

# Connect and play on your street



## **PLAY STREETS ONKAPARINGA**

A resident's guide to hosting a  
Play Street

*This project is funded under the South Australian Government Statewide Wellbeing Strategy, led by Wellbeing SA.*



Wellbeing SA

**CITY OF ONKAPARINGA**

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Thank you for your interest in organising your own Play Street. This guide contains information and tools to help you with planning and hosting your event.

*Families throughout the southern suburbs are embracing play and local children are enjoying the opportunity to ride their bikes, scooters and skateboards on the road without fear of cars coming.*

## **What is a Play Street?**

1000 Play Streets is a Play Australia initiative designed to reclaim quiet residential streets across Australia as places for neighbours of all ages to connect and play regularly, and to ultimately improve the health and wellbeing of individuals and communities.

Sessions run for approximately two hours and include the use of sporting equipment such as bats, balls, hula hoops and skipping ropes. Council works with hosts in planning their sessions and takes care of the necessary permits and insurances, arranges traffic management plans and helps ensure the sessions meet COVID-safe practices.

There will be keepsakes for children, such as chalk, frisbees and skipping ropes, so neighbours are encouraged to continue to be active.

## **What do I need to run a Play Street?**

- A key resident (or residents) to be the driving force behind the Play Street.
- Time to organise the Play Street (you will need to advise council of your event date **two months** in advance to allow time to gain appropriate approvals).
- Support from your neighbours.
- A street that is able to be closed for a short period of time (less than four hours)
  - must be a small, local street (less than 1000 vehicles per day)
  - isn't on a bus route
  - no intersections or roundabouts in the closed area
  - an easy, alternative route can be provided for traffic
  - no road/footpath works are scheduled at time of event.
- Residents from your street that are willing to be designated traffic marshals for the event. Their role is to install and remove the road closure signage, stand at the end of the road closure to monitor traffic, escort local resident cars entering or exiting the road closure area.
- A resident who is willing to be COVID-19 Marshal. Please refer to [SA Health guidelines](#) for details on current COVID-19 requirements and restrictions in place when planning your Play Street.

## **How much will it cost?**

There are no fees charged by council to host a Play Street. It just takes your time to plan and coordinate and manage the street closure on the day.

## **What do I need to consider?**

Your event needs to:

- be no more than four hours long (two hours is a good length)
- be held during daylight hours
- have support from neighbours
- be open to local street residents
- have an application signed and submitted eight weeks prior to the event date to ensure enough time for road closure approval.
- not include the sale of alcohol or other forms of trading
- always remain accessible to emergency vehicles (no large structures set up on the street).

See the [Organiser's Checklist](#) in tools and templates at the end of this guide for further information on things that need to be considered.

## **What support will we receive from council?**

The City of Onkaparinga supports Play Streets as a way to build community spirit. We will support you by:

- assigning a dedicated officer who will act as your main contact within council and support you every step of the way in planning your event
- providing you and your event with appropriate Public Liability Insurance
- waiving permit fees and road closure advertising costs
- developing a Traffic Management Plan, coordinating permits, advertising the road closure and supplying road closure signage.
- providing a short 3-minute online training session for your event marshals.
- loaning traffic control devices and signs
- loaning sporting equipment such as bats, balls and fun activities
- providing freebies such as chalk, frisbees and skipping ropes.

## **What are my responsibilities as the Play Street Organiser?**

The Play Street organiser must be in attendance at the Play Street and is responsible for:

- providing a signed Play Street event application form to the officer
- being the main point of contact
- arranging resident support for the event
- arranging a COVID Marshal (or being one) for the event
- signing a permit for the gathering and road closure
- inviting residents and notifying them of the road closure by distributing invitations at least three weeks prior. This can be done using our [sample letter](#) below which includes start and finish time, contact details and any other information about the event.

- completing the online Traffic Marshal Training
- ensuring Traffic Marshals (at least two) and have completed the online training
- ensure all traffic control devices are installed in accordance with the Traffic Management Plan (see Roles of the Traffic Marshals)



Photography: Digidio Studios

## Getting other residents on board

A great way of planning a Play Street is by getting neighbours involved.

- Share the idea with neighbours you think will like the initiative and invite two or three people to help you get things started.
- A Facebook savvy neighbour may like to set up a resident's page to invite people and stay connected.
- Are there any budding local sports people on your street that could assist with the event or run sports activities?
- Perhaps a local musician may like to perform live music?
- A resident may like to help by designing invitations, they can be creative and make the design unique to the street.
- Encourage neighbours to bring their own play and sporting equipment to the event.
- Kids may like to make decorations to add a festive atmosphere to the street. You could try streamers, flags, and bunting. Provide chalk for kids to draw street art on the road.



