

# Neighbour Day

## EVENT GUIDE



## Why should I hold a Neighbour Day Event?

- Get to know your neighbours better;
- Feel more part of your community;
- Opportunity to exchange phone numbers with your neighbours so you can contact them if you notice anything suspicious or if you will be away;
- Encourage greater interaction with your neighbours and encourages reciprocity;
- People who know their neighbours are less likely to be a victim of crime;
- Our vulnerable community members have people they know nearby to help them in times of need. Vulnerable community members may include the elderly, those who live alone, single parents, people with a disability or community members for whom English is a second language.

## What should it look like?

### It is completely up to you as the organiser what it looks like:

- Decide on how many neighbours to include – aim to invite neighbours who live near you. By inviting people who live close to each other you increase the chances of people connecting in a meaningful way.
- Give yourself plenty of time to organise your event – people are often busy and the more time you can give them, it means you will likely have more people attend your event.
- Get others on board to help – share your ideas with some neighbours you think would like to be involved. Invite two or three people to be ‘contact’ people to help you get things started. Together you can share the task of inviting people, door knocking and hand delivering works well and starts the connecting process.
- You may be part of a local community group (progress association, church, playgroup) and use Neighbour Day as an opportunity to promote your organisation and gain new members).

Your event doesn't have to be elaborate – it could simply be a ‘BYO everything’ event that way everyone has the opportunity to contribute something.

### Things to consider when planning a Neighbour Day activity:

#### Venue

If you know your neighbours already, you may be comfortable to hold your neighbour day event in your home, however if you do not know your neighbours well here are some other considerations:

- **Front or back yard** - Do you or another neighbour have a large front/back yard that could be utilised for the event? If you are not comfortable having with having strangers in your home, a large front yard would work well. As everyone lives close by, it is not unreasonable for them to return home to use their own bathrooms.

- **Local parks** – Your closest park may not have the best facilities such as BBQ and toilets, however if you choose a nearby park your neighbours will find it easier to attend. If the weather is poor, you may have to have a Plan B and relocate to someone's house or borrow/use some small marquees. Don't forget to book the park by contacting the City of Albany customer service team on 9841 9333. Please note: booking one of the parks does not entitle you to exclusive use of the park.
- **Street** – A park party or front verge party is much easier to organise than a street party. A park party or verge party does not require a street closure. A street closure requires:
  - Road closure assessment
  - Traffic management plan
  - Public Liability Insurance
  - Agreement from 75% of the street to close the road
  - Advertisement of road closure
  - Hiring of road closure signage and barriers.

If you decide to use a yard, garden or driveway please be aware of your public liability insurance responsibilities.

## Invitations

Give plenty of notice to your neighbours of your event. The City of Albany has some printed invites available for free from our North Road office. Alternatively you can create your own or download some from: <http://www.neighbourday.org/resources/free-neighbourday-kit/>

It is recommended that you hand deliver your invitations – your neighbours are more likely to come if you have introduced yourself to them before the event.

## Food/Drink (Food permit/safe food handling)

Food that is to be shared at your neighbourhood party does not require a permit however safe food handling practices are encouraged at all times.

This includes:

- Protect food from contamination;
- Protect high risk food from inadequate temperatures;
- Thorough and frequent hand washing.

Please ask your guests to bring a list of ingredients or the original packaging so those with allergies can choose food that is safe for them to eat.

Please note if you will be selling food items you may require a permit. Contact the City of Albany Environmental Health Team on 9841 9333.

## Activities

A limited number of activity bags are available for Neighbour Day events that have been registered with the City of Albany. These bags contain a range of activities including totem tennis, quoits, cricket bat and ball.

The City of Albany also has a limited number of FREE Rubbish bin cricket wicket stickers available for registered events.

To register, complete the City of Albany Neighbour Day Registration Form.

Are there any neighbours who play music instruments, are budding historians or have other skills that may be used at the event? Use their skills to help plan your event and together you'll make your party a success.

## Timing

Keep your event short – two hours is reasonable. Here are some tips from other neighbour day event hosts:

- Introduce people to each other;
- Games need to be appropriate for the ages of children and safely conducted;
- Music needs to be at a volume and type that people feel comfortable with
- Hire toys from the local toy library if you have neighbours with young families;
- Keep note of who attends and common interests, to build on for any future events (e.g. garden project).
- Invite neighbours to share stories about when and why they moved here or the funniest or strangest thing they have seen on the street.

## Accessibility

Many people in our communities have disabilities which may impact on their ability to attend your event.

**Keep the following in mind to ensure that your event is accessible to everyone:**

- People may not be able to read your invitation because they have a low level of reading, the print is too small or their main language is not English.
- People may not be able to get to the venue of your party if there are physical barriers like steps or a distance to walk.
- Ask yourself, are surfaces even and slip resistant? Is there sufficient parking? Is there parking close by?

## Child Friendly

- Have a smoke-free event
- Provide healthy food choices
- Organise activities suitable for children and young people
- Introduce children to adults and each other

## Rubbish Disposal

**Try and reduce your impact on the environment by disposing of all rubbish thoughtfully in bins and think of ways to reduce the amount of rubbish generated at your event:**

- Go plastic bag free and use recyclable bags;
- Ask people to bring their own non plastic plate and glass;
- By locally produced food;
- Put leftover food in to compost;
- Encourage guests to walk or cycle to the event rather than drive if possible.

## Courtesy and Privacy

Each resident has the right to participate only as much as they feel comfortable. Ensure that consider the needs of people attending, making sure that they are accessible to people of all abilities.

Also remember that some neighbours may choose not to participate.

Please also consider that you may have neighbours who are shift workers or have young children that sleep during the day so please ensure that you organise activities that will not cause noise problems. The idea is to build better relationships with neighbours, rather than get them off side.

## Public Liability Insurance

As the organiser, you are responsible for the smooth running of the event and should a neighbour attending the party incur an injury or loss as a result of the way you have organised or run the event they could take legal action against you.

Having public liability insurance means that residents attending the event are assured that there is an accountable and responsible organiser and you will be covered should they sustain an injury related to the organisation of the party. However, should they injure themselves at the party in an incident unrelated to the organisation of the party they would have to take responsibility for this.

If you are hosting the party on private property the landowner is responsible for public liability insurance. The land owner should have public liability cover attached to their building and contents insurance. Check with the land owner's insurer.

If you are hosting the party on City of Albany property, the City of Albany provides Public Liability Insurance for casual hirers. Please note, incorporated bodies, associations, sporting groups, or persons/organisations using a facility to make a profit you have to provide your own Public Liability Insurance. You are also limited to 12 hires for a Council Facility per financial year.

## Sharing on social media

Relationships Australia who coordinates Neighbour Day across Australia encourages you to post to Facebook, twitter and Instagram. They even have a poster you can download from <http://www.neighbourday.org/resources/free-neighbourday-kit/> to use in 'selfies' or group photos of your event.

Use #neighbourday on Facebook, twitter and Instagram to share your event, however please make sure you have the permission of everyone in the photo before you do so.

### **How to be more neighbourly:**

- Say hello to your neighbours when you pass;
- Organise a potluck lunch, dinner or picnic and invite people in your street;
- Make a special effort to introduce yourself to older residents and anyone who lives alone. Leave them your mobile or home telephone number for use in an emergency;
- Hold a 'Clean up the street' day;
- Try car pooling if kids go to the same school or you work/shop in the same area;
- Get fit – try jogging or walking together;
- Share surpluses of garden produce and have preserving parties.

## **Contacts**

To enquire about booking a park for your event contact the City of Albany Events Team on 9841 9333 or email [staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au)

If you are planning a large event, contact the City of Albany Events Team on 9841 9333

If you have any other questions or queries about Neighbour Day, contact the City of Albany Community Development Team on 9841 9333 or email [staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au)

## **FAQ's**

### **Do I need to hold my event on Neighbour Day?**

No – you can choose to hold a Neighbour Day activity at any time and the City of Albany encourages regular contact with your neighbours as a way of building community. However please note the invites etc provided by the City are branded for Neighbour Day but there is no reason why you can't create your own.

### **Can I hold more than one neighbour day activity?**

You can hold as many activities as your neighbours are willing to support/participate in. However please note the City of Albany can only financially support one event.

### **Can my community group run a Neighbour Day Activity?**

Yes – we encourage local churches, progress associations, sporting clubs, play groups or any other organisation to run an event. It is a great way to promote your organisation and your activities to gain new members.

### **Why do I need to register my event?**

Registering your event with the City of Albany will give you access to FREE invites, posters and the opportunity to borrow an activity bag.

It also means the City of Albany can assess how many events were held and across what neighbourhoods. You can also register your event with Neighbour Day <http://www.neighbourday.org/>