



Connected
communities
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NEIGHBOURHOOD STREET PARTY GUIDE



A step-by-step guide to organising
a Neighbourhood Street Party

Planning your Neighbourhood Street Party



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1.

Reasons to have a street party

To have fun - no excuses or reasons are needed to celebrate.

A Neighbourhood Street Party is the opportunity for neighbours in residential areas to get together, meet each other, have fun and maybe work together on a common activity.

To know and recognise your neighbours and where they live.

To increase security by knowing each others schedules and when neighbours are away.

To help with safety and crime prevention by knowing who lives where and who does not.

To ensure you know the people living near you before a natural disaster strikes.

To meet neighbours on your block that might be able to help you with a gardening problem, or lend you that needed ingredient for your recipe.

To establish friendships.

To have a special sense of belonging to a community.

To act against isolation and ensure every person in our community has an opportunity to be socially connected.

Things to consider when organising your event

2 ■ Getting started

The idea of a street party is to bring neighbours together. It's a good idea to find one or two neighbours to help you organise the event.

- You could take the 'Lone Ranger' approach, and it can be a great event. However, it may make it more difficult to find someone else to organise it the following year!
- You may choose to create an organising committee. It is important to include everyone in the decisions about the event.
- If this is the first time your neighbours are exposed to a street party, you may want to send out a flyer to explain what a street party is, encourage attendance, perhaps share some of the benefits, get opinions on how to handle the food, and possible dates and times to have the event.
- Enlist as many neighbours as you can to help out. Someone can type the flyers, someone else can deliver them. You may want to ask some kids to drop off the flyers in mailboxes.
- Refer to the Tools and Templates section in this Guide for more suggestions.

3 ■ Types of street parties

What type of street party would work best in your neighbourhood?

- A barbecue - organisers purchase what is needed and neighbours provide the money or everyone brings his or her own meat.
- A picnic - everyone brings their own meal.
- Pot luck - everyone brings a dish.
- Catered - everyone shares the cost and the food is purchased.

As a general rule, try not to go overboard, you do not want to burn yourself out and miss out on the fun. Keep it simple.

To ensure food safety during your event check:

- Have a look at *I'm Alert* free online food safety training at www.launceston.imalert.com.au
- Visit the Food Standards Australia New Zealand website for food safety fact sheets at www.foodstandards.gov.au – translated versions are also available.
- Call the City of Launceston's Environmental Health Department on 03 6323 3000 or email envservices@launceston.tas.gov.au

4 ■ How small to keep it, how big to make it?

- Start off with a small rather than a large event. Success is not just dependent on the size of the event. Keep the scale down but get as many people involved as possible.





5. Who to invite?

- Decide early and make it clear in your flyer who is invited to join the party.
- Do NOT create a public event by broadening the attendance to the general community or you will be required to comply with Public Event Guidelines. Public Event Guidelines can be found on www.launceston.tas.gov.au
- Street parties are an 'invitation to residents only' event. This ensures its a private event within a street, park or reserve. The event is restricted to only those people residing in the street.
- Use natural neighbourhood boundaries where possible (i.e. end of the block/street). If you are planning a street or cul-de-sac party, you need to invite everyone from that area.

6. Location: private versus public

Choose whether your party should take place on private or public land. There are positives and negatives for both options... and sometimes little choice.

- A neighbour's backyard, a house, garage or a common room/garden area within a block of units may be all that is needed as location. Because these events take place on private land, they have the same requirements as private functions. A point to consider is that such events can make it more difficult for the person hosting the party to generate shared responsibility of the event.
- Holding a street party on public land increases the likelihood of shared responsibility for the event, but the organising process may be slightly more complex depending on the specific location.
- You may decide to 'take over' the street for a few hours and reclaim spaces usually reserved for traffic, create a festive atmosphere by inviting street residents to help decorate your street. You could try streamers, flags, balloons and lanterns. In this case, you will need to apply for a Minor Road Closure Permit. (Refer to Section 11)
- Some streets are not well suited for such events (too much traffic, uneven ground, etc). Don't give up! There may be a suitable park or reserve nearby or a school ground that would provide the space you require. (Refer to Section 12 and 13)



7

■ Role of the organisers

- Make decisions about the set up.
- Greet neighbours at the event.
- Introduce new neighbours and help them make connections.
- Make sure the recycling and clean-up is done.

