mobile	63%
4,894	Google Search – desktop	19%
4,369	Google Maps – mobile	17%
1,325	Website clicks made from your Business Profile	26.3% ↑ (vs YOY)
1,158	Direction request	23.2% ↑ (vs YOY)

EDM / Newsletter

7,872	Email distribution list	
44%	Open rate	9.4% ↓ (vs YOY)
4.7%	Click through rate	5.4% ↓ Industry average is 2.94%

Other Digital Asset Updates- NIL

Jan	"Shop like a Locavore" Weekly Market	Adelaide Showground Goodwood Road Digital Signage	Unable to measure
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	Digital branded banner		
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FiveAA Live Cross Over (FOC) - FiveAA Live crossovers to the market every Sunday morning with Michael Keelan have continued.

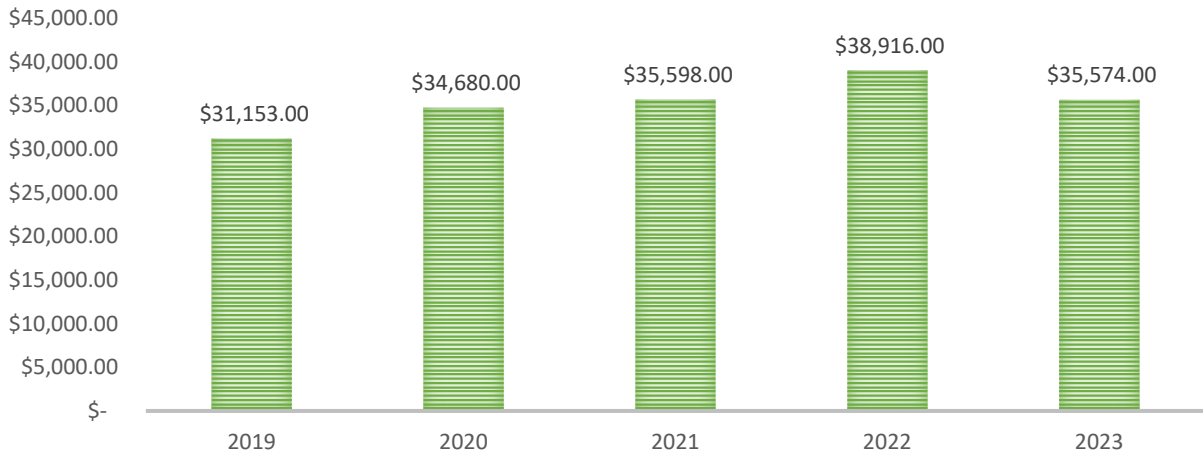
ADVERTISING CAMPAIGNS (PAID) – N/A

Date	Promotion / Campaign	Platform & Type	Results & Outcomes
n/a	Market Search Listing Advertising – Weekly market	Google Search Ad Listing	n/a

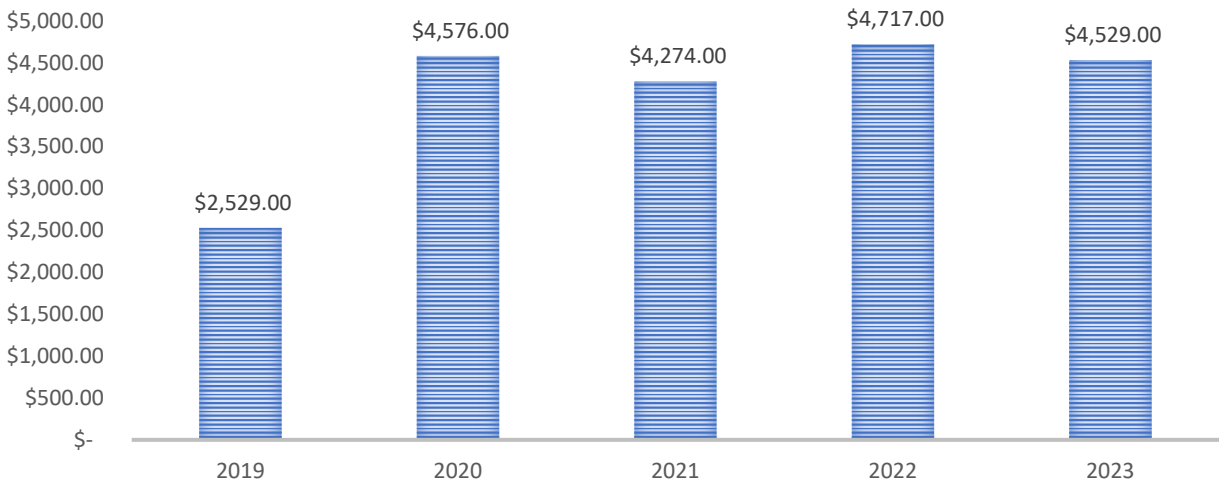
SCHEDULED RADIO CAMPAIGN: NOVA AND FIVEaa - May 1 – 21, June 1 - 10

