

Ordinary Meeting

Meeting Date: Tuesday, 27 August, 2019

Location: Council Chambers, City Administrative Building, Bridge Road, Nowra

Attachments (Under Separate Cover)

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BUSHCARE/PARKCARE PROCEDURES

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1. BUSHCARE/PARKCARE GROUP ESTABLISHMENT**1.1 Priorities for support**

Council has limited financial resources available for the Bushcare/Parkcare program but must ensure that groups receive support on an equitable basis and that projects are as successful as possible. Council's capacity to support Bushcare/Parkcare groups is linked to funding levels and the number of staff available.

As resources permit, Council will support all Bushcare/Parkcare projects, which comply with the Bushcare/Parkcare Policy and Procedures and will do so on an equitable basis.

If resources are insufficient to fund all projects, those projects that meet the following criteria will gain priority for support:

1. Land should be public land, owned or managed by council. This includes crown land reserves of which Council is the trust manager.
2. The conservation/ecological values of the land and its broader environmental values to the landscape/region, such as connectivity within an existing or proposed flora/fauna corridor.
3. The potential environmental, social and economic or other benefits of the project(s);
4. Potential of the project(s) to meet its aims and achieve sustainable results. This may depend on the number of people wishing to be part of the group, and the amount of time they are able to commit;
5. Consistency of the project with local and regional environmental management priorities and its contribution to achieving those priority management objectives; and
6. The existence of a community Bushcare/Parkcare within the same reserve/catchment, beach or local area, to avoid duplication of resources.

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1.2 Setting up a new Bushcare or Parkcare group

1. Residents inquiry	<ul style="list-style-type: none"> Resident/Community approach Council to establish Group Check made that land is owned/managed by Council. Gain approval from Council's land custodian(s) Assess whether there is another Bushcare/Parkcare group already working in the area and where possible, include within existing group
2. Group establishment	<ul style="list-style-type: none"> Assess whether Council has the resources to support an additional group Council staff and potential volunteers meet Gain registrations and completion of SCC volunteer induction process Group nominates a coordinator and a deputy coordinator if considered worthwhile Volunteers' details are entered into Councils 'Bushcare Groups' database with a new group also set up. Through the database, information on the group becomes available on Council's website Assign a Bushcare Field Officer (BFO) to support the group
3. Commence work	<ul style="list-style-type: none"> BFO and group develop a Hazard ID and Risk Assessment for work sites Volunteers undertake WHS induction for the sites The group can commence work undertaking weed control and rubbish removal, with agreement of the Bushcare Coordinator, prior to the development and approval of a Bushcare Group Action Plan. Planting is not to be done unless as part of an approved plan Group provided with Personal Protective Equipment (PPE), tools, waste tipping card and Bushcare Site Recording Sheets
4. Bushcare/Parkcare Group Plan	<ul style="list-style-type: none"> Council staff and volunteers prepare Bushcare/Parkcare Group Action Plan collaboratively Bushcare/Parkcare Plan undergoes consultation phase Bushcare/Parkcare Group Action Plan adopted by Council Group can implement actions as included in the plan

2. VOLUNTEERS

2.1 Eligibility

The Bushcare/Parkcare program is open to all residents, ratepayers and visitors to the Shoalhaven, provided they operate in accordance with Bushcare/Parkcare Policy and these Procedures and can carry out the required duties in a safe and responsible manner. Shoalhaven City Council's Volunteer Induction Handbook (Health, Safety and Behaviour) must be adhered to at all times.

Council will develop and maintain a Position Descriptions for Bushcare Volunteers and for the group Volunteer Coordinator (Appendix 1). This will include information

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on the range of tasks and activities Bushcare/Parkcare programs and the physical requirements of these. It is recognised that volunteers can perform differing roles and tasks, depending on a wide range of factors such their time availability and physical capabilities.

Volunteer participating in the Shoalhaven Bushcare/Parkcare programs must be aged between 10 and 90 years of age. School groups are eligible.

2.2 Working with children

Bushcare/Parkcare volunteers and staff who may come into contact with children aged up to 16 years as part of their volunteer work will be required to undertake a Working with Children Check under part 2, section 6 of the Child Protection (Working With Children) Act 2012.

2.3 Volunteer pre-existing conditions

Pre-existing conditions that may pose a risk are to be disclosed to Council upon registering and these will be passed on to the volunteer Coordinator of the relevant group. Volunteers are only to take on tasks that do not pose unacceptable risks based on pre-existing conditions.

2.4 Volunteers with carers

Volunteers that have a disability and are supervised by a Carer are welcome to participate, undertaking appropriate tasks. The Carer and where possible, the carer's client, must register and undertake the corporate induction process. Site safety inductions must be completed by both.

2.5 Temporary volunteers

Visitors, part-time residents or event-based participants may volunteer by filling out their details, date and signing on a Bushcare/Parkcare Site Recording Group Sheet when they work and provided they:

- Satisfy the age requirements for insurance
- Are wearing the appropriate clothing.
- Are inducted on site about safe working practices and hazards on site i.e. (site risk assessment) and risk management measures.
- Record their name, address and signature on the Bushcare/Parkcare activity sheet prior to commencing work.

2.6 De-registering volunteers

Checks on groups membership are made occasionally, including when a new member joins. Volunteers are de-registered based on the advice of the group coordinator when there has been no participation or communication, in general, for six months or more.

2.7 Dismissal of Volunteers

In instances of misconduct or breaches to the volunteer responsibilities, Council's CEO has the right to dismiss the Volunteer. This includes:

- Theft of property or funds.
- Intoxication through alcohol or other substances while volunteering.
- Verbal or physical harassment of any other volunteers, members of the community or Council employees.

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- Disclosure of confidential information regarding the Council and/or clients.
- Breaching any other volunteer responsibilities or working contrary to approved works/plans.
- Malicious damage to Council or community property.
- Not working in a safe manner.

3. SUPERVISION AND COORDINATION OF GROUPS

3.1 Group Coordinator

A member of each Bushcare/Parkcare group will be appointed by the group to be the Group Coordinator. The Coordinator must volunteer to undertake the role and have the support of the majority of the group members. The role can be shared if the group wishes, provided it is clear who the primary contact person is at any one time. A Deputy Coordinator may be appointed by the groups and may be especially useful for taking on the role when the Coordinator is away.

The role of the Bushcare/Parkcare Group Coordinator is to;

- Act as the group's primary contact point for Council, other organisations and the public.
- Provide a contact phone or email address that can be made public
- Make all volunteers aware of safety issues and risks associated with Bushcare/Parkcare site, risk management procedures and good work practices.
- Ensure that the Bushcare/Parkcare Activity Sheets are completed and submitted to Council in a timely manner.
- Ensure all the group's activities comply with the Action Plan, except that approved weed control and rubbish removal can be undertaken in other areas following WHS risk assessment.
- Nominate training needs for the group
- Pass on relevant information to group members

Council will supply a copy of the Bushcare Group Coordinator Role Description to each Bushcare Group Coordinator

Council encourages Bushcare/Parkcare groups to rotate the Group Coordinator position every two years. A Bushcare/Parkcare Group Coordinator may resign the position at any time. The new Coordinator must let Council's Bushcare Coordinator know when the Coordinator (or deputy) changes.

3.2 Records

Council will provide each Bushcare/Parkcare group with a Recording Group Sheet log book, which will have carbon copy sheets for the groups use at each working session. The logbooks record the following information;

- Site name
- Bushcare/Parkcare Group
- Risk assessment and first aid kit check
- Date of work session.
- Names and signature of people attending the work sessions.
- Hours worked by each person.

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- Type of activity carried out
- Herbicide spray record (when needed)

A copy of the log sheets can be retained by the group but the original must be forwarded to the Council's Bushcare Coordinator or Parks Officer preferably within 8 weeks of the group's activity. This information is recorded into a database and group activity updates will be posted in the Shoalhaven Bushcare/Parkcare newsletter annually.

Council will maintain:

- A register of each Bushcare/Parkcare group coordinator's contact details, groups meeting dates, times and frequency that is publicly accessible via Council website.
- A confidential register of Bushcare/Parkcare volunteer's details will be held on an internal database.
- A register of groups' activities i.e. the number of hours contributed by each group will be held on an internal database.

Council will obtain personal information from volunteers including names, address, and telephone numbers, child protection screening (where applicable) and other contact details for administering the Bushcare/Parkcare Program. Personal information obtained by Council is governed by the NSW Government Information (Public Access) Act 2009. This legislation provides direction for the collection, protection, storage, disposal, access and use of personal information by Council. Council will take all reasonable care to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

4. NETWORKING AND PARTNERSHIPS

Council's Bushcare Coordinator will, each year, develop an engagement plan to foster networking and interaction between volunteer coordinators, volunteers and with other organisations (example template given in Appendix 2). The types of events and gatherings where networking can occur may include:

- National events such as National Tree Day and Bushcare's Big Day Out
- Local events such as Bushcare/Parkcare Christmas Picnic, planting days
- Training courses, seminars, field days

Council staff will actively develop relationships with external organisations such as schools, Local Aboriginal Land Councils, Landcare, Correctional Services, Local Land Services and encourage the involvement of Bushcare/Parkcare volunteers. These connections will assist with knowledge-sharing and cooperation across land tenures, as well as for the intrinsic benefit in forming connections across our communities.

The engagement plan will identify key potential partners, how engagement will be sought, staff and volunteers involved and their responsibilities.

5. TRAINING

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Training is an integral part of an effective Bushcare/Parkcare program and its delivery will be reviewed annually to consider the needs of volunteers and the type of work they are carrying out. A variety of training opportunities will be offered and may include formal courses. Courses will focus on local issues whilst offering the participants opportunities to develop a diverse range of skills and knowledge.

5.1 Work, Health and Safety volunteer induction training

Bushcare/Parkcare volunteers are required to complete Council's Volunteer Health, Safety and Behaviour Induction. This can be completed on-line or in hard copy. This must be completed prior to undertaking any work on a Bushcare/Parkcare site. The Volunteer Health, Safety and Behaviour Induction training will address:

- Work, Health and Safety issues and working in a safe and effective manner in bushland and/or park areas.
- Rights and responsibilities under relevant Acts and policies.

5.2 Informal training

Council will also provide on-site training in bush regeneration, for those Bushcare groups who access the services of the Bushcare Field Officer. This will be done in an informal capacity with non-accredited training being provided.

Council, in cooperation with the Shoalhaven Landcare Association and other interested agencies run programs of training workshops, field days and conferences that are commensurate with local community issues and needs.

5.3 Formal training

Council will also provide for formal accredited training for volunteers that are required to make their work safe such as First Aid, Chemical Users Certificate and Chainsaw Operations. The Bushcare Coordinator will consider all requests for training based on:

- the requirements of actions in the relevant Bushcare Group Action Plan
- the overall skills-needs of each group with consideration of the working environment;
- and funds available.

In general, up to two group members from each group will be trained by Council for such training courses.

The Group Coordinator is to nominate members for training and should consider equity across the group, as well as identifying the most relevant group members for training.

6. GROUP ACTION PLANS

6.1 Plan contents

Work proposed by a Bushcare/Parkcare group must be carried out in accordance with a group Action Plan. The plan will outline the objectives of the group and the actions by which they will be achieved. The Bushcare Coordinator has the responsibility for compiling and preparing the Bushcare action plans in consultation

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with the Bushcare Field Officer and the Bushcare Group. The Action Plan will include the following;

1. Reserve information.
2. Aims and Objectives of the group.
3. Map showing the groups site/s and indicating what activities are to be undertaken and where.
4. A table showing details of the actions to be undertaken by the group, their priority, the methods used and the timing. These should include monitoring and evaluation actions.
5. List of Council support items.
6. Identification of projects for future funding opportunities.
7. List of relevant local and regional plans.
8. List of environmental weeds on the site; and
9. List of common native plant species occurring on the site.

The Action Plan should not conflict with any other plans or strategies prepared for the site or surrounding areas, such as Reserve Plan of Management, Estuary Management Plan or generic policies or plans. If any potential conflict arises, Council's Bushcare Coordinator or Parks Officer should be notified immediately.

Bushcare group action plans are to be based around Council-managed land. However, adjacent areas owned by other entities may be included in the plans and worked upon by Bushcare/Parkcare volunteers, if there is a written agreement including grant funding agreements from the land owner or delegated manager. Council policies and procedures are to be adhered to.

The Bushcare Group Action Plans have a review period of six years.

6.2 Community consultation

Once the draft Action Plan is completed to the satisfaction of the Shoalhaven Bushcare Coordinator/Parks Officer and the Group Director, the Action Plans will be subject to community consultation.

Under the Shoalhaven Council Community Engagement Policy, all Bushcare/Parkcare Group Action Plans are categorised as Local Area and Low Impact. As per the policy, Bushcare/Parkcare Group Action Plans will utilise submissions in most circumstances. Meetings, social media may be used more rarely.

Other methods of consultation that can be utilised by Bushcare Groups are publications, factsheets, newsletter articles, website/s, media, direct communication such as site tours or on-site meetings.