8

■ What should we do during the event?

- Talk and eat. Over the centuries, food has always had a very social component in societies.
- Games and activities for kids.
- Take time to introduce one another and point out your homes. This can be done in a game format.
- Encourage the talent in your neighbourhood to come forward, such as musicians or magicians.

9

■ Set up

- Name tags are very useful to identify guests and help with initial greetings. Allow for two lines: one for their name and the other for a thing they love to do. This will act as an icebreaker and get people talking!
- Line up tables for the food and have a few garbage bins available.
- Decide who will coordinate the tables, chairs, plates, cutlery, cups and beverages, or will everyone bring their own?
- If using barbecues, who will bring them? Who will cook on them?
- Everyone should use their own bathroom so that some home security is maintained or plan for other arrangements.
- Decide if pets are allowed.
- Choose recyclable material for plates, cups and cutlery. Avoid glass.
- Be ready to oversee the clean up and recycling after the event.
- You may wish to do an evaluation at the end of the event to collect any new ideas. (*Refer to the Tools and Template section of this Guide*)
- Set up a sign-in book to obtain guest details for next years event. This can also help develop a contact list for the neighbourhood in the event of an emergency.

10. Safety

- Neighbours should observe security precautions by keeping their doors locked and equipment in sight.
- The event must be invitation only.
- Loud music should be avoided.
- Remember when setting up tables and chairs that emergency vehicles may need access.
- Respect fire bans. In any doubt check with the Tasmanian Fire Service at www.fire.tas.gov.au
- You may wish to post signs the day before the event to remind everyone to remove cars for the street closure.

11. Street parties held in a street

If you have decided to hold your party in your street, you may be required to close the street for a few hours to ensure everyone's safety.

WHAT SHOULD YOU DO?

- Check that your event qualifies as a 'Neighbourhood Street Party' by calling our Events Facilitation Officer on 03 6323 3380.
- Forward an expression of interest to host a Neighbourhood Street Party by email to events@launceston.tas.gov.au or by post to Events Facilitation Officer, PO Box 396, LAUNCESTON, TAS 7250.
- Should your party location be deemed suitable to hold a street party, you accept to independently purchase the Public Liability Insurance for the event. (*Refer to Section 15*)
- You may be required to complete the Minor Road Closure Application and Road Closure Indemnity Form (*Refer to the Tools and Templates section of this Guide*) and forward to our Events Facilitation Officer with:
 - A list of every resident impacted by the road closure and whether or not they support it. You will need to demonstrate a majority of residents support for the road closure.
 - A drawing of your suggested street/cul-de-sac layout.
- All forms will be checked and if approved, you will be notified by our Events Facilitation Officer and receive a Minor Road Closure Permit.
- City of Launceston Employees will set up the road closure for you.

12. Street parties held in a park or reserve

- If you've decided to host in a park or reserve, check the list of Launceston parks and reserves for BBQ and playground availability at www.launceston.tas.gov.au
- If the park or reserve is not owned by the City of Launceston, contact the relevant authority.
- If you intend to use a park or reserve owned by the City of Launceston, please call 03 6323 3610 and discuss your event with our Parks and Reserves Booking Officer.
- Select the parkland location, check the availability of toilets nearby to suit your guests needs.
- Be respectful of residents who live nearby as well as other park users. (i.e noise pollution, especially after hours).
- You are encouraged to purchase **Public Liability Insurance**.
- Alcohol consumption is not permitted in our parks and reserves without permission. If you intend to have alcohol, you must obtain our authorisation prior to applying for a State Government Liquor and Gaming Licence. (*Refer to Section 17*)
- You are responsible for taking your rubbish home and for cleaning up the area after the party.
- Call our Events Facilitation Officer for any questions during your event planning stage.

