



BUSINESS PAPER

**Economic and Community
Sustainability Committee Meeting
Wednesday, 9 September 2020**

INVERELL SHIRE COUNCIL**NOTICE OF ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING**

4 September, 2020

An Economic and Community Sustainability Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 9 September, 2020, commencing at .

Your attendance at this Economic and Community Sustainability Committee Meeting would be appreciated.

Please Note: Under the provisions of the Code of Meeting Practice the proceedings of this meeting (including presentations, deputations and debate) will be webcast. An audio recording of the meeting will be uploaded on the Council's website at a later time. Your attendance at this meeting is taken as consent to the possibility that your voice may be recorded and broadcast to the public.

I would like to remind those present that an audio recording of the meeting will be uploaded on the Council's website at a later time and participants should be mindful not to make any defamatory or offensive statements.

P J HENRY PSM

GENERAL MANAGER

Agenda

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Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- **Pecuniary** – regulated by the *Local Government Act 1993* and Office of Local Government
- **Non-pecuniary** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

- 1st** Do I have private interests affected by a matter I am officially involved in?
2nd Is my official role one of influence or perceived influence over the matter?
3rd Do my private interests conflict with my official role?

Local Government Act 1993 and Model Code of Conduct

For more detailed definitions refer to Sections 442, 448 and 459 or the *Local Government Act 1993* and Model Code of Conduct, Part 4 – conflicts of interest.

Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Section 451(1) of the *Local Government Act 1993* (pecuniary interests) and Part 4 of the Model Code of Conduct prescribed by the Local Government (Discipline) Regulation (conflict of interests) it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

A Declaration form should be completed and handed to the General Manager as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Declaration Form](#)

Quick Reference Guide

Below is a legend that is common between the:

- Inverell Shire Council Strategic Plan;
- Inverell Shire Council Delivery Plan; and
- Inverell Shire Council Operational Plan.



1 APOLOGIES

2 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Economic and Community Sustainability Committee Meeting held on 12 August, 2020, as circulated to members, be confirmed as a true and correct record of that meeting.

**MINUTES OF INVERELL SHIRE COUNCIL
ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 12 AUGUST 2020 AT 10.30 AM**

PRESENT: Cr Jacki Watts (Chair), Cr Paul King OAM, Cr Paul Harmon (Mayor), Cr Kate Dight and Cr Anthony Michael (Deputy Mayor).

IN ATTENDANCE: Cr Stewart Berryman, Cr Neil McCosker via Zoom, Cr Mal Peters via Zoom and Cr Di Baker.

Paul Henry (General Manager) and Scott Norman (Director Corporate & Economic Services).

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Kate Dight
Seconded: Cr Anthony Michael

That the Minutes of the Economic and Community Sustainability Committee Meeting held on 8 July, 2020, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

Nil

4 ADVOCACY REPORTS

4.1 WATER FORUMS S11.15.1

COMMITTEE RESOLUTION

Moved: Cr Kate Dight
Seconded: Cr Paul Harmon

That the report be received and noted.

CARRIED

5 DESTINATION REPORTS

5.1 REFLECTION GARDEN S21.8.31

COMMITTEE RESOLUTION

Moved: Cr Paul King OAM

Seconded: Cr Kate Dight

The Committee recommends to Council that Council proceed with the project and choose the exact location to avoid impact on Council services but as close as possible to the preferred site.

At 11:01 am, Cr Paul Harmon left the meeting.

At 11:02 am, Cr Paul Harmon returned to the meeting.

CARRIED

5.2 COPETON NORTHERN FORESHORES COMMUNAL HALL TENDER S4.19.20

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

That the matter be referred to Closed Council for consideration as the matters and information are:

- d(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*

On balance the public interest in preserving the confidentiality of the information outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting; and all reports and correspondence relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.

CARRIED

6 INFORMATION REPORTS

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

That the information reports be received and noted.

CARRIED

6.1 UPDATE OF PROJECTS IN PROGRESS - AUGUST 2020 S15.8.99

6.2 TIMING OF 2020 ANNUAL FINANCIAL STATEMENTS S12.11.2

6.3 COMMBIZ LOCAL ECONOMIC ACTIVITY REPORT S8.3.1/13**6.4 BUY FROM THE BUSH AND FACEBOOK AUSTRALIA PARTNERSHIP S8.3.1/13****7 GOVERNANCE REPORTS****7.1 GOVERNANCE - MONTHLY INVESTMENT REPORT S4.11.17/12****COMMITTEE RESOLUTION**

Moved: Cr Paul King OAM

Seconded: Cr Kate Dight

The Committee recommends to Council that:

- i) the report indicating Council's Fund Management position be received and noted; and*
- ii) the Certification of the Responsible Accounting Officer be noted.*

CARRIED**8 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)**

At 11.06am, the Chairperson noted that no members of the public or press were in attendance at the meeting therefore the Committee proceeded to consider the motion to close the meeting to the press and public.

COMMITTEE RESOLUTION

Moved: Cr Paul Harmon

Seconded: Cr Paul King OAM

That the Committee proceeds into Closed Committee to discuss the matters referred to it, for the reasons stated in the motions of referral.

CARRIED**COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

That the Committee proceeds out of Closed Committee into Open Committee.

CARRIED

Upon resuming Open Committee at 11.15am, the Chairperson verbally reported that the Committee had met in Closed Committee, with the Press and Public excluded, and had resolved to recommend to Council the following:

8.1 COPETON NORTHERN FORESHORES COMMUNAL HALL TENDER S4.19.20

That:

- a) *the Tender from Efficient Building Pty Ltd for the Copeton Northern Foreshores Communal Hall for the Tender price of \$471,856.78 (excluding GST) be accepted; and*
- b) *the General Manager be authorised to execute the contract as a Simple Works Contract.*

CARRIED

ADOPTION OF RECOMMENDATIONS**COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Kate Dight

That the recommendations of Closed Committee be adopted.

CARRIED

The Meeting closed at 11.21am.

3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

4 QUESTIONS WITH NOTICE**4.1 QUESTION WITH NOTICE - TINGHA GARBAGE SERVICE****File Number:** S13.5.3 / 20/34439**Author:** Anthony Michael, Councillor

The following question on notice was received from Councillor Anthony Michael.

Question:

Is Council prepared to reconsider the footprint of the declared scavenging area in the Tingha area? If so, what process should be followed to revise the scavenging area?

Note:

Most councillors have been canvassed by residents with concern over the extension of the Tingha Garbage service area. The main issue is the cost. Can we have a discussion on how to resolve their issues? I understand if the truck drives past a property the owner needs to pay for the service.

RECOMMENDATION:

A matter for the Committee.

ATTACHMENTS:

Nil

5 DESTINATION REPORTS

5.1 CLASSIFICATION OF FREEHOLD TINGHA LANDS

File Number: S5.19.1 / 20/29132

Author: Scott Norman, Director Corporate and Economic Services

SUMMARY:

As a result of the Tingha boundary adjustment Council acquired control of freehold land from Armidale Regional Council. Council resolved at the July 2020 meeting to invite submissions on the classification of the land it intends to classify as operational. No submissions were received during the advertised period and it is now recommended that Council resolve that the land be held for operational purposes.

