



CITY OF
HOLDFAST BAY

STREET MEETS KIT

This guide provides information on planning and hosting a Street Meet event within the City of Holdfast Bay.



Introduction

The City of Holdfast Bay supports Street Meets as a way to bring together the community and create new spaces for people of every age to connect and play.

Communities where people are more connected are proven to be safer and healthier with improved overall wellbeing. Street Meets are a wonderful way to build and strengthen those connections.

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 allow neighbours to temporarily close their local street (with Council approval) for social events. They're part of a national initiative with Play Australia to reclaim quiet residential streets for play and connection for all ages.

Street Meets can include (but are not limited to):

- Play streets: providing a safe place for children and adults to play safely (e.g., bikes, games, chalk drawing)
- Street parties: BBQs, games, music or other entertainment

Street Meets don't need to be complicated —BBQs, games, chairs and tables are more than enough.

Requirements

To organise a Street Meet, you will need:

- A Key Organiser from the community – someone to take the lead
- Time and energy to coordinate with Council and the local community
- Community support – interest from others in your street and community that want to participate
- Two or more designated Traffic Safety Marshals (aged 18+, training provided) in addition to the Key Organiser
- Read this guide, the Traffic Guidance Scheme and any accompanying documents in detail

Note: Council obtains approval under Section 33 of the Road Traffic Act for the road closure. The Traffic Guidance Scheme is a detailed document specific to a Street Meet that sets out how a street is to be closed. This document has step by step instructions that must be followed precisely managing the road closure, including instructions on putting up and taking down signage.

Responsibilities

Key Organiser responsibilities include:

- Submitting an application to host a Street Meet via the website www.holdfast.sa.gov.au/street-meets
- Acting as Council's main contact and liaising with your designated council contact person or team
- Once approved, engaging with local residents and sharing the details of the Street Meet
- Recruiting a minimum of 2 Traffic Safety Marshalls from the community that will be present for the duration of the event
- Undergoing online Traffic Management Training provided by council and competing a short quiz
- Managing the event, including road closures and safety on the day
- Ensuring adherence to Street Meet guidelines

Traffic Safety Marshals responsibilities include:

- Undergoing online Traffic Management Training provided by Council and competing a short quiz
- Installing/removing road closure signs per the Traffic Guidance Scheme (provided upon approval for the Street Meet)
- Monitoring the road closure site/s and escorting resident vehicles throughout the event safely. The road closure site must be visible at all times
- Completing the traffic management diary (provided by Council) on the day of the street meet.

Costs

There are no Council fees for Street Meets. You will provide your time, and residents may bring food, equipment and activities to share. To keep costs low, community members could be encouraged to bring a plate of food each to share.

Street Suitability

Street Meets are suitable on quiet local streets with:

- Less than 1000 cars/vehicles per day
- No bus/commercial routes
- Alternate routes to neighbouring streets
- No planned road/footpath works (Council will check this as part of the application)
- Emergency service access able to be maintained at all times

If your street does not meet the criteria Council will discuss other local options for your event.

Note – On street parking within the street closure is permitted during the street Meet at the vehicle owner's own risk.

Encouraging the Community

Involving your neighbours early will help get them involved.

You could do this by –

- Invite 2 or 3 neighbours to help spread the word and get things started
- Making sure communication is clear and includes dates, times, anticipated activities and what community members can assist with or contribute
- Personalise invitations where possible
- Door-knocking to share information
- Giving out invitations/flyers or delivering them in mailboxes
- Starting a Facebook group or chat and inviting neighbours to join
- Invite neighbours and their families to share their skills or team up with others to create music, teach new games or sport, create invitations or decorations, run games, crafts, performances, or workshops.

Council Support

Council provides:

- This guide to help answer your questions and get you started
- Online Traffic Management Training
- Traffic Guidance Scheme, traffic control devices and signage
- High visibility vests for Traffic Safety Marshalls
- A flat bed trolley for moving the traffic signs and bases (10kg each)
- Public liability insurance for approved events (up to 200 people)
- A risk assessment
- A Council contact person or team

Safety During Your Street Meet

When planning an event we don't often expect accidents or incidents to occur but it's important that we are aware of potential hazards and how to minimize the risk.