- Consider involving a local service group to assist with children’s activities or run a BBQ.
- 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.
- At least two residents (over 18 years of age) are required to be Traffic Marshals. These roles and responsibilities are outlined below.

## Food and drinks

A BBQ or picnic is great and easy to organise. Bring your own (BYO) works well or bringing share platters allows people to contribute.

- For an environmentally friendly event you could arrange compostable plates and cups which can be discarded in green organics bins.
- Food safety is very important when cooking and sharing food. Refer to the [City of Onkaparinga website](#) for information on how to ensure the good at your event is prepared in accordance with food safety guidelines.



Photography: Digido Studios

## **How does the temporary road closure work?**

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

- It is very important that you discuss the road closure with your neighbours, including road closure information in the [letter](#) distribution will be helpful. Either the whole street or a portion of the street can be closed depending on your specific street.
- The street is closed to through traffic only. Residents are still able to drive their vehicle in and out of the street during the event providing they are escorted by an authorised traffic marshal.
- The street must remain accessible for emergency service vehicles.
- On street parking is still permitted. If cars can be off the street, this will make the street more accessible.
- There should be no large structures on the street (marquees/jumping castles).

## **What are the roles of the Traffic Marshals?**

The key organiser and (at least) two other residents must undergo free online Traffic Marshal Training to become authorised traffic marshals under the Road Traffic Act. All traffic marshals must be at least 18 years of age and the training link will be provided by the Play Streets Officer.

Traffic Marshal responsibilities:

- Install and remove signs to open and close the road. This needs to be done in accordance with the Traffic Management Plan provided by council. The Local Traffic Only and Side Road Closed signs are self-standing metal signs and the long Road Closed and barriers must be installed at each end of the street simultaneously.
- The road closed ahead, side road closed, local traffic only signs should be put out first prior to closing off the road with the road closed signs and barriers. The signs must not obstruct bike lanes.
- Stand at either end of the road closure throughout the Play Street. The road closure must be within the field of vision at all times to monitor the signs or respond to drivers requiring access.
- Escort local resident's vehicles that are entering or exiting the road closure area. It is preferable that residents wanting to leave during the road closure times park their vehicle outside the road closure area in advance.

## **Safety and risk management**

Play Streets 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.

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

If an incident occurs, the person(s) involved and/or the Play Street organiser should take whatever steps are necessary to control the hazard to prevent further incidents/injury and seek first aid assistance if required.

A first aid kit should always be onsite for the duration of the Play Street.

The Play Street organiser should also notify council as soon as reasonably practical after the incident has occurred.

Council will also support you to ensure the event is COVID safe.

## **Public Liability Insurance**

Approved Play Streets will be covered by a Public Liability Insurance policy taken out by the City of Onkaparinga on behalf of the Play Street organiser.

The public liability insurance insures against claims of negligence by the organiser for injuries to third parties and/or property damage caused in connection with the Play Street. This cover is valid for gatherings with up to 200 people in attendance and when the traffic control devices are set up in accordance to the Traffic Management Plan provided.

The cover is limited to the terms of the insurer – Local Community Insurance Services. A copy of the policy can be provided upon request. This insurance is not personal accident insurance, nor would it extend to cover you if you were to commit a criminal offence.

To mitigate a claim, the Play Street organiser must do everything reasonable to manage risk. This should also include reminding people they are responsible for their own and their children's safety and behaviours throughout the Play Street – this includes respect towards other people and their property. Council does not insure Play Street participants for their legal liability.

## **Photography**

We would really like to capture the stories of Play Streets in Onkaparinga through working with a photographer/videographer to visit some events. If selected, we will work with you to discuss the opportunity.

Photo consent will be asked for by the photographer. If any residents prefer for photos and footage not be taken of them, we can work with the photographer to ensure this.

Consented photos and footage can be reproduced and published in any of the City of Onkaparinga's promotion of the city. This may include printed and electronic matter, displays, paid advertising, and any other publications (including newspapers and magazines) to which the council might supply the photographs for publicity for the City of Onkaparinga. If you have any concerns, please discuss this with us.

We always want to see people enjoying Play Streets. If you'd like to share your photos please send to [email@onkaparinga.sa.gov.au](mailto:email@onkaparinga.sa.gov.au).