The following table lists the criteria to determine the level of consultation required for a Bushcare/Parkcare Group Action Plan:

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Minor Consultation	Major Consultation
There is either no planting of shrubs or trees proposed, or the planting proposed will not impact on existing views from properties or reserve lookouts – for example, because of remote location	There is planting of shrubs and trees that may impede existing views from adjacent properties or reserve lookouts
There are only minor changes to the reserves usage/status because of the plan's actions	There are major changes to the reserves usage/status because of the plan's actions
There is no installation of infrastructure	There is installation of infrastructure

The level of consultation will be determined by the Bushcare Coordinator / Parks Officer based on the above criteria. As a minimum, the following individuals/organisations will be consulted:

Minor Consultation	Major Consultation
<ol style="list-style-type: none"> 1. Council Staff 2. State Government Agency staff 3. Local Aboriginal Land Council 	<ol style="list-style-type: none"> 1. Council Staff 2. State Government Agency staff 3. Local Aboriginal Land Council 4. Councillors 5. Community Consultative Body (CCB) 6. All residents and ratepayers within 200 m of the reserve boundary of the Bushcare/Parkcare site

Once all consultation is considered and modifications to the Action Plan are completed, all Action Plans are to be forwarded to Council for formal adoption.

7. MONITORING AND EVALUATION

Council will be responsible for monitoring and evaluating the success of the Bushcare and Parkcare programs and will assess these programs for their success in engaging with community and in achieving on-ground outcomes.

Council's Bushcare Field Officers in cooperation with individual Bushcare groups are to provide annual progress reports (Council MIN18.1010, Dec 2018). These will be brief reviews, mainly of progress against actions.

Additionally, Council will support and encourage longer-term assessment of bushland condition. Volunteers, Council staff and contractors may all contribute to this and external funds will be sought as opportunities arise. Involvement in citizen science applications, such as the 'Atlas of Life - Budawang Coast' will be encouraged and supported.

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8. FUNDING

8.1 Administration of funds

Bushcare/Parkcare groups can be involved in a range of activities other than work on Council owned or managed land and it is possible to raise money or apply for grant funding for these activities; such as education initiatives. A distinction should be made between projects associated with Council, and any other work in which the group is involved.

Council's role in the management of funds on behalf of Bushcare/Parkcare groups will only apply to works on Council owned or managed land and will act as the principal manager of the funds.

8.2 Contractors and consultants

Any internal or externally funded projects that involve works undertaken by contractors or consultants on Council owned or managed land will be the responsibility of Council. This includes the following;

1. Preparing tenders and briefs.
2. Preparing scope of works.
3. Site meetings (in consultation with the Bushcare/Parkcare group).
4. Contractors progress reporting.

Upon completion of the project, the submission of the final report will be the responsibility of Council and the Bushcare/Parkcare group who applied for the grant in cooperation with the Council. Council would normally prepare the report with input from the group.

8.3 Grants from external sources

When work is being carried out on Council land, Council has the legal responsibility to ensure that the relevant Acts and policies (i.e. Procurement, WHS and Insurances) are complied with.

Council also has the responsibility to set management and funding priorities across its jurisdiction. This involves taking an overview of needs and considering local and regional priorities. Projects identified for inclusion in external funding applications will be consistent with such priorities. This helps ensure that the effort required for preparing applications and managing projects is used as effectively as possible.

Where work is to be carried out on Council land, Bushcare/Parkcare groups cannot apply for external grants or manage projects independently of Council. Such projects can be undertaken as a partnership between Council and the group. In such partnerships, Council will act as the financial trustee for the projects.

8.4 Selecting projects for external funding

Projects on Bushcare/Parkcare sites which are suitable for external funding can be identified by volunteers and Council Officers during the development or review of the group's action plan.

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Grant applications should be developed jointly by Council and the Bushcare/Parkcare group.

Grant applications need to be signed by Council's Section Manager or Director and ten working days need to be allowed for this.

Projects will be selected for funding submissions by Council in consultation with Bushcare/Parkcare groups according to;

- Suitability of the project to funding program's stated priorities and objectives.
- Ability of the Council and the group/s to fulfil associated project commitments.
- Potential social, ecological, educational and other benefits of the project.
- The consistency and ability of the project to meet Council's objectives and other regional and local objectives and guidelines.

8.5 Allocations of Council funding

Council will provide Bushcare/Parkcare groups with small amounts of funding to manage ongoing expenses such as removal of weed waste, training, materials, equipment and education activities. A total of \$400 p.a. will be nominally allocated to each group. Additional funds may be allocated for under special circumstances. Priority for such funding will be allocated according to;

- How many in-kind person hours a Bushcare/Parkcare group works on their site as per the Bushcare/Parkcare Activity Sheets (how active is the group).
- Projects that meet regional and local priorities.
- The ability of the group to undertake the project.
- Budgetary constraints

8.6 Donations to groups

Council is unable to arrange for donations to Bushcare/Parkcare groups to be tax deductible.

8.7 Small purchases by group coordinators

Small purchases may be made by group coordinators provided that prior approval is given by the Bushcare Coordinator. These will be reimbursed by providing a receipt to the Bushcare Coordinator

9. INSURANCE

9.1 Personal Accident Insurance

Council's personal accident insurance policy covers volunteers whilst performing activities authorised by Council.

It should be noted that the policy only covers volunteers aged between 10 and 90 years. As a result, persons outside of this age bracket are not able to be engaged in any voluntary activities.

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Council will take all reasonable care to ensure that volunteers operate in a safe working environment. Volunteers are required to act in a responsible manner and in accordance with standard operating procedures. Wilfully or deliberately causing injury is not covered by Council's insurance.

Any accident that occurs whilst under the care and control of Council must be reported to the Shoalhaven Bushcare Coordinator or Parks Officer by filling out an incident report form and returned to Council's WHS Unit within 24 hours. If the incident happens out of normal business hours ON weekends All claims need to be accompanied by completed paperwork as required by Council's Insurance and Risk Management Unit

9.2 Public Liability Insurance

Whilst working under the care and control of Council, volunteers are protected against public liability claims under Council's public liability insurance cover. Council's insurance does not cover incidences where damage has been caused through wilful or deliberate acts.

If damage is caused or an incident arises, the group coordinator must be notified immediately, and an incident report completed and returned Council's Bushcare Coordinator or Parks Officer within 24 hours. On weekends accidents must be reported Council's WH&S 'Hotline' ph: 4429 3542, which is available 24 hours a day, 7 days a week.

10. TOOLS AND EQUIPMENT

10.1 Requests for materials/equipment

Bushcare/Parkcare groups wanting to request materials or equipment need to do so in writing on the section provided at bottom of the Bushcare/Parkcare Site Recording Sheet or via the Bushcare Field Officer/Bushcare Coordinator. A 14-day period must be allowed for Council to respond to the request. Exceptions include:

- Loaning of Bushcare/Parkcare tool kits
- Supply of essential safety equipment.

Council will be responsible for the provision of the necessary tools and equipment for volunteers Bushcare/Parkcare groups. Procedures are;

- Tools and equipment will be made available to registered Bushcare/Parkcare groups on loan.
- Volunteers are responsible for maintaining tools and equipment and returning them to Council in the event of the group folding or the individual volunteer leaving the program.
- Hand-held power tools may be used on Bushcare/Parkcare sites provided that their use is covered by the WHS Hazard ID and Risk Assessment and relevant Work Instructions are followed.

10.2 Issue of tools and equipment

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All essential equipment will be provided by Council depending on the activities nominated in the Groups Action Plan and may includes:

- 'Bushcare' long-sleeve shirts
- first aid kit
- basic gardening tools
- equipment for maintaining tools
- gloves
- safety glasses
- ear protection
- appropriate mask for activity
- eye protection
- sunscreen (30+ SPF)
- insect repellent
- herbicide
- weed bags

Replacement products will be provided as required.

Other equipment and tools such as bush regeneration pouches, saws, loppers, mattocks, shovels, spray knapsacks, power augers, water trailer and plant propagating materials will be loaned out to Bushcare/Parkcare groups as required.

10.3 Maintenance and replacement of equipment

Bushcare/Parkcare Groups and volunteers will be responsible for;

- Ensuring all tools and equipment are maintained in good working order.
- Recording any loss or damage to equipment in the activity log book.

Council will be responsible for;

- Repair of tools and equipment (to limit of funds).
- Replacing equipment that has been damaged or worn over time (as funds permit).

There is no guarantee that Council will replace equipment that is lost or stolen due to limited funds. Council is also not responsible for the repair and replacement of tools and equipment that it has not provided unless these have been hired or loaned under agreement.

11. WORK PRACTICES

11.1 Tree guards

Tree guards to be used on Council-managed land are to be selected based on the following considerations:

- Effectiveness – Guards and stakes must meet the site-specific requirements. For example, taller mesh guards may be required to protect plants from

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kangaroos, compared with smaller guards that are effective protection against rabbits.

- Environmental protection – where there is a high risk that guards may be lost to the environment, biodegradable types will be used. High-risk areas will include foreshores and along waterways.
- Ease of installation – this particularly applies to where volunteer groups such as schools, may require guards that are easy to install.
- Cost – after the above considerations are made, the most cost-effective guards are to be used.

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11.2 Rubbish removal

- Bushcare/Parkcare groups are encouraged to mulch their weed waste on site wherever possible using techniques such as solarisation (including using black plastic to break down the weed matter), pile burning and using the green waste as mulch.
- Each Bushcare/Parkcare Group will be issued with a Council Waste Tipping Account card, which will allow the group free waste tipping fees up to a set value (currently \$27 per visit).
- Volunteers are not to attempt to remove any potentially dangerous material. For example: asbestos, syringes, or chemical waste. Council staff must be notified immediately if such items are found.
- If the amount of waste requiring disposal exceeds the set \$27 for the waste tipping fee account or is beyond the ability of the Bushcare/Parkcare group to physically remove it from site Council will arrange to remove or chip the green waste provided 14 days' notice is given by the Bushcare/Parkcare group and the waste is taken to a predetermined collection point.

11.3 Pile burning of green waste

There are occasions where it is appropriate to pile burn the weed material on site. This is an option when heat is required to stimulate native plant regeneration from the seed bank or when alternative disposal options are limited.

- Burning of weed waste can be arranged after consultation with Council's Fire Mitigation – Bushland Management Officer or Bushcare Coordinator or Parks Officer.
- If on-site burning is required, then arrangements will have to be made before work commences (see NSW RFS website - Guidelines for Pile Burning).

11.4 Road safety

Bushcare/Parkcare volunteers are only permitted to work on roads or road reserves where these are trafficable, if the required level of safety training has been undertaken by the volunteers.

12. PUBLICITY AND PROMOTION

12.1 Sharing information

The sharing of information is a key aspect of Bushcare and Parkcare. Council will promote the sharing of information in a range of ways.

Council will produce a newsletter and host Bushcare/Parkcare web pages that will advertise the Bushcare/Parkcare programs including groups' events, dates and times of activities. Bushcare/Parkcare groups will be strongly encouraged to submit updates and articles to the Bushcare/Parkcare newsletter.

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Council will also assist in the printing and photocopying of brochures, such as for letterbox drops to inform the local community about the group, or to publicise special events. Local newsletters will also be used to publicise Bushcare/Parkcare activities as funds permit. The level of assistance available for newsletters and brochures will depend on resources available.

The Bushcare Coordinator will share other relevant information directly with group Coordinators who have the role of disseminating this information to their group.

12.2 Use of the media

Volunteers are not permitted to make any comments to the media on behalf of Council. Any queries for a statement to the media must be referred to the Shoalhaven Bushcare Coordinator or Parks Officer prior to release to the media.

12.3 Volunteer group websites

Individual groups may utilise independent web-sites or social media. The volunteers that are responsible for those pages must respect Council's media protocol and not make comments on behalf of Council, unless with permission. All content must conform to the Bushcare/Parkcare Policy and Volunteer Induction Handbook.

12.4 Field days

Field days are an effective way of informing and promoting Bushcare/Parkcare activities in the local community. If included in the engagement plan and dependant on current funding, Council will assist with the cost of publicity (brochures, advertisement in the local press), venue hire and light refreshments.

12.5 Displays

Council will assist where possible with the loan of displays and with production of displays including photography, enlargements and laminating.

13. DEFINITIONS

BUSHCARE: The involvement of volunteers in management of public land categorized as Natural Area under the Local Government Act 1993, or Crown Land for which Council is the Trust Manager or has care, control and management responsibility, usually on public land.

BUSHCARE GROUP: A group of volunteers undertaking bush regeneration and/or associated works on land owned or managed by Council.

BUSHCARE/PARKCARE PROJECT: A project that involves the management of land categorized as Natural Area or Community Land under the Local Government Act 1993, or Crown Land for which Council is the Trust Manager or has care, control and management responsibility, for volunteers involved in Bushcare/Parkcare.

BUSHCARE NETWORK: Group of representatives from Bushcare Groups and other agencies and or individuals interested in maintaining and restoring/protecting bushland in the Shoalhaven. It provides a forum for Bushcare groups to exchange

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ideas and information, comment on issues, initiate strategies, source funding and facilitate communication between the Bushcare groups and Council.

BUSHCARE COORDINATOR: An appropriately qualified council staff member who is employed to coordinate the Shoalhaven Bushcare Program.