OPERATIONS

FEBRUARY SITE FEES



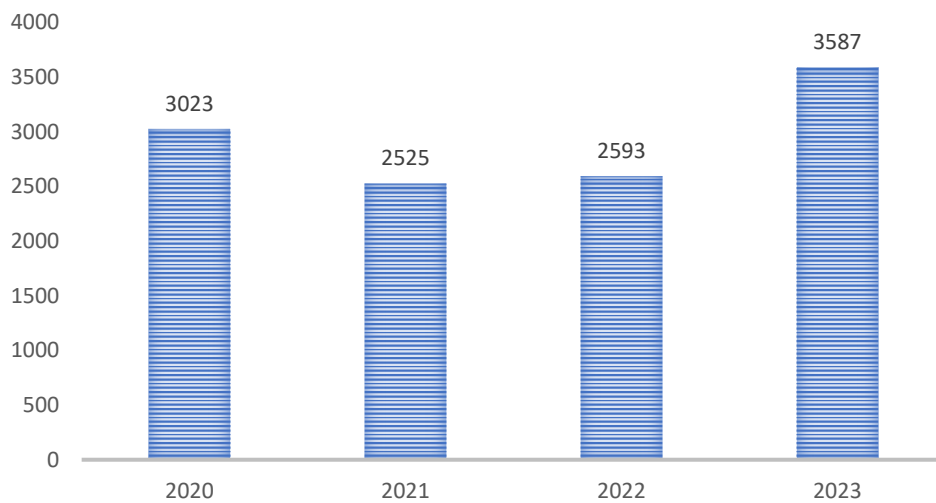
FEBRUARY CATERING FEES



WEEKLY ATTENDANCE COUNT/RECORDS FEBRUARY 2023

	5/02/2023	12/02/2023	19/02/2023	26/02/2023
Attendance	3968	4002	2924	3457
Compared to 2022	6/02/2022	13/02/2022	20/02/2022	27/02/2022
Attendance	2148	2581	2839	2806
Notes	Gilles		Caravan & Camping Show, outdoor Leader St only	Kids Club Nature Mobiles
Weather	24	25	31	24
Number of Sites	96.5	93	76	85
Number of Stallholders	83	82	61	76
Caterers onsite	6	7	5	7

AVG FEBRUARY 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
2022-2023	80.4	83.5	64.75	94.4	99.5	92.75	90.87	87.62					
2021-2022	88.75	93.3	92.1	93.2	96.6	92	81	96.5	94.5	81.75	90.6	88.5	90.7
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)						
♣ Sept 2022 increase to 91.5 if Orphanage Park excluded (38 Stalls attended)							**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)						
****April 2021 figure increases to 93.7 if Easter Sunday market excluded (56 stalls attended)							***** Dec 2021 figure decreases due to Twilight Market and no Boxing Day						
***** Dec 2021 figure decreases due to Twilight Market and no Boxing Day							*****April 2022 increase to 89.66 if Easter excluded (58 Stalls attended)						
*****April 2022 increase to 89.66 if Easter excluded (58 Stalls attended)							*** Dec 2022 decreases to 83.6 if NYE included (47 Stalls attended)						
*** Dec 2022 decreases to 83.6 if NYE included (47 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
2022-2023	3285	3302	2370.25	3152	2864.5	2786.4	3553	3587					
2021-2022	2449	2381	2384	2536	2154	2015	2119	2593	2289	3215	3396	3027	2546
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

Market attendances have continued to grow in February 2023, compared with the previous year's figures and in comparison, to January 2023. The total number this month was 14,351 compared with 10,374 in 2022 and 10,103 in 2021. The weekly average was 3,587 compared with 2,593 in 2022 and 2,526 in 2021. Total attendances were also slightly up on January 2023 attendance figures of 14,213.

On Sunday 26th February 29 kids participated in our second Kid's Club activity for 2023 making Rustic Wall Hanging with Green Gecko Studios. Attendances were down on the previous month's activity that saw 49 take part making Kokedama Plants. Kids Club activities are planned to be held monthly with the next session scheduled for Sunday 26 March.

FOR YOUR INFORMATION

New Stallholders: •	Returning stallholders: •
Stallholder Finishing Temporarily: •	Stallholders Finished Permanently: •

STALLS AUDITED in FEBRUARY/EARLY MARCH

Fiaje
Butter & Toast
Patlins
Semaphore Pantry
Hahndorf Gourmet
Kimchi Club
San Jose
Pure Mushrooms

NOTES

BUMP IN/BUMP OUT

We successfully conducted a full bump out of the Stirling Angas/Kings Way area for the Caravan Show. This went well with few concerns and very few issues raised by stallholders.

TEST & TAGGING

A full test and tag operation was conducted end of February with only three issues raised re compliancy. These have now all been rectified.

LEADER ST MARKET

ASFM moved to Leader St to make room for the Caravan and Camping Show on Sunday 19th February. This was the biggest outdoor only market held in Leader St, with total stallholder capacity reached and an estimated attendance of over 2,900.

ORIGIN OF TASTE

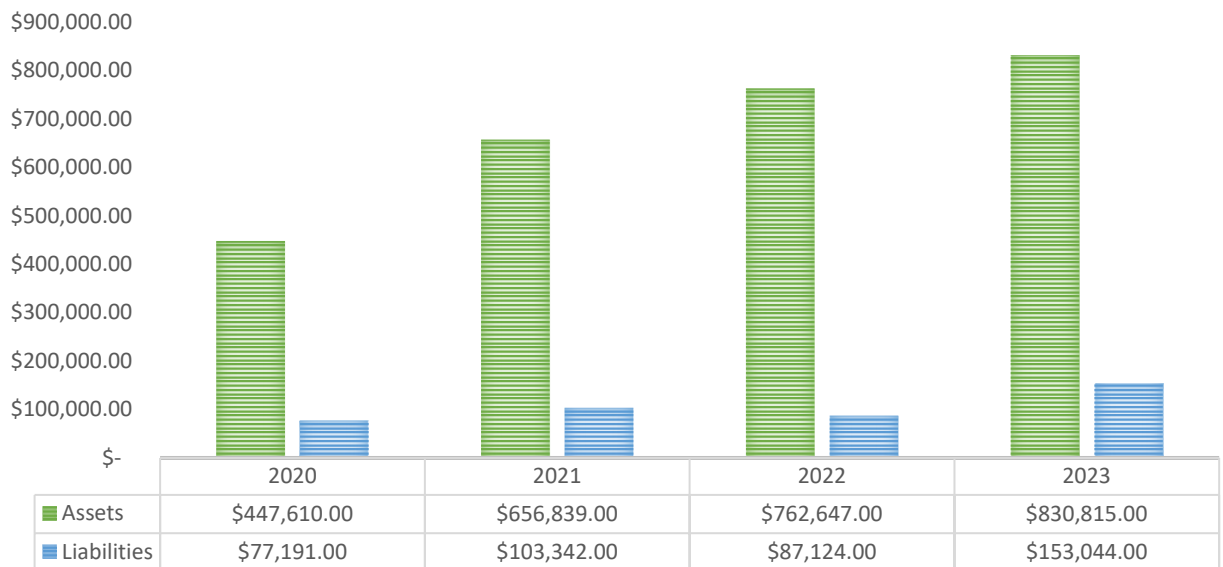
Have been a fortnightly stall and have made the decision to give up other markets and be a weekly stallholder at ASFM commencing 16 April 2023.

