Key Goal 1: To provide a platform for our member organisations to have their views represented in regional, state, and national weeds legislation, planning, policy, and program development and vice versa.

No.	Actions	When/ how often	Progress
1.1	Hold subnetwork meetings for the three subnetworks twice a year with a standing agenda item that allows for issues to be raised and discussed and then taken to the Regional Weed Committee by the Chairs (or Deputy-Chairs) of each subnetwork.	Twice a year Mid first half of the year Mid second half of the year	West subnetwork – April meeting completed, Sep completed. Central subnetwork – February meeting completed, Sep completed. Coastal subnetwork – February meeting completed, Sep completed.
1.2	The Chairs (or in their absence -the Deputy-Chairs) of each subnetwork are to attend the Regional Weed Committee meetings and report back to their respective subnetworks	3-4 times per year depending on the number of RWC meetings held.	SWN Chairs (or Deputy Chairs) have attended Regional Weed Committee meetings in: June 2024.
1.3	Liaise regularly with the Greater Sydney Regional Weed Coordinator appointed by the Greater Sydney Local Land Services	As agreed on with the Regional Weed Coordinator	Communication occurring as needed (82 emails sent/received since July 2024, and 3 meetings attended).
1.4	Meet with the DPI's State Priority Weeds Coordinator on issues that impact Sydney Weeds members and stakeholders and report back to them as appropriate.	Ongoing	Communication occurring as needed (22 emails sent/received since July 2024).
1.5	At the Annual General Meeting each year, guest speakers can be invited to address members on weed management	Within 6 months after the end of the financial year	Date set Wednesday 27 November 2024.

	governance and planning issues from either a regional or state perspective		
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.	ongoing	Updates have been provided at the subnetwork meetings and via email where appropriate. Please see relevant Subnetwork meeting minutes for reference.

Key Goal 2: Instigate, develop, and lead collaborative weed management projects amongst Councils and other agencies, within and/or across our subnetworks.

No.	Actions	When/ how often	Progress
2.1	Administer/fund weed projects, promote and develop collaboration opportunities and broker partnerships. For example: • Investigate the opportunities that relevant funding bodies like the Environmental Trust may provide and if appropriate broker projects. • Explore partnerships with organisations such as Greater Sydney Local Land Services, Sydney Water Corporation, and State government departments. • Finalise the Translation Project.	Ongoing Finish Translation Project by February 2024	Translation project not to be completed by February 2024. Funds to be returned to GSLLS. Awaiting invoice from GSLLS. Installation of the website plug-in that can translate pages into different languages.

2.2	• 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 level.	Update local priority weeds spreadsheet in June 2024	List updated and available for download.
2.3	Revise the generic biosecurity policy template if required. This might include: • Updating the relationship between some weeds and the tree preservation orders, • vegetation SEPPs, • heritage issues, • any changes in mandatory components. This would include member consultation.	August 2024 if required	Most recent document updated 16 August 2023. Executive Officer has not received request for further update from member representatives therefore Aug 2023 remains most current document.
2.4	Investigate producing a priority weed field guide. Activities would include a survey of members views, collating feedback, if favourable seek funding to design and print booklets.	October 2024	List of possible species collated. To be raised at the next round of subnetwork meetings to gauge current interest. Updating Stop the Spread priorities at present.
2.5	Seek grant funding for developing a local priority weed mapping app. Depending on member feedback.	October	No progress made on investigating new app. Investigation needed into what apps are being used by whom to identify gaps. Limited progress to be rolled over to next 2025.
2.6	Maximise the use of existing data. For example, find out what type of reports members would like to prepare or	June 2024	Limited progress to be rolled over to next 2025.

	receive each month from their data on BIS or Sydney Weed App.		

Key Goal 3: Increase understanding of industry best practices for weed management for our member organisations.

No.	Action	When/ how often	Progress
3.1	Hold an annual Big Weeds Day Out	Annually in June	Due to change over of staff no BWDO to be held in 2024, opportunities for alternate workshops for bespoke training are being discussed with GSLLS.
3.2	Investigate member training needs (annual training survey) and explore options for addressing gaps.	Within annual member survey July 2024	Limited progress to be rolled over to next 2025.
3.3	Keep an updated list of the non-WeedWise weed species that are listed in the Local Priority Weeds spreadsheet for the region.	By June 2024	List completed.
3.4	Produce at least 6 non-WeedWise weed fact sheets of local priority species every year. Guided by the local priority spreadsheet mentioned in 2.2 above.	One every two months	12 Fact sheets available on the website. 6 species in draft at present. Prioritise getting all species listed in the Weed Identification section of the website.

