in our street

IN OUR STREET
HANDBOOK

Darren Clements Photography

FOR PEOPLE WHO WANT TO CREATE CHANGE WITH THEIR NEIGHBOURS

Port Environment Centre

GREEN ADELAIDE

CITY OF MARION

In this guide...

What's involved?

In Our Street brings neighbours together to help build sustainable, connected communities. Neighbours meet, set small achievable goals, and work on environmental projects that create greener, kinder, more supportive neighbourhoods.

In this handbook, you'll find information, ideas and templates to help you start your own project. Some suggested steps are outlined below, however they don't always happen in that order!

Register your interest → **Tell your neighbours** → **Organise a gathering** → **Implement your project** → **Celebrate milestones**
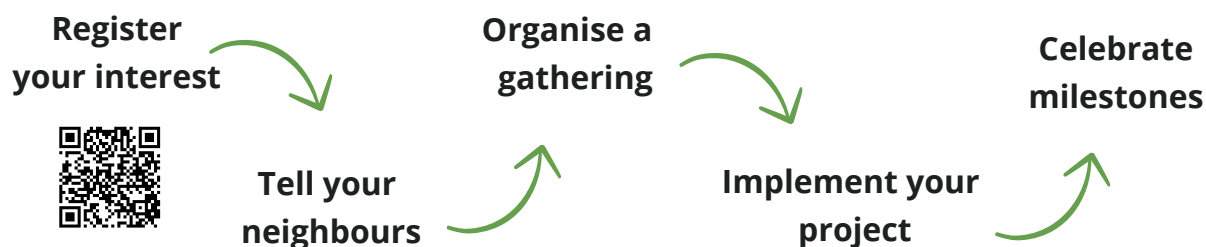
REGISTER YOUR INTEREST

By registering your interest, you will be part of a larger network of street champions. You will receive invitations to celebration events and your local council will be in touch to share possible grant options.

Visit the Port Environment Centre by using the QR code above, or at www.portenvironmentcentre.org.au to register your interest, and see great videos and case studies of In Our Street projects.

Connecting with neighbours

You're not alone in wanting to make a change. So, while it can be daunting to reach out to your neighbours, chances are that other people on your street will be interested in creating a street project too. So reach out, and invite them to be involved!

For most projects to be successful, they will need a small group of dedicated people to help guide and lead the rest of the street community on the journey.

A letterbox-drop is a great way to invite your neighbours to come to a gathering and find out more.

Hi neighbour!   POSTCARD

I am _____, and I live at _____

I/We would like to invite you to a casual catch-up to discuss the possibility of working together on a project for our street. The idea is to develop the beautiful community in our area, while working towards something in our local environment.
If you would like to talk about this idea and find out more, please come along to our catch up on _____ from _____to_____ at _____
If you'd like to join along, contact me on _____
If you can't make this first gathering but wish to stay involved, let us know.

First gathering

This first gathering is all about getting to know your neighbours better and explaining the idea to see if they are interested in being involved. If all is going well, you could start brainstorming possible projects!

Tips
- Name tags can be helpful - masking tape and textas are an easy option.
- Share a cup of tea or bring a plate of nibbles to share
- Consider using an ice breaker game i.e. turn to the person next to you and share your name, how long you have lived on the street and your favourite sandwich or snack food, OR play Street Bingo (example on pg 14)
- Share why you would like to start an In Our Street group / project.
- Watch some of the In Our Street videos on the Port Environment Centre website
- Invite everyone to share their skills, strengths and interests
- If you already know your neighbours well, sink your teeth into visioning and goal setting!

SET UP A WAY TO COMMUNICATE

This could be a group on Facebook, a WhatsApp chat, an email list, or (if it suits your community more) a physical noticeboard somewhere on your street.

END THE GATHERING

Thank everyone for coming and record who would like to be involved in creating an In Our Street the project. You may like to use the example sign-up sheet template on pg 15 to capture names, phone numbers and email addresses.

