

Yarra City Council

Gleadell Street Market

Procedure and Protocols Manual

Procedures and Protocols applying to the exercise of functions by the Council under the Local Government Act 1989 and Road and Council Land Local Law, No. 2 of 2002.

Traffic Management Plan

1. There will be in place a current Traffic Management Plan for the market, which will be updated annually 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.
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 Open Space Licence.

Council Records

3. 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.
4. Stallholders and waiting list members may view their own file on request within 3 working days at Richmond Town Hall.

Community Stall

5. Council will make available portable table and umbrella for use at the community stall.
6. The stall will be available at no cost to not-for-profit, fair-trade and social enterprise groups.
7. A separate waiting list shall be maintained for this stall and updated annually.
8. 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.
9. All groups on the waiting list will be offered the use of the stall before a group which has already used the stall in that calendar year is offered it again.
10. All eligible Richmond and Abbotsford groups known to Council will be contacted within three months prior to the waiting list being updated each year and reminded of the existence of the stall.

Public Facilities

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

Internal Working Group

12. 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.
13. The Internal Working Group will consist of the following
 - (a) Manager Building and Regulatory Services
 - (b) Manager Engineering Operations
 - (c) Team Leader Local Laws and Animal Management
 - (d) Coordinator Public Health Unit
 - (e) Environmental Education Officer; and
 - (f) 4 x financial licenced stallholders
14. The internal working group will meet quarterly or more frequently as required.
15. Minutes of items discussed at the meetings will be circulated to all stallholders with two weeks of the meeting date.
16. 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.