FINANCE

REVENUE/EXPENDITURE FEBRUARY



TOTAL ASSETS/LIABILITIES FEBRUARY



NOTES

AIRCONDITIONING

The office air conditioning has now finally been replaced and is now fully operational.

SA FARMERS MARKET

On 5th March 2023, the closed Gepps Cross market re opened as 'SA Farmers Market' in Pooraka. The market remains the same and is a combined bric a brc market and produce market and IS NOT a farmers market. We are aware of this and will place emphasis on our authenticity in ongoing PR and marketing campaigns.

<https://www.facebook.com/photo?fbid=150279624578710&set=a.127642180175788>

FORRESTVILLE/RENEWAL SA/PEEL

For our stratgic planning you will need to be up to speed on the future of the old Le Cornu site. The former site will be transformed into a dynamic foor-orientate retail and residential community complete with SA's first roof top urban farm.

You can read more info here: <https://renewalsa.sa.gov.au/projects/forestville/>

RESPONSIBLE PACKAGING POLICY

INTRODUCTION

The Adelaide Showgrounds Farmers' Market (**ASFM**) aims to reduce the use of and promote the recycling of plastics.

We ~~will~~ work to achieve this by:

- Providing vendors with information on alternative packaging products and where to buy them
- Providing vendors with information on booth display options which mitigate the need for packaging
- Encourage partnerships and purchasing coops with Market stallholders needing similar packaging to reduce costs
- Monitoring, tracking and informing stallholders, market goers, the general public at large of our goals and success

'**Compostable**' means Certified Commercial Compostable AS4736 *and/or* Certified Home Compostable to Australian Standards AS5810 if stated

Please note: Oxo-degradable plastics **are not compostable products** according to this policy and are illegal to be supplied or distributed in South Australia as per the Part 3, 10 (1) of the **South Australian Single-use and Other Plastic Products (Waste Avoidance) Act 2020**

SCOPE

This policy applies to all stallholders attending the ASFM.

PURPOSE

This policy has been developed to support ASFM's commitment to reduce the use of and promote the recycling of plastics.

POLICY STATEMENT

The ASFM requires existing stallholders to follow the following rules:

1. ALL stallholders must use and offer EXCLUSIVELY Certified Commercial Compostable AS4736, coffee/drink cups (including sampling cups), cutlery (including tasting) and

straws. Non-compostable produce barrier bags, carry bags, coffee/drink cups (including sampling cups), cutlery (including tasting) and straws will no longer be able to be offered at the market by stallholders. Produce and carry bags must be both Certified Commercial Compostable AS4736 and Certified Home Compostable to Australian Standards AS5810

2. All pre-packaged products must where reasonably possible be in fully compostable packaging. This includes but is not limited to produce punnets, fruit and vegetable nets, food trays and containers, sauce packaging, polystyrene trays, bread bags and ties.
3. In addition to complying with the other parts of this policy, all stallholders are ~~encouraged to start reducing~~**reduce** and ~~eliminating~~ their use of all single use plastics in the course of all aspects of their trading and business activities within the ASFM.
4. Where a stallholder believes that the use of plastic is required for health and /or regulatory standards product longevity and that such a use is in contravention of this policy, exemptions must be obtained by submitting a written request to the ASFM Operations Manager.
5. Exemptions for all other non-compostable packaging where an alternative is not deemed reasonably possible, must be obtained by submitting a written request to the ASFM Operations Manager.

5-6. All stallholders are expected to be proactive in their sourcing for solutions to eliminate single use plastic.

In addition, all stallholders to be compliant with the South Australian Single-use and Other Plastic Products (Waste Avoidance) Act 2020

POLICY REVIEW

This policy will be subject to review in March ~~2023~~**2025** and thereafter on a 24-monthly basis, unless an earlier review is considered necessary by the ASFM Management Committee and/or executive staff.

VERSION HISTORY

VERSION	AUTHOR(S) POSTION	CHANGES	APPROVAL DATE
1.	CRobertson		16/1/19
2.	CRobertson		19/6/19
3.	CRobertson		18/3/20
4.	CRobertson	Removal of delineation between new stallholders and existing, removal of commencement date as now current. Addition of	17/2/21

		requirement to comply with state act.	
5.	CRobertson	Definition of compostable clarified under certifications	16/02/22
<u>6.</u>	<u>CRobertson</u>	<u>Words encouraged removed to strengthen the need to reduce the use of single use plastics. Point 6 re responsibility also added</u>	

1013. ASFM BUSKING POLICY

BACKGROUND

Busking permits are an approval for a musician, actor or street performer or group of the same (groups of 4 or more by pre-approval only) to perform at the Adelaide Showground Farmers' Market (in line with available conditions).

ELIGIBILITY

Anyone can apply for a busking permit at the farmers' market.

Preference will be given to market members.

