



Neighbourhood

Street Gatherings

A resident's guide
to organising a
Neighbourhood
Street Gathering



Contents

Neighbourhood Street Gathering	2
What do I need to consider for a Neighbourhood Street Gathering?	2
How much will it cost?	3
Hosting your event on the street	3
Is my street suitable?	4
Safety and risk management	4
Public Liability Insurance	4
Ok, I'm in! What do I need to do now?	5
Recruit some helpers.....	5
Involving peoples' skills and interests	5
Approval and permits	5
Food and drinks.....	6
Food safety	6
Event ideas	6
Privacy and safety.....	6
Tools and Templates	7
Organiser checklist.....	7
Risk management checklist.....	8
Sample Running Sheet	11
Sample Letter	12
Frequently Asked Questions.....	13
Manual handling - knowing your physical limitations.	14

Neighbourhood Street Gathering

A Neighbourhood Street Gathering is a great way to get to know your neighbours and build community spirit.

Communities with a high level of connectedness are safer and healthier places to live, as neighbours look out for one another and friendships are formed. Street gatherings are one way to improve your connection with your neighbours.

Benefits of a gathering include:

- Socialising and creating new connections amongst neighbours.
- Understand who makes up your neighbourhood and learn about your area.
- Streets provide ample space compared to back yards and houses and provides a blank canvas for free play.
- A street gathering can bring multiple ages together in one shared setting.
- Street gatherings enable you to create change in your neighbourhood by building friendships and support structures.

We asked some of our neighbourhood street gathering hosts about how their street has changed since their gathering. Here's what they said:

"Neighbours collect each other's mail and water their gardens while they are away".

"There are two new families in the street and they had an opportunity to meet their neighbours".

"A lost feeling of community returned. Awareness of history and stories of my suburb. Discovering how diverse and nice my neighbours are".

"Two neighbours helped the delivery guy to get my new fridge into the house. It didn't feel awkward to ask them cos we had chatted at the party".

"Safer feeling in the street because you know the people around you better. Our kids get to meet other kids in their street they don't mix with at school".

"It's a fantastic idea. I remember them as a child growing up. They really bring people from a street and its surroundings together".

"I would love it if we can do it every year" Hayden, 8 years old

The City of Onkaparinga encourages residents to host a Neighbourhood Street Gathering. This guide contains information on the options available and advice to help you with planning and hosting your event.

What do I need to consider for a Neighbourhood Street Gathering?

You will need a key resident (or residents) to be the driving force behind the street gathering. You don't need particular skills or qualifications, just some of the following:

- time to organise the street gathering
- energy to get your neighbours on board with the idea

- support from neighbours including residents from your street that can be the designated event marshals for the event (approximately 4 people).

Some other criteria for the event include:

- the event is held for no more than four hours
- event to be held during daylight hours (dawn-dusk)
- no sale of alcohol or other forms of trading
- no large structures to be set up on the street (marquees/jumpy castles)
- no dangerous activities such as fireworks
- event is open to local street residents only.

To allow time for council to gain appropriate approvals for your gathering they will need to be advised of your event date **three months** in advance. Get in contact with the Community Connections team as soon as you can by calling 8384 0666.

How much will it cost?

There are no fees charged by council to run a Neighbourhood Street Gathering. You may like to purchase decorations, name tags, napkins etc. at your own cost or have residents donate these items.

Hosting your event on the street

Whilst the City of Onkaparinga has a vast number of open space reserves that serve as areas for neighbours to meet and have gatherings, the closure of a street provides a sense of place, belonging and ownership that a reserve cannot. A street provides a greater feeling of connection as neighbours come and mingle in front of their homes. And of course, it is easier because residents have access to everything they need close by – kitchens, toilets, shelter etc.

To ensure everyone's safety during the event, the street needs to be temporarily closed to through-traffic.

It is very important that you discuss the road closure with your neighbours. Including it in the letter distribution will be helpful (see [Tools and Templates](#)).

Either the entire street or a portion of it can be closed, depending on your specific location.