13. Street parties held in your local school grounds

Your local government school grounds may be a suitable venue. You'll need to contact the school principal and outline your plan as s/he will have to complete a risk assessment and provide approval.

You may be charged a fee if you are covered under the Department of Education's Community Use of School Facilities and Resources.

The Department of Education provides legal liability insurance cover for hirers of Department of Education's facilities.

Check the list of schools and contacts in the Launceston area at:
http://www.education.tas.gov.au/About_us/Pages/Directory.aspx

14. If 11, 12 or 13 are too complicated to organise...

Start with a smaller event such as a Meet the Neighbours event with 4-5 neighbours. For more information visit www.launceston.tas.gov.au

- Select and keep to a private location i.e. your garden, carport, front veranda, etc. As long as the gathering does not spill on the street, it is a private event and you will not be required to seek any authorisation or permits.
- Be respectful of the privacy of other neighbours, select your party time and control the noise your party will generate.

15. Public Liability Insurance

- Event organisers and attendees of a street party participate at their own risk. The City of Launceston is not liable for harm suffered from obvious risks associated with the event nor accepts responsibility should damage occur on streets or in parks and reserves while hosting a street party.
- Public Liability Insurance (no less than \$10 million) to cover your event is required when closing a street. One day event cover is available through a number of insurance companies at various rates. A starting point may be: http://www.localcommunityinsurance.com.au/coverage_pl.aspx (street parties are listed under single events cover)



16. Managing event costs

- Minor Road Closure Permit (approx. \$100).
- Public Liability Insurance (approx. \$100-\$200).
- Application for Liquor Permit (approx. \$60).
- Food and entertainment (varies on guest numbers).

People may offer to bring a plate and share food to reduce food costs.

Encourage people to share in the preparation and costs of the party is a great way to ensure residents are engaged and feel included in the event. It celebrates diversity and allows people to contribute what they can. You might be surprised by people's generosity.

17. Alcohol

- Liquor permits are provided through the State Government Liquor and Gaming Office.
- Please note that under the *Police Offences Act 1935*, it is an offence to consume liquor or have an opened container of liquor in a public street. The only exception is if a Liquor Permit has been issued for a function in a street. Also, it is an offence for a person under the age of 18 years to consume liquor in a public place.

For more information email licensing@treasury.tas.gov.au call 03 6777 2777 or visit www.liquorlicensing.tas.gov.au





ANY ? QUESTIONS !

For more information or to discuss your event requirements, please call the City of Launceston Events Facilitation Officer on **03 6323 3380** or email **events@launceston.tas.gov.au**



NEIGHBOURHOOD STREET PARTY



TOOLS AND TEMPLATES

1.

Planning Checklist

- Locate a couple of neighbours who you think may like the idea of a Neighbourhood Street Party. If you cannot think of anyone, do a very short survey and ask interested people to get back to you. Drop the survey off in letterboxes around your street/cul-de-sac.
- Invite the people who have expressed interest to join you at a planning meeting. Take a few copies of this *Tools and Templates* section of the Guide along with you. You may want to use the template below to direct your discussion and keep notes of the meeting:

Planning meeting Date Time Where

Planning meeting decisions:

Party date and time:

Rain-out alternatives:

.....

Scope of the party (How many guests will be invited? i.e. neighbours on the same block, neighbours sharing same street, alleyway, cul-de-sac):

.....

Location of the party (On-street, school grounds, in a backyard/carport, at a park, etc.):.....

.....

Type or theme of the party (BBQ, Potluck, Australia Day, Neighbour Day, etc.):

.....

Budget (How will the cost of permits, Public Liability Insurance, supplies, etc. be covered?):

.....

Exchange name and preferred contacts so you can keep in touch during the party planning period.

.....

Check that the selected area is accessible to all invited

.....

.....

2.

Minor Road Closure Application and Road Closure Indemnity Form

Available online, this form needs to be filled in after you have expressed interest to get a road closure, no later than six weeks before your event date.

Check with our Events Facilitation Officer on 03 6323 3000 if you require more information.

This application form is designed to fulfil the exclusive requirements of 'street party' event planning. Prior to submitting this form, ensure that your event location is suitable by contacting the Events' Facilitation Officer. For further information on street parties, check the Launceston Street party Neighbour Guide.