Project and goal setting

Creating a shared project with a clear goal is a really important step. You may decided on something quickly and easily, or you may go through a lot of brainstorming and discussion first. Remember that you can't do it all, and settling on a clear project idea will help keep the group on track!

Tip
A mind map can be a great way to brainstorm as a large or small group (see an example on the next page).

SMART GOALS

Creating a SMART goal will be more successful, as it is more clearly defined. This helps ensure everyone is on the same page and knows what you are working towards.

Not a SMART goal: Increase biodiversity on our street

SMART goal: Plant 50 locally native plants in our street, in front yards and on verges, in 2025.

Specific
simple & sensible

Measurable
meaningful, motivating
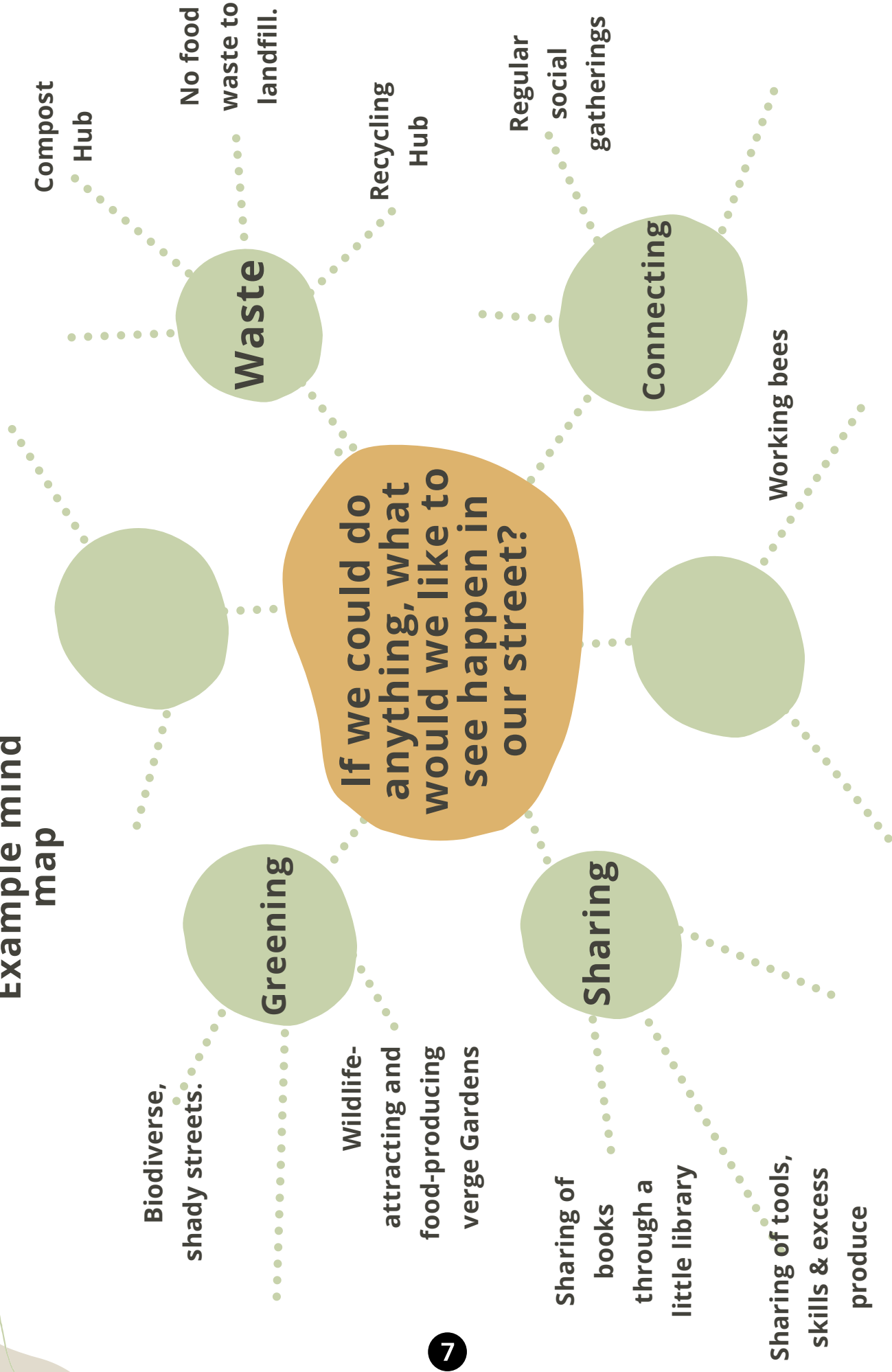
Achievable
agreeable, attainable, ambitious