3.5	Develop mechanisms for members to share knowledge and experience. For example: Continue to promote and develop the Weed Forums on the Sydney Weed's website	At each subnetwork meeting	Continue to promote Weed Forums at Subnetwork meetings.
3.6	Get a report on the Flower Markets for each subregional meeting and include session at the Big Weeds Day Out	3 time per year	Update did not occur at BWDO due to it not going ahead. Currently working with Strathfield to make Sydney Flower Market Priority Weeds Booklet accessible to all participating Councils.
3.7	Stay current on DPI's plans for WeedWise	ongoing	Ongoing.
3.8	Prepare a brochure for Authorised Officer to give to Florists	February 2024	Currently working with Strathfield to make Sydney Flower Market Priority Weeds Booklet accessible to all participating Councils.
3.9	Send out Sydney Weeds Newsletters as information dictates	When required	Limited progress to be rolled over to next 2025.
3.10	Develop an in-house weed control calendar that will assist members in planning their weed control activities. This will be a mechanism that we can use to track and understand the impacts of climate change on weed control.	By April 2024	Limited progress to be rolled over to next 2025.
3.11	Develop template letters for translation. To be stored on the *Our Page* section of the website	By February 2024	Translation project not to be completed by February 2024. Funds to be returned to GSLLS. Awaiting invoice from GSLLS.

			Installation of the website plug-in that can translate pages into different languages.

Key Goal 4: Increase community and industry awareness, understanding and engagement of weed issues and their management across the Greater Sydney region.

No.	Action	When/ how often	Progress
4.1	Continually updating and expanding the information provided on the Sydney Weeds website, based on member needs and feedback.	ongoing	Added Water caltrop to Weeds of Sydney on website front page, which allows it to be translated.
4.2	Continue to distribute and promote the Garden Escapes Booklet, both in hard copy and online	ongoing	Ongoing, GSLLS completed large print run. Booklets distributed where needed.
4.3	Finalise, print, distribute and promote the Stop the Spread brochures for each subnetwork.	January 2024	Drafts not completed; finalisation required before seeking signoff.
4.4	Publishing Sydney Weeds' annual Business Plan on the public (?) section of the Sydney Weeds website.	After it is adopted at the AGM for the following year	Confirm with Board if publishing in members section is suitable. If public want a copy this can be sent.

Key Goal 5: Administer Sydney Weeds Network efficiently and effectively

No.	Action	When/ how often	
5.1	Make the Sydney Weeds Code of Conduct available to all participants involved in Sydney Weeds and review it every 3 years.	Due to be reviewed November 2026	Progress to be discussed at the 23-24 AGM.
5.2	Develop a Sydney Weeds' procurement policy and review it every 3 years.	March 2024	Limited progress to be rolled over to next 2025.
5.3	Conduct a minimum of: • three (3) Board meetings per annum • two (2) subnetwork meetings for the three (3) subnetworks	ongoing	Completed.
5.4	Hold our annual general meeting	November or December each year	Date set for Wednesday 27th November 2024
5.5	All Board members have access to governance training.	October 2024	Ongoing.
5.6	Prepare a Board Members Handbook and review it every 3 years	October 2024	Limited progress to be rolled over to next 2025.
5.7	Develop a website administrator's manual.	ongoing	Partially complete, EO completed videos as additional instruction.
5.8	Review the legislation pertaining to a not-for-profit association annually and prepare a report about any changes for the Board and wider membership	Annually	Ongoing.
5.9	Continue to liaise with The Hills Shire and Burwood Council's about joining Sydney Weeds	ongoing	Ongoing.

5.10	Do quarterly computer backups	At the end of each quarter	Completed.
5.11	Prepare a quarterly website analysis report and report to the Board	At the end of each quarter	Completed for 23-24.
5.12	Create new user profiles for new members for access to the *Our Page* section of the website as required	As required	New members added as needed. 10 new staff added/provided with access in 23-24FY.
5.13	Do a comprehensive/professional report on achievement and aspirations of Sydney Weeds to attach to annual membership fee invoices	May 2024	Limited progress to be rolled over to next 2025.
5.14	Organise the accountant to prepare the financial statement asap after the end of the FY, so the Auditor has plenty of time, then send out to Board prior to the AGM or at the Board meeting before the AGM	July /August 2024	Completed.
5.15	Update Budget spreadsheet after each BAS is prepare (i.e., quarterly and post on the *Board Only* section of the website and include in Board Meeting Minutes for the wider membership's information).	After end of each quarter	Completed 1st, 2nd,3rd and 4th quarters of 2023-2024.
5.16	Prepare the BAS spreadsheet quarterly and send to Accountant for processing	After end of each quarter	Completed 1st, 2nd,3rd and 4th quarters of 2023-2024.
5.17	Place every out-of-session Board decision on the agenda of the next Board meeting for inclusion in the minutes. This will require archiving the current Out-of-Session register on the *Board Only* section of the website	To start in 2024	Completed.
5.18	Organise subnetwork meetings, Board meetings and AGM (i.e., prepare agendas, minutes, attendance records, EO report)	ongoing	Completed.
5.19	Respond to questions from the public about weeds when required (can be via the website or a phone enquiry)	As needed	Responded to 10 public inquiries

5.20	Send annual mandatory documentation to NSW Registry	Mid December 2024	Completed.
5.21	Maintain all required insurances for SWN	annually	Completed.
5.22	Maintain an up-to-date members register	annually	Continually being updated as needed.
5.23	Maintain an up-to-date contact list for all members, associate members and others	ongoing	Continually being updated as needed.
5.24	Maintain an up-to-date correspondence register	ongoing	Continually being updated as needed.