Residents are still able to drive their vehicle in and out of the street during the event providing they are escorted by an authorised event marshal.

The street must remain accessible for emergency service vehicles. Organisers need to make sure that obstructions (marquees or bouncy castles etc.) are not placed on the road, at any time.

On street parking is still permitted.

To assist with the road closure process, the council will:

- Design and approve a traffic management plan for your event.

- Advertise your road closure in the Messenger Newspaper and City of Onkaparinga website as per legislative requirements.
- Coordinate event marshal training, where required.
- Supply road closure signage. (You will need to collect the road closure equipment with a trailer/ute or station wagon).

Is my street suitable?

Road closures can only take place on streets where:

- there are 1000 cars or less per day
- the street is not part of a public transport route
- an alternate route can be provided
- no intersections or roundabouts are included in the closed area
- no road/footpath works are scheduled at the time of the event.

To check if your street is suitable, contact City of Onkaparinga on 8384 0666.

Safety and risk management

Neighbourhood Street Gatherings are not risk free and participants need to be aware that they are responsible for their own and their children's safety and behaviour throughout the event. This includes respect towards other people and their property.

Organisers will be provided with a risk checklist that they need to review and implement.

See the [Risk Management Checklist](#) in Tools and Templates at the end of this document for further ideas of things that need to be considered.

Public Liability Insurance

Neighbourhood Street Gathering hosts are encouraged to get insurance.

Approved Neighbourhood Street gatherings may be eligible for cover by the City of Onkaparinga's public liability insurance. Please discuss this with the Community Connections team.

Ok, I'm in! What do I need to do now?

Recruit some helpers

1. Share the idea with some neighbours and invite two or three people to join you as helpers to get things started.
2. Read the [Organiser's Checklist](#).
3. Contact the Community Connections team on 8384 0666 or mail@onkaparinga.sa.gov.au They can support you through the process to host a neighbourhood street gathering (including completing the Event Application form and identifying where best to close the road).
4. Share the task of inviting people – door knocking and hand delivering information works well and it starts the connecting process. A [sample letter](#) can be found in Tools and Templates.

It's a good idea to deliver your invites to the entire street on the same day to ensure people don't feel left out, or unsure as to why their neighbours have been invited and they haven't. Be inclusive, invite everyone. (They may not all show up, but it always feels good to be invited.)

Involving peoples' skills and interests

Are there any budding musicians, artists, performers, storytellers, historians, chefs, gardeners or simply long-term residents on the street who may like to contribute to the event?

Ask people to design invitations, play music, make decorations, share local stories, their favourite recipe or give a tour of their garden.

Approval and permits

Once you have received approval for the gathering to proceed, you can distribute invitations to the event. Be clear about information, include start and finish time, clear food and beverage arrangements, information on the activities, contact details and any other information about the event.

Preparing for the day

Decorating the space

Create a festive atmosphere for your Neighbourhood Street Gathering by inviting people to help decorate the street. We encourage you to consider using alternatives to balloons as they are extremely harmful to our natural environment. You could try paper streamers, flags, and bunting. You can also provide chalk for kids to draw street art on the road and footpaths.

For other inspirational décor ideas visit www.balloonsblow.org

Food and drinks

A BBQ or picnic is great and easy to organise - BYO everything works well and allows people to contribute.

Be very clear on the invitation about what you would like people to bring e.g. chairs, drinks, share platter.

Ask people to BYO crockery and cutlery. Alternatively, arrange compostable plates and cups, which can then be discarded in green organics bins.

Food safety

Food safety is very important when cooking and sharing food.

Refer to the [City of Onkaparinga website](#) for information on how to ensure the food at your event is prepared in accordance with food safety guidelines.

Event ideas

- provide name-tags (these can include people's street numbers and number of years lived in the street and are a great conversation starter).
- play cricket, ride scooters or enjoy other activities within the closed road area
- play music
- children's performances
- children's water play
- hire toys from the local toy library such as large games
- keep note of who attends and common interests, to build on for any future events.