Relevant
realistic, resourced, results-based

Time bound
Within an appropriate time frame

Example mind map

If we could do anything, what would we like to see happen in our street?

Waste
- Compost Hub
- No food waste to landfill.
- Recycling Hub

Connecting
- Regular social gatherings
- Working bees

Greening
- Biodiverse, shady streets.
- Wildlife-attracting and food-producing verge Gardens

Sharing
- Sharing of books through a little library
- Sharing of tools, skills & excess produce

(Very helpful)

Examples

AIMS

- No (food waste, soft plastics, batteries, x-rays, corks, etc) to landfill
- Increase trees on our street (private or public)
- Create butterfly friendly gardens along our street
- Have an annual zero-waste street event
- Share before buying project (e.g. big tools, books, meals - bulk make and share, carpooling, etc)

PROJECT IDEAS

- Little Libraries (sharing knowledge/books/tools/etc) visit: streetlibrary.org.au
- Grow Free Carts or Little Food Pantries - visit: growfree.org.au/set-up-a-cart
- Native verge gardens - visit: City of Marion Verges
- Recycling Hubs - visit: City of Marion Waste and Recycling
- Get composting - visit: City of Marion Composting and Worm farming
- A neighbourhood gathering
- Fruit, shade or habitat tree plantings on private land (Approvals required for public land).
- Set up a 'Library of Things' - a place where people can borrow tools and resources (like a Facebook group)
- Paint a stobie pole. You will need approval from council and SA Power Networks. There are some guidelines, but this is not as difficult as it may appear!

Please contact council if your project is on public land.

Head to portenvironmentcentre.org.au to find more ideas, inspiration and street-project stories.

IN OUR STREET EXAMPLE

'In Our Street' brings together neighbours to work on building sustainable, connected communities. Neighbours meet, set small achievable goals, and work towards projects. Here is an example.

Goal ➡️

"As a street, our goal is to divert all our food waste from landfill by the end of the year!"

Project Ideas

Set up a neighbourhood compost hub

OR

Run a food waste education campaign

OR

Set up a 'Grow Free' Cart

What could you do in your street?

COMPOST

IN OUR STREET EXAMPLE

'In Our Street' brings together neighbours to work on building sustainable, connected communities. Neighbours meet, set small achievable goals, and work towards projects. Here is an example.

Goal →

"Our goal is to increase biodiversity and native greenery on our street over the next two years."

Project Ideas

Plant 10 trees (& supporting plants)

OR

Run a tree education campaign

OR

Plant 3 verge gardens

What could you do in your street?

Project planning

Some useful templates have been created to help you plan and manage your project. You can use them as they are, or create your own.

Goal setting + project selection template (pg 18)
Project plan template (pg 19)
Project task plan template (pg 21)

It's important to break your project down into manageable steps and allocate tasks to different members of the group. Try to share the load, but remember that some people have greater capacity to be involved than others.

These kinds of projects are often slow-going, and that's ok. Make sure there are regular check-ins to see how people are going with their tasks, and be patient - obstacles are a part of life!

RISK MANAGEMENT & INSURANCE

Keeping everyone safe is really important. Make sure you consider possible risks and identify ways to avoid or reduce the risk. If your project is taking place on public land you will need permission from your council. You may be able to access free insurance for your group's activities through Green Adelaide.
For more information, email: dew.greenadelaidevolunteers@sa.gov.au

If you haven't already done so, head to the Port Environment Centre website to register your group to our active projects register!