(Please print)

Title Given Name/s

Surname

Event date/s

Residential Address

Unit/Street No Street

Suburb State Postcode

Postal Address (if different from street address)

Suburb State Postcode

Phone H B M

Email

A brief description of the event including anticipated number of attendees and location

List the roads/streets to be closed

i.e. Crown Street from Bolton Street to Coulter Street

List the start and finish time of the road/street closures (include time for set up and pack down)

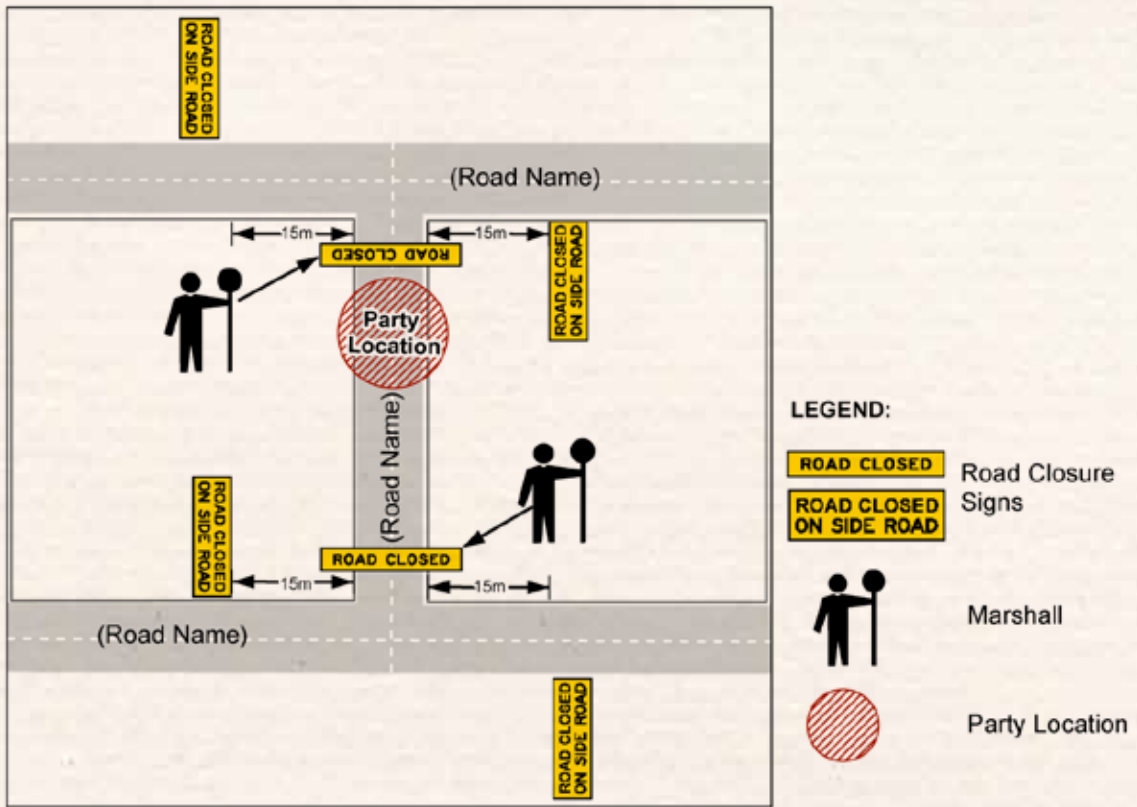
Outline any special parking requests and explain why this is necessary

i.e. Close street parking on both sides of Cameron Street one hour prior to road closure start time to ensure the area is completely clear of cars ready for the event set-up.