RECOMMENDATION:

That the Committee recommend to Council that:

1. Council resolve the following land be classified as 'Operational Land':

Location	Description	Purpose
35 New Valley Road Tingha	Lot 107 DP 722455	Tingha Depot
29 Diamond Street Tingha	Lot 7 Sect 10 DP 704	Vacant Land
16-18 Ruby Street Tingha	Lot 2 DP 218026	Tingha Town Hall & Fire Shed
14 Ruby Street Tingha	Lot 31 DP 1071167; Lot 1 DP 218026; Lot 2 Sect 3 DP 704; Lot 2 DP 587489	Wing Hing Long Store Tingha
31 Garnet Street Tingha	Lot 4 Sect 16 DP704; Lot 4 Sect 17 DP704; Lot 3 Sect 16 DP704; Lot 3 Sect 17 DP704; Lot 1 Sect 14 DP704; Lot 6 DP668621; Lot 2 Sect 14 DP704; Lot 3 Sect 14 DP704; Lot 4 Sect 14 DP704; Lot 5 Sect 17 DP704; Lot 5 DP229966; Lot 6 DP229966	Vacant Land
32 Albion Flat Road Tingha	Lot 1 DP 829960	Water Reservoir
14060 Guyra Road Tingha	Lot 1 DP 1120941	Sewer Ponds
2-4 Sapphire Street Tingha	Lot 81 DP753655; Lot 1 Sect 4 DP704	Symes Park & Aged Care Units
156 Kempton Road Tingha	Lot 123 DP42110	Tingha Garbage Tip
23 Garnet Street Tingha	Lot 1 & 2 DP 229966	Tingha Cemetery

COMMENTARY:

As a result of the Tingha boundary adjustment Council acquired control of freehold land from Armidale Regional Council. *The Local Government Act 1993* requires Council has to resolve to classify the land for either operational or community purposes.

The purpose of classification is to identify clearly that land which should be kept for use by the general public (community) and land which need not (operational). The major consequence of

classification is that it determines how the land is to be managed and the ease or difficulty with which land may be alienated by sale, leasing or some other means.

Community land must not be sold except in the very limited circumstances and there are restrictions on when it can be leased and for how long. No such restrictions apply to operational land. Any land that Council does not resolve to be classified as operational shall be deemed community use and would ordinarily comprise land such as a public park. The use and management of community land is regulated by a plan of management.

Operational land would ordinarily comprise land held for future development or sale or land which facilitates the carrying out by a council of its functions or land which may not be open to the general public, such as a works depot or a council garage.

Council has previously resolved to invite submissions on the classification of the land it intends to classify as operational. As this is the initial classification of this land Council was required to give at least 28 days notice of the intent to how the land is to be classified, no submissions were received and it is now recommended that Council resolve the following land is held for operational purposes.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Community land is recognised at the Valuer General's unimproved capital value.

Operational land is recognised at fair value, typically determined by a contract Valuer as part of the asset accounting process.

LEGAL IMPLICATIONS:

Local Government Act 1993 Chapter 6 Part 2 Division 1 S25 All Public land must be classified.

S26 There are 2 classifications for public land—"community" and "operational".

S31 Council can make the Initial classification of land by resolution.

S34 (1) Council must give public notice of a proposed resolution to classify or reclassify public land.

(3) The public notice must specify a period of not less than 28 days during which submissions may be made to the council.

The classification of the land determines how Council may deal with the land, to what use it can be put, how it is managed and whether it can be sold.

ATTACHMENTS:

Nil

5.2 EXPRESSION OF INTEREST TO LICENCE LAND - 2 RING STREET, INVERELL

File Number: S5.10.65 / 20/30056

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

An Expression of Interest has been received from Mr Peter Jarrett to licence an area of land located at 2 Ring Street, Inverell.

The Committee is requested to consider the expression of interest.

RECOMMENDATION:

The Committee recommend to Council that:

- i) Council enter into a Licence Agreement with Peter Jarrett for a five (5) year period with a further five (5) year option;*
- ii) the Licence fee be \$500 per annum (GST Inclusive) with a 3% increase per annum;*
- iii) The licence be conditional on development approval: and*
- iv) the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

COMMENTARY:

Mr Peter Jarrett is the owner of Resurrection Motors, a professional classic car restoration business based at 2 Ring Street, Inverell. The business is licenced as a motor vehicle repairer and motor dealer. Currently and before Mr Jarrett's occupation of the site it has been customary for staff and visitors to use the entire area at the front of the business for parking and general business purposes. Mr Jarrett would like to enter into a formal Licence Agreement for a portion of this land located at the front of the building (Ring Street) for the purposes of displaying vehicles to facilitate passing trade and to professionally present the vehicles for sale. All vehicles displayed are stored in the building overnight and moved in and out of the building using a metal ramp. Risks and measures in place to control the risks associated with the ramp are outlined in a risk assessment provided by Mr Jarrett (**Attachment 1**). Mr Jarrett has also stated that any vehicles displayed can be moved upon request when required.

The proposed area to be licenced is highlighted on the diagrams (**Attachment 2**) and is approximately 182m² in size.

Mr Jarrett is willing to pay \$500 per annum for a five (5) year term.

The following comments have been provided by Manager Civil Engineering:

Noting that there will be no permanent structures constructed, there will be no need for S138 approval. I have inspected the site and the proposed use will not negatively impact sight distance or traffic movement in the area. Council's approval should be conditional upon there being a 2m wide clear way at the back of the kerb to allow for safe pedestrian movement.

It should be noted the granting of the licence is conditional on DA approval.

It is suggested that Council enter into an agreement with Peter Jarrett for a five (5) year term with a further five (5) year option and that the licence fee be \$500 per annum, being subject to a 3% yearly increase.

RISK ASSESSMENT:

A risk assessment has been provided documenting the risks and the control measures in place for the ramp.

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Risk Assessment
2. Diagrams showing proposed area for Licence

Resurrection Motors

2 Ring Street

INVERELL

18th August, 2020



**RISK ASSESMENT – COUNCIL LAND BETWEEN ROAD KERB & ACCESS RAMP USE,
FRONT OF 2 RING STREET, INVERELL**

Activity

Use of Council land between road kerb , and use of moveable access ramp for commercial premises at 2 Ring Street, Inverell.

Hazards

Potential pedestrian trip hazard due to uneven surface on land. Access ramp use, pedestrian trip and fall. Vehicle collision with other vehicles or pedestrians, vehicle driving off ramp.

Risk Rating without controls is low. Existing loading dock height at 800mm meets existing council regulations in terms of not requiring handrails. Existing pedestrian ramp with no handrail deemed acceptable due to shallow incline and low total height of 800mm. Moveable access ramp replicates angle and height of existing pedestrian access ramp.

Possible vehicle collision with pedestrians during vehicle transfer both into and out of building. Risk low, but possible.

Current Implemented controls

Only senior members of staff to oversee transfer of vehicles into and out of building. Must have at least one person acting as spotter giving directions to driver of vehicle. Spotter to remove general public and pedestrians from area whilst transfer is effected. No members of public to attempt to use ramp. Ramp to be removed from loading dock area when not in use. Ramp is of sufficient weight to self stabilise during use.

Lessee oversees condition of road surface between kerb and building. Any day to day pot holes filled by lessee. Any larger drainage or surface irregularities to be reported to Inverell Council for action.