Challenges & mitigations

TIME

Once you've set your goal and identified who can help, check to see if the time people are committing will be enough for the project to be achievable. It will be important to share the load so not just one person is responsible for everything!

FUNDING

If your project needs money, you can explore grant opportunities through your local council, and a range of other organisations.

COMMUNICATION

Regular communication with everyone in the group is really important to help keep people feeling engaged and involved.

FEAR OF VANDALISM

For public projects, having clear and visible signage about the project and who was involved can assist in minimising the risk of vandalism.

GROUP DYNAMICS

Setting clear group values that everyone agrees to can help create positive group dynamics. Encourage open communication and allow people to form connections and build trust with one another. Group bonding activities are great for this!

A SAFE AND INCLUSIVE SPACE

Encourage open discussions and give everyone an opportunity to share their own perspective with the group. It is important to be sensitive to cultural differences and language barriers when working together.

Celebration

Whether you complete your project in exactly the way you anticipated it or not, it is important to celebrate! Even projects that 'fail' need to be celebrated - remember, you are a bunch of awesome humans who are trying to make their community that little bit better. Now if that is not worth celebrating, we don't know what is!

Consider inviting everyone in your street. People that may have been less interested earlier, might be keen now that they have seen what you have achieved together.

You could have a zero-waste street party where everyone brings something to share. Invite neighbouring streets to come and see what you have achieved. It is totally up to you!

GATHER FEEDBACK

Check in with neighbours on how they felt about working together on this project. Maybe continue gathering as a community or take on another project for the street. Share photos and a little story about what you achieved with your local council so they can share more widely and inspire others!

STREET BINGO

Spend 10 minutes mingling. Find someone who matches each category and write their name in the box. The first person to complete a line (or the whole thing!) shouts bingo!

Uses public transport to get to work or shops	Uses a compost bin or worm farm	Practices yoga, meditation, or mindfulness	Had a holiday in SA this year	Belongs to a community group
Donated to a local charity in the last year	Enjoys relaxing outside	Grows own veggies / herbs	Supported an environmental cause last year	Has a solar hot water system
Bought a second-hand item in the last month	Buys locally grown fruit and veg	Has cycled in the last week	Visited a national park in the last year	Has a water saving shower head
Uses a reusable coffee cup	Uses fans instead of air-conditioner in summer	Shares excess produce with neighbours / friends	Uses their own shopping bags	Drives a small fuel-efficient car
Reuses wastepaper for notes	Has solar panels on their home	Recycles all cans and paper	Turns appliances off at the powerpoint	Bought organic vegetables last week
Uses bicarb and vinegar to clean with	Has a rainwater tank	Has a dual-flush toilet	Is a member of the local buy nothing group	Volunteers

SIGN UP SHEET

Thank you for attending our gathering for the *In Our Street* project. We'd love to stay in touch with you after today so please provide your ***contact details*** below...

FULL NAME

PHONE

EMAIL

ANY HELPFUL SKILLS? E.G. ART, FINANCE, GARDENING, FACILITATION ETC.

FULL NAME

PHONE

EMAIL

ANY HELPFUL SKILLS? E.G. ART, FINANCE, GARDENING, FACILITATION ETC.

FULL NAME

PHONE

EMAIL

ANY HELPFUL SKILLS? E.G. ART, FINANCE, GARDENING, FACILITATION ETC.

PROJECT EXAMPLE - FOOD WASTE

Goal: No food waste to landfill by [insert date]

Project

Run an education campaign to encourage residents to reduce wood waste and put food scraps in their green bin - flyers, bin stickers, bin caddies and compostable bags to all houses, visible posters along street, workshop with council waste officer or KESAB.