At smaller gatherings you could try:

- inviting residents to tell stories about and when and why they moved here
- the funniest or strangest thing they ever saw on the street
- share historic references from the street.

Privacy and safety

- Each resident has the right to participate only as much as feels comfortable.
- The City of Onkaparinga will notify SAPol about your gathering on your behalf however if local police assistance is required contact them directly on 131 444.
- If you need to contact council out of hours for an emergency pertaining to your event, the number is 8384 062

Tools and Templates

Organiser checklist

Timeline	What needs doing	Complete?	
Four months prior to the street gathering	Make contact with your neighbours about having a neighbourhood street gathering. If there is interest from your neighbours, speak with the Community Connections Team about the suitability of your street.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Determine the following details: <ul style="list-style-type: none"> • decide on a date and time • identify the part of the street to be closed • recruit other neighbours to help with the organisation of the neighbourhood street gathering. 	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Three months prior	Meet with your allocated Community Development Officer and complete the event application form.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Six weeks prior	Deliver your invite and provide formal notification of the road closure.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Confirm your helpers for the day.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Plan and organise event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Undertake appropriate event marshal training with City of Onkaparinga, if relevant	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Review the risk management checklist.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Three weeks prior	Prepare a task list of who's doing what.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Continue to liaise with neighbours.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday – Friday prior to event	Collect road closure equipment from Council's Field Operations Centre (access from Railway Road, Seaford Meadows).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Reconfirm risk management checklist with your helpers.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Letterbox drop the street to notify them that if they need to move their car during the street closure, they must notify an event marshal (who will be clearly identified by hi-vis vest). Include information about cancellation if severe weather is expected.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
On the day	Meet with event marshals 15 minutes before the road closure to confirm roles and responsibilities.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Take photos of the day.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Advise everyone with enough time to pack up that the road will be re-opened.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2 working days after event	Return traffic management equipment to Field Operations Centre.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Risk management checklist

Follow this guide to ensure you have both a fun and safe event. This checklist includes many of the key safety issues for street events but is not exhaustive and is intended only as a guide for hosts.

For further information about managing small to medium events, please visit www.safework.sa.gov.au

What is the danger?	What will we do to reduce the risk?	Who is going to do it?	√
Insufficient planning and preparation.	<ul style="list-style-type: none"> • Talk to interested neighbours about forming a working group to plan and deliver the street event. • Use resources on council website to assist in the planning of your event. • Complete training as required. 		
Complaints from neighbours.	<ul style="list-style-type: none"> • Ensure open and consistent communication with neighbours. • Listen to concerns. • Work together. • Provide your name and phone number so that neighbours can contact you. • Try to meet their needs where possible. • Allow others to contribute. 		
A car could enter the street during the neighbourhood street gathering resulting in potential for injury.	Set up traffic management equipment in accordance with the Traffic Management Plan. <i>(This will help to clearly indicate the road closure for the neighbourhood street gathering).</i>		
	Let parents know to keep an eye on their children <i>(they are still responsible for them during the event).</i>		
	Make sure drivers enter the street with hazard lights on, are travelling at walking speed and are led by a marshal.		
	Ask event marshals to wear something that makes them easily identifiable <i>(hi vis).</i>		
	Make sure the street is clear of people before removing the closure barriers.		
Children or adults could become dehydrated, sunburnt or be injured by other weather conditions on the street	Parents and participants asked to bring water bottles, sunscreen and hats.		
	Remind kids and adults to stay hydrated and appropriately dressed. Being locals they will have access to their own homes or		