As well as the Risk Assessment you will be provided upon approval for your Street Meet, here is a list of potential risks and some actions you can take to alleviate the risk of accidents.

In the event of an emergency always contact 000 immediately.

Activities and Games: Ensure games or activities are within a safe distance from any items involve heating elements such as barbeques, urns or other cooking appliances and any activities or games requiring throwing or hitting objects are not near designated sitting areas.

Barbeques: If using a portable personal barbeque ensure it is in safe working order and is used and set up in accordance with its specific user manual. In the event of a windy day, if possible barbeques and other equipment that may cause sparks should be isolated to an area with good ventilation that is protected from the wind or other options for cooking sought.

If using a public barbeque, follow the instructions attached to the barbeque.

Children: Parents or care givers of children should be made aware of any area that may be a risk to the child eg. Where items involve heating elements such as barbeques, urns or other cooking appliances are set up as well as any bodies of water.

Electrical Equipment: It is strongly recommended that all electric equipment be tagged and tested prior to use at your Street Meet. All electric equipment and cords need to be in a safe working order and used as per their instruction manuals.

Electrical equipment should never be exposed to liquids unless specified within the user manual. Power cords need to not impede on walkways or, if they do they need an approved cover to ensure they are not a trip hazard. Ensure any power points, cables or switches used are undamaged prior to use.

In the event that electrical equipment is damaged, exposed to unexpected liquids or other conductors, turn off the equipment immediately and unplug if safe. If it is unsafe to remove the compromised electrical item from the power source call 000.

First Aid: It is strongly recommended to have a certified First Aid Officer and first aid kits onsite during a Street Meet.

Hazards: Minimizing hazards at a street meet is key to ensuring that everyone has a good time and stays safe. This could mean ensuring that activities and games have a designated area with sufficient space to take place.

Illnesses: If community members are feeling unwell or experiencing symptoms of a contagious illness, recommend that they consider staying home or isolating during the event to help keep everyone safe and healthy.

Inclement weather: Plans for Street Meets should include what will be done to ensure safety in the event of wet, windy, high UV, hot, cold, humid weather. Options can be discussed in advance with your Council contact.

Incidents: In the event of an emergency, contact 000.

Manual Handling: Ensure safe manual handling practices are adhered to throughout the Street meet, including when setting up and packing down.

Noise: Please be mindful of the level of noise produced by your Street Meet and be respectful of neighbouring homes and establishments, especially if the Street Meet is in the evening.

Other equipment: Any equipment used at the Street Meet should be checked to ensure they are in safe working order and fit for purpose. Items to check could include (but is not limited to) tables, chairs, games, lighting.

Violence or Aggression: If you or a member of the community experiences violence or aggression throughout any phase of the implementation of the Street Meet, contact emergency services.

NOTE - Please notify Council if there have been any incidents or injuries during your Street Meet, including during the set up or pack down times.

Responsible waste removal

Council prides itself on creating sustainable waste management processes and options for our community.

Please ensure that throughout the Street Meet that there are sufficient bins, including recycling and green waste options if possible.

For more information on waste management within council visit www.holdfast.sa.gov.au/services/waste-management

Step-by-Step Guide

1. Check your street meets the suitability criteria
2. Speak with neighbours and gather support
3. Submit an application at least four weeks in advance
4. Await Council approval and guidance
5. Notify residents of the Street Meet details – ask Council for a letter template if needed
6. Key Resident and Traffic Marshalls watch the safety training video and complete the quiz
7. Receive signage from Council and store it safely
8. Follow the Traffic guidance Scheme closure plan to set up the road closure
9. Run your Street Meet
10. Have fun!
11. Share feedback and photos with Council – wellbeing@holdfast.sa.gov.au