- Children under 12 years may be granted a permit on condition that they are constantly supervised by a parent guardian, and have consent by way of signature on the attached form.
 - Children aged between 12 and 16 years of age, may be granted a permit only if they have consent from by a parent or guardian by way of signature on this form
-

HOW TO APPLY

To apply for a busking permit you must first register with the Adelaide Showground Farmers' Market by completing our online Busking Application Form <https://adelaidefarmersmarket.com.au/about-us/buskers-community-groups-and-charities/>

All buskers must sign-in at the Information Stand inside the ASFM Pavilion prior to performing each Sunday.

BOOKINGS

Bookings may be made in advance of the market. Call the office on (08) 8231 8155 or request a booking via email to admin@adelaidefarmersmarket.com.au

COST

There is no cost for busking at the market

CONDITIONS

1. All performers must act in a respectable, professional and honest manner at all times.
2. All performers must follow all directives of the Adelaide Farmers' Market and understand that your application may be refused or revoked at any time without notice.
3. Performers must not be intoxicated or under the influence of any substance whilst performing and behave in a fit and proper fashion.
4. All performers must comply with all conditions of this permit, Australian Laws and Legislation.
5. The number of buskers allowed onsite is limited. You may be asked to limit your performance time to allow another busker to perform.
6. Performers must perform only in the area as directed by the Market Management and must not obstruct pedestrian access, flow, fire exits or busk in doorways or entrances
7. Performers may be asked to stop by the Market Management if a number of complaints are received about loud or inappropriate music.
8. Amplification is not allowed. Exceptions may be granted by Market Management on a case by case basis for once off performances. Buskers approved to use amplification are restricted to battery operated amplifiers.
9. Performer's CDs and DVDs that relate directly to their performance may be displayed and sold at the place of performance. Performers must not approach shoppers nor ask others to sell their goods.
10. Performers may not approach the public to ask for payment, nor charge a specific fee for their performance.
11. No busking inside the Pavilion without permission from the Market Manager.

12. No bare feet.
 13. Buskers may receive voluntary donations from the audience but may not solicit funds.
 14. Performances that use materials and implements that pose a risk, hazard or uncertain outcomes for people or that pose a threat of harm or damage to members of the public and public property are not permitted.
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POLICY REVIEW

This policy will be subject to review in February ~~2023~~2025 and thereafter on a 24-monthly basis, unless an earlier review is considered necessary by the ASFM Management Committee and/or executive staff.

VERSION HISTORY

VERSION	AUTHOR(S) POSITION	CHANGES	APPROVAL DATE
1.	CRobertson /EO		27/11/19
2.	CRobertson /EO	Nil	17/2/21
3.	<u>CRobertson/EO</u>	<u>-Nil</u>	

Profit and Loss

Adelaide Showground Farmers Market

For the month ended 28 February 2023

Account	Jan 2023	January 2023 Budget	Feb 2020	Feb 2021	Feb 2022	Feb 2023	February 2023 Budget	YTD 2022/23	2022/23 YTD Budget	YTD 2021/22 Actuals	2022/23 Budget
Trading Income											
Bag Revenue	306.39	300.00	374.01	309.62	611.94	354.52	600.00	3,514.78	2,900.00	3,125.73	5,000.00
Car Park Card Revenue	25,090.92	14,350.00	1,000.00	2,300.00	990.94	2,727.31	500.00	43,250.01	28,800.00	35,431.56	30,800.00
Catering Rental Income	4,305.55	4,500.00	4,576.37	4,274.34	4,717.60	4,529.82	5,000.00	36,188.86	37,600.00	37,363.14	58,000.00
Membership Income	92,450.86	95,000.00	24,659.19	21,354.59	15,127.26	18,016.11	15,200.00	190,804.25	187,000.00	181,711.31	210,000.00
Merchandise Sales	521.90	200.00	389.44	52.68	554.63	1,020.02	300.00	4,694.05	1,360.00	1,784.08	2,500.00
Miscellaneous Revenue	0.00	0.00	1.56	0.00	0.00	0.00	0.00	3.92	0.00	0.00	0.00
Power Fees	1,579.05	2,083.00	2,390.78	2,028.42	2,182.13	1,879.49	2,083.00	14,560.57	16,668.00	18,206.19	25,000.00
Private Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,745.44	0.00	245.44	0.00
Site Rent Income	33,010.01	32,000.00	34,680.88	35,958.18	38,916.73	35,574.85	34,000.00	273,546.90	278,000.00	308,750.11	420,000.00
Sponsorship income	0.00	0.00	0.00	0.00	750.00	750.00	0.00	2,250.00	1,500.00	1,500.00	2,500.00
RAHS Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	16,000.00	8,000.00	16,000.00
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,727.27	0.00
Total Trading Income	157,264.68	148,433.00	68,072.23	66,277.83	63,851.23	64,852.12	57,683.00	587,558.78	569,828.00	598,844.83	769,800.00
Cost of Sales											
COGS - Bags	187.65	180.00	256.20	190.79	374.29	259.70	300.00	2,209.95	1,600.00	1,912.14	3,750.00
COGS - Car park costs	540.91	11,767.00	4,450.00	12,350.00	7,450.00	14,700.00	410.00	15,240.91	23,686.00	14,036.36	25,326.00
COGS - Merchandise Costs	462.85	208.00	84.72	0.00	531.10	1,045.00	208.00	4,881.05	1,664.00	2,069.30	2,500.00
Freight	0.00	0.00	1.14	1.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Membership Costs	2,624.16	560.00	360.50	602.10	752.71	1,210.30	560.00	8,096.05	4,480.00	6,022.31	6,720.00
Total Cost of Sales	3,815.57	12,715.00	5,152.56	13,144.03	9,108.10	17,215.00	1,478.00	30,427.96	31,430.00	24,040.11	38,296.00
Gross Profit	153,449.11	135,718.00	62,919.67	53,133.80	54,743.13	47,637.12	56,205.00	557,130.82	538,398.00	574,804.72	731,504.00
Events											
Event Income											
Event Income - Tasting Australia	0.00	0.00	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Event Income - Orphanage Market	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,617.97	2,700.00	0.00	2,700.00
Total Event Income	0.00	0.00	1,650.00	0.00	0.00	0.00	0.00	11,617.97	2,700.00	0.00	2,700.00
Event Expenses											
Event Expenditure - Tasting Australia	0.00	0.00	(2,193.06)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Event Expenditure - Orphanage Market	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,153.40)	(6,500.00)	0.00	(6,500.00)
Event expenses - COVID-19	0.00	(250.00)	(14.55)	0.00	(1,028.94)	0.00	(250.00)	(2,964.44)	(2,000.00)	(6,487.75)	(3,000.00)
Total Event Expenses	0.00	(250.00)	(2,207.61)	0.00	(1,028.94)	0.00	(250.00)	(8,117.84)	(8,500.00)	(6,487.75)	(9,500.00)
Gross Profit (Loss) on Event	0.00	(250.00)	(557.61)	0.00	(1,028.94)	0.00	(250.00)	3,500.13	(5,800.00)	(6,487.75)	(6,800.00)
Grant Funding											
Grant Income											
Grant Funding - City of Unley	0.00	0.00	0.00	3,420.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00
Total Grant Income	0.00	0.00	0.00	3,420.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00