What is the danger?	What will we do to reduce the risk?	Who is going to do it?	√
	neighbours' if needed.		
	If the weather becomes dangerous (i.e. extreme heat, high winds or lightning) postpone or cancel the event.		
Helpers could be injured during set up and pack up by carrying heavy items	Brief the team on how to safely set up and pack down heavy and awkward items. Refer to Manual handling guidelines.		
Somebody could trip over something in the street and injure themselves	Brief the team on monitoring tripping hazards around any furniture or activities; tape down any loose cables or cords.		
Kids playing games or riding bikes on the street could cause damage to cars or property	Ask residents to, if possible, move cars out of street for the duration of the neighbourhood street gathering (you can do this through a letterbox drop and reminder notes left on cars in the days prior to the event).		
Food and beverage safety	Review the food safety guides on the City of Onkaparinga website .		
	Ensure food is covered and kept at optimal temperature during the event.		
Noise and nuisance	<ul style="list-style-type: none"> • Limit event to 4 hours maximum. • Do not use a PA system. • Road must be re-opened and road activities finished no later than dusk. • All rubbish to be picked up during and after the event and disposed of in residential bins. 		
Lighting and amenity	<ul style="list-style-type: none"> • Hold event within daylight hours. • Attendees use their own kitchens/toilets as needed. • Residential bins to be used for waste. 		
Electrical, gas cylinders, BBQs etc.	Ensure all equipment is in good working order, is within its use-by date and has been serviced appropriately.		
First aid	Ensure a first aid kit is close by and that residents are responsible for themselves, their children and vulnerable persons.		

What is the danger?	What will we do to reduce the risk?	Who is going to do it?	√
Emergency service vehicles not being able to access the street	Ensure the street is kept clear (not blocked by marquees/bouncy castles etc) during the event in case an emergency service vehicle needs access.		
Hazards could emerge during the event	<p>Make sure people are aware of emerging hazards during the event.</p> <p>Toys could become a tripping hazard, or broken glass may not be cleaned up.</p> <p>Organisers should remain aware of new hazards during the event and address them as quickly as possible.</p>		
<i>Any other particular hazards on your street? Write in any other hazards that might apply to your neighbourhood street gathering</i>			

Sample Running Sheet

Time	What needs doing	Who will do it	Contact phone
11.30am	Organisers and helpers meet on site Undertake a site assessment and review hazards/risks. Does anything need to be added to the risks register and responsibilities? Agree to risks and roles.	Organisers/marshals Insert Name	Insert mobile number
11.45am	Site set up Set up traffic signs to close the street.	Event marshal Insert Name	Insert mobile number
11.55am	First aid kit to be kept at one barrier. Marshals to man the closures at each end of the road wearing hi-vis vests.	Organisers/marshals Insert Name	Insert mobile number
12.00pm	Neighbourhood street gathering begins. A range of on street play activities.	Organisers Insert Name	Insert mobile number
3.00pm	Neighbourhood street gathering ends Pack up equipment Clean up any street rubbish Move participants out of area	Organisers/marshals Insert Name	Insert mobile number
3.30pm	Remove traffic management signage and street reopened to traffic.	Event marshal Insert Name	Insert mobile number

Sample Letter

If you are unable to contact someone in person, you may wish to leave a note in their letterbox – see example below.

Blessington Street
Neighbourhood street gathering

Dear Neighbour,

My name is Jan Greeves from No. 13 Blessington Street and I am proposing to organise a neighbourhood street gathering with a road closure for Saturday 18 January 2008, 2-5pm. This will be a great opportunity to meet each other and get to know who lives in the street.

Information about the proposed road closure is attached to this letter. (*Attach the FAQs from this toolkit*).

I would love to hear your ideas for the event and welcome anyone to assist where they can.

Please feel free to come over and see me or drop the below tear off sheet into my letterbox.

I can also be contacted on mobile number 1234 567 891.

Regards

Jan Greeves

Name: _____

Address: _____

Contact number: _____

I have some ideas:

I can help with the following:

I'm concerned about:

Frequently Asked Questions

What is a Neighbourhood Street Gathering?

A Neighbourhood Street Gathering is a great way to get to know your neighbours and build community spirit.

Communities with a high level of connectedness are safer and healthier places to live, as neighbours look out for one another and friendships are formed. Street gatherings are one way to improve your connection with your neighbours.

Who has approved the road closure?

