



SYDNEY WEEDS NETWORK^U_N

Board Meeting

27th September 2023

MINUTES

Please note that all documents for this meeting can be found in the *Board Only* section of the SWN website.
Here is the link:

<https://sydneyweeds.org.au/board-only-content-updated/>

Attendees: Dave Whiteman
Chris Stanfield
Stewart Newman
Joel Daniels
Rudi Adlmayer

Apologies: Travis Roberts

Support: Amanda Kotlash (Executive Officer)

Item 1 - Welcome (Chair – Dave Whiteman)

- Welcome attendees, apologies, and confirmation of the agenda.
Rudi Adlmayer moved, seconded by Stewart Newman, that the apologies be accepted, and that the agenda be confirmed. **Carried**

Item 2 - Declaration of pecuniary and any other conflicts of interest (All)

- Members and Executive Officer declarations in addition to those stated on the Interests Register (as appropriate).
- The Interests Register is on the *Board Only* section of the website
No additional declarations were made

Item 3 - Minutes of previous meeting and actions arising (Chair)

Minutes

- The minutes of the previous meeting held on 8 May 2023 can be found at **ATTACHMENT Item 3.**

Chris Stanfield moved, seconded by Dave Whiteman, that the minutes from the meeting held on the 8 May 2023 be confirmed and adopted. **Carried**

Actions Arising

An annotated list of the actions arising from the last meeting are:

8 May 2023 ACTION Item 5: The Board to review the draft Business Paper 2023-2024 and provide feedback to Amanda by the next Board meeting.

8 May 2023 ACTION Item 6: The Board to review the draft Code of Conduct and provide feedback to Amanda by the next Board meeting.

8 May 2023 Action Item 11.1 – Amanda to produce a video for Bushcare etc on the Biosecurity Act or look into getting a contractor to produce it with our surplus funds.
No progress

25 Jan 2023 Action Item 5.1 – Each Board member except for Chris Stanfield put their input into the draft online sales letter to RWC. Order of circulation is Dave, Stewart, Joel, Travis and Rudi

On hold pending RWC action

25 Jan 2023 Action Item 6.1 – Amanda to put a STS item on the agendas for the next round of subnetwork meetings and workshop the final species to be incorporated.

The STS brochures were discussed at the last two rounds of subnetwork meetings and the first cut of what species were to be included was decided for each of the three brochures. The next stage is for Amanda to do the necessary changes and send around to all in each subnetwork for their final input.

25 Jan 2023 Action Item 8.1 – Amanda to get a second person to act as a backup for each member organisation. To be included in the agendas for the next round of subnetwork meetings.

Ongoing

Actions carried over from previous meetings:

7 May 2020 Action 17.1 – Amanda to revise the non-WeedWise facts sheets, using the local priority weeds spreadsheet to prioritise.

8 done so far

Item 5 – Business Plan 2023-2024 update (Executive Officer)

- A third draft of the Business Plan for 2024 has been produced. Please see **ATTACHMENT Item 5** for latest version.
- The Table of Contents so far is:
 - Introduction
 - What is weed Management?
 - Structure and Governance
 - Membership and Participation
 - Key Goals and Actions
 - Budgets and Funding
 - Publications, Resources and Events

- Comments on the second draft of the Business Plan were received from Phil Price and Chris Dewhurst from HRCC. The Board considered these comments and gave the following responses in **blue**.

Chris Dewhurst's comments:

It is great to see the SWN Business Plan coming to life. There are some good initiatives, and it is great that there is a cohesive plan. I have a couple of comments in terms of detail:

Membership

This document needs some work around the concept "membership". To say a Council is a member is referring to the "elected body" not a staff member paying an invoice. In Table 1, multiple Councils are listed as members. The term "Council" is defined by the *NSW Local Government Act 1993* and cannot be mis represented due to its statutory basis. Staff members have the right to contribute to the SWN financially, but they do not have a mandate to make a Council a member without a resolution from their Council. There is strong precedence for this if you consider Local Government NSW, WSROC, and many others.

The SWN constitution (Section 3.1) clearly states membership eligibility. Individuals can't be members of SWN.

All other organisations in the weeds industry and local government sector are based on individual's members. EG: The Weeds Society of NSW, NSW Weed Officers Association, Local Government Professionals. An individual can be a "representative" of a Council or region, but the Council is never a member.

It is the SWN Board's view that it is up to each separate member organisation to consider how they approach membership. It is not up to SWN to dictate this. It is assumed that each year a council staff member with the appropriate delegated authority makes the decision to become a SWN member on behalf of their organisation.

I can see the intent of what the SWN is trying to achieve here, and I support it, but it needs to have the required governance in place to make these claims. To do so, the Executive Officer could hold a register of member Council resolutions. This could be added as an action into the Business Plan itself. I'm sure several Councils do have resolutions in place already, and these could be used as a template to guide and assist other members to do the same.

Again, this is not up to SWN to dictate and the usefulness of such a register is questioned.

