SYDNEY WEEDS NETWORK INC

Annual General Meeting
Sydney Weeds Network Inc.
DRAFT **MINUTES**
Wednesday 27th November 2024 via TEAMS

Meeting opened at 10:10

Item 1 Welcome

Leanne Bunn – SWN President welcomed everyone to the meeting and acknowledged and paid respects to the traditional owners of the lands that all participants were meeting on.

No declarations were made.

All invites are listed below in Table 1, including Apologies and Attendance. The requirements for a quorum were met, as there was at least one Board member present from each subnetwork.

Tabel 1. Invitees, Attendees and Apologies

First Name	Surname	Organisation	Subnetwork	Attendance	Apology
Madeline	Hourihan	Bayside Council	Coastal		Apology
Sean	Obrien	Bayside Council	Coastal		
Carolyn	Adamcewicz	Blacktown Council	West	Present	
Jessica	Thurston	Blacktown Council	West		
Katrina	Brown	Blacktown Council	West		
David	Pascoe	Blacktown Council	West		
Dan	Long	Blue Mountains City Council	West		
Andrew	Rhodes	Blue Mountains City Council	West		
Aisling	Campbell	Blue Mountains City Council	West		
Leann	Gunton	Blue Mountains City Council	West	Present	
Victoria	O'Donoghue	Blue Mountains City Council	West		Apology
Ashley	Boot	Camden Council	West		
Carmel	Hamilton	Camden Council	West		
Mitchell	Clark	Camden Council	West		
Will	Shaw	Campbelltown Council	West	Present	
Robert	Ide	Campbelltown Council	West	Present	
Kylie	Burrows	Canada Bay	Central		Apology
Peter	Sheehan	Canada Bay	Central		
Steve	Zantides	Canada Bay	Central		Apology
Pretisha	Ram	Canada Bay	Central	Present	
Jason	Dalgleish	Canterbury Bankstown Council	Central		
Paul	Angel	Canterbury Bankstown Council	Central	Present	
David	Lowery	Canterbury Bankstown Council	Central		
Kathryn	Schott	Canterbury Bankstown Council	Central	Present	
Raeleen	White	Canterbury Bankstown Council	Central	Present	
Sahiza	Ali	Canterbury Bankstown Council	Central	Present	

Ivan	Pillay	Central Coast Council	Coastal		Apology
Stewart	Newman	Central Coast Council	Coastal		
William	Pearce	City of Sydney	Coastal		
Bradley	Lloyd	Cumberland Council	Central		
Mark	Beharrell	Department of Env	All		
Helen	Pollard	Fairfield City Council	West	Present	
Robert	Stevenson	Fairfield City Council	West	Present	
Eddie	Ferry	Fairfield City Council	West		
Andrew	Reefman	Fairfield City Council	West		
Felipe	Moretto	Georges River Council	Central	Present	
Fiona	O'brien	Georges River Council	Central		
Craig	Wilson	Georges River Council	Central		
Michael	Pattison	Hawkesbury City Council	West		
Chris	Dewhurst	Hawkesbury River County Council	West		
Toby	Walker	Hawkesbury River County Council	West	Present	
Stephen	Pym	Hornsby Shire Council	Central	Present	
Donna	Fitton	Hornsby Shire Council	Central		
Jacqui	Vollmer	Hunters Hill Council	Central		
Sue	Pritchard	Inner West Council	Central		
Mario	Mouxouris	Inner West Council	Central		
Peter	O'Connor	Inner West Council	Central		
Tealia	Scott	Inner West Council	Central		Apology
Adam	West	Inner West Council	Central		
Kim	Griffin	Inner West Council	Central		
Jordan	Girardi	Inner West Council	Central	Present	
Anne	Seaton	Ku-ring-gai Municipal Council	Central		
Travis	Roberts	Ku-ring-gai Municipal Council	Central		
Swee loon	Choy	Ku-ring-gai Municipal Council	Central		
Evelyn	Baker	Ku-ring-gai Municipal Council	Central	Present	
Rob	Gibson	Lane Cove Council	Central	Present	
Jeff	Cullenton	Lane Cove Council	Central		
Miriam	McInnes	Lane Cove Council	Central		
Celine	Montallana	Lane Cove Council	Central		
Joel	Daniels	Liverpool Council	West	Present	
Kyran	Coogan	Liverpool Council	West		
Stephen	Wall	Mosman Council	Coastal		
Benjamin	Wyllie	Mosman Council	Coastal	Present	
Ramin	Khosravi	North Sydney Council	Coastal		
Tristram	Thomas	North Sydney Council	Coastal		
Gareth	Debney	North Sydney Council	Coastal		Apology
Alex	Muir	Northern Beaches Council	Coastal		
Martin	Fitzgerald	Northern Beaches Council	Coastal		
Pamela	Bateman	Northern Beaches Council	Coastal	Present	
Sonja	Elwood	Northern Beaches Council	Coastal	Present	
Christopher	Stanfield	Parramatta City Council	Central	Present	