BUSHCARE SUPPORT WORKER: An appropriately qualified staff member or contractor who is employed to provide on-site training to Bushcare groups.

BUSHCARE ACTION PLAN: A plan developed jointly between the Council and the Bushcare group which clearly outlines the group's aims and objectives for the Bushcare site.

PARKCARE: The involvement of volunteers in management of public land categorized as Community Land under the Local Government Act 1993 or Crown Land for which Council is the Trust Manager or has care, control and management responsibility.

PARKCARE GROUP: A group of volunteers undertaking park maintenance and/or improvement works on land owned or managed by Council.

PARKCARE NETWORK: Group of representatives from Parkcare Groups and other agencies and or individuals interested in maintaining, improving, restoring, protecting and enhancing parks in the Shoalhaven. It provides a forum for Parkcare groups to exchange ideas and information, comment on issues, initiate strategies, source funding and facilitate communication between the Parkcare groups and Council.

PARKS OFFICER: An appropriately qualified council staff member who is employed to coordinate the Shoalhaven Parkcare Program.

PARKCARE FIELD OFFICER: An appropriately qualified staff member or contractor who is employed to provide on-site training to Parkcare groups.

PARKCARE ACTION PLAN: A plan developed jointly between the Council and the Parkcare group which clearly outlines the groups' aims and objectives for the Parkcare site.

COUNCIL: The Council of the City of Shoalhaven.

COUNCIL LAND: Land that is either owned by, or trust managed by Shoalhaven City Council.

GROUP COORDINATOR: Volunteer who acts as the primary contact for a Bushcare/Parkcare group.

GROUP ACTIVITY LOG BOOK: A book that is issued to volunteer Bushcare/Parkcare groups for the purpose of recording the groups volunteer hours worked, the people who participated and the type of activities that were undertaken.

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SITE RISK ASSESSMENT: An assessment of the OH&S risks associated with each Bushcare/Parkcare group's site and the strategies that can be implemented to reduce those risks.

WORKING BEE: An occasion where members of a Bushcare/Parkcare group carry out volunteer work on their site.

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14. APPENDIX 1 DRAFT BUSHCARE POSITION DESCRIPTIONS

SHOALHAVEN BUSHCARE VOLUNTEER POSITION DESCRIPTION

Position Title

Bushcare Volunteer Coordinator

Job Description

Recruit and manage a team of volunteers to assist in the regeneration, management and maintenance of remnant bushland areas on public land within the Shoalhaven Local Government Area (LGA).

The Aims of the Bushcare Volunteer

1. Restore and regenerate areas categorised as natural areas - community land in accordance with best practice bush regeneration techniques.
2. Re-vegetate with local native plants and increase public awareness and appreciation of the natural values through education initiatives and training.

Types of Volunteers

1. Bushcare Volunteer – A new volunteer can join an existing Bushcare Group
2. Bushcare Volunteer Coordinator – A volunteer who is the primary contact for a Bushcare Group and coordinates the group at a local level.
3. Non Active - You do not have to be an “active” volunteer but can nominate to receive the Shoalhaven Bushcare Newsletter “Shoalhaven Bushcare Links”.

Important Volunteer Coordinator Attributes

1. Essential Skills and Attributes:
 - a. Enthusiasm and interest in bushland preservation and restoration.
 - b. A desire and willingness to expand skills and knowledge by participating and undertaking training in ecological restoration.
 - c. Willingness to work as part of a team
 - d. Willingness to work towards the aims and objectives of the Shoalhaven Council Bushcare program.
 - e. Team management and communication skills

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- f. Physical ability to work outdoors, on uneven terrain in a bushland setting
2. Desirable Skills and Attributes:
 - a. Current First Aid Certificate.
 - b. Bush regeneration skills, qualifications or work experience..

Estimated Hours of Work

1. Approximately, but not limited to 3 hours per month for a volunteer coordinator of a Bushcare Group
2. As many hours as desired by an individual volunteer up to 16 hours per week (a volunteer should not work more than 16 hours per week).

Duties and Responsibilities of all Bushcare Volunteers

1. Volunteers must comply with all Shoalhaven City Council policies and procedures, the Council's code of conduct, state and federal legislation including the *Work Health and Safety Act and Regulations 2011*.
2. Whilst working volunteers have a responsibility to ensure a safe working environment for themselves, other volunteers, paid employees and visitors. This includes following guidance and instructions on Bushcare site safety, using personal protective equipment (PPE) when required; particularly wearing sturdy covered footwear, a long-sleeved shirt and long pants when working on a Bushcare site. A Hat and sun protection has to be worn if the weather conditions require it.
3. Volunteers must sign and date the "Bushcare Site Recording Group Sheet" every time they attend a Bushcare activity and report any injury, near miss, hazard or damage to or loss of equipment during a Bushcare activity.
4. Volunteers must also ensure they participate and complete any training relevant to their role, including Council Volunteer Induction.

Tasks of the Coordinator Role

1. Assist in the development of a Bushcare Group Action Plan that sets out the group's responsibilities and tasks.
2. Work with Council staff to guide the work of Bushcare volunteers to ensure that the aims of the Bushcare Group Action Plan are achieved.

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3. Provide advice and support to Bushcare volunteers in basic bush regeneration and ensure that all volunteers are working safely.
4. Coordinate Bushcare Group working bees in regards to meeting times, work program and tool maintenance.
5. Ensure the Bushcare Site Recording book is filled out by all volunteers and sent through to Council.
6. Act as the public contact person for the Bushcare Group and primary contact with Council.
7. All other tasks of a Bushcare Volunteer.

Benefits of the Bushcare Volunteer Position

As a Shoalhaven Bushcare Volunteer you will:

1. Gain personal satisfaction of restoring your local natural areas.
2. Learn new skills and knowledge.
3. Meet new friends and new people.
4. Improve your mental and physical health (research has proven that volunteering in outdoor activities improves an individual's mental and physical health)
5. Have valued input into the current and future management of bushland reserves under the care and control of Shoalhaven City Council.
6. You will be covered by Council public liability and personal accident insurance when working on a reserve.
7. You will be eligible to become member of the Shoalhaven Bushcare Representative Group to assist in the management of the Shoalhaven City Council's Bushcare Program

To apply to be a volunteer of the Shoalhaven City Council Bushcare contact the Shoalhaven Bushcare Coordinator P – (02) 4429 3592 E –

Bushcare@shoalhaven.nsw.gov.au or via the web at

<http://www.shoalhaven.nsw.gov.au/Environment/Bushcare>

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SHOALHAVEN BUSHCARE VOLUNTEER POSITION DESCRIPTION

Position Title

Bushcare Volunteer

Job Description

Assist in the regeneration, management and maintenance of remnant bushland on public land within the Shoalhaven Local Government Area (LGA).

The Aims of the Bushcare Volunteer

1. Restore and regenerate areas categorised as natural areas - community land in accordance with best practice bush regeneration techniques.
2. Re-vegetate with local native plants and increase public awareness and appreciation of natural values through education initiatives and training

Types of Volunteers

1. Bushcare Group Volunteer – A new volunteer can join an existing Bushcare Group
2. Bushcare Volunteer Coordinator – A volunteer who is the primary contact for a Bushcare Group and manages the group at a local level.
3. Non Active - You do not have to be an “active” volunteer but can nominate to receive the Shoalhaven Bushcare Newsletter “Shoalhaven Bushcare Links”.

Important Volunteer Attributes

1. Essential Skills and Attributes:
 - a. Enthusiasm and interest in bushland preservation and restoration.
 - b. A desire and willingness to expand skills and knowledge by participating and undertaking training in ecological restoration.
 - c. Willingness to work as part of a team
 - d. Willingness to work towards the aims and objectives of the Shoalhaven Council Bushcare program.
 - e. Physical ability to work outdoors, on uneven terrain in a bushland setting
2. Desirable Skills and Attributes:
 - a. Current First Aid Certificate.

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- b. Bush regeneration skills, qualifications or work experience.

Estimated Hours of Work

1. Approximately, but not limited to 2 hours per month for a volunteer of a Bushcare Group
2. As many hours as desired by an individual volunteer up to 16 hours per week (a volunteer should not work more than 16 hours per week).

Duties and Responsibilities of all Bushcare Volunteers

1. Volunteers must comply with all Shoalhaven City Council policies and procedures, the Council's code of conduct, state and federal legislation including the *Work Health and Safety Act and Regulations 2011*.
2. Whilst working volunteers have a responsibility to ensure a safe working environment for themselves, other volunteers, paid employees and visitors. This includes following guidance and instructions on Bushcare site safety, using personal protective equipment (PPE) when required; particularly wearing sturdy covered footwear, a long-sleeved shirt and long pants when working on a Bushcare site. A Hat and sun protection has to be worn if the weather conditions require it.
3. Volunteers must sign and date the "Bushcare Site Recording Group Sheet" every time they attend a Bushcare activity and report any injury, near miss, hazard or damage to or loss of equipment during a Bushcare activity.
4. Volunteers must also ensure they participate and complete any training relevant to their role, including Council Volunteer Induction.

Tasks of the Role

1. All aspects of bush regeneration as per the goals and actions of the Bushcare Group Action Plan and as directed by the Bushcare Volunteer Coordinator and/or Council staff.
 - a. Particularly noxious and environmental weed identification and control.
 - b. Revegetation with local native plants.
 - c. Seed collection and propagation
2. Flora and fauna monitoring, recording and surveys such a citizen science programs.
3. Walking Track construction and maintenance.

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4. Bushcare site assessment, planning and monitoring.
5. Communication, public awareness raising and marketing of the Bushcare program.
6. Newsletter production.

Benefits of the Bushcare Volunteer Position

As a Shoalhaven Bushcare Volunteer you will:

1. Gain personal satisfaction of restoring your local natural areas.
2. Learn new skills and knowledge.
3. Meet new friends and new people.
4. Improve your mental and physical health (research has proven that volunteering in outdoor activities improves an individual's mental and physical health)
5. Have valued input into the current and future management of bushland reserves under the care and control of Shoalhaven City Council.
6. You will be covered by Council public liability and personal accident insurance when working on a reserve.
7. You will be eligible to become a member of the Shoalhaven Bushcare Representative Group to assist in the management of the Shoalhaven City Council's Bushcare Program

To apply to be a volunteer of the Shoalhaven City Council Bushcare contact the Shoalhaven Bushcare Coordinator P – (02) 4429 3592 E –

Bushcare@shoalhaven.nsw.gov.au or via the web at
<http://www.shoalhaven.nsw.gov.au/Environment/Bushcare>

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15. APPENDIX 2 TEMPLATE ENGAGEMENT PLAN

Year: _____

Event/Activity	Partners	Participants	Goal
Examples:			
National Tree Day	Shoalhaven Landcare Association	Landcare and Bushcare volunteers, general Public	Active participation by the community in natural resource management activities; exposure to Bushcare
Weed control by work crew	Correctional Services; Berry Corridors Project	Inmates	To provide assistance to Bushcare Groups. Active participation of inmates in natural resource management

CL19.205 - Attachment 1



Annual Conference 2019

Motions Submission Guide

CL19.211 - Attachment 2

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Conference Motions Submission Guide

1. Introduction

The Local Government NSW (LGNSW) Annual Conference is the pre-eminent policy making event for the local government sector. At conference, delegates vote on motions which help determine the policies and priorities for LGNSW and the sector. It is a key event for local government where councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

LGNSW member councils are invited to submit motions for possible debate at conference to advance the sector wide policy agenda. Motions are strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions. This guide outlines the process for councils to submit motions for LGNSW's 2019 Annual Conference.

2. Deadlines

Members are encouraged to submit motions online by **12 midnight AEST Monday 19 August 2019** (8 weeks prior to conference) to allow printing and distribution of the Business Paper before the conference. However, in line with the LGNSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is 12 midnight on Monday 16 September 2019 (28 days prior to conference).

3. Criteria for motion submission

The Board has resolved that motions will be included in the Business Paper for the conference only where they:

1. are consistent with the objects of the Association (see Rule 4 of the Association's rules¹)
2. relate to Local Government in NSW and/or across Australia
3. concern or are likely to concern Local Government as a sector
4. seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. are clearly worded and unambiguous in nature, and
7. do not express preference for one or several members over one or several other members.

Members are encouraged to review Action Reports² from the previous conference(s) before submitting motions for the 2019 conference to ensure newly proposed motion wording reflects recent developments and does not duplicate existing positions.

¹ The registered rules of Local Government NSW are available at: www.fwc.gov.au/registered-organisations/find-registered-organisations/local-government-nsw-lgnsw

² Action Reports outline the advocacy actions taken by LGNSW for each Conference Resolution and the outcomes of these actions. Action reports for each year are available at www.lgnsw.org.au/events-training/local-government-nsw-annual-conference.

4. How to write a motion

Motions adopted at conference inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-Conference and so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific Department or Minister) and have a specific outcome that the motion is aiming to achieve. The motion should state whether it is seeking to change a LGNSW Fundamental Principle. The wording should be unambiguous.

