

# WORKSHEET 1

## Starting conversations in your community

Name three people you will have a personal conversation with about starting a community micro-forest in your neighbourhood over the next 7 days. This exercise is focused on people you currently know in your community. They could be neighbours, friends, local businesses owners or family. Focus on the possibilities not the problems. If you're not sure what to say try opening lines like these.

*"Have you heard about the climate-cooling community micro-forests in Canberra (Downer, Watson, Holt)? Imagine if we could establish one in our suburb."*

In the table below, record who you will contact, when and the outcome of the conversation.

	<b>How will you have the conversation (face to face, on the phone, other)?</b>	<b>When you will have the conversation? (include date and location</b>	<b>Outcome of the conversation – include if they are willing to form part of a volunteer leadership team. Include email address and phone number</b>
Person 1			
Person 2			
Person 3			

# WORKSHEET 2

## Starting conversations with the wider community

Hopefully you received some positive responses. Don't worry if you haven't. The next bit is about casting your net wider to the people in your community you don't know. You can do this via social media or by e-newsletter, for example, through your local community association or school.

Nominate two communication channels you will reach out to and what you will say.

Communication channel	Your message	Notes
Personal Facebook page/Instagram etc	<p>"Are you interested in creating a climate-cooling micro-forest in your neighbourhood? Local resident, Mary Butters is keen to start a leadership team. Do you want to join up?"</p> <p>Provide links <a href="http://www.climatefactory.com.au/projects/">www.climatefactory.com.au/projects/</a></p>	Ensure you use good photos to accompany posts. It might be worth posting a picture of a drab/bare park that offers potential for a micro-forest in your area. Also include a picture of a micro-forest that's been built ie at Downer. Grab images from the internet.
Other eg Buy Nothing Groups (or groups based on sharing economies)		
The Neighbourhood Association Newsletter/ School Newsletter		

# WORKSHEET 3

## Hold your first meeting

By now you should have at least three or four people willing to start a volunteer leadership team. People will come and go depending on their commitment and enthusiasm for the project. It's a good idea to keep looking for people to fill gaps in expertise or amount of time available.

Keep your meetings brief (max 1 hour) and try and make them fun. Start on time and finish on time.

Here's a draft agenda that can keep your meeting on track and also documents the actions the group has decided on. Once filled out Agendas can be saved on Google Drive as a permanent record during the project life.

### Agenda - Community Micro-forest – Meeting 1

Attendees – (we recommend taking turns to Chair the meeting. Don't worry if you haven't done this before).

Date:

Location:

Time	Item	Action
	Introductions – participants briefly introduce themselves (2 minutes each)	
	Provide project background – how the micro-forest movement started. (5 minutes max), 8 step process, funding – combination of crowdfunding and grants.	
	Organise a visit to one of the existing established community micro-forests ie Downer or Watson ACT. Work out a date that everyone can attend.	
	Organise visits to a number of sites in your neighbourhood – use Worksheet 7. Work out a date that everyone can attend.	
	Use google maps or <a href="http://www.actmapi.act.gov.au">www.actmapi.act.gov.au</a> (look for land zoned PRZ1 – urban open space). Best areas are bare areas with little vegetation. This doesn't need to be done during this meeting – just need to allocate task to someone.	
	Create google drive folders so documents can be shared with team members and The Climate Factory. This doesn't need to be done during this meeting – just need to allocate task to someone.	
	Create a skills register – skills of volunteers	
	Decide how often will you meet and where and when. Refer Worksheet 4	
	Other business	

# WORKSHEET 4

## Develop a skills register

Find out what skills interested people have and what they'd like to contribute to the organization of the micro-forest. I've found plenty of people (I think who have office jobs) want to help with the getting dirty bit – but that doesn't come til Step 7. There's a lot of organisational work to do before then and relationships to build.

Some useful skills are

- Project management skills/organization skills
- Writing skills (including grant writing)
- Graphic design
- People skills – good at talking and listening to people
- Film making (for the crowdfunding video)

Team Member	Skills	Other info
1.		
2.		
3.		

# WORKSHEET 5

## Create social media pages -Facebook, Instagram

Having a strong social media following is a good way to grow interest in your project. Write down below what the name of your group will be and what your handle is. Link up to the other Micro-forest Facebook groups.

Facebook	Instagram	Linked In
le Suburb Name_Micro-forest		

It's not essential, but you can set up a Website page for your group. Check out the sites the Watson and Holt Micro-forest teams set up.

<https://www.watsonmicroforest.com/>

<https://holtmicroforest.com/>

# WORKSHEET 6

## Refine your mission

Your overall mission is “to build a climate-cooling micro-forest of x plants”.

Brainstorm within your leadership team around words and images that describe what else is important to you.

Here’s a list of words you might consider:

**micro-forest**

**nature play**

**habitat**

**water harvesting**

**contemplative space**

**community gathering space**

**an oasis**

**bush tucker**

**pollinator patch**

**native lawn**

**climate-ready**

**insect hotels**

**dry creek bed**

**a food forest**

You could also create a word cloud and ask people on-line for feedback on what’s important to them. This word list will be refined further during crowdfunding and will be explored during the community consultation sessions in Step 3.

At the end of this worksheet you might come up with a mission statement that reads like this:

“Our mission is to build a climate-cooling micro-forest of 1000 plants and to incorporate bush tucker plants and a meditation space. “

Write your refined mission statement here:-----  
-----  
-----  
-----

# WORKSHEET 7

## Gathering site information

Identify at least two to three potential sites. Be flexible in your thinking about each site. Don't choose a site just because it's really close to your home. Consider how likely is the site to be used by the community – if it's by a busy road or in an area perceived as unsafe it may not get used.

It's important to gather information for the sites you are interested in. One of the first things to do is perform a Dial before you Dig request. This will show you approximately where services lie. You want to avoid these services. Note: Dial before you dig is a free service and will need to be done twice. Once at the beginning and then prior to Step 6 – Earthworks.

Check with your local authority if what you are proposing is a suitable land use for the land's zoning. For example to check land zoning in the ACT – check out [www.actmap.act.gov.au](http://www.actmap.act.gov.au). In the ACT look for land zoned as Public Open Space and outside of the Parliamentary Triangle and areas the City Renewal Authority manage. Also avoid land with special protection ie heritage protection or environmental protection or National Capital Authority Land.

If your group is divided over one site being better than another score the importance of each element. You may decide that proximity to a school is more important than proximity to local shops.

	<b>Name of Site (include Block and Section) number - For example, Wade St Watson park, Block 1 Section 70 WATSON</b>	<b>Alternative site/s</b>	<b>Alternative site/s</b>
Total area (m2)			
Dial before you Dig			
Big open bare space			
Near a playground Y?			
Walking distance to local schools Y/N			
Close to social housing Y/N			
Walking/riding distance to local shops Y/N			
Surrounded by houses Y/N			
Near a busy road Y/N			