Justine	Vella	Penrith City Council	West		Apology
Leanne	Bunn	Randwick Council	Coastal	Present	
Matt	Leary	Randwick Council	Coastal		
Sandra	Payne	Ryde Council	Central		
Jeffrey	Chu	Ryde Council	Central	Present	
Maxx	Liong	Strathfield Council	Central	Present	
Chris	Banks	Sutherland Council	Coastal	Present	
Phil	Price	Water NSW	West	Present	
Jacob	Adams	Water NSW	West	Present	
Chavvauhn	Calver	Waverley Council	Coastal		
Cameron	Bennell	Willoughby City Council	Coastal		
Jude	Morris	Willoughby City Council	Coastal		
Alex	Burgess-Buxton	Wollondilly Shire Council	West	Present	
Adam	Halliday	Wollondilly Shire Council	West		Apology
Rudi	Adlmayer	Woollahra Council	Coastal	Present	
Katherine	Grant	Woollahra Council	Coastal		Apology

Item 2 Confirmation of the minutes of the last AGM and matters arising

There were two matters arising, as listed below:

Actions arising:
Action: Item 6 - Rudi Adlmayer moved that the Business Plan 2024 be endorsed and that the issue of Council membership be investigated for the 2025 plan. Seconded by Travis Roberts. All in favour. Motion carried.
To be discussed as part of Item 6 on the Agenda.

Action: Item 7 - Travis Roberts moved that the Code of Conduct be further reviewed by the Board to include an independent review process and be presented to the next AGM. Seconded by Chris Dewhurst. All in favour. Motion carried.
To be discussed as part of Item 7 on the Agenda.

Sahiza Ali moved that the Minutes of the Annual General Meeting on 23rd November 2023 were a true and accurate record of the meeting and should be accepted. Seconded by Carolyn Adamcewicz. All in favour. Motion carried.

Item 3 Presentation of SWN Inc. President's Annual Report

The President of the SWN, Leanne Bunn gave the following report:

First, I want to thank everyone for their patience whilst we have been transitioning through this time with new board members and Executive Officer. With a special thank you to those who have assisted on the board during 2023-24. Amanda Kotlash, Karen Harper, Joel Daniels, Chris Stanfield, Rudi Adlmayer, Rae White, and Ivan Pillay.

We said farewell to Amanda who left Sydney Weeds Network after being with the Network for over 7 years and we welcomed Karen as our new Executive Officer.

Staff and Board changes:
The period marked significant transitions within the Sydney Weeds Network, including the election of

a new president in May 2024 and the onboarding of a new Executive Officer in June 2024. Despite these changes, the Network remained focused on fostering a strong network among its 36 participating organisations.

Achievements

- The Board held four meetings throughout the year, facilitating crucial discussions and decision-making.
- Continued efforts were made to maintain and enrich the network, providing essential information and support to members, despite some delays in project progression due to staffing and board changes.
- The annual Business Plan became a focal point, with updates provided based on the outlined actions.
- Key tasks in the administrative domain have been addressed, including:
    1. Ensuring accurate financial management, including timely completion of quarterly BAS and government reporting.
    2. Maintaining compliance with NSW Fair Trading requirements, including necessary documentation.
    3. Prioritising organisational safety and effectiveness through the procurement of business insurance and maintenance of the Code of Conduct and Constitution.
    4. Ongoing development and maintenance of the SWN Website to enhance accessibility and information dissemination.

