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	
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.	
1.3	Liaise regularly with Greater Sydney Local Land Services	Ongoing	
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	
1.5	At the Annual General Meeting each year, guest speakers can be invited to address members on weed management governance and planning issues from either a regional or state perspective.	Within 6 months after the end of the financial year	
1.6	The Executive Officer is to facilitate the sharing of information from the State Weed Committee, Regional	Ongoing	

	Weed Committee, Department of Primary Industries, and from any other bodies responsible for weed management.		
1.7	Represent the interests of the Network by providing feedback, comments and correspondence where needed.	Ongoing	

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. • Investigate possible joint working to complete translation projects as identified by the subnetworks.	Ongoing	
2.2	Maintain all subnetwork spreadsheets of local priority weeds by updating them and using them to guide our	Update local priority weeds spreadsheet as needed	

	decisions on priorities at the local and possibly regional level.		
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.	Continue to monitor if needed.	
2.4	Investigate brochures and pamphlets that would be of interest for the members. Activities would include a survey of members views, collating feedback, if favourable seek funding to design and print material.	Ongoing	
2.5	Coordinate with LLS and DPIRD as needed to seek funding and developing a local priority weed mapping app. Depending on member feedback.	Ongoing	
2.6	Maximise the use of existing data. For example, find out what type of reports members would like to prepare or receive each month from their data on BIS or Sydney Weed App.	June 2026	

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	
3.2	Investigate member training needs (annual training survey) and explore options for addressing gaps.	To be raised at Subnetwork meetings to ensure consistency	
3.3	Keep an updated list of the non-WeedWise weed species that are listed in the Local Priority Weeds spreadsheet for the region.	Update completed list as needed.	
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	
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; and create opportunities for members to network and share information at events (such as site visits and training).	Ongoing	
3.6	Get a report on the Flower Markets	As deemed appropriate from Strathfield Council	
3.7	Send out Sydney Weeds Newsletters or information as information dictates	When required	

3.8	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 2026	

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	
4.2	Continue to distribute and promote the Garden Escapes Booklet, both in hard copy and online. Seek funding opportunities to get additional booklets printed.	Ongoing	
4.3	Finalise, print, distribute and promote the Stop the Spread brochures for each subnetwork.	Ongoing	
4.4	Publishing Sydney Weeds' annual Business Plan on the Sydney Weeds website.	After it is adopted at the AGM for the following year.	

Key Goal 5: Administer Sydney Weeds Network efficiently and effectively

No.	Action	When/ how often	
5.1	Develop a Sydney Weeds' procurement policy and review it every 3 years.	March 2026	
5.2	Conduct a minimum of: • three (3) Board meetings per annum • two (2) subnetwork meetings for the three (3) subnetworks	Ongoing	
5.3	Hold our annual general meeting	November or December each year	
5.4	Ensure all Board members have access to governance training if requested	Ongoing	
5.5	Prepare a Board Members Handbook and review it every 3 years	October 2026	
5.6	Develop a website administrator's manual.	Ongoing	
5.7	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	
5.8	Continue to liaise with The Hills Shire and Burwood Council's about joining Sydney Weeds	Ongoing	

5.9	Do quarterly computer backups	At the end of each quarter	
5.10	Prepare a quarterly website analysis report and report to the Board	At the end of each quarter	
5.11	Create new user profiles for new members for access to the *Our Page* section of the website as required	As required	
5.12	Do a comprehensive/professional report on achievement and aspirations of Sydney Weeds to attach to annual membership fee invoices	May 2026	
5.13	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 2026	
5.14	Update Budget spreadsheet after each BAS is prepared (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	
5.15	Prepare the BAS spreadsheet quarterly and send to Accountant for processing	After end of each quarter	
5.16	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	Ongoing	
5.17	Organise subnetwork meetings, Board meetings and AGM (i.e., prepare agendas, minutes, attendance records, EO report)	Ongoing	
5.18	Respond to questions from the public about weeds when required (can be via the website or a phone enquiry)	As needed	
5.19	Send annual mandatory documentation to NSW Registry	Mid December	

5.20	Maintain all required insurances for SWN	Annually	
5.21	Maintain an up-to-date members register	Annually	
5.22	Maintain an up-to-date contact list for all members, associate members and others	Ongoing	
5.23	Maintain an up-to-date correspondence register	Ongoing	