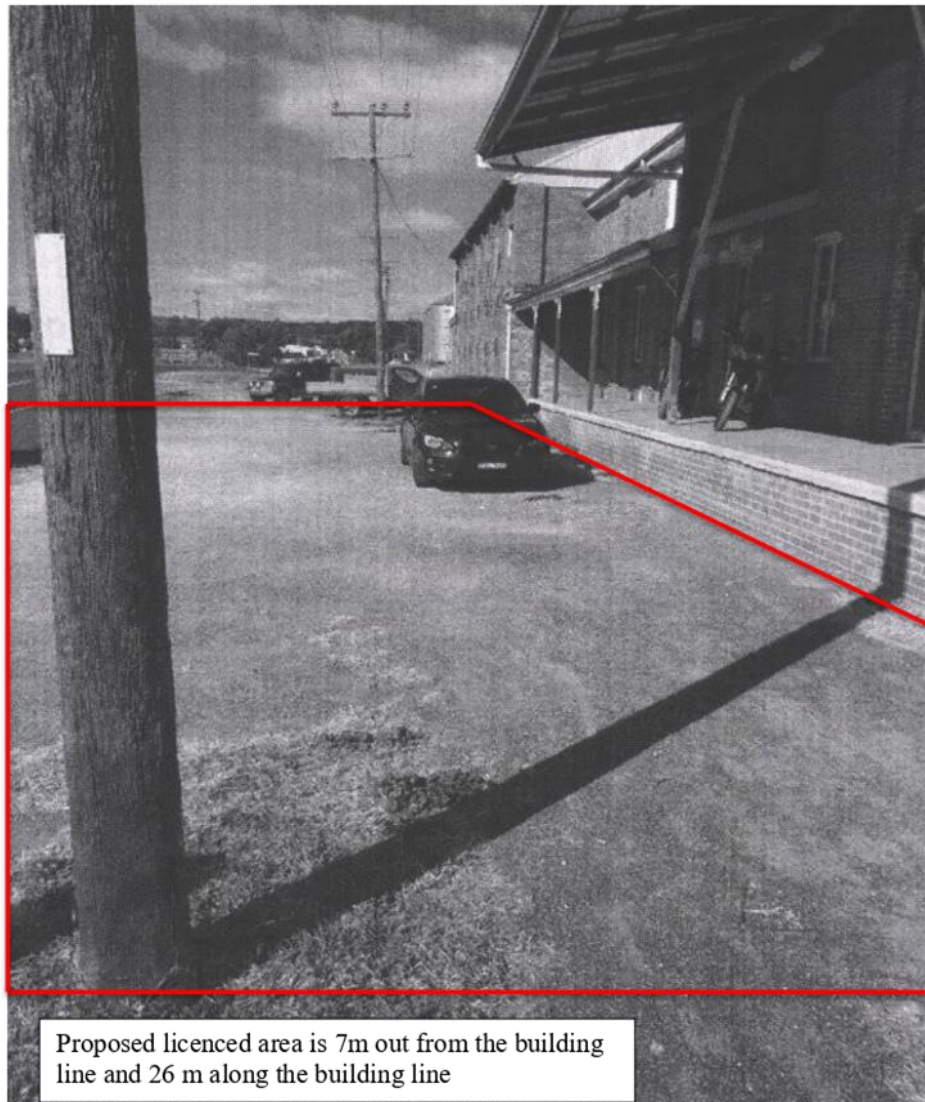
Residual risk

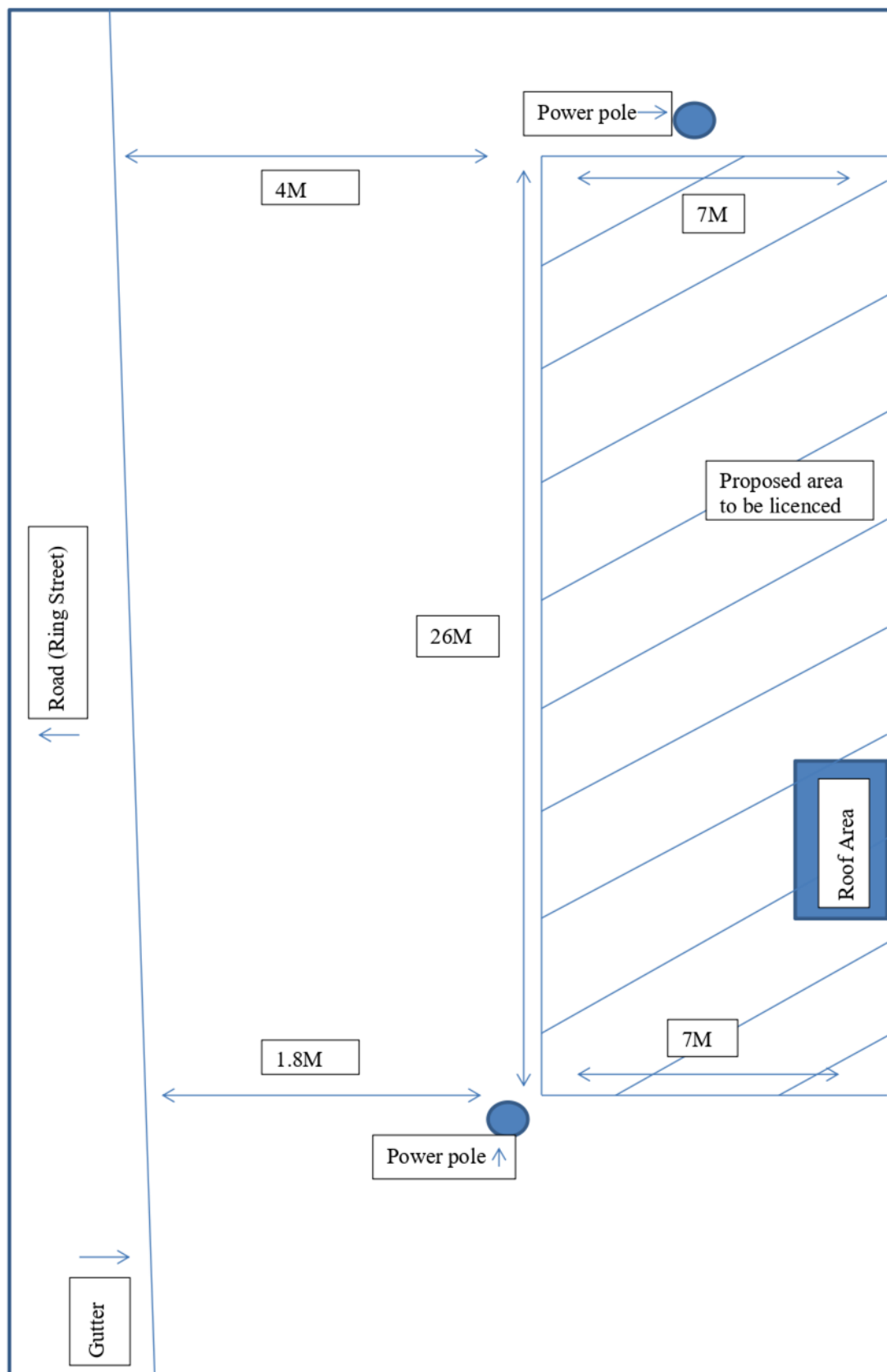
With implemented controls, residual risk is expected to be rare in likelihood. The consequences of the risk would be negligible to minor, due to the lack of vehicle speed and small heights involved.