## Cancellation or Postponement

### *Extreme weather*

In the case of extreme weather, such as rain, strong winds or heat you may decide to cancel or postpone your Play Street. If the event doesn't go ahead for this reason, please notify all residents and the Play Street Officer at your earliest convenience. Discuss if another appropriate date and time can be arranged.

### *Illness or change in circumstances*

If there is an illness or change in your circumstances and the Play Street is unable to go ahead, please contact the Play Street Officer as soon as possible to arrange alternative plans or cancel the event.

## Privacy and Safety

- Each resident has the right to participate only as much as they feel comfortable.
- The City of Onkaparinga will notify SAPol about your gathering on your behalf. 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, call 8384 0622.



Photography: Digido Studios



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Get moving South Australia



## Tools and Templates

### Organiser checklist

Timeline	What needs doing	Complete?	
Three-four months prior to the Play Street	Contact with your neighbours about having a Play Street. If there is interest from your neighbours, speak with your Play Street Officer about the suitability of your street.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Determine the following details: 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
Eight weeks prior	Complete and sign the <a href="#">street gathering event application form</a> with the Play Street Officer	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Four - six weeks prior	Invite your neighbours and provide formal notification of the road closure	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Plan and organise event	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Ask people who are available to complete the online traffic marshal training. This will also include you as the host.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Council will provide a <a href="#">COVID safe plan</a> to organiser	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Find a neighbour to be a COVID marshal and complete the online <a href="#">COVID marshal training</a> .	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Three weeks prior	Review the Risk and Safety Plan template	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Prepare a task list of who's doing what	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Three weeks prior	Confirm your Play Street helpers for the day	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Play Streets Officer to discuss what equipment, giveaways and road closure signage will be available for the event	<input type="checkbox"/> YES	<input type="checkbox"/> NO
One week prior	Project Officer to deliver play equipment and signage	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Reconfirm Risk and Safety Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Use the <a href="#">Example letter to Neighbours</a> – confirming times and important information to letter box the street. This will also notify them that if they need to move their car during the street closure, they must notify a traffic marshal (who will be clearly identified by hi-vis vest) and provide a contact number for the traffic marshal. Also include information about cancellation if severe weather is expected.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
On the day	Meet with traffic marshals 15 minutes before the road closure to confirm roles and responsibilities	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Timeline	What needs doing	Complete?	
	Take photos during the day of play and connection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Advise everyone ten minutes prior to pack up that the road will be re-opened	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2 working days after event	Play Streets Officer to pick up play equipment and signage	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Risk and Safety Plan template

Your Play Street should be easy and fun, but it is still important to think about how to keep yourself and others safe while playing on the street.

The risks generally associated with a Play Street are set out below. Talk this table through with all organisers and helpers prior to the day. Please add any other risks you can think of as well as steps to address them and agree who is responsible for each step.

**Note:** This is a draft to be adapted by each street. The hazards and actions are provided as examples.

For further information about managing small to medium events, please visit [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

What is the danger?	What will we do to reduce the risk?	Who is going to do it?	✓
Poor planning and preparation for the gathering	Talk to interested neighbours about forming a working group to plan and deliver the street event  Complete traffic management training	<i>Write in the name of the person responsible</i>	
Complaints from neighbours	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 Play Street and injure or kill somebody	Set up traffic management equipment in accordance with the Traffic Management Plan <i>(This will help to clearly indicate the road closure for the Play Street)</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 leaving or entering the street are asked to travel at walking speed behind a marshal with hazards lights on		
	Ask organisers to wear something that makes them easily identifiable. (High Vis vests will be provided by council)		
	Make sure there is no one still playing on the street before removing the closure barriers		



What is the danger?	What will we do to reduce the risk?	Who is going to do it?	✓
Children or adults could become dehydrated, sunburnt or be injured by weather conditions	Parents/guardians/helpers will bring water bottles and hats		
	Make sure sunscreen is available for everyone, have this available at your table station.		
	Remind kids and adults to stay hydrated and appropriately dressed. Being local they will have access to their own homes or 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 by carrying heavy things	Brief the team on how to safely set up and pack up games and any other equipment. Do not rush and take things slow and steady		
Somebody could trip over something in the street and injure themselves	Brief the team on monitoring tripping hazards around any furniture, equipment or activities; tape down any loose cables or cords. Where possible, keep activities in areas where there are no hazards <i>(have a first aid kit on site)</i>		
Kids playing games or riding bikes on the street could cause damage to cars or property	Ask residents to move cars out of street for the duration of the Play Street <i>(you can do this through a letterbox drop and notes left on cars in the days prior to the event)</i> Set up activities away from vehicles		
COVID	Refer to your COVID safe plan COVID Marshal to be identifiable at event Set up of COVID safe station <i>(with hand sanitizer, QR Code and sign in sheet)</i>		
Noise and nuisance Rubbish left behind	Limit event to four hours maximum. Do not use a PA system Road to be re-opened and road activities finished no later than 9pm or dusk. All rubbish to be picked up during and after the event		
Lighting and amenity	Hold event within daylight hours Attendees use their own kitchens/toilets as needed Residential bins to be used for waste		
First aid	Ensure a first aid kit on site <i>(may be loaned from council if required)</i> 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	Make sure people are aware of emerging hazards during the event. Toys could become a tripping hazard, or broken glass may not be cleaned up. Organisers should remain aware of new hazards during the event and address them as quickly as possible.		