Aims

- Increased awareness of food waste
- learning how to avoid food waste
- Increased awareness of correct use of bin system
- Reduced waste to landfill

Potential challenges and mitigation options

Potential challenge	Mitigation options
People not reading the materials	Deliver the materials in person (door knock) rather than in letterboxes to explain what is going on.
Negative responses from residents who don't want to put food in green bin	Have clear answers ready to common negative responses, highlight positive outcomes, make it clear it's optional to do.
Not everyone has a green bin	Let people know where they can order one from (through council)

PROJECT **EXAMPLE (P2)** – FOOD WASTE

Goal: No food waste to landfill by [insert date]

Risk and Safety Mitigations

Identified Risk	Mitigation options
Weather conditions when delivering materials	Take weather into account when planning and wear appropriate clothing.
Abusive or cranky neighbours	Work in pairs to door knock or letterbox if concerned. Don't push people to participate and be clear about your goals.

Legal Considerations

Is this project happening on private or public land? Do you need insurance for this project? You need to check that your proposed activity would be covered by insurance and that you have taken the time to complete the risk assessment above.

- You may be able to access free insurance through Green Adelaide
- Make sure information being shared is accurate.

Financial Considerations

Is there a financial cost for this project? How will we fund it? / Is there grant funding available to support us?

- Find out what free resources are available for from council.

Available support and resources

What skills and resources do we already have in our group?
What can the local council/local community groups offer in terms of support?

- Jane Smith has time to deliver items on Mondays and Fridays
- Council can provide bin calendars, brochures, bin stickers, kitchen caddies and compostable bags for free
- Council waste officer could come and talk to us if requested.

GOAL SETTING + PROJECT SELECTION TEMPLATE

Goal Name:

Goal Description:

As a street we will..

Project Options (brainstorm!)

- .
-
-
-
-

Select a project...

Project Name:

Evaluation

How will you know you have achieved your project?
When and how will you check progress towards your overall goal?

Recognition/Reward

How will you celebrate success?

PROJECT PLAN TEMPLATE

Project Name:
[Include a short description here]

Positive Outcomes
[Describe what positive outcomes completing this project would achieve. How does it align with your street vision? Who will it assist?]

Potential Challenges and Mitigation options

Identified Challenge	Mitigation options
See example completed template for ideas	

Risk and Safety Mitigations

Identified Risk	Mitigation options

PROJECT PLAN TEMPLATE (P2)

Legal Considerations

*Is this project happening on **private or public land**? Do you need council or other approvals for this project?*

*Do you need **insurance** for this project? You need to check that your proposed activity would be covered by insurance and that you have taken the time to complete the risk assessment above. If you have home insurance, you may have public liability insurance included for activities that happen on your property.*

Groups may be elegible for free insurance through Green Adelaide.

Financial Considerations

*Is there a **financial cost** for this project?*
*How will we fund it? / Is there **grant funding** available to support us?*

Your local council may have a range of grant options available. Check out their website or give them a call to find out more.

Green Adelaide's Grassroots Grants are available on an annual basis. Visit their website for more details: www.greenadelaide.sa.gov.au

Available support and resources

*What **skills and resources** do we already have in our group?*
*What can the **local council/local community groups** offer in terms of support?*

PROJECT TASK PLAN TEMPLATE

Goal:

Project Name:

Project Champion:

Task	Assigned to	Due by	Comments

Community grants

The City of Marion offers grants, which you may be eligible for to support your project. There are two grant rounds per financial year.

To be eligible:

- Applications are required to be from incorporated, not-for-profit organisations and groups. Note: Groups that are not incorporated need an incorporated body willing to accept the funds on your behalf and accept responsibility for the funding of the project. Applications must include completed financial information and necessary quotations.
- Your project must be within the City of Marion (unless it benefits participants who are City of Marion residents)
- The project relates to the City of Marion's Strategic Plan and Community Vision.
- Abide by the Community Grants Guidelines.

To find out more visit City of Marion Grants webpage.

City of Marion contact information

Environmental Sustainability team: environment@marion.sa.gov.au

Customer Service: (08) 8375 6600