Grant Expenses

Grant expenditure - City of Unley	0.00	0.00	0.00	(636.27)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Grant Expenses	0.00	0.00	0.00	(636.27)	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Gross Profit (Loss) on Grant Funding	0.00	0.00	0.00	2,783.73	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00
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Other Income

Distributions Received	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,435.82	0.00
Interest Income	0.00	0.00	1.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.22	0.00	0.00	0.00
Portfolio Gain / Loss	0.00	0.00	(8,144.00)	0.00	0.00	0.00	0.00	(11,099.66)	0.00	(24,428.00)	0.00
Total Other Income	0.00	0.00	(8,142.93)	0.00	0.00	0.00	0.00	(11,099.44)	0.00	(21,992.18)	0.00

Operating Expenses**Accounting**

Accounting and Legal Fees	0.00	350.00	0.00	0.00	0.00	560.00	0.00	3,910.00	6,100.00	6,760.00	9,000.00
Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00	6,400.00	2,500.00	6,400.00
Total Accounting	0.00	350.00	0.00	0.00	0.00	560.00	0.00	10,710.00	12,500.00	9,260.00	15,400.00

Marketing

Advertising and Marketing - Above line	194.60	3,333.00	3,107.22	715.65	1,201.41	2,118.63	3,333.00	26,358.82	26,664.00	20,706.28	40,000.00
Advertising and Marketing - Below line	699.39	1,666.00	0.00	337.47	125.71	202.88	1,666.00	5,296.52	13,328.00	2,191.28	20,000.00
Total Marketing	893.99	4,999.00	3,107.22	1,053.12	1,327.12	2,321.51	4,999.00	31,655.34	39,992.00	22,897.56	60,000.00
Bank Charges	1,587.09	1,000.00	1,266.75	2,579.61	2,899.08	2,600.51	3,000.00	6,519.20	7,100.00	6,383.88	8,500.00
Cleaning Expense	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	800.00	0.00	800.00
Committee Expenses	175.00	0.00	115.46	138.75	115.45	0.00	120.00	4,047.33	4,670.00	4,677.39	5,000.00
Computer Consultant Fees	0.00	100.00	38.75	0.00	170.00	0.00	100.00	3,062.50	800.00	2,110.00	1,200.00
Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.20	0.00	0.00	0.00
Dues & Subscriptions	216.45	100.00	386.76	261.77	270.86	453.30	170.00	3,144.08	2,100.00	2,413.05	4,000.00
Electricity	4,206.68	1,833.00	1,522.18	1,402.23	0.00	0.00	1,833.00	8,413.36	14,664.00	11,052.70	22,000.00
Equipment Expense/Hire	0.00	13.00	5.00	5.00	5.00	0.00	13.00	0.00	104.00	103.70	150.00
Insurance	700.27	0.00	0.00	0.00	539.22	700.27	0.00	5,441.05	8,000.00	4,242.71	8,000.00
Kids Club Activity Programme	267.20	500.00	176.55	0.00	0.00	1,244.77	500.00	2,933.46	4,000.00	2,098.14	6,000.00
Kids Club Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.09	0.00	0.00	0.00
Kitchen Supplies	0.00	333.00	403.26	0.00	0.00	0.00	333.00	519.46	2,668.00	34.58	4,000.00
Maintenance	0.00	0.00	790.07	0.00	0.00	0.00	500.00	0.00	1,600.00	1,019.86	6,500.00
Membership Card Purchase	0.00	0.00	63.64	0.00	0.00	0.00	0.00	0.00	0.00	609.10	0.00
Minor Equipment	0.00	125.00	7.27	0.00	0.00	105.45	125.00	558.58	1,000.00	522.77	1,500.00
Money Out (Kounta)	0.00	0.00	508.00	70.00	0.00	0.00	0.00	95.00	0.00	342.00	0.00
Office Supplies	(126.10)	208.00	236.49	159.40	115.08	119.94	208.00	1,787.14	1,664.00	1,709.37	2,500.00
Postage & Shipping	0.00	13.00	187.27	190.91	0.00	0.00	13.00	0.00	104.00	0.00	150.00
Realised Currency Gains	147.25	0.00	0.00	0.00	1.76	1.56	0.00	322.15	0.00	44.19	0.00
Recruitment Expenses	315.00	0.00	0.00	0.00	0.00	0.00	0.00	640.00	1,600.00	570.00	1,600.00
Site Attendant's Fee	1,392.00	1,500.00	1,400.00	1,280.00	1,440.00	951.20	1,500.00	10,803.20	12,000.00	11,040.00	18,000.00
Site Consumables	0.00	100.00	9.09	0.00	25.97	83.21	100.00	324.56	800.00	727.11	1,200.00
Site Equipment Hire	1,252.12	1,690.00	1,168.20	352.50	967.63	1,097.88	1,690.00	10,823.80	13,520.00	9,487.73	20,300.00
Site Licence Fees Rent	15,546.31	15,000.00	6,500.13	14,000.00	14,350.00	15,555.40	15,000.00	132,748.11	116,750.00	127,050.00	177,000.00
Software Licence Fees	305.45	483.00	349.09	385.45	521.32	524.20	483.00	3,748.79	3,864.00	3,178.04	5,800.00
Staff Amenities	0.00	75.00	99.18	43.68	68.53	29.79	75.00	247.28	600.00	299.42	900.00
Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	2,000.00
Sundry Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superannuation	2,019.44	2,485.00	1,872.92	1,900.68	1,911.02	1,897.61	2,485.00	18,455.22	19,880.00	14,838.39	29,820.00
Telephone	387.72	458.00	373.32	376.27	374.13	280.86	458.00	2,514.76	3,664.00	3,406.36	5,500.00
Travel & Entertainment	0.00	125.00	8.18	0.00	7.27	0.00	125.00	1,908.85	1,000.00	244.02	1,500.00
Unrealised Currency Gains	2.34	0.00	0.00	0.00	0.00	(2.34)	0.00	1.62	0.00	0.00	0.00
Volunteer Expenses	178.06	0.00	181.99	115.36	158.28	63.00	0.00	1,211.61	2,000.00	1,680.21	2,000.00