This is essential as every other goal in the document then flows on from this base of "membership" as does the constitution of the SWN itself. Moreover, the SWN claims to represent Councils across Sydney, via their membership at forums such as the Regional Weeds Committee which is constituted under the Local Land Services Act.

SWN has been invited to participate in Regional Weed Committee meetings by the Greater Sydney Local Land Services via the Regional Weed Coordinator to represent most of the Councils in Greater Sydney. Therefore, we make the claim that we play this representative role based on this invitation. We don't claim to have any legislative role.

Funding

I request in every instance that there is a reference to grants / funding etc. it should explicitly state that the SWN will never be in competition for funds with its member organisations. e.g: Weeds Action Program, Environmental Trust.

The notion that the SWN competes or will ever need to compete with its members for funding is nonsense. When SWN undertakes projects that will benefit the whole region it is generally at the request from GSLLS and not competing with members for funding. If a member organisation had the capacity, jurisdiction, and wished to carry out a regional-wide project, then we would probably partner with them not compete.

Phil Price's comments:

Formatting:

Council's names should not be abbreviated in Table 1 being their first mention in the document. For example, Canterbury Bankstown Council and Hawkesbury River County Council. As a public document members of the public can't be expected to know that "Blue Mts" means Blue Mountains City Council.

Agreed and fixed

1.3	Meet regularly with the Greater Sydney Regional Weed Coordinator appointed by the Greater Sydney Local Land Services	Monthly
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I question this action when meetings are only held with members bi-annually. This adds extra burden to the Regional Weed Coordinator role which has been thoroughly demonstrated to have a considerable workload.

The agreement between the SWN and the Regional Weed Coordinator (when it was Maddy Humphrys) was to meet every month. So we have changed the wording to allow flexibility.

1.3	Liaise regularly with the Greater Sydney Regional Weed Coordinator appointed by the Greater Sydney Local Land Services	As agreed to with the Regional Weed Coordinator
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1.6	The Executive Officer is to make available information from the State Weed Committee, Regional Weed Committee, Department of Primary Industries, and from any other body responsible for weed management when deemed necessary.
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As a private organization, why is SWN making the call to filter information from mainly government-run committees and organizations? What are the steps and procedures to deem information necessary, do they adhere to the *Government Information (Public Access) Act 2009*? And other relevant legislation?

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The activity merely involves the Executive Officer putting information on the *Our Page* section of the website or sent out in emails to members. New wording has been made to make this clearer.

1.6	The Executive Officer is to facilitate the sharing of information from the State Weed Committee, Regional Weed Committee, Department of Primary Industries, and from any other bodies responsible for weed management.
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2.2	<ul style="list-style-type: none">• Merge and maintain all subnetwork spreadsheets of local priority weeds by updating them and using them to guide our decisions on priorities at the local and possibly regional levels.	Update local priority weeds spreadsheet in June 2024
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Local decisions are legislated to the Local Control Authority. Regional decisions are the same. A private organisation has no legislative power to make decisions on these matters. This action reads as if SWN has this power.

The spreadsheet being referred to in this section is an internal resource which helps SWN prioritise its work around local priority species. No changes required.

2.3	Revise the generic biosecurity policy template: <ul style="list-style-type: none">• Relationship to Tree preservation orders, vegetation SEPP, Heritage, also indicate mandatory components.• Coordinate member consultation	August 2024
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What generic policy is this referring to? The ACT? Individual local council policies? Regional policies?

The generic policy template was developed by SWN in association with members when the Biosecurity Act was being rolled out. It can be found on the SWN website in the *Our Page* section. Some councils have used it some haven't. No change required.

3.21	Investigate producing a priority weed field guide. Activities would include a survey of members views, collating feedback, if favourable prepare an application for WAP funding to design and print booklets.	October 2024
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As stated in Chris's feedback I also agree that SWN should not compete with their membership for funding.

The idea for this field guide came from members. When SWN undertakes these sorts of projects it is to benefit all members, not seen as competing with members for funding. If a member organisation had the capacity, jurisdiction, and wished to carry out a regional-wide project such as this, then we would partner with them not compete. The only change we have made is to remove the reference to WAP funding as other funding sources might be available.

3.21	Investigate producing a priority weed field guide. Activities would include a survey of members views, collating feedback, if favourable prepare an application for WAP funding to design and print booklets.	October 2024
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Chris Stanfield moved, seconded by Rudi Aldmayer moved that the Business Plan for 2024 be revised as discussed and amended after the results of the Member survey are collated. Members will be given an opportunity to have a final say on the Business Plan prior and at the AGM on 23 November. **Carried**

Item 6 – Draft Code of Conduct (Executive Officer)

- A draft Code of Conduct has been produced and can be found as **ATTACHMENT Item 6**.

Rudi Aldmayer moved, seconded by Stewart Newman that the Code of Conduct be presented to the AGM for review and endorsement. **Carried**

Item 7 – Financial and Budget Position (Executive Officer)

- The Final Income and Expenditure spreadsheet for the 2022-2023 is in the *Board Only - Budget Information* section of website as well as being copied below. Here is the link: <https://sydneyweeds.org.au/budget-information/>

Dave Whiteman moved, seconded by Chris Stanfield that the financial and budget position be received and noted and the EO organises for the accountant to do our financial statement for 2022-2023. **Carried**

- Our usual auditor has not responded to any phone calls or emails, so a new auditor is being sought.