The road closure has been approved under the Road Traffic Act (Section 33) by City of Onkaparinga and SA Police. A permit to use the roadway has been issued by council to the event host (your neighbour).

Who is managing the road closure?

The closure is managed by event marshals who are residents of your street. They have been trained to implement the traffic management plan and manage associated risks.

Will there be signs?

Yes. City of Onkaparinga has provided road closure signage. Signage will be installed in accordance with an approved traffic management plan by your event marshals.

What if I need to come and go from my house during the closure?

There are two options: 1) Prior to the closure, move your car outside of the area or 2) Mention this to the event organiser prior to the closure. They will then ensure that an event marshal is aware and can navigate you safely in or out of the closed area. If you need to access the street for unforeseen reasons during the closure, an event marshal can assist you. Vehicles moving within the area must do so at walking pace.

What if I have visitors coming?

If possible, mention this to the event organiser prior to the closure. They will then ensure that an event marshal is aware and can navigate them safely in or out of the closed area. Vehicles moving within the area must do so at walking pace.

Can vehicles be parked on the street during the closure?

Yes, if needed. Keep in mind that people and activities will be on the street during the closure.

How long will the street be closed for?

Under the Neighbourhood Street Gathering program, events and street closures will be held for no more than four hours.

What if there is an emergency?

No large structures are to block the street during the closure. This is to ensure there is always access for emergency vehicles.

Who should I contact if I have any questions?

In the first instance you need to discuss the event and road closure with your event host (your neighbour). If you have further queries, you can contact City of Onkaparinga on 8384 0666.

Manual handling - knowing your physical limitations.

It would be fair to say, we all try to look after ourselves to ensure we go home fit and well after a day's work.

However, how should we (as individuals) recognise our own physical capability to carry out the work safely and manage the risks?

The physical attributes required to carry out manual work depend on the task. So it is important to recognise these requirements and how demanding they can be on your body.

This could be as simple as recognising what is required in order to do the job – for example, you may have to bend over, stand, kneel and perhaps crouch for long periods. All of which can cause your knees, shoulders, back, and neck to ache.

Before lifting or shifting an object, you should assess that the load is within your capability. This can be as simple as 'testing the weight' of the object, before then attempting to move it. When lifting, you should avoid twisting if possible and instead turn your body.

If an object is beyond your capability – do not proceed!
We must be sure that we can handle the work load without injuring ourselves.
It is often the little things that are very important to manage.

So the next time you complete your hazard assessment, 'step-back', 'take-5' or similar, think through the task a little bit longer and ask - How will I look after my dodgy knee or sore back? Or better still ... How do I avoid getting a dodgy knee or back!

The answer should be - that you are capable and ready to carry out the task without hurting yourself. So know your physical limitations and work to them at all times.

Some simple solutions could be:

- Ensure you have the right gear, eg use knee pads when kneeling
- Where an extra effort is required – team lift with a co-worker
- When working in awkward or static positions - stretch and rest regularly
- Or even better, create a roster so the workload is shared
- Always use mechanical lifting aids, if appropriate/available.

Most importantly, before we start a task ... we need to recognise the hazards and ensure that appropriate controls are in place.

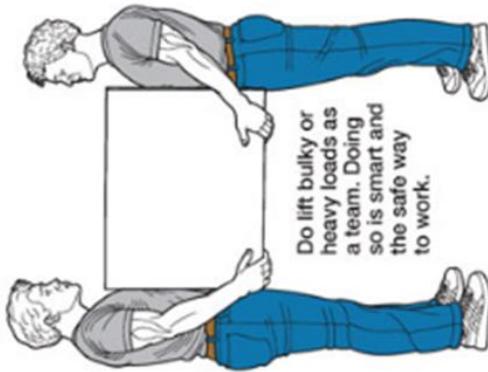
Some questions to generate discussion:

- What jobs have people had to change the way they approach the task due to their physical limitations?
- How could these tasks be done better a second time round?



LIFTING DO'S & DON'TS

DO LIFT AS A TEAM



Do lift bulky or heavy loads as a team. Doing so is smart and the safe way to work.

