

STREET CHAMPIONS GUIDE



# IN OUR STREET

## HANDBOOK



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**FOR PEOPLE WHO WANT TO CREATE  
CHANGE WITH THEIR NEIGHBOURS**



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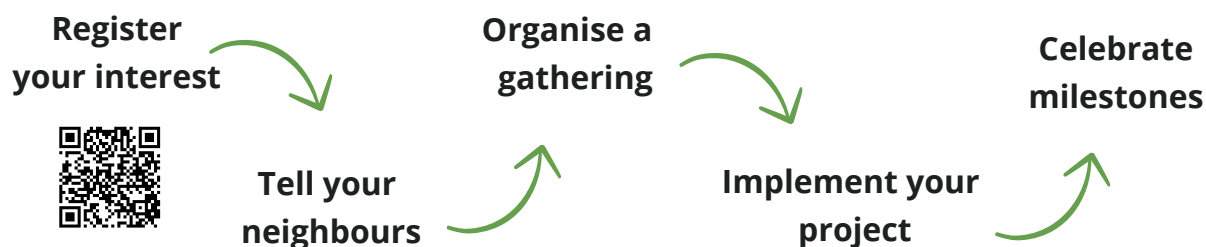


# What's involved?

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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

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](http://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!**

**P O S T C A R D**



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

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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 decide 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