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1 July 2022 to 30 June 2023	<u>1st Quarter</u>			<u>2nd Quarter</u>		
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Income						
Money in Transaction acc. @ 1 July 2022	\$45,126.13					
Money in AK's float @ 1 July 2022	\$290.80					
Membership Fees (210)	\$11,935.00	\$8,525.00	\$10,230.00	\$3,410.00	\$3,410.00	\$1,705.00
Other Revenue (260)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workshops and Field Days (220)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$57,351.93	\$8,525.00	\$10,230.00	\$3,410.00	\$3,410.00	\$1,705.00
Less Cost of Sales						
Cost of Goods Sold (310)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cost of Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gross Profit	\$57,351.93	\$8,525.00	\$10,230.00	\$3,410.00	\$3,410.00	\$1,705.00
Less Operating Expenses						
Accountant Fees (412)	\$0.00	\$0.00	\$0.00	\$1,488.00	\$0.00	\$0.00
Xero subscription fees	\$54.00	\$54.00	\$54.00	\$59.00	\$59.00	\$59.00
Administration & General Expenses (429)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.22
Advertising and Promotion (400)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Audit Fees (410)	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Bank Fees (404)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering and venue hire(422)	\$1,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract and Consultancy Fees (414)	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation (416)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (433)	\$0.00	\$0.00	\$0.00	\$0.00	\$211.02	\$0.00
Motor Vehicle Expenses (449)	\$0.00	\$471.22	\$0.00	\$0.00	\$0.00	\$0.00
Postage (462)	\$0.00	\$0.00	\$13.25	\$41.50	\$0.00	\$0.00
Printing & Stationery (461)	\$0.00	\$0.00	\$15.05	\$0.00	\$0.00	\$0.00
Computer maintenance / security	\$0.00	\$29.99	\$148.98	\$2,766.89	\$0.00	\$0.00
Tele/video conference expenses	\$28.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone & Internet (489)	\$30.00	\$30.00	\$60.00	\$30.00	\$30.00	\$30.00

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Adobe - Microsoft, ZOOM, Vimeo	\$50.59	\$50.59	\$50.59	\$50.59	\$50.59	\$50.59
Travel - (493)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wages and Salaries (477) Exec Officer	\$4,104.00	\$2,736.00	\$2,852.00	\$2,828.00	\$2,828.00	\$4,242.00
Superannuation (478)	\$0.00	\$0.00	\$0.00	\$2,098.35	\$0.00	\$0.00
Website (annual hosting & plugins)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$830.50
Website develop and Maintenance	\$34.38	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
ATO	\$0.00	\$610.00	\$0.00	\$0.00	\$5,442.00	\$0.00
Total Operating Expenses	\$16,351.85	\$4,481.80	\$3,193.87	\$9,362.33	\$8,620.61	\$5,852.31
Monthly Net Profit	\$41,000.08	\$4,043.20	\$7,036.13	-\$5,952.33	-\$5,210.61	-\$4,147.31
Net Profit	\$41,000.08	\$ 45,043.28	\$ 52,079.41	\$ 46,127.08	\$ 40,916.47	\$ 36,769.16
Transaction account balance	\$39,872.75	\$44,080.53	\$51,458.53	\$45,454.18	\$40,383.16	\$36,515.66
Float balance at end of month at end of month	\$1,127.33	\$962.75	\$620.88	\$672.90	\$533.31	\$253.50
	\$41,000.08	\$45,043.28	\$52,079.41	\$46,127.08	\$40,916.47	\$36,769.16
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Actual Income and Expenditure
Sydney Weeds Network Inc.

1 July 2022 to 30 June 2023	3rd Quarter			4th Quarter			Total (inc GST)
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	
Income							
Money in Transaction acc. @ 1 July 2022							
Money in AK's float @ 1 July 2022							
Membership Fees (210)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,525.00	\$47,740.00
Other Revenue (260)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workshops and Field Days (220)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,525.00	\$93,156.93
Less Cost of Sales							
Cost of Goods Sold (310)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cost of Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gross Profit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,525.00	\$93,156.93
Less Operating Expenses							
Accountant Fees (412)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,488.00
Xero subscription fees	\$59.00	\$59.00	\$59.00	\$59.00	\$59.00	\$59.00	\$693.00
Administration & General Expenses (429)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.22
Advertising and Promotion (400)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Audit Fees (410)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Bank Fees (404)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.33	\$3.33
Catering and venue hire(422)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,558.00	\$5,108.00
Contract and Consultancy Fees (414)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500.00
Depreciation (416)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (433)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$211.02
Motor Vehicle Expenses (449)	\$59.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$530.50
Postage (462)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54.75
Printing & Stationery (461)	\$0.00	\$0.00	\$0.00	\$0.00	\$18.54	\$126.79	\$160.38