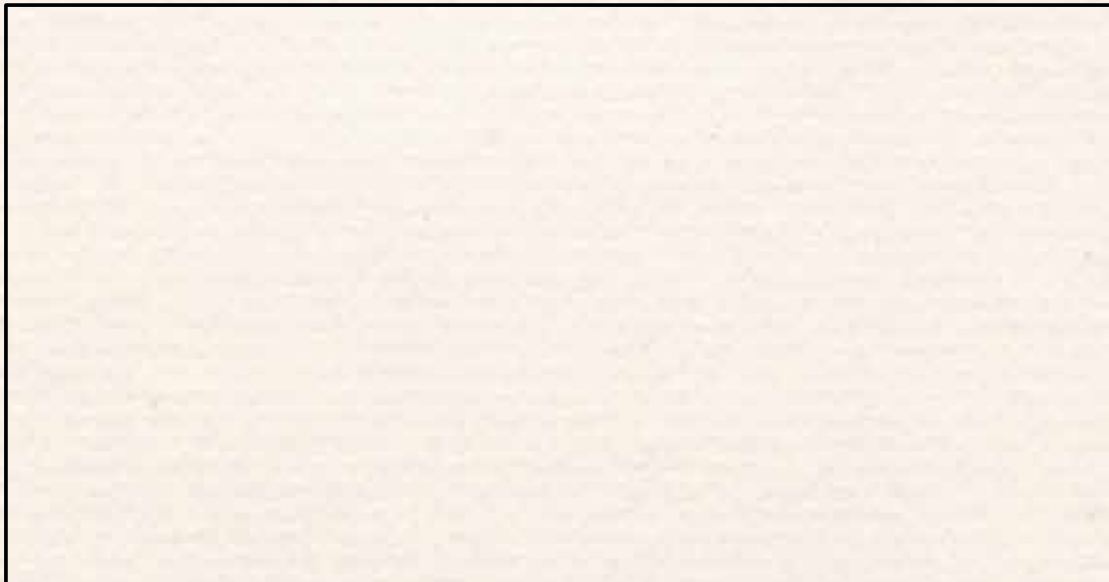
Explain how you will ensure the safety of your patrons from traffic.

i.e. marshalls located at both ends, position of barriers, signage, etc

Below is a sample diagram of what is required to close a road to traffic.



Please draw below a simple diagram of your road/cul-de-sac closure showing street names. Use symbols in the Legend above to guide you in your drawing.



Events held on Residential roads:

You need to gain support from a majority of residents to apply for this Minor Road Closure. Please ask all residents affected by the road closure to express whether or not they support their road being closed and provide evidence (Name, address, signature, consent yes/no). Check *Neighbourhood Street Party Guide* for template.

i.e. For the event scheduled on 1/3/11 a majority of residents on Smith Street were consulted with a majority support provided for the event road closure. Attached is the list of residents directly impacted (with signatures) by the road closure.

Please indicate what contingencies you have planned should you need to allow exceptional access to a resident during the road closure.

i.e. Have you got a marshall rostered at both ends of your street closure in case a resident exceptionally requires access to their property during the event? How will you ensure everybody's safety?

Your Signature _____

Date / / _____

Please return the completed application form to Events Facilitation Officer, Po Box 396 LAUNCESTON TAS 7250 or email to events@launceston.tas.gov.au

Application checklist

- The list of residents impacted by the Road Closure suggested.
- A copy of the Public Liability Insurance you have taken to cover the event.
- Expect to pay a maximum amount of \$100 to contribute towards Road Closure costs for your street party.
- Contact Launceston City Council Events Facilitation Officer should you have any queries on (03)6323 3380 on events@launceston.tas.gov.au

All people applying for a Road Closure need to fill in and sign the section below

THIS DEED is entered into thisday of.....20.....

WHEREAS the applicant, TitleGiven name

Surnameliving at the address printed above has applied to Launceston City Council ('Council') to close (enter Road details)

.....
on20.... Between the hours ofand

And whereas Council has agreed to such request on terms and conditions as set out in a Road Closure permit to be issued to the applicant, and on condition that the applicant grants this indemnity to Council.