Examples of clearly-worded conference motions:

Minister for Rural and Regional NSW

That LGNSW lobbies the NSW State Government to appoint a Minister for Rural and Regional NSW with suitable resources to undertake meaningful representative activities.

Natural Disaster Funding, Day Labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Companion Animal Act matters

That LGNSW advocates that the NSW Government takes the following steps to improve the management of companion animals:

- establish an integrated on-line statewide registration process as an improved service to companion animal owners;
- resolve difficulties with the *Companion Animals Act 1998* definition of an "Authorised Officer", by using the definition contained in the *Impounding Act 1993* as the definition in both Acts, allowing councils choice in the business model for its area; and
- review the dismissal of charges under section 10 of the *Crimes (Sentencing Procedure) Act 1999* in relation to offences under the *Companion Animals Act 1998*.

For more examples see Business Papers from past Conferences on the LGNSW website.³

5. Demonstrating evidence of council support for motion

The Member submitting the motion must provide accompanying evidence of support for the motion. Such evidence may include an attachment note or extract from the minutes of the Council meeting, at which the member Council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

LGNSW has developed a template council report for members to use to resolve at their own council meetings to submit motions to LGNSW for Conference.⁴

³ For the 2018 Conference: www.lgnsw.org.au/events-training/local-government-nsw-annual-conference/2018-local-government-nsw-annual-conference.

⁴ The template council report is available at Attachment B to this guide, or also on the LGNSW website at <https://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference>

6. How to submit a motion

LGNSW members will be invited to submit motions through an online portal⁵ from July 2019.

Each motion submission should include responses to the following eight fields:

1. Council name
2. Contact details of relevant officer
3. Motion category (*e.g. planning, economic, environment etc. This assists with grouping related motions in the Conference Business Paper.*)
4. Motion title (*a few words*)
5. Motion (*a sentence or two which states the issue and the call to action*)
6. Background note (*a paragraph or two to explain the context and importance of the issue to the local government sector*)
7. Indicate if the motion conflicts with one or more of the Fundamental Principles⁶
8. Evidence of council support for the motion (*e.g. council meeting minutes*)

A sample motion submission form is at **Attachment A**.

Once a motion has been submitted online it cannot be edited so please review the content carefully before submission.

7. How LGNSW manages incoming motions

The LGNSW Board typically establishes a Motions Sub-Committee to delegate the function of managing incoming motions for the Annual Conference. The Chief Executive will refer motions to the Sub-Committee that are outside the criteria, or if it is unclear whether they meet the criteria. The Sub-Committee will make the final decision on inclusion of those motions into the Conference Business Paper.

Prior to the Sub-Committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held [Fundamental Principles](#), will be brought to the attention of the Motions Sub-Committee and highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with current LGNSW actions or existing LGNSW positions may still be printed in the Business Paper but will not be debated at conference.

⁵ The online motion submission portal is at <https://lgnsw-grants.fluidreview.com/>

⁶ For more information see Part 9 of this guide.

8. What happens to motions at Annual Conference

Standing orders are outlined in the Business Paper and adopted at the commencement of each Annual Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at the 2018 Conference provided that:

Manner of dealing with Conference Business

11. *Conference Business will be dealt with in any order at the discretion of the Chairperson.*
12. *Nothing in these Standing Orders shall prevent the Chairperson from dealing with motions concurrently.*

In the case of motions

13. *The Chairperson, upon coming to a motion set out in the Business Paper, must ask whether there is any dissent to the proposed resolution the subject of the item and, if no dissent be signified, may at any time, declare the motion carried.*
14. *Where dissent is signified, the Chairperson shall require the motion to be moved and seconded.*
15. *If the motion is moved and seconded, the Chairperson may, at any time during debate, make such inquiries as to the nature of the dissent so as to confine any debate to the issues genuinely in dispute or to explore amendments to the proposed resolution which satisfactorily accommodate the moving and dissenting Delegates and Delegates generally.*
16. *Movers of motions shall be permitted two (2) minutes to introduce their proposed resolution into debate and one and a half (1.5) minutes in reply. All other speakers shall each be permitted to speak once for one and a half (1.5) minutes. The Conference may, on application by a speaker, permit that speaker to have one, but only one, further period of one and a half (1.5) minutes in which to speak.*
17. *A Delegate seconding a motion shall not be permitted to speak until at least one Delegate has spoken in dissent.*
18. *The Chairperson may, during the course of debate direct a speaker to confine his or her speech so as to:*
 - a. *limit repetition of matters addressed by other speakers;*
 - b. *limit debate about matters or issues not genuinely disputed.*
19. *Except as otherwise provided herein, it shall not be in order to move that any resolution be immediately put until at least two Delegates, in addition to the mover and the seconder, shall have had an opportunity to speak on the resolution then before the Conference.*
20. *A Delegate can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the Conference until a decision is made on the motion of dissent;*

- a. *If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course; and*
 - b. *Despite any clause to the contrary, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.*
21. *A Delegate may not substitute from the floor of the Conference a new motion for one listed in the Business Paper unless the new motion is substantially the same, and dealing with the same subject matter, as the original motion, and the new motion is accompanied by written evidence that it has the support of the member concerned.*
22. *When an amendment is before the Conference, no further amendment shall be discussed until that amendment has been dealt with.*
23. *No more than one amendment upon any motion shall be considered unless notice of such further amendment is given before the amendment then under discussion has been dealt with.*
24. *The mover of an amendment which has been adopted as the motion shall (as in the case of the mover of an original motion) have the right of reply to any further amendments submitted.*
- New motions from the floor of Conference***
25. *At least 24 hours' notice shall be given before dealing with any new motions introduced during the Conference (Rule 28(d)).*
26. *Where a Member seeks to introduce a new motion during the Conference, they shall submit the motion and evidence that the motion has the support of the member concerned, to the Association's Chief Executive (or the Chief Executive's nominee), in writing.*
27. *The Chief Executive (or the Chief Executive's nominee), upon receiving a new motion submitted during the Conference, shall immediately record the time that they receive the motion and make arrangements for copies of the motion to be provided to Delegates.*
- In the case of all other Conference Business***
28. *All other Conference Business will be dealt with at the discretion of the Chairperson.*
- Manner of voting***
29. *Only Members' nominated voting Delegates and members of the Board may debate and vote on motions.*
30. *Except as hereinafter provided voting on any matter shall be on the show of cards.*
31. *The Chairperson may direct that voting on any matter be taken by show of voting cards or by use of electronic voting.*

32. After a show of voting cards or on conclusion of an electronic vote the Chairperson may either:

- a. declare the question resolved in the affirmative or negative; or
- b. if voting cards have been used, call for a new vote using electronic voting.

33. A Division may be called following a vote on the show of cards by no less than 10 Delegates.

34. A Division will be taken by use of electronic voting.

Suspending Standing Orders

35. Standing Orders may be suspended by a majority of those present, provided the meeting is in quorum. A motion to this effect shall be open to debate.

Outstanding business

36. In the event that the Conference, having commenced in quorate, subsequently loses a quorum and is unable to consider any item(s) of business properly put before the Conference, they shall be referred to the Association's Board for consideration.

9. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's Policy Platform⁷ consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at the Annual Conference.
- **Position Statements** contain the more detailed positions of LGNSW on specific issues. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise. Position Statements are formed and updated through:
 - Resolutions of the Annual Conference
 - Issues raised by members outside of Annual Conference, including through LGNSW surveys of members
 - Input from the LGNSW Board
 - Positions developed in response to government policy or emerging issues
 - Positions developed in the process of making LGNSW submissions.

Position Statements are endorsed by the LGNSW Board.

⁷ The LGNSW Policy Platform, containing Fundamental Principles and Position Statements, is available at www.lgnsw.org.au/policy/policy-platform

Changing Fundamental Principles

Councils submitting motions to the 2019 Conference will be asked to indicate whether the motion conflicts with any of LGNSW's Fundamental Principles.

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement, to be endorsed by the LGNSW Board as part of the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

10. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy for the coming year. These areas of focus will also be informed by member feedback, the strategic plan, position statements, emerging issues, and Board input.

This broad review will result in the development of LGNSW's Advocacy Priorities for 2020, for endorsement by the LGNSW Board⁸ and communication to members.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report⁹.

11. Further information

For further information on the motion submission process, please contact Kylie Yates, Director Advocacy at kylie.yates@lgnsw.org.au

⁸ LGNSW's 2019 Advocacy Priorities are available online at www.lgnsw.org.au/policy/lgnsw-advocacy-priorities-2019-0

⁹ LGNSW's Action Reports for each year are available online at www.lgnsw.org.au/events-training/local-government-nsw-annual-conference

Attachment A – Sample Motion Submission Form

During the motion submission period, this form is available on the online motion submission portal at <https://lgsw-grants.fluidreview.com/>

Council Name

Contact Details of Relevant Council Officer

Motion Category *(drop down list)*

- ☐ Economic
- ☐ Infrastructure
- ☐ Planning
- ☐ Environment
- ☐ Social and Community
- ☐ Governance of councils
- ☐ Accountability of councils
- ☐ Don't know

Motion Title

Motion Wording

Motion Background

Maximum 1 or 2 paragraphs

Please note: LGNSW may make minor amendments to the title and background of the motion for clarity.

Fundamental Principles conflict?

Fundamental Principles are the overarching principles that are important to our members and direct our response to key issues. To change a Fundamental Principle, a motion to conference is required.

Does this motion conflict with one or more of the Fundamental Principles?

- No. The motion does not conflict with the Fundamental Principles.
- Unsure
- Yes, this motion does or may conflict with the Fundamental Principles (select all that apply below)

Economic

- A - Local government must have control of its revenue raising and investment decisions and be fairly funded by the Commonwealth and State/NSW Governments to meet its infrastructure and service responsibilities.
- B - Local government promotes local and regional economic development and employment growth.

Infrastructure

- C - Local government is best placed to plan for, deliver and manage essential local infrastructure.

Planning

- D - Local government is best placed to lead and influence local and regional planning processes according to the needs and expectations of local communities
- E - Our communities' quality of life is a priority of local government planning.

Environment

- F - Local government actions reflect Ecologically Sustainable Development. ESD requires the effective integration of economic, environmental and social considerations in decision making processes and is based on the following principles:
 - Intergenerational equity – today's actions maintain or enhance the environment for future generations
 - Precautionary principle – prevent environmental degradation and manage and mitigate risk
 - Conservation of biological diversity and ecological integrity
 - Improved valuation and pricing of environmental resources – recognising the value of the environment to the community

Social and Community

- G - Local government is committed to the principles of:
 - Equity – fair distribution of resources
 - Rights – equality for all people
 - Access – to services essential to quality of life
 - Participation – of all people in their community
 - Recognition – of the unique place of Aboriginal people in NSW and the right of Aboriginal people to be involved in all decisions affecting Aboriginal communities
 - Health and Safety – for all in the community

Governance

- H - Local government must be constitutionally recognised and respected as an equal sphere of government
- I - Local government is democratically elected to shape, serve and support communities
- J - Local government is committed to the principles of good governance

Accountability

- K - Local government is responsible and accountable to the citizens and the communities it represents, through consultative processes, legislative accountabilities, efficient delivery of services and effective customer service
- L - Local government is recognised as a responsible and place-based employer

Attachment B – Template – Council Meeting Report

Item number	XX	Division	XX
Responsible officer	XX	Confidentiality	XX
Date	XX	Reference	XX
Subject	2019 Local Government NSW Annual Conference Motions, Voting Delegates and Attendance		

Purpose of report/summary

To provide Council with the opportunity to nominate motions, voting delegates and attendance for the upcoming Local Government NSW (LGNSW) Annual Conference.

Overview

The 2019 LGNSW Annual Conference will be held from 14 October - 16 October 2019 at the William Inglis Hotel, Warwick Farm, Sydney.

The conference is the pre-eminent policy making event for the local government sector. Delegates will vote on motions which help determine the policies and priorities for LGNSW and the sector. It is a key event for local government where councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

For Council to participate fully in the conference, it is recommended the Council register attendees, nominate voting delegates and submit motions for debate within the timeframes specified in this paper.

Registration to attend the Conference

Conference attendees are invited to register from mid-July to take advantage of 'early bird' rates.

The early bird registration cost per attendee is \$XXX.00 (including GST).

The following optional events are available to attendees at an additional cost:

- Conference Dinner - \$XXX per delegate
- Councillor Training Sessions - \$XX per delegate
- ALGWA Breakfast - \$XX per delegate

The 2019/20 Council budget contains provision for all Councillors to attend the conference should they wish to do so.

Accommodation has been secured at the XXXX hotel, with studio rooms accommodating up to two people incurring a cost of \$XXX per night for two nights.

Attached to this report is a copy of Conference Registration Brochure (Attachment X) and a copy of the draft program for the Conference (Attachment X).

Registration as a voting delegate

Confirmation has been received from LGNSW on XX date that Council will have XX voting entitlements at the conference to vote on motions and vote for positions in the Board elections.

It is proposed that Council nominates the Mayor and XX number of Councillors to attend.

The deadline to provide LGNSW with the names of voting delegates for is XXX. Additional nominations received after the closing date cannot be accepted. However, the names of voting delegates may be substituted at any time, in line with Rule 34 of the LGNSW Rules.