Board-in-Confidence

Computer maintenance / security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,945.86
Tele/video conference expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.88
Telephone & Internet (489)	\$30.00	\$30.00	\$15.00	\$0.00	\$30.00	\$30.00	\$345.00
Adobe - Microsoft, ZOOM, Vimeo	\$50.59	\$50.59	\$50.59	\$50.59	\$50.59	\$270.69	\$827.18
Travel - (493)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wages and Salaries (477) Exec Officer	\$2,828.00	\$2,828.00	\$2,828.00	\$2,828.00	\$2,828.00	\$4,242.00	\$37,972.00
Superannuation (478)	\$1,190.70	\$0.00	\$0.00	\$1,020.60	\$0.00	\$0.00	\$4,309.65
Website (annual hosting & plugins)	\$0.00	\$396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,226.50
Website develop and Maintenance	\$0.00	\$478.50	\$0.00	\$0.00	\$0.00	\$0.00	\$602.88
ATO	\$0.00	\$0.00	\$0.00	\$1,115.00	-\$932.00	\$0.00	\$6,235.00
Total Operating Expenses	\$4,217.57	\$3,842.09	\$2,952.59	\$5,073.19	\$2,054.13	\$8,289.81	\$74,292.15
Monthly Net Profit	-\$4,217.57	-\$3,842.09	-\$2,952.59	-\$5,073.19	-\$2,054.13	\$235.19	\$18,864.78
Net Profit	\$ 32,551.59	\$ 28,709.50	\$ 25,756.91	\$ 20,683.72	\$ 18,629.59	\$ 18,864.78	
Transaction account balance	\$31,437.68	\$27,735.18	\$24,907.18	\$19,943.58	\$18,047.58	\$17,788.58	
Float balance at end of month at end of month	\$1,113.91	\$974.32	\$849.73	\$740.14	\$582.01	\$1,076.20	
	\$32,551.59	\$28,709.50	\$25,756.91	\$20,683.72	\$18,629.59	\$18,864.78	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Item 8 – Website Report (Executive Officer)

- The website report is presented in three parts.
- The first part is a report on the website for 2022-2023. The results of the two previous years are also given to show how the website has been growing.
- The second part is a summary of the use by members of the *Members Only* section of the website (now called *Our Page*)
- The third part is an update on the 4 weed forums.

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Public Use Summary for 2019-2020

2019-2020	1st Quarter Jul-Aug-Sep	2nd Quarter Oct-Nov-Dec	3rd Quarter Jan-Feb-Mar	4th Quarter Apr-May-Jun	Year
New Users	1794	2348	2695	5809	12,646
Returning users	62	39	43	78	222
Page views	8791	10699	11875	23861	55,226
No. using PC	924	1090	1272	2447	5733
No. using mobile	759	1069	1231	3016	6075
No. using tablet	173	190	193	423	979
Most visited page	Weed id	Weed id	Impact of weeds/id	Weed id	
2nd most visited page	Ground covers	Impact of weeds/id	Vines and scramblers	Vines and scramblers	
3rd most visited page	Home page	Ground covers	Ground covers	Ground covers	

Public Use Summary for 2020-2021

2020-2021	1st Quarter Jul-Aug-Sep	2nd Quarter Oct-Nov-Dec	3rd Quarter Jan-Feb-Mar	4th Quarter Apr-May-Jun	Year
New Users	6017	6187			
Returning users	107	122			
Page views	21383	21874	No	No	
No. using PC	2661	2603	Reliable	Reliable	
No. using mobile	3133	3277	Data	Data	
No. using tablet	354	417			
Most visited page	Weed id	Weed id			
2nd most visited page	Ground covers	Ground covers			
3rd most visited page	Grass weeds	Vines and scramblers			

Public Use Summary for 2021-2022

2021-2022	1st Quarter Jul-Aug-Sep	2nd Quarter Oct-Nov-Dec	3rd Quarter Jan-Feb-Mar	4th Quarter Apr-May-Jun	Year
New Users		6,766	6,743	6,710	24,391
Returning users		94	10	72	251
Page views	No	21,494	20,663	19,158	75,272
No. using PC	Reliable	2,688	2,612	2,336	9,232
No. using mobile	Data	3,807	3,838	4,053	13,916
No. using tablet		360	343	246	1,267
Most visited page	Weed id	Weed id	Weed id	Weed id	
2nd most visited page	Ground covers	Ground covers	Vines and scramblers	Vines and scramblers	
3rd most visited page	Grass weeds	Vines and scramblers	Ground covers	Home	

Public Use Summary for 2022-2023

2022-2023	1st Quarter Jul-Aug-Sep	2nd Quarter Oct-Nov-Dec	3rd Quarter Jan-Feb-Mar	4th Quarter Apr-May-Jun	Year
New Users	6,208	7,138	8,025	6,751	28,122
Returning users	112	100	141	77	430
Page views	22,670	20,024	20,367	15,360	78,421
No. using PC	2,276	2,563	2,472	2,261	9,345
No. using mobile	3,746	4,371	5,306	4,314	17,639
No. using tablet	268	307	343	251	1,166
Most visited page	Weed id	Weed Id	Weed Id	Weed id	
2nd most visited page	Home	Home	Home	Home	
3rd most visited page	Vines and scramblers	Tree weeds	Vines and scramblers	Tree weeds	

Members Only Section (Our Page) - Use Summary


As of 30 June 2023, there were 84 users given a password: 15 have never logged in, 9 have logged in once, 8 have logged in twice, 52 have logged in more than twice.