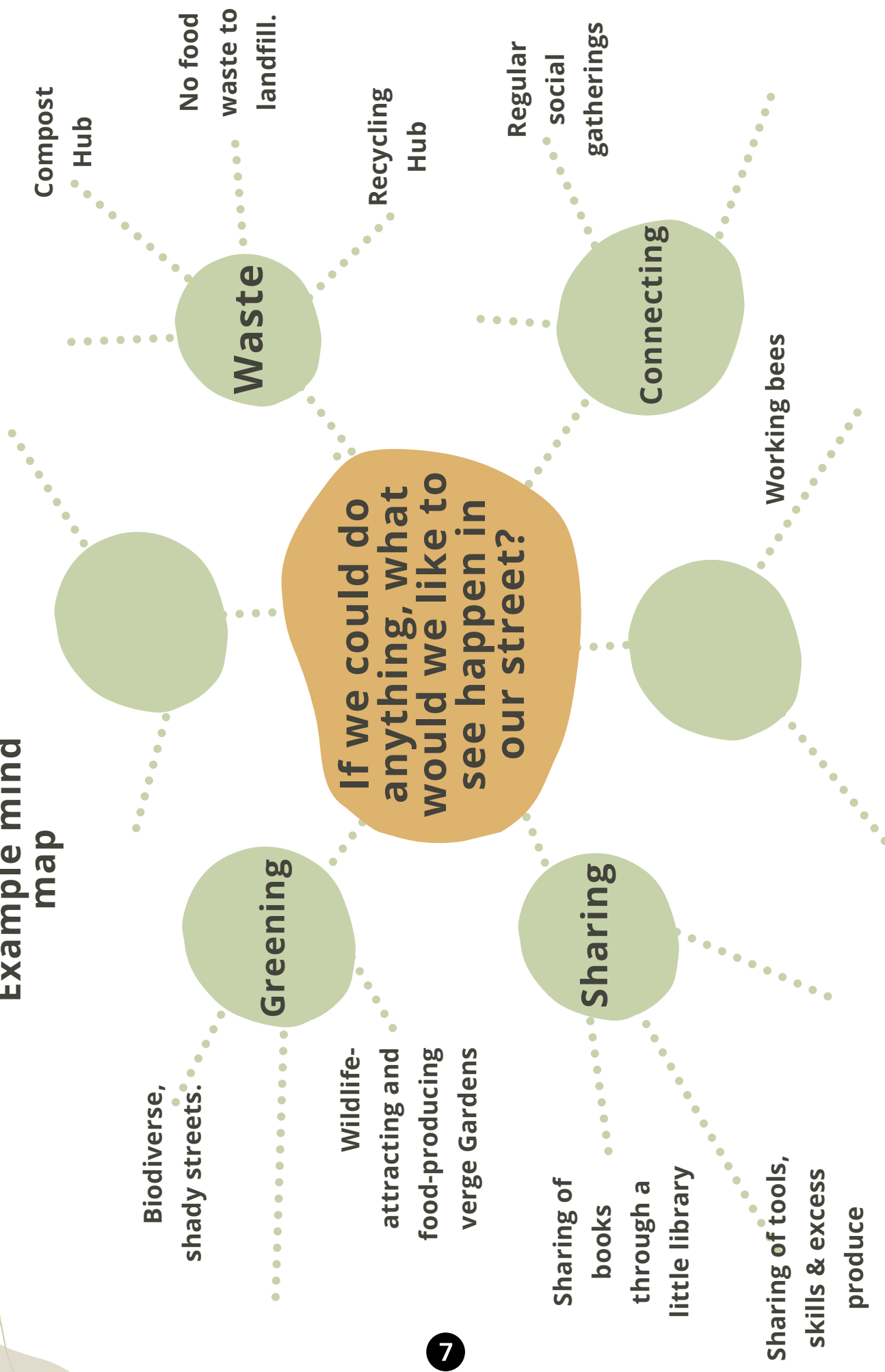
realistic, resourced, results-based

### Time bound

Within an appropriate time frame



## Example mind map



# (Very helpful)

# Examples

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## AIMS

- No (food waste, soft plastics, batteries, x-rays, corks, etc) to landfill
- Increase trees on our street (private)
- Create butterfly friendly gardens along our street
- Create indigenous gardens in our verge
- 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](http://streetlibrary.org.au)
- Grow Free Carts or Little Food Pantries - visit: [growfree.org.au/set-up-a-cart](http://growfree.org.au/set-up-a-cart)
- Native verge gardens
- Recycling Hubs
- Get composting
- A neighbourhood gathering
- Fruit, shade or habitat tree plantings on private 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 City of Holdfast Bay on 8229 9999 to discuss your proposed project if it is planned for public land, including nature strips.

**Head to [portenvironmentcentre.org.au](http://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?

# IN OUR STREET EXAMPLE

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'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](mailto: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

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## 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

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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!

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

# 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 - NATIVE GARDENS

**Goal: increase biodiversity and native greenery on our street by [insert date]**

## Project

Plant and maintain 10 native plants (preferably indigenous) per year in each private garden involved in the project for the next two years.

## Aims

- Increase in native gardens along our street.
- Increased awareness of the variety of native plants and the importance of using them over introduced species.
- Education on biodiversity in our neighbourhoods

## Potential challenges and mitigation options

### Potential challenge

### Mitigation options

Residents not knowing what to plant

Contact council staff for a list of appropriate plants and suppliers.

Negative responses from residents who don't want to plant natives

Have clear answers ready to common negative responses, highlight positive outcomes, make it clear it's optional to do.

Not everyone has the space to plant

Offer alternative locations e.g. nature strip (with approval from council)



# PROJECT EXAMPLE (P2) - NATIVE GARDENS

**Goal: increase biodiversity and native greenery on our street by [insert date]**

## Risk and Safety Mitigations

Identified Risk	Mitigation options
Weather conditions when doorknocking neighbours or doing letter box drops	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 resources and support 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 technical information, advice, and access to grants, rebates and plants (if available).
- Council environment officer could come and talk to us if requested.

# OPTIONAL TEMPLATE

## 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
<i>See example completed template for ideas</i>	

### Risk and Safety Mitigations

Identified Risk	Mitigation options



# PROJECT PLAN TEMPLATE (P2)

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## 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 eligible 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?

City of Holdfast Bay offers a variety of grants open at different times of the year. Check out the website or call on 8229 9999 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](http://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

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***Goal:***

**Project Name:**

**Project Champion:**

Task	Assigned to	Due by	Comments