NOW THIS DEED WITNESSES AS FOLLOWS:

1. The Applicant agrees to indemnify and to keep indemnified Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from the Applicants performance or purported performance of its obligations under the Road Closure Permit and directly related to the negligent acts, errors or omissions of the Applicant, its servants or agents.
2. The applicant's liability to indemnify Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

Signed Sealed and Delivered by the Applicant:

Your Signature		Please print name:	Date	/ /
-------------------	--	--------------------	------	-----

in the presence of:

Your Signature		Please print name:	Date	/ /
-------------------	--	--------------------	------	-----

Please return the completed application form to Events Facilitation Officer, Po Box 396 LAUNCESTON TAS 7250 or email to events@launceston.tas.gov.au

Personal Information Protection Statement
As required under the *Personal Information Protection Act 2004*

1.	Personal information will be collected from you for the purpose of dealing with your application, and may be used for other purposes permitted by the <i>Local Government Act 1993</i> and regulations made by or under that Act.
2.	Failure to provide this information may result in your application not being able to be accepted and processed.
3.	Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Launceston City Council.
4.	Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5.	Personal information will be managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates on request to Launceston City Council. You may be charged a fee for this service.

File No. SF0624			
EO		OD	Box
Doc. No.			
Action Officer		Date Received	

3.

Final Checklist

Your application was accepted and you have received your Minor Road Closure Permit.

A few extra essential things need doing:

- Inform Police, Fire Brigade, Ambulance Services and the SES of road closure at least three days prior to the event.
- Advise City of Launceston that you have completed the emergency services notification.
- Total fire ban days must be observed.
- Ensure invitations are strictly limited to neighbours.
- Action is taken so that noise will be kept to a reasonable level so as not to cause annoyance or nuisance to others.
- The street must be left in a clean and tidy state and no damage is to be caused to any assets within the road reserve.



4.

Gaining Road closure consent from your neighbours

By signing this form, I agree to the Minor Road Closure Application of:

..... Street/Road/Avenue
 [insert street name]

between: and.....
 [insert exact location of proposed closure i.e. between two streets or between two street numbers on the same street]

on:
 [insert date of proposed function]

from:am/pm, to: am/pm.
 [insert time of proposed function]

NAME	ADDRESS	SIGNATURE	I give my consent YES/NO

5.

Letterbox Notification

Should you not be able to contact the required people in person to sign the form, you may wish to leave them a note in their letterbox.

..... [insert street name]

NEIGHBOURHOOD STREET PARTY

Dear Neighbour,

My name is

from..... [street no. and name]

and I am proposing to organise a Neighbourhood Street Party with a road closure for

..... [date], [time].

In order to obtain a Minor Road Closure Permit, I am requested to provide expressions of support for the road closure from a majority of residents directly affected.

Please sign and detach the form below and drop it into my letterbox by [date]

Once a Minor Road Closure Permit has been granted, I will distribute invitations to the party.

This will be a great opportunity to meet your neighbours and get to know who lives in our street.

.....[organiser's name and signature]

Please fill in and return:

I have been informed of the date and times of the..... street party and

I have no objection to the proposed road closure:

I object to the proposed road closure:

Signed:

Name:

Address:

Date:

I would like to be involved in helping to organise the party (designing flyers, playing music, brainstorming ideas, baking a cake, or other:.....)

Phone:

6. You are invited

Hand out or letterbox drop your invitations.

HELLO NEIGHBOUR!

I would like to invite you to a Neighbourhood Street Party. This is an opportunity for neighbours to get together, meet each other, have fun and maybe work on a common activity.

Date Time:

Place:

We are asking each household to bring:

- Your own chairs.
- Your own meat or vegetarian food to put on the barbecue.
- One salad to share (enough for six people).
- One dessert to share (enough for six people).
- Your own beverages.
- Your own unbreakable plates, cups and cutlery.

In addition, do you have the following that could be used?

- A barbecue
- Tables
- Eski/coolers



Do you have a talent that you would like to share with us? (e.g. juggling, story telling, singing, etc.)

.....

Do you have any suggestions for activities you could organise for the event?

.....

Are you able to help with some of the organisation on the day (eg. greeting guests, cooking the BBQ, coordinating entertainment, set-up, clean-up, etc)?

Please note that:

- This is an **invitation only** event.
- There will be/won't be road closure from to
between street and street.

Please avoid parking in the closed area. Sorry for any inconvenience this may cause.