Weed Forums - Use Summary

WEED IDENTIFICATION


As of **30 June 2023**, there were:

[Home](#) > [Forums](#) > Weed Identification

This forum has 14 topics (+2 hidden), 36 replies, and was last updated 3 months, 3 weeks ago by  Chris Stanfield.


As of **3 October 2022**, there were:

[Home](#) > [Forums](#) > Weed Identification

This forum has 9 topics (+1 hidden), 18 replies, and was last updated 2 weeks, 6 days ago by  Maddy Humphrys.


As of **18 January 2023**, there were:

[Home](#) > [Forums](#) > Weed Identification

This forum has 9 topics (+2 hidden), 18 replies, and was last updated 4 months, 1 week ago by  Dayna Mellor.

As of **23 April 2023**, there were:


[Home](#) > [Forums](#) > Weed Identification

This forum has 14 topics (+2 hidden), 36 replies, and was last updated 3 weeks, 4 days ago by  Chris Stanfield.

WEED CONTROL


As of **30 June 2023**, there were:

[Home](#) > [Forums](#) > Weed Control

This forum has 7 topics (+2 hidden), 12 replies, and was last updated 7 months, 1 week ago by  Linda Brown.


As of **3 October 2022**, there were:

[Home](#) > [Forums](#) > Weed Control

This forum has 6 topics (+1 hidden), 11 replies, and was last updated 1 month, 3 weeks ago by  Maddy Humphrys.


As of **18 January 2023**, there were:

[Home](#) > [Forums](#) > Weed Control

This forum has 7 topics (+1 hidden), 12 replies, and was last updated 1 month ago by  Kylie Burrows.

As of **23 April 2023**, there were:


[Home](#) > [Forums](#) > Weed Control

This forum has 7 topics (+1 hidden), 12 replies, and was last updated 4 months, 1 week ago by  Kylie Burrows.

WEED BIOCONTROL


As of **30 June 2023**, there were:

[Home](#) > [Forums](#) > Weed Biocontrol

This forum has 3 topics (+1 hidden), 2 replies, and was last updated 2 days, 1 hour ago by  Karen Thorogood.


As of **3 October 2022**, there were:

[Home](#) > [Forums](#) > Weed Biocontrol

This forum has 2 topics (+1 hidden), 1 reply, and was last updated 7 months, 2 weeks ago by  Rudi Adlmayer.


As of **18 January 2023**, there were:

[Home](#) > [Forums](#) > Weed Biocontrol

This forum has 2 topics (+1 hidden), 1 reply, and was last updated 11 months ago by  Rudi Adlmayer.

As of **23 April 2023**, there were:


[Home](#) > [Forums](#) > Weed Biocontrol

This forum has 2 topics (+1 hidden), 1 reply, and was last updated 1 year, 2 months ago by  Rudi Adlmayer.

BIOSECURITY ACT


As of **30 June 2023**, there were:

[Home](#) > [Forums](#) > Biosecurity Act

This forum has 13 topics, 15 replies, and was last updated 3 months, 4 weeks ago by  Chris Stanfield.


As of **3 October 2022**, there were:

[Home](#) > [Forums](#) > Biosecurity Act

This forum has 9 topics, 10 replies, and was last updated 3 weeks, 4 days ago by  Fran Clark.


As of **18 January 2023**, there were:

[Home](#) > [Forums](#) > Biosecurity Act

This forum has 12 topics, 13 replies, and was last updated 2 days, 1 hour ago by  Stewart Newman.

As of **23 April 2023**, there were:

[Home](#) > [Forums](#) > Biosecurity Act

This forum has 13 topics, 15 replies, and was last updated 1 month ago by  Chris Stanfield.

Joel Daniels moved, seconded by Rudi Aldmayer that the website reports be received and noted. **Carried**

Item 9 – Big Weeds Day Out Evaluation and Final Expenditure (Executive Officer)

110 people attended the day.

75 evaluation forms were filled out and the numbers by category are:

41 Members	5 Associate Members	19 Others	10 unknowns
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(Note there seems to be a lot of confusion about membership)

Members of any other industry associations by category

Of the 41 Members, 11 are also members of AABR, 14 are members of bushcare groups, 7 are members of Landcare and 3 are members of other groups

Of the 5 Associate Members, 3 are members of bushcare groups

Of the 19 Others, 6 are members of bushcare groups and 6 are members of other groups

Of the 10 Unknowns, 4 are members of bushcare groups

Board-in-Confidence

How useful each session was to MEMBERS' work.