Project Updates:

Merging and maintenance of subnetwork spreadsheets:

- The merging and maintenance of sub network spreadsheets of local priority weeds.
- Revised the list of non-WeedWise weed species as outlined in the Local Priority Weeds spreadsheet.
- Continued update of the Stop the Spread Brochures to ensure current and relevant information is available to the public.
- Facilitated dialogues and networking opportunities, positioning the organisation for potential future initiatives.
- Public Requests for Information:
    - Addressed 24 inquiries from the public regarding weed management, all received through the website, demonstrating our commitment to community engagement.
    - Ongoing development of the SWN Website to enhance accessibility and information dissemination.

Challenges and Next Steps

While the year witnessed significant organisational changes, the momentum of the projects was somewhat hindered. Moving forward, key areas of focus include:

- Continuing to implement the Business Plan actions effectively.
- Enhancing communication strategies to keep members informed and engaged.
- Exploring opportunities for new projects and collaborations to strengthen the network further.

Conclusion

The network remains committed to its mission despite the challenges faced during this transitional year. Continuous efforts are underway to build a robust support system for all participating organisations and to streamline operational efficiency. Further diligence will be exercised to ensure that all projects align with our overarching goals and objectives.

Item 4 Presentation and adoption of Financial Report 2023-2024

Joel Daniels presented the following Summary of Financial Report 2023-2024:

It was again my pleasure to be the Treasurer of the SWN for the 2023/2024 financial year.

The financial statement and balance sheet as of 30 June 2024 has been prepared by Lambert Accounting Services which includes our income and expenditure statement and detailed balance sheets for the year ended on that date.

An independent audit was conducted by Maurice A Fenton. The Auditor has advised that in their opinion, the financial report gives a true and fair view of the Sydney Weed Network's financial position as of 30 June 2024 and of its performance for the year ended on that date.
It also complies with Australian Accounting Standards to the extent described in the Associations Incorporation Act 2009 of New South Wales.

The Independent Audited Financial Statement includes our Income and Expenditure statement and Detailed Balance Sheets which details total revenue of $54,232.50 total expenses of $47.050.45 to give a positive balance of $7,182.05.

The financial statements are required to be endorsed by the Sydney Weeds Network to enable their lodgment with the Department of Fair Trading within one month of this meeting.
I'd like to thank fellow board members and staff for their continued hard work assistance with managing SWN Finances.

Alex Burgess-Buxton moved that the 2023-2024 Annual Treasurer's report and the audited financial statement be accepted. Seconded by Raeleen White. All in favour. Motion carried.

Item 5 Election and/or Notification of the Chairs & Deputy Chairs and Office Bearers

The annually elected Chairs and Deputy Chairs of the three subnetworks form the Sydney Weeds Network Board, which is the management committee for the incorporated association.

The Executive Officer (EO) noted that voting for the Central and West subnetwork meetings occurred at the preceding Subnetwork meetings. In regards to the Coastal Subnetwork meetings the EO noted she had received nominations and asked was there any more nominations from the floor.

Nominations:

Coastal Subnetwork
Ivan Pillay, Central Coast Council – for Chair
Nominated by Leanne Bunn, seconded by Rudi Adlmayer

Since only one nomination was received for this position, an election wasn't necessary, so Ivan Pillay is appointed.

Leanne Bunn, Randwick Council – for Deputy Chair
Nominated by Ivan Pillay, seconded by Rudi Adlmayer

Since only one nomination was received for this position, an election wasn't necessary, Leanne Bunn is appointed.

Board Positions:

President
Leanne Bunn – for President
Nominated by Joel Daniels, seconded by Raeleen White

Since only one nomination was received for this position, an election wasn't necessary, so Leanne Bunn is appointed.

Vice President

Chris Stanfield – for Vice President
Nominated by Raeleen White, seconded by Leanne Bunn

Since only one nomination was received for this position, an election wasn't necessary, so Chris Stanfield is appointed.

Treasurer

Joel Daniels - for Treasurer
Nominated by Leanne Bunn, seconded by Chris Stanfield

Since only one nomination was received for this position, an election wasn't necessary, so Joel Daniels is appointed.

Item 6 Business Plan 2024 - 2025

The Draft Business Plan for 2024 and 2025 was discussed.
An update of actions completed in the 2024 Business Plan was provided, detailed information was provided in Attachment Item 6.1. An updated 2025 Business Plan was provided, detailed information was provided in Attachment Item 6.2 and built on existing actions listed in the 2024 plan.