Peter Jarrett

Proprietor

A handwritten signature in blue ink, appearing to read 'Peter Jarrett', is written over a light blue horizontal line.





5.3 REQUEST FOR CONSIDERATION - CONCESSION FOR RATES - TINGHA BUFFALO LODGE**File Number:** S25.9.3/13 / 20/32533**Author:** Kristy Paton, Corporate Support Officer - Publishing**SUMMARY:**

Council is in receipt of a letter from Mr Laurence Burdekin, Secretary of the Tingha Buffalo Lodge requesting consideration for a concession for rates.

RECOMMENDATION:

A matter for the Committee.

COMMENTARY:

A request for a concession for rates for 45 Howell Road, Tingha (Lot 36 DP 753655) has been made by Mr Laurence Burdekin, Secretary of the Tingha Buffalo Lodge.

In Mr Burdekin's letter he states:

"Tingha Buffalo Lodge is a not for profit organisation that donates money raised back into the community, previous donations have included the Tingha Tin Festival, Tingha Hospital Auxiliary, Tingha Citizens Association, Tingha Pre-School and Westpac Rescue Helicopter."

The Tingha Buffalo Lodge members meet on a fortnightly basis at the Merv Burdekin Hall which is located on the above mentioned site.

The Buffalo Lodge does not fall under the category of Public Hall Committees in Council's Donation Policy however under this policy in a comparable situation Council provides a yearly donation equivalent to the cost of weekly garbage service to the Inverell Girl Guides Local Association.

The annual rates amount for the above mentioned property is \$1,656.62.

The Committee is asked to determine if it wishes to provide a concession for rates to the Tingha Buffalo Lodge, and if so, in what capacity.

POLICY IMPLICATIONS:

Currently the following organisations receive some form of rate or charges relief via a donation, The Ashford Golf Club, the Delungra Golf Club, the C.W.A. of NSW Gwydir Branch, the Delungra Hall, the Mt Russell Hall, the Yetman Hall, the Inverell Rescue Squad (VRA), the Inverell Girl Guides and the Inverell Town and County Club.

CHIEF FINANCIAL OFFICERS COMMENT:

Where Council has granted a donation to assist with rates and/or charges it is treated as an annual donation and the amount is budgeted for future years and paid on application from the Club or Association.

LEGAL IMPLICATIONS:

Rates must be levied on a rateable property. Council can resolve to make a donation equivalent to the rates and charges or part there of.

ATTACHMENTS:

Nil

5.4 EXPIRING LICENCE AGREEMENT - INVERELL BUILDING SUPPLIES

File Number: S5.10.107 / 20/33377

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

The Licence Agreement between Council and Inverell Building Supplies is due to expire on 31 October, 2020. The Committee is requested to consider renewing the agreement.

RECOMMENDATION:

That the Committee recommend to Council that:

- i) Council renew the agreement with Inverell Building Supplies for Part Lot 2, DP 1126040 for a further five (5) year period;*
- ii) the licence fee be \$753.54 per annum (GST Inclusive) with a 3% increase per annum; and*
- iii) the Licence Agreement be subject to any other terms and conditions as negotiated by Council's General Manager.*

COMMENTARY:

The Licence Agreement between Council and Inverell Building Supplies for Part Lot 2, DP 1126040, Brissett Street, Inverell is due to expire on 31 October, 2020.

The land is utilised as a loading area for the business and measures approximately 1456m². The land is rateable. The rates for the entire lot are \$2,560 per annum, the area licenced is approximately half the lot.

It is noted that licence Agreements are issued subject to the licensee providing Public Liability Insurance for \$10M. These policies now cost over \$500 p.a.

Further noted is the last annual billed amount of \$731.59 (GST inclusive).

The Committee is asked to consider offering Inverell Building Supplies a new Agreement for a five (5) year period.

**RISK ASSESSMENT:**

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil

6 INFORMATION REPORTS

6.1 LIBRARY STATISTICAL OVERVIEW 2019/20

File Number: S3.6.10 / 20/34083

Author: Sonya Lange, Manager Library Services

SUMMARY:

The following report summarises key statistics for the library in 2019/20, and considers the implications arising from identified trends.

COMMENTARY:

Key measures for library performance are visitor numbers, circulation, program attendance, and collection size. The library was closed in the period 26 March – 1 June 2020, due to Covid-19 related public health orders. Visitor numbers were also impacted in the period immediately before and after closure.

Visitors

Door Count: 44, 500

The library was closed to the public from 26 March to 1 June 2020. Attendance figures for March and June were also impacted by community restrictions due to the pandemic. The daily average for visitors in the period July 2019 – December 2019 shows a 15% decrease on the same period in 2018/19. It is likely that the ongoing impact of drought and fire during this period affected visitation, in particular during December.

Circulation

Loans: 131,000

Despite the 3 month closure period, loans remain strong, with only a 10% overall reduction on the previous 12 months. Adult fiction remains the strongest performing area of the collection, accounting for 24% of loans. The most obvious areas of decline were the music CD collection (-42%), DVD collection (-25%) and the Picture book collection (-18%). The latter two can be attributed to the closure and associated cessation of Storytime programs, as these are very much “browse” collections, and were not heavily utilised via the “Click & Collect” service the Library operated while closed. During closure, the Library issued over 4,800 items via “Click & Collect”.

Digital resource usage grew significantly, with an increase of 23% for eBooks, and 30% for eAudio. Loans of all digital resources grew by 17% on the previous year, and represented 10% of our total circulation. This increase suggests that patron interest in digital resources is ongoing.

Programs

The Library offered 236 physical programs this year, with 3600 attendees, and 39 virtual programs via Facebook, with over 11,000 views. Pre-closure, Movie Screenings and Storytime/ Baby Bounce programs continued to be popular and well attended. The ability to offer some programing via Facebook has been a valuable way to maintain contact with younger patrons whilst all physical programs have been cancelled due to the impacts of Covid-19.

Collection

Items: 60, 800

The library took advantage of the extended closure period to conduct a heavy weed of the collection, removing a large number of dated or worn resources. 5,500 new physical items were added to the collection. A further 500 eBooks were added to the Library collection. In addition, but not counted as a part of our holdings, access was gained to a new collection of eBooks from the State Library on NSW which has over 12,000 items.

Computer use**Bookings: 6172****Wi-Fi logins: 4153**

Computer usage remained fairly consistent with last years figures (during the comparable July 2019 – February 2020 period), but Wi-Fi usage declined significantly, probably as a result of the increasing prevalence of smart phones and tablets in the community. Computer usage tends to fall into two distinct areas; people who use the computer frequently (often on a daily basis) – for research, access to email and social media; and those who need to access the computers very infrequently, for a specific purpose – printing documents, visitors, temporary disruption to home computing facilities.

Conclusions

Whilst the impact of Covid-19 related closures and restrictions has been very evident, the library has maintained strong circulation figures, indicating the community continues to use and value the collection. Visitor numbers remain impacted by the current situation, and it may be some time before we see a return to pre-pandemic levels. The ability to be flexible and innovative around service and program delivery during this time has been an essential component of maintaining contact with, and usage by the community.