	Very useful	Average	Not useful
Weeding together? The social science of Weed Mgt	21	20	
Gardening Responsibly	22	17	2
WeedScan -Update	29	8	1
Herbarium specimen preparation	34	7	
Extended Morning tea – Show and Tell	27	7	
Prohibited Matter Programs & Responses Part One	33	7	
Caring for Country through cultural fire	28	13	
eDNA	26	13	
Prohibited Matter Programs & Responses Part Two	32	7	
Sydney Water's Weed Plans	17	14	4
Transport for NSW Weed Management Plans	14	11	3
Making the most out of a sticky situation – Sticky nightshade	12	5	1

How useful each session was to ASSOCIATE MEMBERS' work.

	Very useful	Average	Not useful
Weeding together? The social science of Weed Mgt	3	2	
Gardening Responsibly	5		
WeedScan -Update	5		
Herbarium specimen preparation	5		
Extended Morning tea – Show and Tell	3	1	
Prohibited Matter Programs & Responses Part One	4	1	
Caring for Country through cultural fire	4		
eDNA	4		
Prohibited Matter Programs & Responses Part Two	3		
Sydney Water's Weed Plans	2	1	1
Transport for NSW Weed Management Plans	3	1	
Making the most out of a sticky situation – Sticky nightshade	3		

How useful each session was to OTHERS' work.

	Very useful	Average	Not useful
Weeding together? The social science of Weed Mgt	9	6	2
Gardening Responsibly	14	3	1
WeedScan -Update	13	5	
Herbarium specimen preparation	12	4	
Extended Morning tea – Show and Tell	15	1	1
Prohibited Matter Programs & Responses Part One	14	4	
Caring for Country through cultural fire	12	3	1
eDNA	10	4	
Prohibited Matter Programs & Responses Part Two	11	3	
Sydney Water's Weed Plans	8	5	2
Transport for NSW Weed Management Plans	9	2	2
Making the most out of a sticky situation – Sticky nightshade	9	3	1

How useful each session was to UNKNOWNNS work.

	Very useful	Average	Not useful
Weeding together? The social science of Weed Mgt	5	5	
Gardening Responsibly	7	1	1
WeedScan -Update	8	2	
Herbarium specimen preparation	7	3	
Extended Morning tea – Show and Tell	6	2	
Prohibited Matter Programs & Responses Part One	6	3	1
Caring for Country through cultural fire	6	2	1
eDNA	6	3	2
Prohibited Matter Programs & Responses Part Two	6	1	1
Sydney Water's Weed Plans	3	4	2
Transport for NSW Weed Management Plans	3	4	1
Making the most out of a sticky situation – Sticky nightshade	5	1	1

How useful each session was to ALL

	Very useful	Average	Not useful
Weeding together? The social science of Weed Mgt	38	33	2
Gardening Responsibly	48	21	4
WeedScan -Update	55	15	1
Herbarium specimen preparation	51	14	
Extended Morning tea – Show and Tell	51	11	1
Prohibited Matter Programs & Responses Part One	57	15	1
Caring for Country through cultural fire	50	18	2
eDNA	46	20	
Prohibited Matter Programs & Responses Part Two	52	11	1
Sydney Water's Weed Plans	30	24	9
Transport for NSW Weed Management Plans	29	18	6
Making the most out of a sticky situation – Sticky nightshade	26	9	3

Other rating for ALL:

	Very good	Average	Poor
Venue and facilities	61	12	
Catering	70	2	
Your overall experience today	62	7	

Could anything have been done differently or improved for next time?

Each cell represents comments from one evaluation form, which are listed under Members, associate members, others and unknowns.

Member Comments
<p>Yes, technical issues throughout most presentations, no representation from member LCAs, no case studies.</p> <p>Weeding Together – already aware of information presented</p> <p>Weedscan “update” – basically no update</p> <p>Gardening Responsibly – felt more like a sales pitch, for LCAs priority weeds have no presence in this scheme.</p> <p>Herbarium species prep – useful</p> <p>Caring for country through cultural fire – informative, not the most applicable</p> <p>eDNA – good discussion borne from questions posed by audience.</p>

Board-in-Confidence

Yes, couldn't read or see screen properly – too far away. Lunch was delicious
Condensing information for some presentations e.g. cultural burning. More focus on methods/mechanisms (new/old) on weed management. Better audience engagement/ time management.
More filed based presentations
Could be interesting to do an excursion.
No member presentations from members! Very academic heavy! There have been plenty of good and interesting stories of weeds in Sydney, it would have been great to see these presented.
Info on new herbicides and trials
Outdoor staff used to larger morning tea (food amount) and smaller lunch (swap?). Times – travel time – shorten to finish earlier. 20 mins session talks. Biocontrol information and updates e.g. smut virus
Maybe you could consider an equipment demonstration/ show and tell (something outdoors)
Some hands-on activities
Seats could have been more comfortable – maybe banana lounges next time
Yes – can you send the required weeds list out a bit earlier next year please Amanda
Just want to note that those ticked for average only ticked this as heard before/ just did prohibited matter training/ not applicable to my LCA – does not mean I did not enjoy the presentations
I really enjoyed the weed display. It would be nice to have an event where we share our stories with these weeds. e.g. where are they found, treatment
Great Day – thanks to organisers
Can you please send out contact details for Sydney Water and transport for NSW, for Councils to contact the relevant person to talk to about weed control on these lands.
Have weeds at back so we are closer to screens/visual aids
Mix it up with, moving around looking at weeds table, trivia, light stuff throughout speaker/ plus a field trip
Caring for country presentation refined with more pertinent information containing empirical evidence to complement the topic.
The door on one of the male toilets would not lock properly. Thanks Amanda for organising the day Orion was a great venue

