

Title	Gleadell Street Market Procedure and Protocols Manual
Description	Procedures and Protocols applying to the exercise of functions by the Council under the Local Government Act 1989 and Road and the City of Yarra General Local Law.
Category	Enforcement
Type	Procedure
Approval authority	Manager Compliance and Parking Services
Responsible officer	Coordinator Compliance and Prosecutions
Approval date	12 November 2018
Review cycle	Every four years
Review date	12 November 2022
Document Reference (Trim)	
Human Rights compatibility	This procedure has been assessed and is compatible with the Victorian Charter of Human Rights of Responsibilities

1. Traffic Management Plan

- 1.1. There will be in place a current Traffic Management Plan for the market, which will be updated as required and made available to all stallholders. The plan shall incorporate measures to minimise potential negative amenity impact from traffic and associated activities of the market.
- 1.2. Unless the Traffic Management Plan specifically identifies an area of the footpath required for pedestrian or waste management purposes, any remaining footpath area (with Council approval) may be used by an adjoining stallholder for an agreed purpose and will form part of their Permit.

2. Council Records

- 2.1. Council will maintain a file for each stallholder and person on the waiting list detailing all relevant information such as, the date they joined the waiting list, the date they took up a stall, all applications, requests and offers regarding the Gleadell Street Market and details of all reported and confirmed breaches of this policy and associated procedures.
- 2.2. Stallholders and waiting list members may view their own file on request to the Manager Compliance & Parking Services.

3. Community Stall

- 3.1. The community stall is provided for the use of local community groups, local Yarra sitting members of Parliament both Upper and Lower houses (in accordance with the Political advertising and/or campaigning on Council controlled land & assets policy) and organisations/utility companies wishing to provide information specific to Yarra residents.
- 3.2. Council will make available portable table and marquee for use at the community stall.
- 3.3. The stall will be available at no cost to not-for-profit, fair-trade and social enterprise groups.

- 3.4. A separate waiting list shall be maintained for use of this stall if required and updated as appropriate.
- 3.5. Groups that fail to use the stall on the day they have booked it will be ineligible to use it for the remainder of the booking calendar year or at the discretion of the Manager Compliance & Parking services.
- 3.6. All groups on the waiting list may be offered the use of the stall before a group which has already used the stall in that calendar year is offered it again.
- 3.7. No group or organisation can utilise the stall more than once in a calendar month or at the discretion of the Manager Compliance & Parking services.
- 3.8. The stall cannot be booked for more than 2 occasions in advance or at the discretion of the Manager Compliance & Parking Services.

4. Public Facilities

- 4.1. Council will provide where possible all stallholders access to the toilets in Citizen Park during the set up and operation of the market.

5. Internal Working Group

- 5.1. The internal working Group will be responsible for information sharing between all parties and to ensure a coordinated approach in the running of the market.
- 5.2. The Internal Working Group will consist of the following:
 - (a) Manager Compliance and Parking services
 - (b) Representative from the City Works department
 - (c) Representative from the Public Health Unit
 - (d) Representative from the cleansing contractor
 - (e) Other Council representatives as required at the discretion of the Manager Compliance and Parking services; and
 - (f) Four financial stallholders
- 5.3. The internal working group will meet quarterly or more frequently as required.
- 5.4. Minutes of items discussed at the meetings will be circulated to all stallholders within two weeks of the meeting date.
- 5.5. Where possible, consultation with all stakeholders will be undertaken before any operational changes to the Gleadell Street Market Policy and/or Procedure and Protocols Manual are considered by the Internal Working Group.
- 5.6. If no more than 2 Stallholders representatives cannot attend a scheduled meeting the meeting will be cancelled.