

Dromana Community Market Action Points To be finalised for Council March 2018

Actions Complete - To be Review by a Market Steering Committee

- **Full Time Stallholder Policy & Procedures**
- **Part Time Stallholder Policy & Procedures**
- **Market Regulations**
- **Market Management Plan**
- **Hours of operation (check across all documents)**
- **Casual Staffing Policy, Procedures and Job Description**
- **Cancellation of the Market due to Weather Policy**
- **Scheduled Closures of the Market Policy**

Actions To Be Done

- **Secure Website and email domains**
- **Develop website content**
- **Part and Full Time Stallholder Application Forms**
- **Confirm Catholic Church Parking and provide a Club Letter of Appreciation**
- **Market Emergency Management Plan**
- **Traffic Management Plan**
- **Inform Essential Services (emergency services & police)**
- **Signage information (in conjunction with Traffic Management Plan)**

Public Consultation Meeting

- **Meeting preparation**
- **Develop meeting strategy, desired outcomes & potential follow-up process**
- **Targeted pre-meeting consultation, Date selection prior to a Public meeting**
- **Develop Meeting minutes, and conduct follow-up consultation prior to Council Application.**
- **Form Public Consultation Committee**

SUBMIT COUNCIL APPLICATION

Include

Application form, traffic management plan, emergency management plan, public consultation strategy.