Voting delegates may not appoint a proxy to attend or vote at formal business sessions on their behalf.

Voting delegates must be registered to attend the conference, and also be registered as a voting delegate.

Conference Motions Submission Guide

Council is invited to submit motions for possible debate at the conference to advance the sector wide policy agenda. Motions are strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions.

Important information on the motions process, including submitting motions, motion criteria and a sample submission form are available in the LGNSW Annual Conference 2019 Motions Submission Guide at Attachment XX.

Deadlines

Members are encouraged to submit motions online by 12 midnight AEST Monday 19 August 2019 to allow printing and distribution of the Business Paper before the conference. However, in line with the LGNSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is 12 midnight on Monday 16 September 2019.

Draft motions for consideration for LGNSW Annual Conference

Having regard to the above motion requirements set out by the LGNSW Board, the following draft motions are provided for consideration by Council:

Proposed motion 1

Motion category

Motion title

Motion Background note

Indicate if the motion conflicts with one or more of the Fundamental Principles

Evidence of council support for the motion

Proposed motion 2

Motion category

Motion title

Motion Background note

Indicate if the motion conflicts with one or more of the Fundamental Principles

Evidence of council support for the motion

{please repeat for the number of proposed motions required}

Recommendations

1. Approve attendance by all interested Councillors at the 2019 LGNSW Annual Conference
2. Confirm one of the voting delegates at the LGNSW Conference to be the Mayor
3. Determine the other XX Councillors to attend the conference as Council's voting delegates
4. Adopt the proposed motions for submission to the 2019 LGNSW Business Paper
5. Determine any additional motions for submission at this meeting
6. That the Mayor be given delegated authority to submit any further proposed motions after consulting with Councillors prior to deadline for submitting motions.



Monthly Report

Shoalhaven City Council

July 2019

CL19.212 - Attachment 1



Market

International Markets

The S&P500, NASDAQ and Dow Jones (+1.44%, +2.15% and +1.12% respectively). MSCI World ex-AUS finished +1.15% in local terms. Emerging Markets fell -0.99% in \$US, with Frontier Markets up +2.51%. US 10-year bond yields rose to 2.02% (+2bp). High yield tightened -14bp.

While the US tried to back out of the trade war, China played hardball while facing protests at home. The US highlighted Vietnam as a trade and currency manipulator, and Japan turned on South Korea in retaliation for sanctions over WWII war crimes.

Pres Erdogan fired Turkey's central banker over high interest rates. The Federal Reserve cut the federal 25bp in July, highlighting low inflation, weaker economic outlook and trade tensions. Chair Powell shocked with the description "*mid-cycle adjustment*." This was followed by USD-pegged currencies.

The Bank of Japan left rates at -0.10%, and considered easing. Brazil cut to a record low 6.0% (-50bp).

US GDP rose +2.1% p.a. in Q2. US inflation fell to 1.6% (-0.2%) in June aided by food and energy costs.

US retail trade rose +0.4% in June on motor vehicle purchases. Non-farm payrolls beat expectations, adding +224k in June. Unemployment and participation both rose +0.1% to 3.7% and 62.9% respectively in June. L/T unemployment set a post-GFC low 0.71% and youth a 50-year low 8.1%.

New British PM Boris Johnson reaffirmed his intent for a hard Brexit by Oct 31st if needed. The ECB flagged easing as the Eurozone grew just +0.2% in Q2.

The yield on 10-year Greek bonds fell to a record low 1.99%, below the US 10-year for the first time.

Domestic

The ASX200 gained +2.94%. 10-year traded at a record 1.185% (-14bp).

The RBA cut to a fresh low of 1%, supporting employment growth and providing greater confidence of inflation returning to the 2-3% medium-term target. Lowe also affirmed that it is "*reasonable to expect an extended period of low interest rates*." The RBA called for infrastructure stimulus, and reform through "*policies that support firms expanding, investing, innovating and employing people*."

A mere +500 jobs were added in June with +21.1k fulltime offset by falling part-time. Unemployment and participation were flat at 5.2% and 66% respectively; underemployment fell -0.4%. Hours worked were +1.6% YoY. Job vacancies rose +0.3%, dominated by public sector vacancies.

The CPI rose +0.6% in Q2 (mostly oil), with core inflation +1.60% YoY. Westpac Consumer Sentiment declined -4.1% MoM in July to 96.5. The Manufacturing PMI rose to 51.3 in July. The Performance Services Index fell to 52.2 in June. Building approvals fell -1.2%, or -25.6% YoY. Retail sales grew +0.1%.

The trade surplus set a record \$5.75bn in May vs \$4.82bn in April. MoM, exports and imports rose +4.0% and +2.0% respectively.

Other Markets

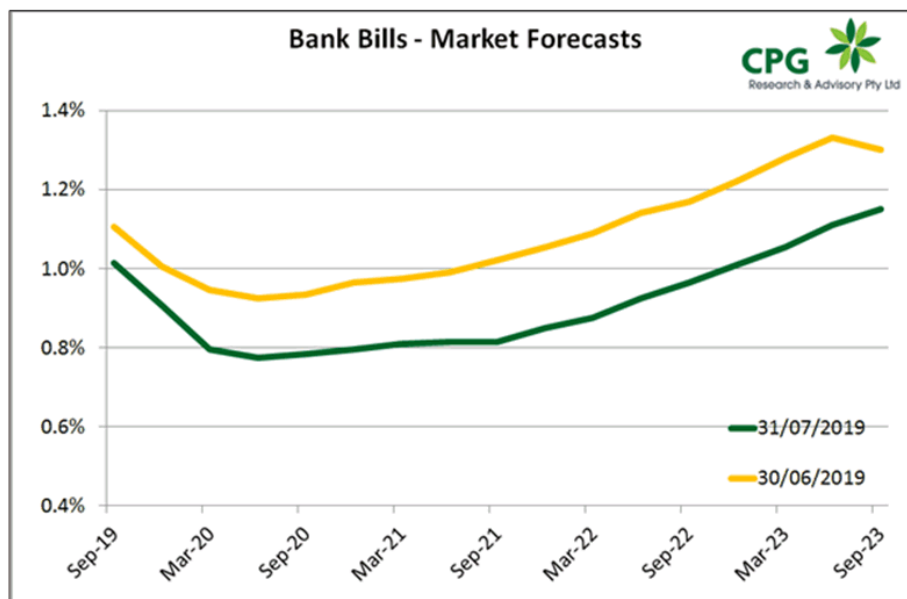
WTI oil closed \$57.89/bbl (-0.99%). Gold rose to \$1,426 (+1.16%) while iron ore hit \$120.02 (+6.31%).

Nickel surged to a 1-year high of \$14,355/t (+13.39%) amid Indonesian threats of export bans and depleted stockpiles. Other base metals were generally weaker: Aluminium (+0.17%), Tin (-8.25%), Zinc (-6.01%) and Copper (-0.75%).

Consecutive RBA rate cuts took the \$A lower to US68.94c (-1.70%).



Australian bank bill futures remain deeply inverted, looking forward to a third cut:

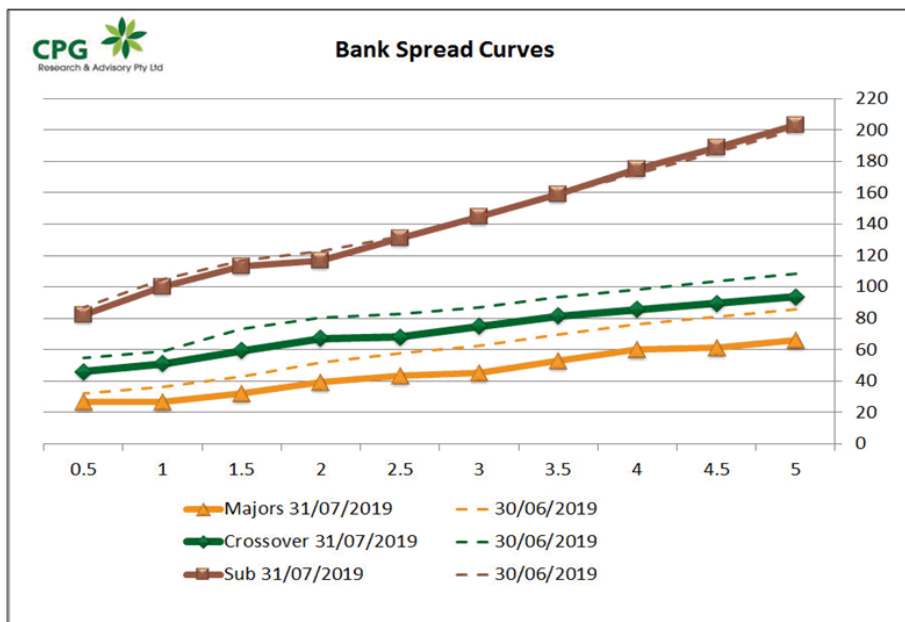


Credit Market

Global credit rallied in July, boosted by stockmarket records.

Credit Indices	31 Jul 19	30 Jun 19	31 Jul 18
iTraxx Australia 5 Yr CDS	59bp	63bp	74bp
iTraxx European 5 Yr CDS	50bp	52bp	61bp
CDX IG North American 5 Yr CDS	55bp	54bp	58bp
CDX HY North American 5 Yr CDS	326bp	324bp	329bp

Senior bank FRNs set post-GFC records in July, up to 20bp tighter as APRA mandated massive additional capital. Sub debt was weaker on \$90bn of expected raises:



Consistent with other credit markets, high yield bond firmed, **from +407bp to +393bp** (BoAMLHY Index, option-adjusted).

Major banks are now be issuing around the +70 area. Investors should be wary of \$A credits that have rallied in line with majors but without the improved credit fundamentals. APRA's directive only directly affected major banks.

10-year bonds traded at an unprecedented level, closing at 1.19%.

Deposits yields also fell, continuing to chase bond yields lower.



ESG and Divestment

Council has introduced a “soft divestment” instruction which looks to identify, and preferentially direct investment away from, lenders to fossil fuels.

The highlighted list is as follows:

Fossil Fuel Counterparties	Exposure \$M	FCS	Net	Rating	Policy Limit	Gross	Invested in Fossils
ANZ	\$7.00M	\$0.00M	\$7.00M	AA-	30%	3%	Yes
CBA	\$17.98M	\$0.25M	\$17.73M	AA-	30%	9%	Yes
NAB	\$32.88M	\$0.25M	\$32.63M	AA-	30%	16%	Yes
Westpac**	\$18.00M	\$0.25M	\$17.75M	AA-	30%	9%	Yes
AMP*	\$16.46M	\$0.25M	\$16.21M	A-	15%	8%	Yes*
Macquarie	\$0.00M	\$0.00M	\$0.00M	A	15%	0.0%	Yes
ING	\$4.00M	\$0.25M	\$3.75M	Split A	15%	2%	Yes
TCorpIM Cash Fund	\$26.47M	\$0.00M	\$26.47M	AAA	40%	13%	Yes
	\$122.80M		\$121.55M			60%	
Total	\$205.40M		\$201.40M				

* Note also AMP Life, AMP Capital have investments in coal and gas companies

**Westpac reflecting net exposure excluding green deposit

Fossil Fuels Exposure Trend

May 2017	50%
June 2017	48%
July 2017	48%
August 2017	44%
September 2017	43%
October 2017	42%
November 2017	44%
December 2017	43%
January 2018	41%
February 2018	45%
March 2018	59%
April 2018	59%
May 2018	62%
June 2018	61%
July 2018	58%
August 2018	61%
September 2018	57%
October 2018	56%
November 2018	59%
December 2018	56%
January 2019	56%
February 2019	56%
March 2019	57%
April 2019	58%
May 2019	61%
June 2019	62%
July 2019	60%

As at July 2019, the institutions totalled 60% of Council’s investment portfolio (down -2% from last month) on exclusion of the Westpac Green deposit. TCorpIM continues to contribute materially.

TCorpIM flows reversed what had previously been a significant reduction from 50% to 41%. The allocation to named counterparties has largely tracked the spending of the TCorpIM Cash balance.

Increases in cumulative lending disclosures since 2008 indicates that activism is having only limited impact. (ING Bank’s cumulative numbers have actually fallen, indicating either restatements or disposal of business units).

We specifically note the exclusion of BoQ from our list – BoQ is listed as a fossil fuel lender by Market Forces. **BoQ have announced that they ceased new lending.** In the approach we presented to Council’s workshop, and our approach to ESG-screened portfolio, **we believe investors should not penalise institutions who have specifically met investor demands to modify their lending policies.**



Name	(May 17)	(March 19)	Change
AMP	\$752	\$955	27%
ANZ	\$23,414	\$31,235	33%
Bank of China		\$9,324	
BoQ		\$32	
Citi	\$3,271	\$4,373	34%
CBA	\$20,590	\$26,553	29%
HSBC	\$3,612	\$3,859	7%
ING	\$857	\$783	-9%
Macquarie	\$2,622	\$3,597	37%
NAB	\$14,867	\$17,614	18%
Westpac	\$11,613	\$13,162	13%

This issued was covered by a recent Council workshop. Councils that have made progress towards “full divestment” have done so through combinations of:

- ▶▶ Treating NSW TCorp and TCorpIM as “green” (it is not listed by Market Forces)
- ▶▶ Overwhelming purchasing certified green bonds and comparable certified deposit products on the rare occasions they are available.
- ▶▶ Policy relaxation to prioritise lower-rated institutions.