Wages & Salaries	19,232.75	23,670.00	21,354.25	21,567.69	19,344.70	18,236.01	23,670.00	180,413.93	189,360.00	160,175.82	284,040.00
Workcover Levy	192.32	236.00	193.25	205.70	218.50	192.32	236.00	961.60	1,888.00	1,092.50	2,840.00
Waste Management	701.38	583.00	0.00	0.00	471.84	16.50	583.00	3,952.90	4,664.00	3,712.77	7,000.00
Entertainment	381.82	833.00	0.00	0.00	0.00	181.82	833.00	3,109.12	6,664.00	0.00	10,000.00
Total Operating Expenses	49,974.54	56,812.00	42,324.27	46,088.12	45,302.76	47,214.77	59,552.00	451,272.29	481,020.00	407,023.37	715,200.00
Net Profit	103,474.57	78,906.00	12,452.47	7,045.68	9,440.37	422.35	(3,347.00)	94,759.09	57,378.00	145,789.17	16,304.00

Balance Sheet

Adelaide Showground Farmers Market As at 28 February 2023

	28 FEB 2023	28 FEB 2022	28 FEB 2021	29 FEB 2020
Assets				
Bank				
Adel Show Farmers Market Inc	100,078.67	93,738.87	176,546.01	138,470.65
Bendigo - Business Account	516,596.46	488,795.06	282,535.54	91,458.58
Cash Management Account	18,364.26	14,108.08	9,975.60	7,729.81
Petty Cash	-	566.65	988.30	812.65
Total Bank	635,039.39	597,208.66	470,045.45	238,471.69
Current Assets				
Clearing - Cash	(226.30)	7.55	53.00	237.05
Clearing - EFT	-	(0.88)	-	-
Inventory	8,337.31	12,470.60	18,892.41	12,896.90
Money In (Kounta)	(275.00)	(342.00)	(460.00)	(7,178.00)
Trade Debtors	22,902.15	11,987.61	6,083.62	8,263.38
Unrealised gain/loss on investments	-	-	-	11,627.66
Total Current Assets	30,738.16	24,122.88	24,569.03	25,846.99
Fixed Assets				
Computer Equipment	30,539.72	29,166.14	29,166.14	60,404.14
Accumulated Depreciation - Computer Equipment	(24,113.86)	(22,197.06)	(19,874.03)	(48,018.06)
Accumulated Amortisation - Fence	-	-	(3,548.10)	(3,311.53)
Fencing	-	-	7,097.00	7,097.00
Accumulated Depreciation - Furniture & Fixtures	(29,198.02)	(26,564.32)	(23,311.10)	(29,699.99)
Furniture & Fixtures at Cost	48,603.04	48,043.37	44,279.73	54,187.73
Outdoor Seating - Private Funding	9,277.38	9,277.38	9,277.38	9,127.38
Accumulated Depreciation - Outdoor Seating - Private Funding	(4,607.98)	(3,440.63)	(1,981.45)	(242.28)
Shipping Container	3,165.00	3,165.00	3,165.00	3,165.00
Accumulated Depreciation - Shipping Container	(1,455.03)	(1,138.53)	(822.03)	(505.82)
Signs and Banners	-	10,040.00	20,233.00	47,017.00
Accumulated Depreciation - Signs and Banners	-	(9,535.63)	(16,188.52)	(40,893.17)
Plant & Equipment	8,441.50	-	-	-
Fixtures & Fittings	12,357.26	-	-	-
Accumulated Depreciation - Plant & Equipment	(180.84)	-	-	-
Total Fixed Assets	52,828.17	36,815.72	47,493.02	58,327.40
Non-current Assets				
Accumulated Amortisation - Website Development	(40,928.00)	(30,696.00)	(20,464.00)	(10,232.00)
SPDR 200 Fund ETF Units	84,036.34	84,036.34	84,036.34	84,036.34
Website Development	51,160.00	51,160.00	51,160.00	51,160.00
CRM	17,941.88	-	-	-
Total Non-current Assets	112,210.22	104,500.34	114,732.34	124,964.34
Total Assets	830,815.94	762,647.60	656,839.84	447,610.42
Liabilities				