ATTACHMENTS:**Nil**

6.2 FEDERAL GOVERNMENT GRANTS COMMUNITY INFRASTRUCTURE FUNDING (COVID-19)

File Number: S15.8.106 / 20/34432

Author: Paul Henry, General Manager

SUMMARY:

Advice has been received regarding Council's applications for funding. The following information is provided for the information of the Committee.

COMMENTARY:

Recently, the Federal Government invited applications from Council to fund the installation of community infrastructure projects. This funding opportunity was part of a COVID-19 stimulus package.

The list of projects determined by Council at its April meeting were submitted for funding.

I am pleased to advise that the following projects have been approved for funding:

- Sports Complex Amenities \$1M
- Taylor Avenue Intersection \$275K
- Off Leash Dog Exercise Area \$75K
- Little Athletics Long Jump Facility \$60K

These funds must be spent within 12 months after the signing of the funding deed.

ATTACHMENTS:

Nil

6.3 UNIVERSITY OF NEW ENGLAND - VIRTUAL HEALTH NETWORK

File Number: S24.20.5 / 20/34544

Author: Paul Henry, General Manager

SUMMARY:

Details have been released of a proposed program. The following report is being provided for the information of the Committee.

COMMENTARY:

Recently, the University of New England released details of a proposed program for the education of medical and healthcare students utilising health facilities in the New England Region. The new program is titled the Virtual Health Network.

The Program seeks to place students in local GP clinics, Aboriginal medical services, community health facilities and local health facilities for a 12 month learning experience. The real time clinical experiences will be supplemented by virtual and simulated experiences.

The aim is to provide a broad learning experience and seek to encourage the students to practice medicine in a rural setting once they graduate from their courses.

Students will be placed in facilities at Tamworth, Armidale, Tenterfield, Glen Innes, Inverell, Moree, Narrabri, Gunnedah and Quirindi. The UNE will employ a number of 'Community Innovation Coordinators' to oversee the delivery of the program and support the students.

One of these coordinators is proposed to be based in Inverell.

It is possible that the level of community support for this program will be critical to its success. Contact will be made with the organiser of the network at UNE to ascertain more details of this program and what support may be required/requested from the community.

A copy of the material, currently available, on the Virtual Health Network is attached as Appendix 1.

ATTACHMENTS:

1. The New England Virtual Health Network



une
University of
New England

The New England Virtual Health Network

An innovative, digitally-enabled network supporting the delivery of in-place education and healthcare, and a sustainable regional, rural and remote medicine and health workforce.

June 2020

 **NSW**
GOVERNMENT

Health
Hunter New England
Local Health District

phn
HUNTER-NEW ENGLAND
AND CENTRAL COAST
An Australian Government initiative

The University of New England strives to be the university of choice for students and researchers who desire to transform their lives and build resilient communities.

The New England Virtual Health Network (NEViHN) brings this bold strategy to life. It is an innovative education and healthcare network that supports the delivery of in-place healthcare for patients and in-place learning for all future University of New England (UNE) medicine and health students in the New England North West (NENW) region. The NENW region covers almost 10 million hectares and is home to over 185,000¹ people. The NEViHN will facilitate the development of a sustainable regional, rural and remote (RRR) medicine and health workforce, equip them to deal dynamically with tomorrow's health issues and stimulate the development of telehealth infrastructure.

The digitally-enabled network will provide educational access across dispersed locations and between students, practitioners and local health services. This will improve the student experience, the size and quality of the health workforce and RRR health outcomes. It will deliver an education and healthcare model for replication and expansion across NSW and eventually Australia.

¹ 186,864 people as of 2018; Australian Bureau of Statistics, Region Summary, 2019.

Technologically-enabled healthcare services are needed now more than ever

The impact of bushfires and the COVID-19 pandemic has highlighted the fragility of healthcare systems globally, and the ability of technology to assist us in times of unprecedented need. More efficient and effective methods of screening, monitoring and treatment are needed to deliver quality care to dispersed populations. The NEViHN is a solution to this problem.



The NEViHN will support UNE medicine and health students to complete placements of up to 12-months in a regional, rural or remote township, where they will live and work as part of the community.

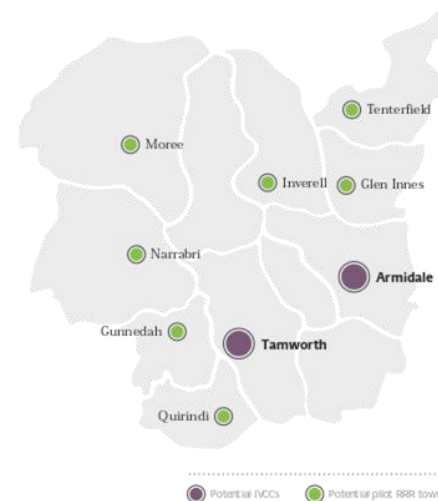
Leveraging UNE's existing relationships and reputation, students will be placed in local General Practice (GP) clinics, Aboriginal Medical Services (AMSs), local community health centres, and other local health facilities in small RRR towns. Students will be exposed to a rich array of physical, virtual and simulated clinical experiences, including digitally-enabled access to real-time clinical practices, patients and working environments.

Currently, UNE medicine students complete the majority of their placements in larger urban and regional hospitals (such as John Hunter and Gosford hospitals).

The NEViHN will not be a parallel structure to existing local healthcare systems, but an institutionalised set of enablers that will strengthen the existing healthcare systems and the UNE student experience.

Over time, the NEViHN will expand placements to additional RRR locations and more health disciplines, including allied health and nursing students. Virtual training programs will be expanded, and a library of case studies and procedures created to broaden the student experience. Additional clinical specialists from beyond the NENW region will be leveraged to deliver telehealth patient services and education for students and RRR host GPs through the Joint Virtual Care Centre (JVCC).