Associate Members

Overhead projector blurred. Hard to read
Please have time limit on speakers

Others

Was good to participate in a Weeds Big Day Out – have heard about it previously
No, everything was great. Well planned and interesting talks
Less information from everyone so we could do trivia! More hands-on activities Gardening presentation – very engaging Weedscan – less info, more straight to point Weeding together – less info
More interactive activities, reduce length of presentations Gardening responsibly was energetic and engaging Morning tea and lunch were great

Board-in-Confidence

Potential to have more topics for less time to keep things upbeat
Not have catering staff wander through the tables while speakers are talking. Morning tea was a bit too close to lunchtime but was delicious
Hold it in Penrith please
Speakers should have time limits so day doesn't run late (maybe flash lights when they have 10 minutes left)
Text on screen too small. Use bigger fonts next time. Morning tea time too close to lunch time. Can make it earlier next time. Include information/ talks on herbicide technology. Site tours – walk and talk
The slide screen was a little small for the room size. Was difficult to see all the information on slides
A timekeeper is required to keep to schedule. Excellent diversity of presentations
Getting more into specific information Blurry information projected on screen

Unknowns
Screen too small. Music at morning tea and lunch too loud/sleepy
Every 2 nd year, in the off year between weed conferences
Shorter
Venue is echoing, speakers a bit unclear to hear. Screen too far back Me as a field worker, I found it too broad and scientific. It was more relevant to controlling authority officers Fire and gardening most interesting to me Maybe improved by shorter length of speakers
Earlier start and finish time. Most field officers start early. Noticed a lot of people leaving around 3pm. If possible contact details for speakers
Projector screen closer to audience so can be viewed clearly
Not sitting down all day, mix it up with talks with activities Talk about data collection tools to meet EPA/Pesticide reporting requirements. Invite drone spraying contractor for talk and demonstration.

Would you consider attending another day out like this next year? Yes 64 No 1

What is your most preferred way of exchanging information with other people from the industry? (you can tick more than one)

52 A forum with mixed presentations/case studies **42** A forum with workshops & group discussion

18 Get together at a pub/restaurant
single topic

19 Specialised seminar about a

20 Email group/blog site

0 Other

Any further comments?

Combined above

Amanda's observations:

Great venue but terrible projection, which hindered the value of most of the presentations. Show and Tell didn't work as intended. It was not meant to be just a couple of people bringing in their weeds, it was for everyone to bring in a weed they thought was interesting and talk about it to anyone who'd listen.

The financial outlay for the BWDO was:

Item	cost	funding source	
venue hire	\$2,500	Canterbury Bankstown	\$2,500
catering lunch	\$5,060.00	GSLLS	\$5,060.00
catering morning tea	\$3,542.00	SWN	
travel for Amanda	312.24	SWN	
labels/paper/chocs	31.98	SWN	\$3,886.22
		Total	\$ 11,446.22

Rudi Aldmayer moved, seconded by Chris Stanfield that the BWDO evaluation report and final expenditure be received and noted. **Carried**

Item 10 – Membership update (Executive Officer)

As of 20 September 2023, 27 members have paid their annual membership fees.

Still waiting on:

- Willoughby
- Ryde
- Inner West
- Georges River
- Cumberland
- Camden
- Campbelltown
- Wollondilly

Jacob Adams from Water NSW has asked if next year he can pay for a 5-year membership.

Chris Stanfield moved, seconded by Dave Whiteman that the membership report be received and noted and that the Board has given in principle support to members paying for 5 years. **Carried**

Item 11 – Business Insurance (Executive Officer)

- Our original insurance broker for our business insurance (not our iCare worker's insurance) passed his business on to another party who apparently didn't have an automatic renewal notice system, so we haven't had Business Insurance since our policy expired on 24 February 2023.
- The new broker rang me to let me know and to offer to provide us with a new policy. The outcome of that conversation was that he didn't think we needed Business Insurance as we are only a network and don't really do anything "on the ground". Nevertheless, he sent me a form to fill out, so he could give us a quote.