	28 FEB 2023	28 FEB 2022	28 FEB 2021	29 FEB 2020
Current Liabilities				
GST	8,028.79	13,485.19	12,613.48	9,657.51
PAYG Withholding Payable	6,887.53	3,663.53	4,139.53	4,357.53
Rounding	(4.48)	(5.21)	(14.06)	(5.79)
Superannuation Payable	3,917.05	3,723.62	3,945.54	3,745.84
Trade Creditors	80,889.64	34,251.81	43,185.11	34,545.09
Wages Payable	4,196.11	0.02	-	591.62
Petty Cash	159.45	-	-	-
Total Current Liabilities	104,074.09	55,118.96	63,869.60	52,891.80
Non-current Liabilities				
Prepayments	(3,501.37)	(2,696.04)	-	-
Provision for Annual Leave	38,910.71	34,701.24	39,473.02	24,299.61
Provision for Long Service Leave	13,610.69	-	-	-
Suspense	(50.03)	-	-	-
Total Non-current Liabilities	48,970.00	32,005.20	39,473.02	24,299.61
Total Liabilities	153,044.09	87,124.16	103,342.62	77,191.41
Net Assets	677,771.85	675,523.44	553,497.22	370,419.01
Equity				
Current Year Earnings	78,032.97	134,559.63	185,179.62	16,251.36
Retained Earnings	599,738.88	540,963.81	368,317.60	354,167.65
Total Equity	677,771.85	675,523.44	553,497.22	370,419.01

ASFM RISK REGISTER

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

No	Changes Made	Category	RISK	LIKELIHOOD OF OCCURRING	CONSEQUENCE OF RISK	EXISTING RISK CONTROLS	ADDITIONAL RISK REDUCTION MEASURES	WHO IS RESPONSIBLE	REPORT TO
1	Down Graded	Operational	Manual handling	Unlikely	Moderate	Lifting appropriately and using appropriate equipment	Staff training and WH&S manual	All staff	EO
2	Down Graded	Operational	Slips, trips and Falls	Unlikely	Significant	Having a clear floor and workspace, covering cords and reporting any hazards	Staff training and WH&S manual	All Staff	EO
3		Environmental	Stallholder Numbers	Unlikely	Significant	Licence agreements	Ongoing sourcing	MOM and EO	Committee
4		Financial	Float checks	Unlikely	Moderate	Checked on Friday afternoon pre market and checked on Tuesday post market. Check by two staff members	Locked Cash box	MOM	EO
6		Reputational	Data breach on website	Possible	Major	SSL certificate, Woo Commerce & Mailchimp security systems	High Level Password Management	MCM	EO
7		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
8		Reputational	Libellous Social Media Comments or Reviews	Possible	Significant	SOP for response,	R&R regarding stallholder behaviour	MCM	EO
9		Financial	Online Membership system fails at Market	Possible	Significant	Contact number noted manually	Backup manual system	MCM	EO
12		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
14	Down Graded	Operational	Animals/Pets onsite	Possible	Minor	Signage at entrances	Pooch Parking facilities	MOM	MOM EO
15		Operational	Allergic reaction in Kids' Club/Market/Kitchen	Remote	Major	Weekly allergen signage, Allergen alert under demonstrator's ingredient list/Stallholder Rules & Responsibilities - Adequate product labelling and packaging	Indemity signed by all parents/Trained St Johns First Aid	MCM	EO
17	Down Graded	Operational	ASFM Cash Theft - Pavilion	Remote	Insignificant	Electronic cash register with closed draw. Excess cash placed securely in Pavilion Safe	Information stand always staffed & staff have updated police clearances.	MOM	EO
18		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
22		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
23	Updated	Financial	Errors with Credit card use	Remote	Minor	Financial Delegations Policy	Separate account for the credit card. Signed off by Treasurer	EO	Treasurer

24	Updated	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
25		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
27	Down Graded	Reputational	Food Recall	Remote	Moderate	Recall Procedure & SOP	Media policy	Stallholders, MOM, Marketing	MOM EO
28		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
29		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
31		Financial	Inadequate Existing IT or Accounting Systems	Remote	Minor	Frequent updating of software using specialist IT Support	Budget Allowances	AO	EO
33		Financial	Incorrect Payments via bank (bills and wages)	Remote	Moderate	Financial Delegations policy	Two authorisation, appropriate letter authority	AO and EO	Treasurer
34		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
35		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
36		Reputational	Kids' Club provider compromised	Remote	Major	Working with Children check for all volunteers and staff,	References and research	MCM	EO
37		Operational	Major Incident	Remote	Major	Emergency Evacuation Plan Stallholder & Staff Induction	Loud speaker announcement, Marked exits signs, St Johns, post communications, PR management	MOM, Stallholders, Staff, Volunteers	MOM EO RA&HS SAPOL
38		Operational	Missing Child	Remote	Major	Missing child procedure,	Notice 'children remain their parents' responsibility at all times.', now ASFM management have radio communication	MCM	EO
39		Reputational	Negative Press Coverage	Remote	Significant	SOP for response, Stallholder R&R regarding bringing the market into disrepute, media training, put a Business Continuity Strategy in place	Refer to food recall media strategy	MCM	EO
41		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
44		Financial	Poor budget control	Remote	Significant	Staff expertise suitably qualified in budget management	Timeliness of completion	The EO and AO	Treasurer
48		Operational	Special Groups - Elderly Disabled - Injury	Remote	Moderate	Multiple disabled parking spaces Wheel chair friendly toilets	Level/flat ground	MOM	MOM EO
49		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