Please return the bottom section of this flyer to:

..... at OR at

Name:

Address:


Phone: Email:

7.

Welcoming your new Australian neighbour

Neighbourhood Street Parties are ideal to welcome new people in your neighbourhood. Many new Australians want to meet their neighbours and make friends. Some are shy because they speak little or no English, others may not know how to participate or are worried about the intentions of their neighbours. It is important to make everyone feel at ease and to clearly communicate the purpose of a street party.


Some suggestions that may help neighbours feel welcome:



If possible knock on the door of a new Australian with someone who speaks their language.

Remember words like barbecue, face painting or pot luck may need to be explained.

It may take more than one invitation for a new Australian to fully understand what a street party is. Follow up in the weeks leading up to the party.



Make activities accessible to those with limited English language skills.

Be specific about what the expectations are.

If you are blocking the street for the day explain about street parking changes.

Assign a designated host to new families (long-time Australians or new Australians) to make sure that neighbours meet and participate in the activities.

Ask about special cultural/religious diet or activity constraints.

Because of past experience, safety is a big concern for some new Australians. Fear is often caused by not knowing the language. Do your best to make everyone feel comfortable.

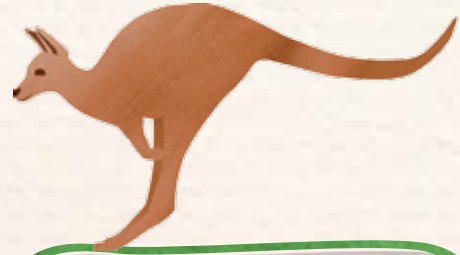
8.

Suggested activities to learn about your neighbours

Depending on the date of your event, on your neighbourhood type, you can add elements of interest and fun which will bring all people together. The following are a few ideas:

AUSTRALIA DAY PARTY

- Who can trace their Australian family origins back the furthest?
- Is anyone a new Australian?
- Distribute an Australian Quiz (using information from newspapers, the library, internet, etc.)
- Have a cake decorated with an emu or kangaroo.
- Play Australian music.



NEIGHBOURHOOD HISTORY/IDENTITY

- Research the history of your neighbourhood through the library or the City of Launceston archives.
- Identify special people that lived in your area such as a politician, artist, specially gifted (music, drama, etc), hero, etc...
- Have neighbours guess the neighbourhood history by playing charades (who, what, where and when questions)
- Bring in old photos that depict your area through history.

NEIGHBOURHOOD ACTION

- Allocate some time to discuss issues or concerns neighbours may have and establish teams to explore how to resolve them.
Note: keep this part of the party to a set time, remember a street party should be fun!
- Decide on a common project, have a clean-up time, plant a garden as part of the block party activities.
- If your project is set on public land do discuss it with the relevant authority before moving into action!

CULTURAL CONNECTIONS

- Have everyone bring their favourite family dish (with recipe if possible!)
- Teach everyone how to say three things in another language.
- Use a world map to indicate where everyone originally came from.
- Record the story of how everyone came to live in the neighbourhood and what they like best about the neighbourhood.

9.

Neighbourhood Street Party Evaluation Form

Make sure every guest attending your street party gets a copy of this Evaluation Form. The feedback will help create other fun events.

To help plan our future street parties, can you please complete the following questions?

What were the three best things about the party?

1.
2.
3.

What three things would you recommend for the next party?

1.
2.
3.

How would you like to maintain the neighbourhood connections that were started at the street party during the rest of the year?

.....
.....

Are you willing to help with the planning of a future neighbourhood event?

- Yes No

If yes, leave your name, phone number and email address:

.....
.....

Please return this form to

by

THANK YOU!



ANY? QUESTIONS!

For more information or to discuss your event requirements, please call the City of Launceston Events Facilitation Officer on **03 6323 3380** or email **events@launceston.tas.gov.au**

Town Hall, 18-28 St John Street, Launceston
PO Box 396, LAUNCESTON TAS 7250
T 03 6323 3000
E contactus@launceston.tas.gov.au
www.launceston.tas.gov.au