As divestment becomes mainstream, there is not the volume of certified product to meet all investor demands – **pilot programmes have only funded a tiny proportion of the addressable Local Government market.**

As an indication, **since launching the green bond programme in December 2014, NAB has never issued another bond complying with the Minister’s Order.** Since then, they have issued 2 series in euro and one in \$US (Councils can only buy \$A investments), and two \$A mortgage-backed securities (after 2008, Councils cannot buy structured credit).

Council’s Policy will be amended to place precedence on ESG-certified complying products. This is an alternative to very aggressive credit rating migration.

Westpac have extended the “green bond” certification programme to deposits. We note that green deposits are increasingly being penalised with a lower interest rate, to reflect the additional costs and restrictions. While the early tranches were issued with parity, the bank is no longer absorbing these costs for deposits. To date, bonds have traded at standard rates.

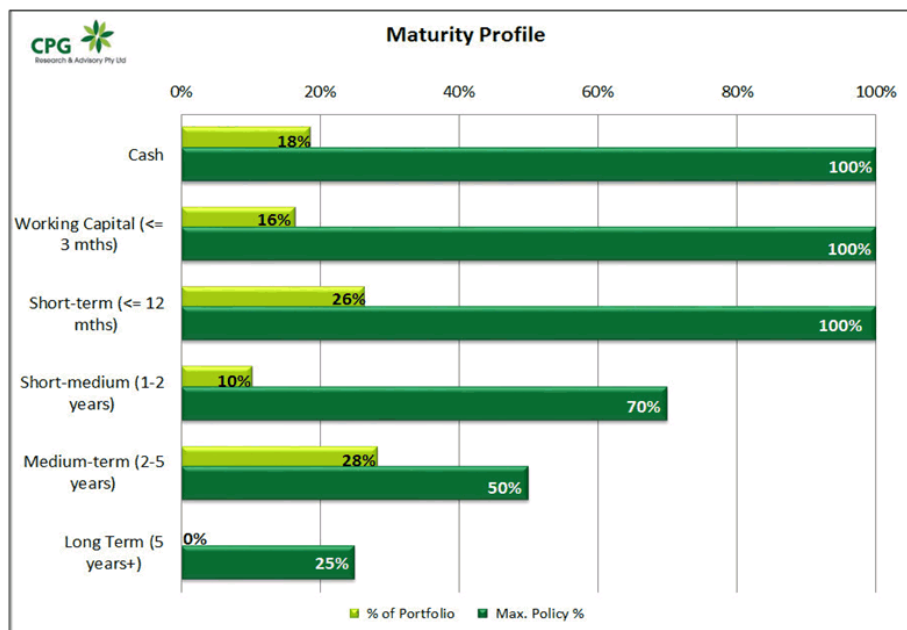
Council invested \$4.0m in a “green bond” certified Westpac 5 year floating rate deposit in June (at the full interest rate), with a separate adjustment for certified Green bonds and deposits now in the numbers above.



Council's Portfolio

The portfolio has high liquidity, reflecting the TCorpIM cash. 18% of investments are available at-call and a further 16% of assets maturing within 3 months. Another 26% of assets mature within 3-12 months, with relatively little in the short-medium term duration allocation at 10%.

Council has redeemed its Macquarie fund in May 19, following significant gains in CY19. All investments are now within the current Minister's Order.

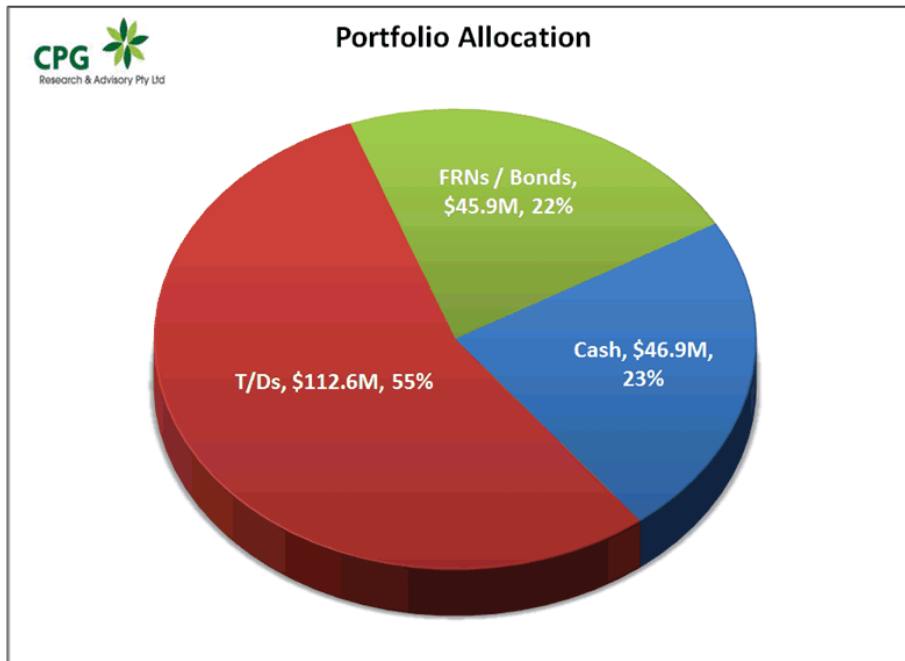


Investments are diversified by fixed interest sector and well spread across maturities. Available capacity exists in all categories.

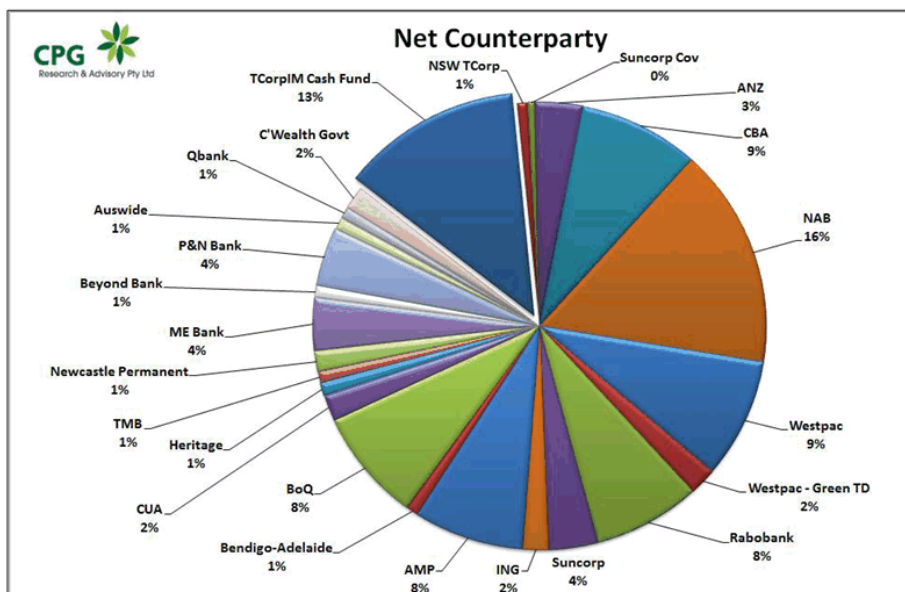
Council is well placed to utilise capacity available towards the short term. Cash can be deployed opportunistically utilising capacity in BBB rated. Working capital is at slightly elevated levels (TCorpIM Cash is identified for specific project related payments).

In previous months, we have looked to maximise credit allocations as capacity allows; looking to sell maturing FRNs to take up new FRNs. Having downgraded our credit view to Neutral on price gains, we prioritise the wider margins in deposits, ahead of likely streamlining of deposit rates.

Council's portfolio remains tilted to deposits, at 55% of the total assets, with Cash held at a high 23% (including AMP 31-day Notice Account).



The investment portfolio is well diversified in complying assets across the entire credit spectrum; with CBA dominant followed by NAB and TCorpIM Cash.

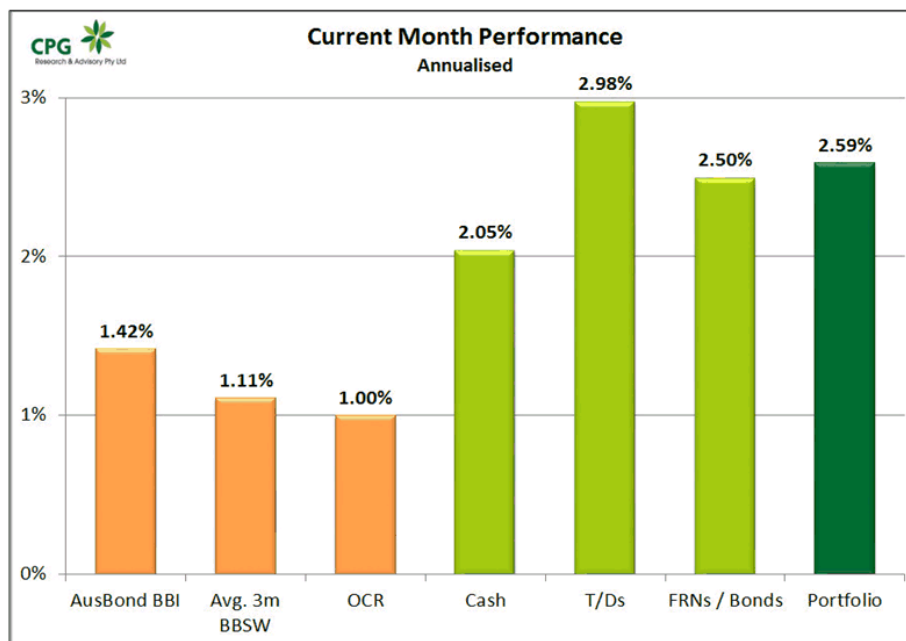


Returns - Accrual

Actual	1 month	3 months	6 months	FYTD	1 year	2 years	3 years	4 years	5 years
Official Cash Rate	0.08%	0.31%	0.68%	0.08%	1.44%	1.47%	1.48%	1.59%	1.74%
Avg. 3m BBSW	0.09%	0.33%	0.78%	0.09%	1.78%	1.81%	1.79%	1.89%	2.00%
AusBond Bank Bill Index	0.12%	0.40%	0.91%	0.12%	1.90%	1.87%	1.84%	1.94%	2.06%
Council Cash	0.17%	0.50%	1.06%	0.17%	2.09%	2.06%	2.10%	2.21%	2.37%
Council T/Ds	0.25%	0.77%	1.56%	0.25%	3.18%	3.20%	3.30%	3.40%	3.52%
Council FRNs / Bonds	0.21%	0.67%	1.45%	0.21%	3.10%	3.22%	3.15%	3.20%	-
Council Credit Funds	0.00%	0.02%	2.31%	0.00%	3.67%	2.68%	3.45%	3.18%	2.95%
Council Total Portfolio	0.22%	0.67%	1.40%	0.22%	2.88%	2.87%	2.95%	3.09%	3.23%
Annualised	1 month	3 months	6 months	FYTD	1 year	2 years	3 years	4 years	5 years
Official Cash Rate	1.00%	1.25%	1.37%	1.00%	1.44%	1.47%	1.48%	1.59%	1.74%
Avg. 3m BBSW	1.11%	1.32%	1.57%	1.11%	1.78%	1.81%	1.79%	1.89%	2.00%
AusBond Bank Bill Index	1.42%	1.61%	1.84%	1.42%	1.90%	1.87%	1.84%	1.94%	2.06%
Council Cash	2.05%	2.01%	2.14%	2.05%	2.09%	2.06%	2.10%	2.21%	2.37%
Council T/Ds	2.98%	3.07%	3.16%	2.98%	3.18%	3.20%	3.30%	3.40%	3.52%
Council FRNs / Bonds	2.50%	2.70%	2.94%	2.50%	3.10%	3.22%	3.15%	3.20%	-
Council Credit Funds	0.00%	0.08%	4.70%	0.00%	3.67%	2.68%	3.45%	3.18%	2.95%
Council Total Portfolio	2.59%	2.68%	2.85%	2.59%	2.88%	2.87%	2.95%	3.09%	3.23%

The Investment portfolio returned a solid **2.59% p.a.** for the month of July 2019, exceeding the benchmark AusBond Bank Bill Index (1.42% p.a.) by **+117bp**. **Non-bank (legacy) credit no longer appears in the portfolio.** We currently prefer deposits, given unusually wide margins. In coming months, the benchmark BBI will be significantly lower after two RBA rate cuts. **Given a very long deposit duration, Council's relative outperformance should be significantly greater.**

TCorplM Cash had a good month with 0.18% net returns. It is an extremely dilute exposure to FRNs, and participated in improving credit conditions, and so well below longer-term asset returns. We expect it will drop significantly in returns going forward.