## Example 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 / traffic marshals	Name and mobile number
11.45am	Site set up  Set up traffic signs to close the street	Organisers  Traffic marshals	Name and mobile number
11:55am	First aid kit and COVID safe station set up in a central location  Marshals to take their positions at the closures at each end of the road wearing hi-vis vests.	Organisers  Traffic marshals	Name and mobile number
12.00pm	Play Streets begins A range of on street play activities self-directed by participants.	Organisers	Name and mobile number
3:00pm	Play Street ends Pack up equipment Clean up any street rubbish Move participants out of area	Organisers / marshals	Name and mobile number
3.30pm	Remove traffic management signage and street reopened to traffic	Traffic marshals	Name and mobile number

**Example letter to neighbours ‘Door knock’ information or Letterbox Drop - pitching the idea and seeking feedback**

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

**We’d like to make our street a Play Street!**

Dear Neighbour

My name is **Jan Greeves** from **No. 13 Blessington Street** and I am proposing to organise a Play Street on our street.

Play Streets create spaces for play by temporarily closing streets to traffic for short periods – just like a street gathering – so kids can play outside, and neighbours can get to know each other. Making play easier and close to home is a great way to increase activity and make us healthier.

The Play Street will be supported by the City of Onkaparinga including a road closure for **Saturday 18 January 2008, 2-5pm**. Information about this proposed road closure can be found on the back of this letter.

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 form into my letterbox.

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

Regards  
**Jan Greeves**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

I have some ideas: \_\_\_\_\_

\_\_\_\_\_

I can help with the following: \_\_\_\_\_

\_\_\_\_\_



## Example letter to Neighbours – confirming times and important information

*It's a good idea to invite the entire street on the same day. If people are invited over a longer period, some people may feel left out, or unsure as to why their neighbours have been invited and they haven't. Be inclusive and invite everyone! They may not all show up, but they will feel pleased to have been invited*

## We're having a Play Street!

Dear Neighbour

This letter is to let you know that that some of your neighbours are proposing to hold a Play Street on **STREET NAME** at **DAY, DATE**. The Play Street will run from **X:00 pm – X:00 pm** with time either side for set up and pack down. We've popped by to all the houses on the street to talk about Play Streets, but if we haven't managed to catch up with you yet, here's some more information.

### What is a Play Street?

Play Streets make play spaces by temporarily closing streets to traffic so kids and adults can play outside – just like a street gathering. Making play easier and close to home is a great way to increase activity and make us healthier. We really encourage all kids to come along and be accompanied by their parent or carer. It's not just for kids, but a chance for neighbours of all ages to meet, and we would love to see you there.

Don't forget to bring any play and sporting equipment with you.

### How might it affect you?

During the time when the Play Street is on, most cars won't be able to drive along this street. However, if you or a visitor do need to get in and out of your property, all you need to do is drive along the street at walking pace, with your hazard lights on, behind one of our organisers acting as a traffic marshal. If you have any questions on the day, just approach one of the organisers on the street or contact **NAME** at the number below.

We'd appreciate if you could park your car off **STREET NAME** during the few hours of the Play Street. It's your choice but clearing the street of cars will make more space for playing games, riding bikes and other ways to enjoy the Play Street.

Please note that the street will always remain accessible for emergency service vehicles.

If extreme weather is forecast for the day, we will let you know and the Play Street will be postponed.

Apart from that, you might see a few more people on your street and hear kids playing, but that's about all. We'll pack up everything and clean up after ourselves. There may also be some chalk on the road that will wash away with the next rain. This Play Street is supported by the City of Onkaparinga and we will conduct our activities in accordance with their terms and conditions requested by them.

Please be in touch if you have any questions. We hope to see you there!

**ORGANISER'S NAME** by phone at **PHONE NUMBER** or by email at **EMAIL**