



CITY OF
HOLDFAST BAY

STREET MEETS KIT

This guide will provide you with key information relating to the process for planning and hosting a Street Meet event.



Firstly, a big thank you for your interest in organising your own community Street Meet.

We are so grateful for having you on board and championing connectedness within your community!

Communities with a high level of connectedness are safer and healthier places to live with improved wellbeing. Street Meets are a wonderful way to establish or build upon connections with your neighbours.

What are Street Meets?

Street Meets are a great way to get to know your neighbours better, provide opportunities for play and make new friends. Street Meets enable residents to temporarily close their local street, in accordance with the required Traffic Guidance Scheme.

This initiative is part of a wider national project with Play Australia which aims to reclaim quiet residential streets across Australia as places for neighbours of all ages to connect and play.

Street Meets can be:

- A play street – temporarily closing the street for children to play freely and safely. Activities could include ball games, bikes, scooters and chalk drawing
- A street party – an opportunity for a get together with neighbours over a BBQ or a cricket game

Keep it simple. Street Meets don't require a lot of set up – think BBQs, games, chairs and tables.

What do I need to run a Street Meet?

A key resident is required to be the driving force behind each Street Meet.

Once your application has been approved, you will be supported through the necessary steps to ensure the relevant processes are followed.

Before submitting an application, you will need:

- Dedicated key resident/organiser
- An approved application permitting the relevant Street Meet
- Appropriate time to organise the Street Meet and liaise with Council

- Support from your neighbours
- Residents from your street that are willing to be designated traffic safety marshals. Their role is to install and remove the road closure signs, stand at the end of the road closure to monitor the road closure and escort any local resident cars entering or exiting the road closure area.

What are my responsibilities as the Street Meet organiser?

The Street Meet key resident is the main organiser who must be in attendance at the Street Meet event and is responsible for:

- Submitting an application to host the Street Meet event
- Being the main point of contact for Council
- Confirming resident support and notifying all residents about the Street Meet once approved
- Organising traffic safety marshals to form the road closure crew at your event
- Managing your event on the day
- Adhering to the Street Meet Guidelines

What are the responsibilities of the traffic safety marshals?

All Street Meets require at least two people to be traffic safety marshals, in addition to the organiser.

All marshals must be at least 18 years of age and are required to watch an online video on how to safely close the street and complete a short quiz.

The traffic safety marshals are required to:

- Install and remove temporary signs to open and close the road. This needs to be done in accordance with the Traffic Guidance Scheme provided by Council. A flatbed trolley is provided to move the signs and sign bases. Please note, the bases for the signs are 10kg each
- Stand at either end of the road closure throughout the Street Meet. The road closure must be within your field of vision at all times to monitor the signs or respond to drivers requiring access
- Escort local residents' vehicles that are entering or exiting the road closure area
- Complete the provided traffic management daily diary

How much does a Street Meet cost?

There are no fees charged by Council to host a Street Meet. You will need to provide your time to plan and coordinate the Street Meet on the day. You may also like to ask your neighbours to bring along a plate of food and some activities to share.

How do I know if my street is appropriate for a Street Meet?

Street Meets are suitable on quiet local streets that meet the following criteria:

- 1000 cars or less per day
- Minimal through traffic
- Not on a bus or commercial route
- An easy alternative route can be provided
- No road or footpath works are scheduled at the time of the Street Meet
- The street must remain accessible by emergency service vehicles
- On street parking is still permitted during a Street Meet at the vehicle owner's own risk

How can I encourage other residents to participate?

A great way of planning a Street Meet is by getting your 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 residents' page to invite people and stay connected
- Perhaps a local musician may like to perform at the Street Meet
- 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
- Share the task of inviting people – doorknocking and hand-delivering information works well and it starts the connecting process

What support can I expect?

The City of Holdfast Bay supports Street Meets as a way to build community spirit and create new spaces for children and families to play. We will support you by providing the following:

- A Street Meet guide to assist you in organising your own Street Meet
- An online video with instructions on how to safely close your street
- A Traffic Guidance Scheme outlining how the street is to be closed
- Traffic control devices and signs
- Public liability insurance for the Street Meet
- A risk assessment with identified safety controls
- A point of contact with Council staff for any queries or concerns

How does the temporary road closure work?

As per Section 33 of the Road Traffic Act (1961), Council will seek the appropriate authority through the Commissioner of Police to approve street closures for Street Meet community events.

If the street closure is approved, a Traffic Guidance Scheme will be provided to the Street Meet organiser. A video on how to install the traffic control devices correctly will also be provided and all traffic safety marshals involved in closing the road will be required to complete a short quiz to ensure they understand the steps involved.

The following points are useful reminders:

- The organiser is responsible to ensure all traffic control devices are installed in accordance with the Traffic Guidance Scheme and cannot be altered in any way
- The 'road closed ahead', 'side road closed', 'no left' and 'no right turn' signs should be placed out before the traffic cones and the 'road closed' signs
- The 'no left turn' and 'no right turn' signs are enforceable regulatory signs and need to be placed as indicated on the Traffic Guidance Scheme
- The signs must not obstruct bike lanes and be placed with clear visibility without obstruction (eg not behind trees)
- Resident vehicles are permitted to exit and enter the road closure if escorted by your designated traffic safety marshal. However, we would recommend residents wanting to leave during the road closure times to park their vehicle outside of the road closure area in advance
- Each end of the street closure must be supervised by your traffic safety marshals. This entails keeping the road closure within your field of vision at all times to monitor the signs or respond to vehicles requiring access
- The street must remain accessible for emergency service vehicles

Safety and Insurance

Inclement weather

You may decide to cancel or cut short your Street Meet in inclement weather such as rain, strong winds or excessive heat. Should the Street Meet be cancelled for any reason, please notify all residents.