Credit Quality

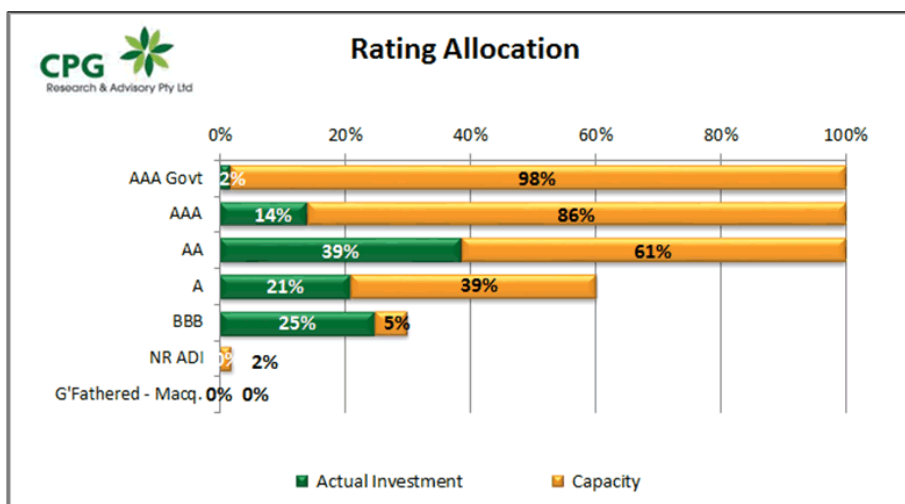
The aggregate limit for BBB is 30% and in NR is now 2% (over-riding single-name limits, pending a the next Policy rewrite). Allocations were very conservative in any case.

We have tested the portfolio provided against Council's current Investment Policy and report the following:

Aggregate credit limits are in compliance:

Rating Category	Actual	Per C/Party	Aggregate	Rating Category	Actual Investment	Capacity
AAA Govt	2%	100%	100%	AAA Govt	2%	98%
AAA	14%	40%	100%	AAA	14%	86%
AA	39%	30%	100%	AA	39%	61%
A	21%	15%	60%	A	21%	39%
BBB	25%	10%	30%	BBB	25%	5%
NR ADI	0%	5%	2%	NR ADI	0%	2%
G'Fathered - Macq.	0%	0%	0%	G'Fathered - Macq.	0%	0%

Credit quality is mostly directed towards the higher rated ADIs, with capacity levels in investment grade BBB rated in accordance with Council, allowing flexibility for future investment opportunities.



AMP was downgraded one notch to A- on March 1st due to the Group being smaller and less diversified following the sale of AMP's life insurance business and therefore a lower rating on the parent company. There was plenty of A rated capacity. The BBB sector is relatively fully invested.

From May 31st, the merger of the two ADIs mean that Rural Bank and Bendigo & Adelaide Bank will be a single counterparty, with a single level of government insurance. This is immaterial to the current portfolio.



Other Compliance

We have tested the portfolio provided against Council's current investment policy and report the following:

All counterparties comply.

Counterparties	Exposure \$M	FCS	Net	Rating	Policy Limit	Actual	Capacity
TCorpIM Cash Fund	\$26.47M	\$0.00M	\$26.47M	AAA	40%	13%	\$55.69M
NSW TCorp	\$1.50M	\$0.00M	\$1.50M	AAA	40%	1%	\$80.66M
Suncorp Cov	\$1.00M	\$0.00M	\$1.00M	AAA	36%	0%	\$73.91M
ANZ	\$7.00M	\$0.00M	\$7.00M	AA-	30%	3%	\$54.62M
CBA	\$17.98M	\$0.25M	\$17.73M	AA-	30%	9%	\$43.89M
NAB	\$32.88M	\$0.25M	\$32.63M	AA-	30%	16%	\$28.99M
Westpac	\$22.00M	\$0.25M	\$21.75M	AA-	30%	11%	\$43.87M
Westpac - Green TD	-\$4.00M	\$0.00M	-\$4.00M	AA-	30%	-2%	
Rabobank	\$16.00M	\$0.25M	\$15.75M	A+	15%	8%	\$15.06M
Suncorp	\$7.50M	\$0.25M	\$7.25M	A+	15%	4%	\$23.56M
Macquarie	\$0.00M	\$0.00M	\$0.00M	A	15%	0%	\$30.81M
ING	\$4.00M	\$0.25M	\$3.75M	A	15%	2%	\$27.06M
AMP	\$16.46M	\$0.25M	\$16.21M	A-	15%	8%	\$14.60M
Bendigo-Adelaide	\$2.00M	\$0.25M	\$1.75M	BBB+	10%	1%	\$18.79M
BoQ	\$17.00M	\$0.25M	\$16.75M	BBB+	10%	8%	\$3.79M
CUA	\$3.85M	\$0.00M	\$3.85M	BBB+	10%	2%	\$16.69M
Heritage	\$1.95M	\$0.00M	\$1.95M	BBB+	10%	1%	\$18.59M
TMB	\$1.70M	\$0.00M	\$1.70M	BBB+	10%	1%	\$18.84M
Newcastle Permanent	\$3.00M	\$0.00M	\$3.00M	BBB	10%	1%	\$17.54M
ME Bank	\$8.10M	\$0.25M	\$7.85M	BBB	10%	4%	\$12.69M
Beyond Bank	\$2.00M	\$0.25M	\$1.75M	BBB	10%	1%	\$18.79M
P&N Bank	\$9.00M	\$0.25M	\$8.75M	BBB	10%	4%	\$11.79M
Auswide	\$2.00M	\$0.25M	\$1.75M	BBB-	10%	1%	\$18.79M
Qbank	\$2.00M	\$0.25M	\$1.75M	BBB-	10%	1%	\$18.79M
Macquarie Fund	\$0.00M	\$0.00M	\$0.00M	NR	0%	0%	\$0.00M
	\$205.40M		\$201.90M			98%	
C'wealth Govt		\$3.5M	\$3.50M	AAA	100%	2%	
Total	\$205.40M		\$205.40M			100%	

Spending the working capital in TCorpIM would tend to increase exposures proportionately by around 25%. This has resulted in conservative allocations through FY18 and FY19, but is now unlikely to materially impact any compliance data.



We have also tested Council's current investment exposure against the lower rated counterparties' net assets as Council's Policy prescribes maximum concentration. We report the following:

Two counterparties - P&N Bank and QBank - are larger than the net assets % threshold for individual counterparty, and will be run down over time.

Counterparties	Exposure \$M	Rating	Max port %	Actual	Net Assets \$M	Max allowed % of net assets	Net Exposure	
Bendigo-Adelaide	\$2.00M	BBB+	10%	1%	\$5,620	2%	0.036%	1.96%
BoQ	\$17.00M	BBB+	10%	8%	\$3,791	2%	0.448%	1.55%
CUA	\$3.85M	BBB+	10%	2%	\$980	2%	0.393%	1.61%
Heritage	\$1.95M	BBB+	10%	1%	\$487	2%	0.400%	1.60%
Greater Bank	\$0.00M	BBB+	10%	0%	\$481	2%	0.000%	2.00%
TMB	\$1.70M	BBB+	10%	1%	\$493	2%	0.345%	1.66%
Newcastle Permanent	\$3.00M	BBB	10%	1%	\$879	2%	0.341%	1.66%
ME Bank	\$8.10M	BBB	10%	4%	\$1,369	2%	0.592%	1.41%
P&N Bank	\$9.00M	BBB	10%	4%	\$273	2%	3.291%	-1.29%
Qbank	\$2.00M	BBB-	10%	1%	\$74	2%	2.701%	-0.70%

We note that these are before application of the government insurance scheme (FCS). Qbank drops below 3% by the Q3 maturity.

P&N Bank's investments are longer dated.



Term Deposits

At month-end, deposits accounted for approximately 55% of the total investment portfolio. The weighted average duration of the deposit portfolio is approximately **1.32 years, -30 days from last month. It remains much longer than the peer group average.** This places Council in an excellent position through FY20.

Maintaining a longer duration has produced a measurable uplift in yield at a time when deposit rates have plunged. The current average yield of **2.79% is far above any deposit of all terms following the fall in rates to record lows**, at around +184bp over benchmark. This is a remarkably high level, given the current interest rate environment, with only 2.20% available for 5-year terms.

Investors continue to be rewarded for lengthening to 1-2 years; less so at longer durations. The RBA delivered the second 25bp of its easing cycle, and the market is now building in the high probability of 2 more cuts by 2020, and deposits are likely to be dragged lower still in August.

This will inevitably cause a further hit to income from reinvestments, although much of this is already now priced into rates. (Of course, it would be positive for relative performance, given a duration somewhat longer than benchmark.) We believe investors should continue to purchase longer deposits, before the latest rate cut (and potentially another) is fully passed through deposit rates.

Short-end margins were extremely wide, as swap rates were again lower. Deposits typically lag, and were wider out to 2 years term. Long rates were also very wide, and inverted.

We note (typically short-dated) broker specials for deposits around short-term investment requirements are advised in the TD daily rate sheet regularly.

Relevant portfolio data follows:

Term Deposit Statistics

Percentage of total portfolio	55%
Weighted Average Yield	2.79%
Weighted Average Duration	1.3 yrs

Credit Quality of Deposits

AAA^	1%
AA	42%
A	26%
BBB	31%
Unrated ADI	0%
Total	100%

^ Calculation excludes the Financial Claims Scheme (FCS)

We refer to the detailed analysis in our July **Fixed Interest Analytics**.



Credit: FRNs & Fixed Bonds

Senior major FRN spreads plunged after APRA imposed an additional 3% capital for major banks. Credit trades at its most expensive (tightest) since before the GFC.

Global leads have been very supportive in 2019, but the extent of the rally in Australian Financials in July was well outside leads from other sectors. Domestic risk assets had already been recovering from Q4, aided by the election being out of the way. **Certainty on the regulatory environment has allowed investors to confidently price in far stronger major banks, with 8% capital going to 11% over 4 years.**

Global bonds were mixed. The US was little changed, failing to hold 2% after Powell's comments. German bunds also lost ground during much of July. However, Australian bonds set new lows..

Additional Tier 2 and possible lack of "bail-in senior" **prompted S&P to remove the Negative Outlook and affirm major bank ratings to AA- Stable. We expect Fitch to follow.**

The seniority of the future bank capital structure is:

- ▶ Tier 1 bails in automatically – if Tier 1 (permanent equity) capital falls below 5³/₈% they convert to shares.
- ▶ Tier 2 (sub-debt) bails in when the bank is "non-viable" without an injection of public money – this requires a declaration and decision by policymakers, and is designed to minimise taxpayer costs.
- ▶ Tier 3 (senior non-preferred) bails in when the bank cannot be saved, and goes into liquidation in a "bad bank."

Tier 3 has been used elsewhere, and may comply with the Minister's Order.

There has been little news from APRA on any new instruments. **What they provided was clarity on the amounts of capital to be raised**, which was a more reasonable \$90bn (compared to an originally flagged \$120bn) with an extra year to raise it.

While somewhat of a backdown, the market aggressively repriced senior credit tighter now that they have clarity that the raisings will proceed. Sub-debt traded sider in response.

We refer to the detailed analysis in our July *Fixed Interest Analytics*.

For much of CY19, we have considered AA rated FRNs the best fit for Council's current circumstances. Near-term, the combination of very tight credit and unusually wide deposit margins make deposits the more compelling strategic priority.

We believe FRNs have now recovered to fully priced levels, and would rate them *Neutral* in a normal market. However, **deposit margins are so much wider that FRNs make a weak case today.**



TCorpIM Cash Fund

TCorpIM Cash returned +0.18% in July, +6bp ahead of the AusBond Bank Bill Index of +0.12%, continued its recovery after a difficult 2018 for all credit strategies. This should be the high point, with the Cash Fund likely to return much lower returns in FY20 due to much lower floating rates.

Council's investment balance in TCorpIM was marginally changed in July at ~13% of the portfolio. The Fund has been competitive with at-call bank deposits over the past year, noting its unique role in providing liquidity as same day money. It accounts for a large % of total assets – **this is solely utilised for the purpose of planned expenditures.**

We note that future returns will likely be far below those reported in recent months.

TCorpIM Cash is a diluted exposure to bank FRNs, with the majority in State paper.

Sentiment was buoyant in physical credit markets, after previously lagging the stockmarket gains of Q1. Bank credit caught up in a dramatic April rally.

BBSW was 1.01% at month end, taking the running yield close to 1% for the fund. This is no longer competitive against products such as Notice Accounts, and dilutes the portfolio as a whole. We note that BBSW is falling rapidly with the expectation of rate cuts – as such, this impacts expected returns for both the fund and the benchmark.

The intention is run the Short-Term Income Fund (formerly Strategic Cash) somewhat closer to a fully-invested credit fund than to the "halfway" strategy averaging +40bp previously. The change of name is part of this rebranding away from cash, to be a rolling FRN strategy. There are also signs that the Cash strategy is seeking additional returns in bank credit, but running yields remain very low. There is little evidence that they would approach the performance of an undiluted FRN strategy.

The TCorpIM fund works only as a substitute for daily liquidity – it does not have any merit as a strategic allocation.

Short term, even bank bills have a non-zero duration. This has resulted in returns spiking when rates move lower.

