

CAWS POLICY 2 – HOSTING OF THE AUSTRALASIAN WEEDS CONFERENCE



COUNCIL OF AUSTRALASIAN WEED SOCIETIES (INC)

POLICY ON THE HOSTING OF THE AUSTRALASIAN WEEDS CONFERENCE

(Revision approved 5 September 2013)

1. Following the success of the first Council of Australian Weed Science Societies national conference in 1978, the Australian Weeds Committee handed responsibility for future Australian Weeds Conferences to the Council (now known as the Council of Australasian Weed Societies).
2. The Australasian Weeds Conference (AWC) is held every second year under the auspices of the Council of Australasian Weed Societies (CAWS). Member Societies convene the Australasian Weeds Conference on behalf of CAWS and have an agreed financial arrangement with CAWS, consisting of an interest-free loan from CAWS and a share of AWC profits (usually 50:50). As members of CAWS, the convening Society and all other member Societies benefit from subsequent national activities arising out of the CAWS profit share from the conference.
3. CAWS discourages member Societies from hosting other international weed meetings in the same year as the AWC due to the risks of reduced attendance at each event. CAWS does not discourage member Societies from combining the AWC with other international weed meetings. CAWS also encourages the organising committee to try where possible to avoid clashes with other conferences being held in Australasia which may result in less people attending the AWC, such as with the conference of the Australian Agronomy Society.
4. Following the 16th Australian Weeds Conference in 2008 the conference name changed to the Australasian Weeds Conference.
5. CAWS will establish a rotation of conferences between the member societies. The historical order of Societies for hosting of the Australian Weeds Conferences has been:
 - Weed Society of Western Australia, Inc.
 - Weed Society of New South Wales, Inc.
 - Weed Management Society of South Australia, Inc.
 - Weed Society of Queensland, Inc.
 - New Zealand Plant Protection Society
 - Weed Society of Victoria, Inc.
 - Tasmanian Weed Society, Inc.If, at the time of the preceding conference, a member Society indicates that they are unable to host the next conference, it may default to the next Society on the list.
6. A CAWS Oration will be given at each Australasian Weeds Conference. The Orator will be jointly selected and approved by CAWS and the Society hosting the AWC. Where required, CAWS will pay the economy class travel, registration, meals and/or reasonable accommodation costs of the Orator. This can be subtracted from the loan provided by CAWS to the Society for the AWC.

Note: CAWS Orations may be presented at other forums in the intervening period between AWCs. Funding support for any such speakers, and/or their naming as “CAWS Orator”, will be at the discretion of CAWS.
7. At the CAWS meeting held at the prior conference, an agreement will be negotiated to provide a loan to the Society hosting the next AWC.
8. The AWC should be run in such a manner that neither CAWS nor the host Society stands to make an extraordinary profit or loss. Any profit will be shared between CAWS and the Society running the AWC, according to the agreement negotiated at the CAWS meeting held at the previous conference. This is usually a 50:50 split.

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9. The organising committee will reimburse CAWS its original loan plus its share of profit within 3 months of the financial matters of the conference being finalised or within 6 months of the conclusion of the event, whichever occurs sooner.
10. In the event of a loss occurring, a meeting of CAWS will be held to discuss how the loss shall be borne. However, it should be noted that CAWS will not be liable for any amount over and above the seed funding unless:
 - there are extreme circumstances beyond the control of the organisers, (such as a natural disaster; an act of terrorism; or a strike) and
 - all member Societies other than the organising Society agree on the loss being borne by CAWS.
11. The convening Society must be an Incorporated Body according to appropriate State or Territory legislation. The host Society must provide the CAWS secretary with a copy of their current certificate of incorporation and ABN number prior to seed funds being made available.
12. For Australian member Societies, the convening Society must be compliant with the Goods and Services Tax (GST) and any other requirement(s) imposed by the Australian Tax Office (ATO). Similarly, any service providers engaged by the organising Society must be compliant with GST and any other requirement(s) imposed by the ATO. Similarly, for New Zealand the convening Society must comply with the Goods and Services Tax (GST) and any other requirement(s) imposed by the New Zealand Inland Revenue Department.
13. The need for event insurance, public liability insurance and/or other insurance will be determined by, and at the expense of, the organising Society.
14. The convening Society will arrange an independent financial audit of the AWC.
15. The organising committee will submit a conference report to CAWS within 3 months of the financial matters of the conference being finalised. A mailing list of delegates, who have agreed to have their name included on a mailing list, will be supplied to the organisers of the next AWC.
16. The reports from the previous two conferences will be sent to the organising committee of the next AWC by CAWS.
17. Registration fees must be set to encourage as many participants as possible. In addition, the organising Society should give consideration to a discounted registration fee for:
 - undergraduate and postgraduate students in a weed-related subject;
 - community volunteers involved in weed-related activities;
 - delegates from developing countries; and
 - other groups at the discretion of the organising committee
18. The choice of venue and organisation of the AWC will be at the discretion of the Society running the conference.
19. The organising Society will make available proceedings of the conference for the CAWS web-site. The proceedings will also be available to delegates at the conference, but whether these take the form of printed proceedings or an electronic format (for example, on a CD or memory stick) will be at the discretion of the Society running the conference.
20. A room and time should be made available during the AWC for a meeting of CAWS to be held. This will be held jointly with the Society's Organising Committee. In addition to normal CAWS business, this meeting will be used to impart planning information between the organising committees of the current and next AWC. As this meeting is likely to be held in the evening and to be several hours in length, it is deemed appropriate to provide a meal during the course of the meeting.
21. All CAWS member Societies will promote the AWC to members and other colleagues both within Australia/New Zealand and elsewhere overseas.

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22. The organising Society should liaise with the Australian Weeds Committee to help facilitate their involvement with the conference as discussed in 2012 regarding assistance with organising the conference and supporting attendance by their members. Information regarding this arrangement and several other matters relating to organising the conference can be found by logging in to the Executive part of the CAWS web-site.