



FEP Planning Day 19th September 2020

ITEM	DISCUSSION	ACTION, WHO
Activities for 2020-2021 1. FEP Open Days 2. Local Park Open Days	<ol style="list-style-type: none"> 1. <i>One FEP Open Day per year. Every March.</i> 2021 – Highfields Saturday 13th March. Begin at Highfields Falls. Invite various other groups to participate such as...Crows Nest Nursery, Field Nats, Bird Observers. *7.00 am Bird watching *8.00 am breakfast *8.30 am Plant and Weed Identification Follow morning activities with a Spotlight Tour at Rogers Reserve. 2. <i>Local Park Open Days to coincide with Carnival of Flowers each year. Every September.</i> 2021 – Nielsen Park 25th September. *4.00pm Walk through *6.00pm BBQ *7.00pm Spotlight Tour 	Committee to organise closer to the event.
Workshops	<i>Organise one workshop every year.</i> 2021 - Native Grasses 2022 – Wattle Identification (The wattle is Toowoomba's flower and National Wattle day Group may be support)	Rob has started seeking funding for Native Grasses workshop. Committee to further support the organisation of the event when approval has been verified
Spotlighting	<i>Social walk through evening spotlight</i> 2 nd Saturday of the month Rotate around the parks For all members	Park Coordinators to nominate a month this year to secretary. Park coordinators to run the tour. Secretary to send an invitation and notice of dates and parks to all members.
Fire management	<i>Informing the Council we would like a Fire Management plan of the escarpment parks.</i>	Letter to be sent to Council Who?? _____
Management Committee Roles	<i>Did not address due to time.</i>	
Equipment Requirements	<ol style="list-style-type: none"> 1. <i>FEP Branded shirts</i> *To purchase embroidered shirts *50 in various sizes- medium, large and a few xlarge. *Long sleeve *Colour to be chosen *Ask volunteers to purchase if they are able *Not insect repellent infused. 2. <i>Gloves, Secateurs, saws</i> *Are bought through the equipment grant. *Need a bulk supply of them in ...Highfields Duggan and Redwood. 30 per place *Not leather gloves 3. <i>Tear Drop Banners</i> Greg has been organising these for each park. They are to be used to indicate when parks are being worked in and removed when work is completed each day. 	<ol style="list-style-type: none"> 1. Max will talk to Golders regarding the supply and the purchasing. Rob will send a letter asking for council subsidy for the shirts. 2. Park coordinators inform Ray and Hugh of requirements. ASAP. Ray and Hugh will organise the grant and purchase.

	<p><i>4. Marque</i> *A marque is stored at Redwood. * It is not branded but we can use tear drop banners with the marque on days when needed. *Heritage will lend us a marque whenever we need an extra.</p> <p><i>5. Containers</i> *Echo Valley container to be moved to Highfields Falls. Will need to be painted. *A request to the council to provide a small 10ft container to Leopard Ash Park will be sent. *Duggan Park container is still in use, will be discussed when no longer needed.</p>	<p>3. Greg is following this up</p> <p>4. Contact Hugh if the Marque is required. Ray can organise the Heritage marque if it is needed.</p> <p>5. Greg and Jane to coordinate the removal and placement of container for Highfields. Kaye will send a request to the council regarding the new container in Leopard Ash.</p>
Grant Applications	<p><i>Regular Grants</i> *February and August Environment Grants for herbicides and tools Up to \$5000</p> <p><i>Spasmodic Grants</i> *State, Federal and Council</p> <p><i>Preparation</i> *Ideas for grant application...cameras, park bench Nielsen, Carpet boards for display purposes. *Send in any other requests early so if the grant pops up we can put a submission in.</p>	<p>Park Coordinators to send in ideas for grants.</p> <p>Park coordinators to work with President, secretary and treasurer to submit grant.</p> <p>Secretary to inform coordinators when grants are available.</p>
Member and Public Communication	<p><i>1. Newsletter</i> *Penny has offered to do a newsletter. Greg will initially support Penny with format. *Send to Councillors, DDEC, BPAC. *Include in the newsletter items such as...events, pictures, calendar, fact sheets, where parks are.</p> <p><i>2. Facebook</i> * Shirley is coordinating Facebook and is willing to continue. *Ideas to include are ID of weeds, How to weed, Pictures of flowers, plants and animals, Pictures of activities and events, Calendar of events.</p> <p><i>3. Website</i> *Newsletter *minutes *Calendar of events *Details regarding work in Parks</p> <p><i>4. Calendar</i> *a calendar of events will be produced and distributed to members. *It will also go into newsletter and on website.</p>	<p>1, Penny with initial support from Greg</p> <p>2. Rob will contact Shirley to discuss Facebook.</p> <p>3. High is willing to continue Website organisation.</p> <p>4. Kaye will consult with Rob to produce the calendar</p>
Petition	<p><i>FEP is petitioning the TRC</i> *to exclude Redwood Park from the Mountain Bike Plan. *Obtain alternative land to achieve the required outcomes. (see petition for details)</p>	<p>Rob has produced petition forms and distributed to the coordinators. Coordinators to get as many signatures as possible and send back to Rob ASAP.</p>
Highfields Falls Park	<p><i>1. The establishment of a group to work in Highfields falls</i> *Jane Butler is willing to be the coordinator of this group. Max is the certified Herbicide licensee. *Focus on privet, lantana and replanting. *A letter to the council formally informing them of the group's presence. *2nd, 3rd, 4th Tuesday of each month *A container will be organised from Echo Valley *Toowoomba Christian College is a possibility for a working group. If this occurs a Porta Loo will need to be organised. *Canvas council for a viewing platform .</p>	<p>Jane is coordinator. Max will support.</p> <p>Jane to liaise with Hugh and Ray regarding equipment.</p> <p>Rob to send a letter to council formally recognising the working group and ensuring a container to store tools and equipment can be placed here. Mark Ready, Taryn, Daniel</p>
School Working Groups in the Parks	<p><i>1. Who, How and When</i> * 20-30 maximum students</p>	<p>Park Coordinators to manage this activity.</p>

	<ul style="list-style-type: none"> *1 adult/teacher from the school, per 10 students to accompany the students. *High School Students mostly. Primary school students for planting or educational walk through. *School needs to be responsible for providing a teacher with a First Aide certificate *Focus weeds... Only focus on one weed *School needs to provide a risk assessment. *Park Coordinator will need to record student and adults attending. *Council needs to be informed *Equipment will be provided by FEP. *Students are required to wear long pants, long sleeved shirts, covered in boots, hats. *Insect repellent and sunscreen lotion to be provided by school. Students will be informed of risks and procedures before work begins. Eg. responsibility and safety for equipment, wildlife, ticks etc. *Private schools appear to be the target student groups. 23/24 November a group from Toowoomba Christian School is interested in working. * Other groups could be venturers (scouts, guides) 	<p>Rob and Hugh to sort out the confusion re: 23/24 November group from Toowoomba Christian School</p>
Licencing Course	<i>Several coordinators would like to complete a Herbicide Licencing Course</i>	Kaye to send a letter to Taryn, Mark Ready, Daniel requesting to be informed when a course is happening allowing our coordinators to participate.
Pets in the Parks	<i>Request to officially have parks pet free.</i>	Hugh to draft and send a letter on behalf of FEP, to TRC requesting all Escarpment Parks to be pet free.