TCorpIM Cash also includes some bank FRNs. These experienced dramatic spread compression and hence capital gains.

In both cases, the super-normal returns are reflected in lower returns the following months.



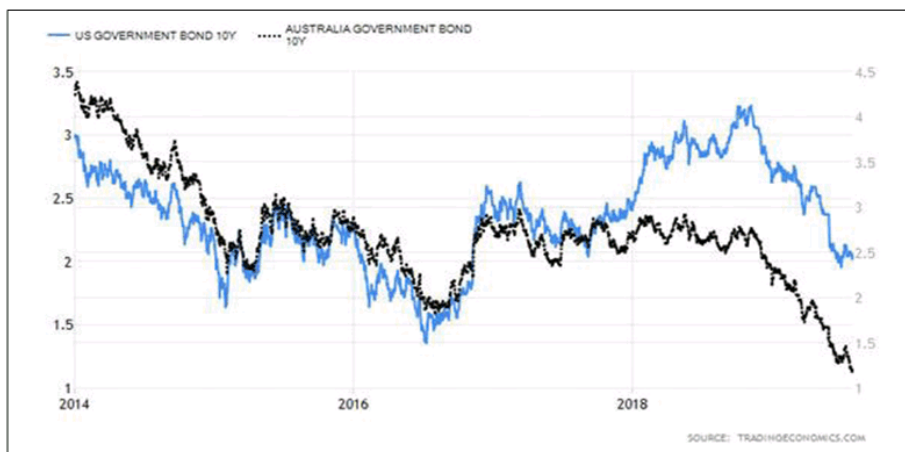
Fixed Interest Outlook

The Reserve Bank felt that another cut would increase the certainty of inflation and growth targets, while continuing to claim strong economic conditions. The wording of the July 25bp cut implies **data-dependence, easing bias and greatest focus on employment data**:

The Board will continue to monitor developments in the labour market closely and adjust monetary policy if needed to support sustainable growth in the economy and the achievement of the inflation target over time.

They **declined to move their inflation target**, despite some speculation. Full-time jobs were in line with trend in June, at +21k, but a fall in part time employment offset this leaving less than +1k net jobs. **There was no move in August, but more explicit easing bias in the commentary.**

Bond markets saw a further “flight to safety” despite **record levels in countries including Greece, Germany and Australia**, rallying into the Federal Reserve interest rate decision. Incredibly, Greek bonds briefly traded through US Treasuries!



As we expected, **the Fed disappointed with a “hawkish easing.”** The Fed cut 25bp while some expected -50bp. Moreover, Chairman Powell (faced with regular Presidential condemnation) spooked markets by calling it a “**mid-cycle adjustment**,” sending yields back over 2% to close +2bp higher for the month.

What does this mean? Can the Fed really mean that they are still in a rising interest rate cycle, the cycle hasn’t turned, and that the next move should be up? Pres Trump continued to express his frustration, not helped by Powell testifying that he would refuse to leave if sacked!

Meanwhile, high yield narrowed to +393bp from +407bp, following stockmarket gains.

Bond yields have continued to fall after month end, reflecting the RBA’s move dovish wording as well as the reignition of the US-China trade dispute and stockmarket falls.



Portfolio Listing

Shoalhaven City Council as at 31/07/2019						
Authorised Deposit-Taking Institution (ADI)	ST Rating	Security Type	Principal/ Current MF Value	Term	Interest Rate	Maturity Date
National Australia Bank	A-1+	TD	\$2,000,000.00	294	2.62%	18-Dec-19
National Australia Bank	A-1+	TD	\$3,000,000.00	208	2.78%	28-Aug-19
Suncorp Metway Ltd Bank	A-1	TD	\$2,000,000.00	271	2.60%	25-Nov-19
Rabobank	A-1	TD	\$2,000,000.00	1826	3.13%	21-Feb-24
Members Equity Bank	A-2	TD	\$2,000,000.00	269	2.70%	25-Nov-19
National Australia Bank	A-1+	TD	\$3,000,000.00	292	2.63%	18-Dec-19
National Australia Bank	A-1+	TD	\$2,000,000.00	282	2.58%	18-Dec-19
National Australia Bank	A-1+	TD	\$2,000,000.00	254	2.50%	18-Dec-19
Westpac Bank	A-1+	TD	\$4,000,000.00	1827	2.21%	19-Jun-24
AMP Bank	A-2	TD	\$1,000,000.00	180	2.65%	26-Nov-19
Bank of Qld	A-2	TD	\$2,000,000.00	231	2.35%	18-Dec-19
Bendigo Bank	A-2	TD	\$2,000,000.00	198	2.40%	27-Nov-19
Members Equity Bank	A-2	TD	\$2,000,000.00	204	2.28%	18-Dec-19
National Australia Bank	A-1+	TD	\$2,000,000.00	211	2.32%	18-Dec-19
Rabobank	A-1	TD	\$2,000,000.00	180	2.50%	29-Oct-19
Auswide Bank	A-2	TD	\$2,000,000.00	224	2.23%	29-Jan-20
Commonwealth Bank Australia	A-1+	TD	\$25,000.00	183	2.06%	4-Dec-19
National Australia Bank	A-1+	TD	\$4,000,000.00	162	2.07%	27-Nov-19
Beyond Bank Australia	A-2	TD	\$2,000,000.00	182	2.40%	2-Dec-19
National Australia Bank	A-1+	TD	\$2,000,000.00	212	2.01%	29-Jan-20
AMP Bank	A-2	TD	\$5,000,000.00	366	2.45%	24-Jul-20
National Australia Bank	A-1+	TD	\$2,000,000.00	204	1.97%	29-Jan-20
Qbank	A-2	TD	\$1,000,000.00	377	2.90%	28-Aug-19
National Australia Bank	A-1+	TD	\$2,000,000.00	1822	4.11%	29-Aug-19
Rabobank	A-1	TD	\$2,000,000.00	1826	4.10%	2-Sep-19
Rabobank	A-1	TD	\$2,000,000.00	1462	3.30%	2-Sep-19
Suncorp Metway Ltd Bank	A-1	TD	\$3,000,000.00	365	2.70%	4-Sep-19
Commonwealth Bank Australia	A-1+	TD	\$101,269.00	388	2.72%	20-Sep-19
Bank of Qld	A-2	TD	\$2,000,000.00	386	2.75%	25-Sep-19
State Insurance Regulatory Authority	A-1+	TD	\$1,501,000.00	365	2.50%	4-Oct-19
National Australia Bank	A-1+	TD	\$2,000,000.00	406	2.75%	23-Oct-19
Westpac Bank	A-2	TD	\$3,000,000.00	414	2.70%	23-Oct-19
ING Bank (Australia) Ltd	A-1	TD	\$2,000,000.00	728	2.87%	12-Feb-20
ING Bank (Australia) Ltd	A-1	TD	\$2,000,000.00	728	2.85%	26-Feb-20
Westpac Bank	A-1+	TD	\$2,000,000.00	734	2.86%	9-Jun-20
Commonwealth Bank Australia	A-1+	TD	\$2,000,000.00	1094	2.77%	11-Jun-20
Bank of Qld	A-2	TD	\$2,000,000.00	751	2.90%	23-Sep-20
Police and Nurses Bank	A-2	TD	\$2,000,000.00	1459	3.50%	18-Dec-20
Rabobank	A-1	TD	\$2,000,000.00	1464	3.00%	16-Jun-21
Bank of Qld	A-2	TD	\$2,000,000.00	1821	3.85%	15-Dec-21
Bank of Qld	A-2	TD	\$5,000,000.00	1827	3.80%	21-Feb-22
Police and Nurses Bank	A-2	TD	\$5,000,000.00	1825	3.74%	22-Feb-22
Westpac Bank	A-2	TD	\$6,000,000.00	1826	3.00%	2-Mar-22
Bank of Qld	A-2	TD	\$2,000,000.00	1826	3.80%	22-Mar-22
Westpac Bank	A-1+	TD	\$2,000,000.00	1826	2.83%	24-Aug-22
Westpac Bank	A-1+	TD	\$2,000,000.00	1826	3.00%	24-Aug-22
Rabobank	A-1	TD	\$2,000,000.00	1826	3.39%	13-Sep-22
Police and Nurses Bank	A-2	TD	\$2,000,000.00	1836	3.51%	28-Sep-22
Rabobank	A-1	TD	\$2,000,000.00	1828	3.40%	23-Aug-23
Total Term Deposits			\$112,627,269.00			



Shoalhaven City Council as at 31/07/2019						
Authorised Deposit-Taking Institution (ADI)	ST Rating	Security Type	Principal/ Current MF Value	Term	Interest Rate	Maturity Date
Credit Union Australia	A-2	FRN	\$1,000,000.00	1096	3.11%	4-Mar-22
Newcastle Permanent Building Society	A-2	FRN	\$500,000.00	731	2.98%	26-Feb-21
National Australia Bank	A-1+	FRN	\$2,300,000.00	1826	2.92%	26-Feb-24
National Australia Bank	A-1+	FRN	\$2,000,000.00	1827	2.16%	19-Jun-24
Teachers Mutual Bank Limited	A-2	FRN	\$1,000,000.00	1095	3.36%	28-Oct-19
Credit Union Australia	A-2	FRN	\$2,250,000.00	1096	3.17%	20-Mar-20
Members Equity Bank	A-2	FRN	\$1,000,000.00	1096	3.31%	6-Apr-20
Newcastle Permanent Building Society	A-2	FRN	\$2,000,000.00	1827	3.32%	7-Apr-20
Newcastle Permanent Building Society	A-2	FRN	\$500,000.00	1064	3.32%	7-Apr-20
Heritage Bank	A-2	FRN	\$1,250,000.00	1096	3.27%	4-May-20
Suncorp Metway Ltd Bank	A-1	FRN	\$2,000,000.00	1827	3.24%	20-Oct-20
Bank of Qld	A-2	FRN	\$1,000,000.00	1461	3.14%	26-Oct-20
Members Equity Bank	A-2	FRN	\$1,500,000.00	1096	3.22%	9-Nov-20
Qbank	A-2	FRN	\$1,000,000.00	1096	3.45%	6-Dec-20
Rabobank	A-1	FRN	\$2,000,000.00	1826	3.45%	4-Mar-21
Heritage Bank	A-2	FRN	\$700,000.00	1096	3.17%	29-Mar-21
Members Equity Bank	A-2	FRN	\$1,600,000.00	1095	3.28%	16-Apr-21
National Australia Bank	A-1+	FRN	\$1,000,000.00	1826	3.13%	12-May-21
Bank of Qld	A-2	FRN	\$1,000,000.00	1826	3.44%	18-May-21
Suncorp Metway Ltd Bank	A-1	FRN	\$1,000,000.00	1826	3.04%	22-Jun-21
Teachers Mutual Bank Limited	A-2	FRN	\$700,000.00	1,096	3.47%	2-Jul-21
Commonwealth Bank Australia	A-1+	FRN	\$1,000,000.00	1826	3.23%	12-Jul-21
ANZ	A-1+	FRN	\$1,000,000.00	1826	3.09%	16-Aug-21
Credit Union Australia	A-2	FRN	\$600,000.00	1096	3.20%	6-Sep-21
AMP Bank	A-2	FRN	\$1,500,000.00	1096	3.01%	10-Sep-21
ANZ	A-1+	FRN	\$1,000,000.00	1826	2.93%	7-Mar-22
Suncorp Metway Ltd Bank	A-1	FRN	\$500,000.00	1826	2.93%	16-Aug-22
Westpac Bank	A-1+	FRN	\$2,000,000.00	1826	2.78%	6-Mar-23
Westpac Bank	A-1+	FRN	\$1,000,000.00	1919	2.53%	16-Aug-24
Commonwealth Bank Australia	A-1+	FRN	\$1,000,000.00	1916	2.77%	25-Apr-23
ANZ	A-1+	FRN	\$1,000,000.00	1826	2.87%	9-May-23
National Australia Bank	A-1+	FRN	\$1,500,000.00	1826	2.87%	26-Sep-23
ANZ	A-1+	FRN	\$4,000,000.00	1826	3.01%	16-Dec-23
Commonwealth Bank Australia	A-1+	FRN	\$2,000,000.00	1826	3.19%	11-Jan-24
Total Senior Securities			\$45,900,000.00			
			\$158,527,269.00			
Shoalhaven City Council as at 31/07/2019						
Grandfathered	ST Rating	Security Type	Current Valuation			Maturity Date
Macquarie Global Income Opportunities	NR	MF	\$0.00			T+3
TCorplm Cash Fund	AAA	MF	\$26,472,993.69			T+0
			\$26,472,993.69			
Product	ST Rating	Security Type	Current Valuation			Maturity Date
AMP At Call	A-2	Cash	\$749.32			At-Call
AMP Notice Account	A-2	Cash	\$8,959,494.19			31 Days
NAB Transaction Account	A-1+	Cash	\$84,125.35			At-Call
CBA Operating Account	A-1+	Cash	\$9,273,997.50			At-Call
CBA Business Online Saver	A-1+	Cash	\$2,081,258.85			At-Call
			\$20,399,625.21			
Total Investment Portfolio			\$205,399,887.90			

CL19.212 - Attachment 1



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