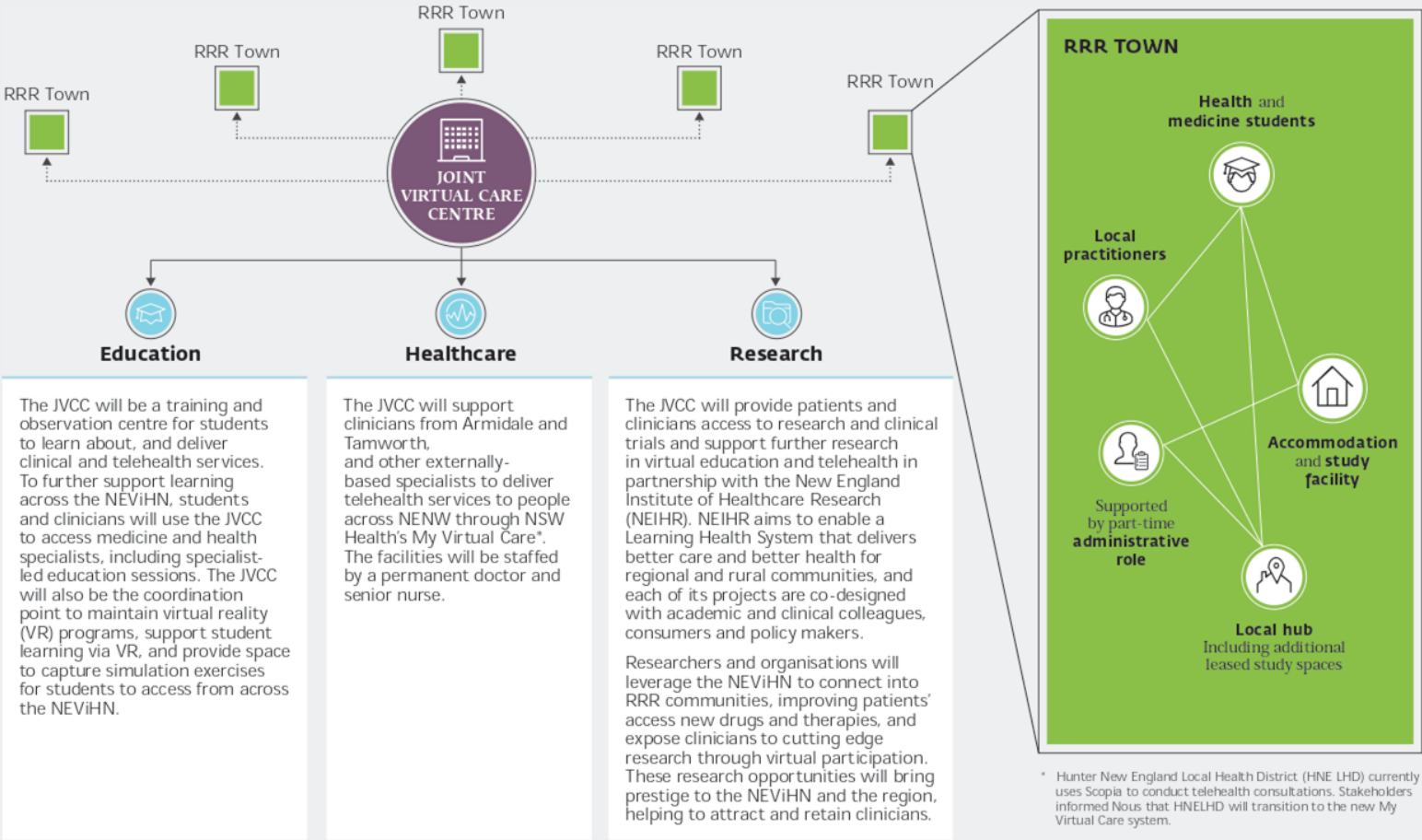
The network will be coordinated from the JVCC and be supported by local hubs and staff in the RRR towns. The JVCC and local hubs will leverage current academic and clinical staff, adding additional roles as the network expands.



"I envisage the NEViHN will be a valuable learning experience and may encourage students to work in regional, rural and remote towns"

UNE medicine student

**The New England Virtual Health Network (NEViHN)
will be coordinated from the Joint Virtual Care Centre.**





The NEViHN will offer an overall richer placement experience by providing RRR-placed students access to broader specialty experiences via the virtual network.

The NEViHN will locate medicine and health student teams in NENW towns. Multidisciplinary students will be embedded in local medicine and health facilities, surrounding community and health network for up to 12 months. Their experience will be structured by a clear academic curriculum and guided by an overseeing academic mentor. Students will gain an understanding of rural health issues, telehealth and related procedures and treatments, while following key patients along their health journey.

Students will be provided safe, suitable and connected accommodation to ensure a comfortable experience in their RRR town. While in dispersed locations, the virtual network and intensive learning programs on campus will support students to maintain a strong cohort and deliver a positive student experience.

UNE will lease additional study spaces in the local hospital or clinic in each town as a local hub. It will include a room for students to access university facilities, such as databases, simulated learning and VR, and NSW Health facilities to observe consultations and surgeries and consult with practitioners and specialists.

UNE will recruit support staff local to each town to assist students and supervisors. They will ensure student access to accommodation and to financial, academic, technical and emotional support. Support staff will provide local practitioners with information and communications technology (ICT) infrastructure and related facility set-up assistance, and with administrative and financial support and training.



Through integrated and streamlined ICT infrastructure and digital platforms, the NEViHN will provide dynamic healthcare delivery across dispersed locations.

At the core of the network will be improved ICT and internet connections for hospitals, GP clinics and AMSs to support live streaming, recording, online discussions and other forms of communication and telehealth across dispersed geographic locations.

The NEViHN will use a digital platform for integrating various elements, such as virtual patients, SimMan 3G, relevant application software, actors and real-world patients, and a student participation space. This will include VR technology designed in conjunction with a technology partner, as well as electronic devices in each facility to capture interactions with patients.

Resilient healthcare models providing integrated and connected services delivered at a local level are required to support communities in the face of various pressures.

The NEViHN will integrate existing technology and ICT platforms of NSW Health and Hunter New England LHD to streamline clinician utilisation across GP clinics, AMSs, hospitals and patients in their own home. For example, the NEViHN will leverage the NSW Health's eHealth (My Virtual Care) program (provided under licence from NSW Health / HNE LHD) across numerous facilities. Education via the network will prepare students for working in telehealth and in a rural NSW Health context.

Hospitals, AMSs and GP clinics will have access to training packages from our partners and be offered clinical teaching programs by UNE to build their capability in telehealth as part of the program.

The NEViHN will both bolster the existing RRR healthcare network and facilitate a pipeline of students entering its workforce.

Limitations in access to quality health care (facilities, services and doctors) in rural communities is a leading cause of rural-urban health inequity and is responsible for at least 20% of premature morbidity and mortality². Many areas in NENW have lower ratios of general practitioners relative to the population and a lower percentage of GP attendances per person than the Australian average³. Enhancing the RRR health workforce is a priority of NSW and Australian Governments.

The NEViHN will support a larger, better equipped rural health workforce. With studies showing that participation in an extended rural clinical school (RCS) placement is strongly associated with students entering rural practice⁴, the NEViHN's rural placements will facilitate a larger NENW health workforce.

Through this unique experience, students will graduate with a rich understanding of nuanced local health issues, a broad grasp of rural and Aboriginal health, community leadership, telehealth, and larger medical institutions. This will enable students to succeed in, and deliver, the future of RRR healthcare. The success of these individuals will lead to sustained improvements in the health and wellbeing of the region.

² Australian Institute of Health and Welfare, Rural, regional and remote health: indicators of health status and determinants of health. Rural health series no 9, Canberra, 2008.

³ AIHW 2018, sourced from Hunter New England and Central Coast Primary Health Network, HNECC PHN Health Planning Compass, Erina, 2018.

⁴ Associated with rural practice in the first three to five years of practice for graduates; J May, L Brown, J Burrows, *In-Place Training: Optimizing Rural Health Workforce Outcomes through Rural-Based Education in Australia*, Education Sciences, 2018.



The NEViHN will deliver economic, health, employment and lifestyle benefits to NENW and NSW.

Even from the first year of implementation, the NEViHN will positively impact patients, students and the broader region.

Improved healthcare outcomes for patients is one of the key benefits the NEViHN will deliver to the RRR region. Combating a longstanding challenge of RRR healthcare, the NEViHN will increase patient accessibility to services, including access to specialist care and enabling early intervention for particular conditions.