DO TURN WITH LEGS



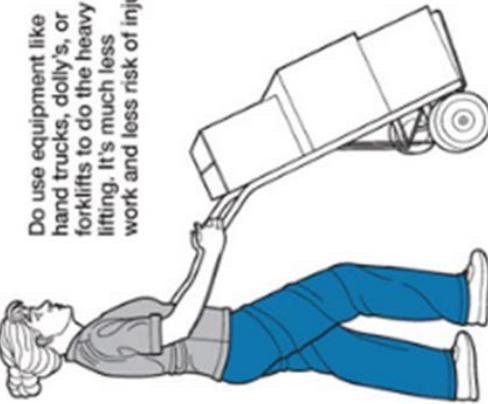
Do move your legs and feet when turning or lowering the load. Avoid twisting at your waist.

DO USE YOUR LEGS



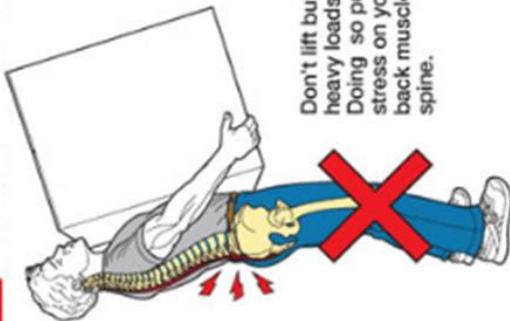
Do lift the load using your powerful leg and buttocks muscles. Your feet should be wide apart, head and back upright. Keep abdominal muscles tight and the load in close.

DO USE EQUIPMENT



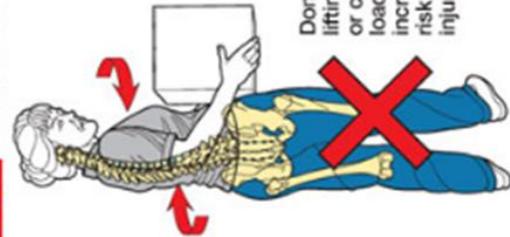
Do use equipment like hand trucks, dolly's, or forklifts to do the heavy lifting. It's much less work and less risk of injury.

DON'T LIFT BULKY LOADS ALONE



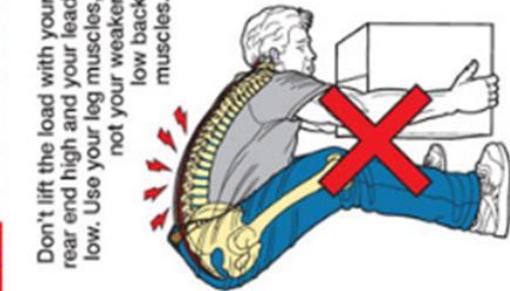
Don't lift bulky or heavy loads alone. Doing so puts great stress on your low back muscles and spine.

DON'T TWIST WHEN LIFTING



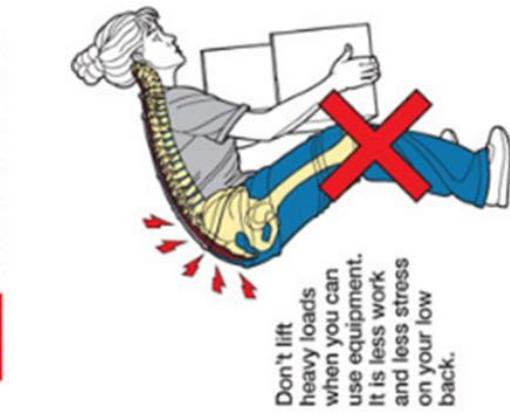
Don't twist when lifting, lowering, or carrying any load as this increases your risk of back injury.

DON'T USE YOUR BACK



Don't lift the load with your rear end high and your lead low. Use your leg muscles, not your weaker low back muscles.

DON'T LIFT HEAVY LOADS



Don't lift heavy loads when you can use equipment. It is less work and less stress on your low back.