You will also need to notify Council if you cancel your Street Meet.

Incidents

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

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

Insurance

Public liability insurance is arranged for all approved Street Meets. This cover is valid for street parties with up to 200 people in attendance and when the traffic control devices are set up in accordance with the Traffic Guidance Scheme 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 Street Meet organiser must do everything reasonable to manage risk. Council will have completed a risk assessment of any identified site hazards and the controls in place to mitigate the associated risks. As the Street Meet key host, we do ask that you identify and record any risks that have not already been addressed within this document.

It is important to remind people that they are responsible for their own and their children's safety and behaviour throughout the Street Meet – this includes respect towards other people and their property. Council does not insure Street Meet participants for their legal liability.

The step-by-step guide to organise a Street Meet

Step 1 – Is my street suitable?

Approximately six weeks before you want to host a Street Meet, identify whether your street is suitable for this type of event, as per the following criteria:

- 1000 cars or less per day
- Minimal through traffic
- Not on a bus or commercial route
- An easy alternative route can be provided
- No road or footpath works are scheduled at the time of the Street Meet
- The street must remain accessible by emergency service vehicles
- On street parking is still permitted during a Street Meet at the vehicle owner's own risk

Step 2 – Gather neighbourhood support

Start speaking with your neighbours about the idea of a Street Meet. You may wish to utilise the resident support template available on the website to provide to your neighbours.

Listen to your neighbours interest and concerns – establish whether there is broad support to run something on your street.

Use the opportunity to gather the names of supportive residents and recruit volunteers to help you run your Street Meet.

Step 3 – Submit your Street Meet application to Council

As per our Street Meet guidelines, your Street Meet needs to be an approved event requiring a submitted application via the Street Meets webpage.

To approve your Street Meet, Council requires a minimum of four weeks' notice before your activity.

Street Meets run on volunteer support. It is helpful to arrange one or two others to help you in the planning and promotion of your Street Meet so you can share some of the experience and learnings with your neighbours.

You'll also need to recruit at least two traffic safety marshals (more would be useful) to implement and manage your street closure.

The online application form requires the following information:

- Organiser's name and contact details
- Date and time of the Street Meet including set up and pack down time
- Expected number of attendees
- Sketch or screenshot showing the portion of the street to be closed. If applicable, please include a reference point of the corresponding house numbers affected
- Details of activity - picnic, kids' games, use of music, chairs and tables
- Names of the designated traffic safety marshals
- Confirmation that you will run the Street Meet in accordance with the Street Meet Guidelines

Step 4 – Street Meet Council support

Following on from your application, a Council staff member will be in contact to advise whether your Street Meet has been approved.

Should your event be approved, we will guide you through the logistics of organising your event. This will include ensuring you meet the Street Meet Guidelines. You should also be aware of the following:

- Designate at least two people to be traffic safety marshals for the event
- Council will provide a Traffic Guidance Scheme specific to your particular street (this scheme is an aerial map which provides clear instructions and placement of street signage to close your street)
- The key resident and traffic marshals are required to watch an online video and complete of a quiz on how to close the street
- Council will provide a risk management plan
- Street closure signage and traffic control devices will be provided and delivered to your location by Council
- The key resident should have their Council contact's number available during the event

Step 5 – Notifying your neighbours

Once you receive notification that your street closure has been approved by Council, you can start getting the word out to your neighbours.

You will be provided with the Traffic Guidance Scheme and a resident notification template letter to distribute to residents affected by the road closure. In addition, you may want to do develop your own invitation or flyer.

Council will also list the temporary road closure on our website, as per traffic requirements.

Step 6 – Traffic management training

Council will provide you with a link to watch an instructional video which will demonstrate how to effectively and safely follow the guidelines provided within the Traffic Guidance Scheme to close your street.

The Street Meet key resident and allocated traffic safety marshals must each view this video. Following the video, you will need to complete a short quiz and answer all the questions correctly to show your understanding of the requirements.

Step 7 – Road closure signage

Prior to your event, Council will arrange for Depot staff to deliver the required signage and flatbed trolley to your residence. These items must be safely stored and used in accordance with the Traffic Guidance Scheme during your event. Following your event, Council will arrange collection of the items at a pre-determined time with you.

Step 8 - Running your Street Meet

So today's the day!

The street must be closed and re-opened in accordance with the Traffic Guidance Scheme provided and the steps shown in the video.

It is also helpful to remind people that they are responsible for their own and their children's safety and behaviour throughout the Street Meet – this includes respect towards other people and their property.

Ensure you have the Council contact handy should you need to make contact at any point during your event.

Also, don't forget to take photos to capture all the fun of the day!

Step 9 – Post event

We love to hear from our community about how your Street Meet event went. Please send through any feedback and photos to your designated Council contact. And of course, a huge thank you to you for playing such an important part in your community to bring these kinds of events together.