50		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
51		Operational	Stallholder Equipment Damage/Theft	Remote	Minor	Equipment stored in locked premises	STALLHOLDER LICENCE - 4 DISCLAIMER OF LIABILITY AND INDEMNITY	Stallholders, MOM,	EO
52		Financial	ATO/Statutory (Tax, Super etc) obligations	Remote	Significant	Proper staff training. Hood Sweeney handling	Engagement of outside expertise where necessary,	AO and Accountant	Treasurer
53		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
56		Operational	Vegan/Environmental Protestors	Remote	Moderate	No campaigning rule, Close monitoring,	Follow SOP	MOM	EO and MCM
57		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
59		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
61		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
62		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
64		Operational	Stallholder Site Licence Agreements	Remote	Significant	Renewal period	Deadline	EO and Committee	Committee
71		Operational	FruitFly Infestation of produce	Unlikely	Significant	Stallholder prevention inplace following PIRSA Guidelines	Social Media education and reassurance	EO and MOM	Committee
72		Financial	FruitFly Outbreak - stallholder reduction	Almost Certain	Moderate	Sourcing and onboarding of new stallholders	Increase the supply of produce by stallholders not affected	EO and MOM	Committee

											Date Actioned	Notes
1	Removed	Financial	Credit card identity theft from	Possible	Major	Signage highlighting protecting your details	Wording on Credit Card page to highlight risks	MCM	EO		22/02/2023	No longer applicable as membership kiosk now uses Square and CC details are not open to view
10		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	RA&HS	MOM RA&HS		22/02/2023	No longer applicable at Stirling Angus pavilion
11		Financial	Website Automatic payment Renewals	Unlikely	Significant	Whoocommerce	Eway/Free range Futures	MCO	EO/Treasurer		22/02/2023	No longer Whoocommerce
13		Operational	Traffic Congestion	Likely	Minor	Traffic flow managed by Pinnacle staff	Appropriate traffic signage and barricades	Pinnacle RA&HS	MOM RA&HS		22/02/2023	Not considered a risk rather than a weekly coocurance
16		Operational	Allergic reaction in Kitchen	Remote	Significant	Stallholder Rules & Responsibilities - Adequate product labelling and packaging	Trained St Johns First Aid	MOM, Stallholders	MOM EO		22/02/2023	Combined with number 15
20	Removed	Reputational	Cooking demonstrator doesn't attend	Remote	Minor	Backup demonstrator eg EO	Standby activity planned	MCM	EO		22/03/2023	No longer considered a risk
19	Removed	Operational	Busking Injury	Remote	Minor	Busking Indemnity	Buskers are to register prior to busking	MOM, Admin	MOM EO Admin			Previously removed but remained on register
21	Removed	Operational	Dog Bite	Remote	Significant	Experienced ,dog aware volunteers	Screen and assess dogs at Pooch Parking	MOM, Pooch Parking, Volunteers	MOM EO			Previously removed but remained on register
26	Removed, now covered elsewhere	Operational	Food poisoning from Kids' Club	Remote	Major	Handwashing, Documented SOP, Food hygiene standards	Utensils sanitised pre use	MCM	EO and MOM			
30	Removed	Financial	GST Obligations	Remote	Moderate	Payment controls	Engagement of outside expertise where necessary	AO and Accountant	EO			Previously removed but remained on register
32	Removed	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			Previously removed but remained on register
40	Removed	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			Previously removed but remained on register
42	Removed	Operational	On Selling of product	Remote	Significant	Compulsory Site Visits	Seasonal Assesment on market day	MOM	MOM EO			Previously removed but remained on register
43	Removed	Operational	Pet Theft	Remote	Significant	Fully staffed pooch parking facilities	Owner sign in and sign out register, signage	MOM, Pooch Parking, Volunteers	MOM EO			Previously removed but remained on register
45	Removed	Operational	Poor lighting	Remote	Moderate	Office maintenance.	Remote work access if necessary	All staff	EO			Previously removed but remained on register
46	Removed	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			Previously removed but remained on register
47	Removed	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			Previously removed but remained on register
54	Removed	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			Previously removed but remained on register
55	Removed	Operational	Uncollected Waste/Rubbish	Remote	Minor	Contract with Suez for weekly waste disposal	RA&HS	RA&HS	MOM RA&HS			Previously removed but remained on register
58	Removed	Financial	Xero outage	Remote	Significant	IT disaster recovery, back up procedures & recovery, specialist advice	Cloud back up system	The EO and AO	Treasurer			Previously removed but remained on register
60	Removed	Operational	Onsite Tripping Hazards	Unlikely	Moderate	Stallholder Self Assesment of own equipment, RA&HS conduct maintenance of bitumen etc	Weekly market assessment by MOM	Stallholders, MOM, RA&HS	MOM EO RA&HS			Previously removed but remained on register
63	Removed	Operational	Wifi outage at market	Unlikely	Moderate	Ethernet cables available	Alternative ASFM Wifi available. Mobile wifi broadband dongle	MCM	Provider and EO			Previously removed but remained on register

65	Removed	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		No longer applicable but in reserve
66	Removed	Financial	Covid - Market Closure - Carpark refunds	Possible	Significant	Keeping market open	Terms and Conditions of Purchase	EO and Committee	Committee		No longer applicable but in reserve
67	Removed	Operational	Carpark increase from RAH	Almost Certain	Significant	Lease agreement	Negotiation with RAH	Committee	Committee		No longer applicable but in reserve
68	Removed	Financial	Membership Fee Refunds	Possible	Significant	Preparing PR to appeal to members	2021 Membership criteria updated to have a refund clause	EO and Committee	Committee		No longer applicable but in reserve
69	Removed	Financial	Carpark Refunds	Possible	Minor	Directed to RAHS	Not needed	EO and Committee	Committee		No longer applicable but in reserve
70	Removed	Operational	Covid -19 Infection	Possible	Significant	Back up plans in place for staffing	Drafting SOPs	EO	Committee		No longer applicable but in reserve
73	Removed	Operational/Financial	Covid Infection of Staff/Volunteers	Possible	Moderate	Controlled social distancing in office, rolling working from home in place	Back up staff/role swapping in place for short term absences	EO	Committee		No longer applicable but in reserve