The virtual nature of the network will also improve the patient experience and streamline their care. Using remote monitoring devices and telehealth, NEViHN will reduce how much time patients are required to travel for specialist appointments, as well as reduce the use of transport services and transport assistance, saving over \$13M across 10 years.⁵ This will also reduce unnecessary hospital admissions, saving the healthcare system over \$35M across 10 years.⁶

Healthcare delivery will be far more efficient than the current state, with rehandling of patients reduced, sharing of diagnostic results improved, additional clinical training opportunities provided and connectivity between staff increased by technological means. This will bolster the current capability and capacity of the healthcare system, and these efficiencies will increase as the scope of the NEViHN broadens, totalling an estimated \$50M over 10 years.

The NEViHN will strengthen the healthcare workforce by improving capability and capacity via training and connectivity. The NEViHN will similarly provide an unprecedented experience of medical tertiary education and equip the next generation of healthcare professionals to deal with the nuanced challenges of rural health, while the holistic educational experience will also increase the likelihood of their retention in future years.

Implementing the NEViHN will also have a positive economic impact on the region, such as by creating additional jobs and increasing spending in the region by over \$12M⁷ across 10 years. It will enhance connectivity between dispersed communities, grow and attract talent, provide a platform for clinical research opportunities and ultimately improve the delivery of health for RRR patients and their families.

⁵ Includes cost to patient and cost to healthcare system via transport services/assistance.

⁶ Includes potentially preventable hospital admissions for acute, chronic and vaccine preventable admissions.

⁷ For a copy of the detailed business case outlining costs and benefits of the NEViHN, contact Professor Rod McClure, Dean - Faculty of Medicine and Health.



Benefits over 10 years in the region⁷

Reduced
patient travel and
transport service
\$13M

Reduced
hospital
admissions
\$35M

Healthcare
system
efficiencies
\$50M

Additional
spending
\$12M



The NEViHN requires financial and administrative support for new infrastructure, technology capabilities and the employment of additional staff.

The NEViHN will require \$9 million of initial capital funding in years 1 and 2 of the project with a total investment of \$62 million over the 10-year duration of the project (\$44 million in present value).

	Working estimates
JVCC infrastructure Renovation of existing site (Armidale) New building construction (Tamworth)	\$3 - \$3.5 million
JVCC Technology and software VR and simulation resources Licences Telehealth Call centre software Learning programs	\$2.5 - \$3 million initial investment, \$300,000 - \$400,000 per annum
RRR Hub infrastructure Student study and accommodation spaces GP and other health facility upgrades	\$300,000 - \$400,000 initial costs per RRR hub \$100,000 - \$120,000 ongoing costs per hub
Human resources Clinical Director Virtual Care Nurses JVCC Clinical Support Student Placement Support Patient Flow and Transport Coordinator	\$3 - \$3.5 million per annum in the JVCC \$70,000 - \$100,000 per RRR town
Other ongoing costs Incentives and training for health and medicine professionals	\$300,000 - \$400,000 per annum





Summarised features of the NEViHN

Types of students	The NEViHN will support UNE medicine and health students to undertake a placement in an RRR town. This will include nursing and allied health students.
Year of placements	Placements for UNE medicine students will occur in the 4th or 5th year of their degrees. Placements for other health students will commence from their 2nd year of study. The placement will be for a period of up to 12 months, depending on the medicine or health discipline studied, and the needs of the student and health service.
Facilities	The NEViHN will be coordinated through two Joint Virtual Care Centres (JVCC), in Armidale and Tamworth. These facilities will include technology to enable virtual patient monitoring, clinician collaboration and telehealth. The network will be coordinated from the JVCC and be supported by local hubs and staff in the RRR towns. Each participating RRR town will be connected to the NEViHN through individual GP practices, smaller local hospitals and other relevant health clinics. In addition to the health facilities, student accommodation facilities and dedicated study space, will be provided in each of the RRR towns. It is anticipated that these will be procured from existing housing stock and buildings in RRR towns.
Locations	The NEViHN will include the following RRR towns: Tamworth, Armidale, Tenterfield, Glen Innes, Inverell, Moree, Narrabri, Gunnedah, Quirindi
Infrastructure	The JVCC will involve both physical and information and communications technology (ICT) infrastructure. The physical infrastructure will be in the form of dedicated facilities to house the JVCC. ICT infrastructure would include internet connection, conferencing facilities, computer, screens and monitoring devices. Local facilities in the RRR towns will be provided with ICT infrastructure and related facility set-up assistance. It might be necessary to undertake physical infrastructure upgrades at some facilities to accommodate the additional students on placement, as well as any support staff.
Timing until launch	The COVID-19 Virtual Care Response (CVCR) was launched in April 2020. This will pilot some aspects of the full-NEViHN. Launch of the full NEViHN including placements will begin in 2021.
Partners	The two key partners of the NEViHN are the Hunter New England Local Health District (HNE LHD) and Hunter New England and Central Coast Primary Health Network (HNECC PHN).



7 GOVERNANCE REPORTS

7.1 GOVERNANCE - MONTHLY INVESTMENT REPORT

File Number: S12.12.2/13 / 20/34660

Author: Paul Pay, Manager Financial Services

SUMMARY:

To report the balance of investments held as at 31 August, 2020.

RECOMMENDATION:

The Committee recommend to Council that:

- i) the report indicating Council's Fund Management position be received and noted; and*
- ii) the Certification of the Responsible Accounting Officer be noted.*

COMMENTARY:

Contained within this report are the following items that highlight Council's Investment Portfolio performance for the month to 31 August, 2020 and an update of the investment environment:

- (a) Council's Investments as at 31 August, 2020;
- (b) Council Investments by Fund as at 31 August, 2020;
- (c) Interest – Budgeted vs Actual;
- (d) Investment Portfolio Performance;
- (e) Investment Commentary; and
- (f) Certification – Responsible Accounting Officer.