Rudi Adlmayer moved that the Business Plan 2024 be noted and the Business Plan 2025 be endorsed. Seconded by Chris Stanfield. All in favour. Motion carried.

Item 7 Special Resolution - Constitution

At the 2023-23 Sydney Weeds Network Inc (SWN) Annual General Meeting (AGM) a Code of Conduct was discussed (Item 7) and it was moved that the Code of Conduct be further reviewed by the Board to include an independent review process and be presented to the next AGM.

In February 2024 the Board considered the Draft Code of Conduct and the SWN Constitution and moved that the Model Constitution off the Fair Work NSW website be used as a basis for the developing an updated Constitution. The Model Constitution was used to ensure that it is consistent with the requirements of NSW Fair Trading and best practice. Changes include wording of specific clauses as dictated by the Model Constitution. As well as formatting and administrational changes to align with the NSW Fair Trading Model Constitution.

The revised Constitution was reviewed by the Board and sent out the member organisations representatives in April 2024 for comment. Three (3) comments were received back with majority in support.

The *Revised Constitution 2024* (ATTCHMENT Item 7.2) is attached. As is a complete and comprehensive document comparing the current adopted Sydney Weeds Network Constitution and the proposed Constitution (ATTCHMENT Item 7.3). Please note this document must be viewed in Microsoft Word. If there are any issues viewing this document please get in touch with the Executive Officer Karen Harper (info@sydneyweeds.org.au).

The members are requested to vote on **Item No 7: Special Resolution – Constitution,** *to accept and adopt the Revised Constitution 2024 (ATTACHMENT Item 7.2 - Revised Constitution 2024) and have it replace the current Constitution which was adopted 7th December 2021.*

Questions were opened to the participants. No questions were received. Executive Officer Karen Harper noted that no proxy or absentee votes were received. Voting was conducted with the following outcome:

Results of voting

No proxy or absentee votes were received. The vote was held with 19 votes to adopt and 0 votes to reject. Therefore the votes passes.

Item 8 Subnetworks Sharing

Coastal

Leanne Bunn presented on behalf of the Coastal Subnetwork. It was noted that the Regional Weeds Committee (RWC) meeting is set for late December therefore members are requested to forward on any questions to their relevant subnetwork Chair or Deputy Chair as needed.

West

Joel Daniels presented on behalf of the West Subnetwork. The mosquito issue noted in the media was sourced back to a Sydney Water oxipond. When the Georges River floods water is able to move between the River and this pond. At some time Frogbit has entered the pond and has subsequently become overrun. Evidence indicated that the lack of predators has resulted in the proliferation of the mosquito larvae. Liverpool Council is working with Sydney Water to manage the treatment on site, as most of the initial Frogbit has been treated. There is ongoing conversations with DPI about treatment of the removed material. Treatment of mosquito larvae has also been completed and resulted in a decrease in numbers.

Central

Chris Stanfield presented on behalf of the Central Subnetwork. Projects highlighted include the increased treatment of Boneseed along Sydney Trains land holdings.

Item 9 Other Business

No other business was received therefore it was opened to participants who wished to raise an item. The following was discussed:

1. Rudi Aldermyer, Woollahra Council, noted that he has made progress managing *Ipomoea purpurea* within Woollahra LGA by getting residence involved in managing individuals on their land.
2. Big Weeds Day out has been tentativly scheduled for Wednesday 4th June 2025. Participants are to notify the EO if there are any issues or major classes with this date as soon as possible so that the date can be set.
3. Phill Price, WaterNSW noted that submissions are now open to present at the 23rd NSW Weeds Conference to be held in Port Macquarie, NSW from 4 - 7 August 2025. People wishing for more information can get in touch with either Phill or directly with the Secretariate nswweeds@abercrombiemanagement.com.au

   KEY DATES:
   - 2 March 2025: Oral and Workshop Abstracts due.
   - 12 March 2025: Lighting Talk EOI's due.
   - Mid-April 2025: Author notifications
4. Felipe Moretto, Georges River Council, noted that they have been treating a range of species and that they are seeing some good results.

The meeting closed at 11:18am