Board-in-Confidence

- I am still waiting for the quote but wanted to share the form with you for your information. Please see **ATTACHMENT Item 11**

Dave Whiteman moved, seconded by Rudi Aldmayer moved the Executive Officer make getting this insurance a matter of priority. **Carried**

Item 12 – Members survey (Executive Officer)

The member's survey has been stalled because of the previous app Survey Hero is not free anymore. The questions were then loaded into a new app Survey Legend which turned out to be difficult to use after survey results were collected. Another change was made to the free version of Google Forms and is now ready to go. The idea is to give the members a set amount of time to do the survey and then collate the findings and revise the business plan accordingly.

It was decided that we needed to add a question on the subnetwork minutes, take out the question on fees and add one about how long people have been in the weed industry.

Dave Whiteman moved, seconded by Rudi Adlmayer that these changes be made, and the survey sent out asap for a 3 week period with a reminder at week 2. If something significant comes up we may need another Board meeting before the AGM. **Carried**

Item 13 – Translation Project (Executive Officer)

- The Executive Officer is waiting for the Regional Weed Coordinator to start, because this was to be a joint effort.
- The Stop the Spread translation quote was about \$37,000 for each brochure to be translated into 7 languages.
- A simpler version of a brochure is being developed.

Joel Daniels moved, seconded by Chris Stanfield that the update be received and noted. **Carried**

Item 14 – Other Business

Item 14a – Amanda to email Graham Wilson re RWC cc Board

Item 14b - Chairs and Deputy Chairs to be elected at the AGM at **23** November

Item 14c – The Board to have one face-to-face meeting per year.

Item 14d – Executive Officer's contract renewal, see table on next page.

Board-in-Confidence

Financial year	Pay \$ / hr	No. of hours per fortnight	Gross pay / fortnight	Super at 9.5% (10% as at 21-22 11% as at 2023)	Gross + Super per fortnight	gross per annum	Gross + Super per annum	additional wages \$ needed per annum
2016-2017	48	30	1440	136.80	1576.80	\$ 37,440.00	\$40,996.80	
2017-2018	49	30	1470	139.65	1609.65	\$ 38,220.00	\$41,850.90	
2018-2019	50	30	1500	142.50	1642.50	\$ 39,000.00	\$42,705.00	
2019-2020	50	30	1500	142.50	1642.50	\$ 39,000.00	\$42,705.00	
2020-2021	51	30	1530	145.35	1675.35	\$ 39,780.00	\$43,559.10	
2021-2022	52	30	1560	156.00	1716.00	\$ 40,560.00	\$44,616.00	
2022-2023 (Option 1)	54	30	1620	162.00	1782.00	\$ 42,120.00	\$46,332.00	
2023-2024 (Option 2)	55	30	1650	181.50	1831.50	\$ 42,900.00	\$47,619.00	\$1,287.00
2023-2024 (Option 3)	56	30	1680	184.80	1864.80	\$ 43,680.00	\$48,484.80	\$2,152.80
2023-2024 (Option 4)	57	30	1710	188.10	1898.10	\$ 44,460.00	\$49,350.60	\$3,018.60
2023-2024 (Option 5)	58	30	1740	191.40	1931.40	\$ 45,240.00	\$50,216.40	\$3,884.40

	35 members @ \$1550	35 members @ \$1627.50	35 members @ \$1705
Membership Fees exc GST for 2024	\$54,250	\$56,963	\$59,675
Less Operating Expenses (based on 2022-2023 figures)	unchanged	5% fee increase	10% fee increase
Accountant Fees	\$1,874	\$1,874	\$1,874
Xero subscription fees	\$642	\$642	\$642
Administration & General Expenses	\$100	\$100	\$100
Audit Fees	\$500	\$500	\$500
Catering and venue hire	\$1,700	\$1,700	\$1,700
Insurance	\$926	\$926	\$926
Motor Vehicle Expenses plus Travel opal	\$800	\$800	\$800
Printing & Stationery	\$250	\$250	\$250
Computer maintenance	\$150	\$150	\$150
ZOOM, Vimeo, Microsoft Adobe software	\$1,020	\$1,020	\$1,020
Telephone & Internet	\$415	\$415	\$415
Wages and Salaries - Exec Officer	\$40,560	\$40,560	\$40,560
Superannuation	\$6,084	\$6,084	\$6,084
Website (annual hosting & plugins) develop and Maintenance	\$1,832	\$1,832	\$1,832
Total Operating Expenses	\$56,903	\$56,903	\$56,903
Net Profit	-\$2,653	\$60	\$2,772

Board-in-Confidence

Dave Whiteman moved, seconded by Joel Daniels that Items 14a be carried out by the EO, Items 14band c be noted and that Item 14d – The Executive Officer’s contract be renewed for another twelve months and a pay rate of \$56 per hour is applied (back dated from 16 August 2023). **Carried**

Item 14e – Stewart Newman announced he is retiring in October 2023. The Board thanks him for his service to SWN and wished him well.

LIST OF ATTACHMENTS

- **ATTACHMENT Item 4** – Draft minutes from the 8 May 2023
- **ATTACHMENT Item 5** – Third draft of Business Plan 2024
- **ATTACHMENT Item 6** – Draft Code of Conduct
- **ATTACHMENT Item 11** – SWN Business Insurance