A) Council Investments as at 31 August, 2020

Term Deposit Investment Group									
Investment	Borrower	FUND	Rating	Purchase Date	Maturity Date	Current Yield	Principal Value	Current value	Term (days)
20/22	BNK Bank	Water	NR	17-Dec-19	17-Sep-20	1.85%	1,000,000	1,000,000	275
20/09	St George Bank	General	AA-	03-Oct-19	06-Oct-20	1.70%	1,000,000	1,000,000	365
20/23	St George Bank	Water	AA-	17-Dec-19	16-Oct-20	1.70%	1,000,000	1,000,000	304
19/09	ING BANK	General	A	25-Oct-18	26-Oct-20	2.90%	2,000,000	2,000,000	732
20/16	AMP BANK	General	A-	27-Nov-19	27-Nov-20	1.85%	2,000,000	2,000,000	366
20/27	Warwick Credit Union	General	NR	20-Jan-20	20-Jan-21	1.85%	1,000,000	1,000,000	366
21/01	National Australia Bank	General	AA-	20-Jul-20	20-Jan-21	0.83%	1,500,000	1,500,000	184
21/03	National Australia Bank	Sewer	AA-	20-Aug-20	22-Feb-21	0.70%	2,000,000	2,000,000	186
20/42	National Australia Bank	Water	AA-	26-Jun-20	26-Mar-21	0.90%	2,000,000	2,000,000	273
19/26	Police Credit Union	General	NR	28-Mar-19	29-Mar-21	2.90%	2,000,000	2,000,000	732
19/30	Rural Bank	General	BBB+	17-Apr-19	19-Apr-21	2.63%	1,000,000	1,000,000	733
20/34	Macquarie Bank	General	AA-	17-Apr-20	19-Apr-21	1.74%	2,000,000	2,000,000	367
21/04	Bank of Sydney	General	NR	27-Aug-20	27-May-21	1.00%	1,000,000	1,000,000	273
20/39	ING BANK	Sewer	A	27-May-20	27-May-21	1.10%	1,000,000	1,000,000	365
20/40	ING BANK	Water	A	27-May-20	27-May-21	1.10%	1,000,000	1,000,000	365
19/33	Westpac Bank	Water	AA-	27-Jun-19	27-Jun-21	2.30%	2,000,000	2,000,000	731
20/43	National Australia Bank	Water	AA-	26-Jun-20	28-Jun-21	0.95%	1,000,000	1,000,000	367
20/02	Bank of Queensland	General	BBB+	17-Jul-19	19-Jul-21	2.00%	1,500,000	1,500,000	733
21/02	Bank of Sydney	General	NR	31-Jul-20	30-Jul-21	0.95%	1,000,000	1,000,000	364
20/03	Bank of Queensland	General	BBB+	27-Aug-19	27-Aug-21	1.75%	2,000,000	2,000,000	731
20/33	AMP Bank	General	BBB+	24-Mar-20	24-Sep-21	1.80%	1,000,000	1,000,000	549
20/08	AMB - Australian Milk	Sewer	BBB+	30-Sep-19	30-Sep-21	1.77%	1,500,000	1,500,000	731
19/10	Westpac Bank	General	AA-	25-Oct-18	25-Oct-21	2.97%	2,000,000	2,000,000	1096
20/35	AMP BANK	General	A-	25-May-20	25-Nov-21	1.65%	1,000,000	1,000,000	549
20/36	AMP BANK	Water	A-	25-May-20	25-Nov-21	1.65%	1,000,000	1,000,000	549
20/37	AMP BANK	General	A-	25-May-20	25-Nov-21	1.65%	1,000,000	1,000,000	549
20/41	AMP BANK	General	A-	10-Jun-20	10-Dec-21	1.60%	2,000,000	2,000,000	548
20/30	Auswide Bank	General	BBB	02-Mar-20	02-Mar-22	1.75%	2,000,000	2,000,000	730
20/31	Warwick Credit Union	General	NR	02-Mar-20	02-Mar-22	1.90%	1,000,000	1,000,000	730
19/29	Newcastle Permanent	General	BBB	17-Apr-19	19-Apr-22	2.70%	1,000,000	1,000,000	1098
20/38	Bank of Queensland	Sewer	BBB+	27-May-20	27-May-22	1.30%	2,000,000	2,000,000	730
19/31	Westpac Bank	Water	AA-	25-Jun-19	25-Jun-22	2.30%	1,000,000	1,000,000	1096
19/34	Westpac Bank	General	AA-	25-Jun-19	25-Jun-22	2.30%	2,000,000	2,000,000	1096
19/32	Westpac Bank	General	AA-	27-Jun-19	27-Jun-22	2.30%	2,000,000	2,000,000	1096
20/05	Bank of Queensland	General	BBB+	03-Sep-19	05-Sep-22	1.80%	1,000,000	1,000,000	1098
20/06	Bank of Queensland	General	BBB+	13-Sep-19	13-Sep-22	1.80%	1,000,000	1,000,000	1096
20/32	Auswide Bank	General	BBB	24-Mar-20	24-Mar-23	1.88%	1,000,000	1,000,000	1095
TOTALS							52,500,000	52,500,000	

Floating Rate Notes									
As at Date	Borrower	FUND	Rating	Purchase Date	Coupon End Date	Current Yield*	Principal Value	Current value	Coupon Term
31/8/20	Commonwealth Bank	General	A1+	11/1/2019	11-Jul-20	1.23%	2,000,000	2,049,532	91
31/8/20	ANZ Bank	General	A1+	08/2/2019	08-Aug-20	1.19%	2,000,000	2,047,232	92
31/8/20	ANZ Bank	Water	A1+	08/2/2019	08-Aug-20	1.19%	1,000,000	1,023,616	92
							5,000,000	5,120,380	
* Yield changes every 3 months and is a margin over the 3 month BBSW (Bank Bill Swap Rate)									
Cash Deposit Accounts									
As at Date	Borrower	FUND	Rating	Date	Date	Current Yield	Principal Value	Value	Term
31/8/20	Commonwealth Bank	General	A					1,258	
Sub Total - Structured Products Investment Group							-	1,258	-

B) Council Investments by Fund 31 August, 2020

Portfolio by Fund	31/07/2020	31/08/2020
General Fund	40,079,222	40,098,022
Water Fund	11,018,986	11,023,616
Sewer Fund	6,500,000	6,500,000
TOTAL	\$ 57,598,208	\$ 57,621,638

Council's investment portfolio has increased by \$23,430 throughout July 2020. This is the movement in market valuation of Council's Floating Rate Notes.

Interest – Budgeted verses Actual Result to Date

	Ledger	2020/2021 Budget \$	Actuals to Date \$	Accrued Interest to Date \$	TOTAL \$
General Fund	128820	655,405.00	79,821.95	125,000.48	204,822.43
Water Fund	812350	125,000.00	3,077.50	28,838.27	31,915.77
Sewer Fund	906320	58,750.00	4,219.18	11,255.07	15,474.25
TOTAL		839,155.00	87,118.63	165,093.82	252,212.45

Term deposit interest rates have moved to historic lows of approximately 0.7% for a 12 month term deposit. Given our strong investment balances, Council is expected to meet interest revenue targets in 2020/2021. Any additional interest received during 2020/2021 will be allocated to Council's Investment Equalisation Reserves to help fund future budget reductions in interest revenue.

C) Investment Portfolio Performance

Investment Portfolio Return		Benchmarks		
	% pa	RBA Cash Rate	Aus Bond Bank Bill	11am Cash Rate
Benchmark as at 31/8/2020		0.25%	0.91%	0.25%
Term Deposits	1.78%			
Cash Deposit Accounts	0.25%			
Floating Rate Notes	1.20%			

D) Investment Commentary

Council's investment portfolio returns exceeded the Australia Bond Bank Bill benchmark in all investment categories except for Council's cash deposit accounts. These accounts are held for liquidity purposes. Term Deposits exceeded all benchmarking indexes.

Council's investment portfolio of \$57.6M is almost entirely invested in fixed term deposits. Overall, the portfolio is highly liquid, highly rated and short-dated from a counterparty perspective.

The domestic bond market continues to suggest a 'lower-for-longer' period of domestic interest rates. Over the months, yields remained relatively flat across the curve, with 10-year government bond yields still being marked under the 0.75% level indicating the low interest rates is here to stay.

E) Certification – Responsible Accounting Officer

I Scott Norman, hereby certify that the investments listed in this report have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the Local Government (General) Regulations 2005 and Council's Investment Policy.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

It is noted that the volatility for current financial markets will not impact on Council's rates and charges, its ability to deliver its existing services across the funds, or its medium or long term sustainability. Council's overall Investment Portfolio remains sound.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil