

Information for planning a community event, program, or activity

Neighbourhood Connections help bring communities together and give everyone a chance to meet the people who live around them.

We want to encourage and support residents to host small safe neighbourhood events and gatherings that are welcoming and build strong connections as well as a sense of belonging.

Our aim is to make things easier for residents and community service providers to come together safely in public spaces by providing advice and support which could include covering small incidental costs as well as the cost of street closures and insurance.

How to create connections in your Neighbourhood

It's easy to host an event and how you celebrate is entirely up to you.

While we need to continue with safe practices and physical distancing, these challenges can be overcome with a little creativity and care. You can still:

- Host smaller events in larger spaces in apartment common areas, streets*, parks, and squares
- Have people bring a picnic to avoid sharing food
- Create acts of kindness in your street
- Partner with your local café for a morning coffee
- Partner with your local community organisation for meet and greets.

Useful Hints

- Keep the event short (up to 2 hours) for busy people
- Keep the event simple and “fuss-free” to make it easier for you as a host on the day
- Personal invitations work well
- Event must be free
- Public spaces such as local parks and Squares work well as they are highly visible and possible attract more neighbours to come along

*** If you would like to close your local street** to host a neighbourhood gathering or play street (<https://www.playaustralia.org.au/1000-play-streets>) we may be able to assist to make this happen by:

- checking and letting you know if your street is eligible – please note that main streets, public transport routes and streets including significant facilities will not be eligible
- organising and covering the cost of the street closure - please note that we often need a **minimum of 6 weeks** to do this
- organising and covering the cost of insurance to give you peace of mind

You will need to gather support from your neighbours and potential business – we can provide advice on how to do this.

Useful links

To ensure everyone has an enjoyable and safe time please have a look at these useful links to keep your gathering safe:

COVID safe practices

Check current State Government Guidelines for full information and any requirements / restrictions in place

BYO is a great principle for food and refreshments and avoids shared utensils



Food safety – Check current safety practices in place and ensure they are followed when providing food for other people

Be Sun Smart - [Be SunSmart - Cancer Council \(cancersa.org.au\)](https://cancersa.org.au) Also consider weather when hosting outdoor events, is there shade if it is warm, shelter if it rains

What can City of Adelaide do for you?

We can help with:

- Advice and support on how to get started
- How to connect with your neighbours and be inclusive of everyone. This can include how to promote event to the neighbours you do and don't know
- Creating and printing of invitations
- Assistance navigating possible road closures*, permissions, permits, risk, insurance - if you are wanting to meet in your street / public thoroughfare / park lands you may need road closure, park lands booking and possible equipment, catering, or infrastructure information
- Guidance and assistance with small incidental costs or access to potential Community Impact Grant funding

- **Work with you to make it happen**

What do you need to do?

1. Come up with an idea for how you would like to connect with your neighbours / local community within the City of Adelaide (postcodes 5000 & 5006)
2. Think about the outcomes you want to achieve
3. Talk to the people you want to involve testing your idea and gathering interest and support
4. Discuss what you need to consider to make it happen, i.e.:
 - a) A space – indoor or outdoor – do you need permission to use, is there a cost?
 - b) Insurance – if outdoors in the public realm (or in a community setting) you may need to purchase public liability insurance
 - c) Permits – again if in public place and outdoors you may need a permit
 - d) Equipment – furniture / cooking / caterers / consumables / waste bins (check insurance requirements and permits as well as the cost)
 - e) Risk assessment think what if.
This does not need to be scary just be practical such as trip hazards, what if it rains or is too hot and it's outside.
 - f) Invitations – design and print and / or online marketing options – If you are comfortable with it, the personal touch and word of mouth is always the best option
 - g) Create a budget if required

When considering all the above think about your strengths

- Who in the group / on your street **can** do or has experience in organising any of the above
 - If you cannot do something, who do you know that **can** help
 - If you cannot do something and don't know someone who can – **ask for support** – City of Adelaide Community Connections team may be able to assist or will know where to connect you
5. Organise and promote your event thinking about ways you could include people in your street or apartment building that you may not already know or who may be more isolated. Also consider community organisations and groups you have not worked with or connected with
 6. Discuss possible follow-on ideas at the event to maintain the connection and good will!