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**MINUTES OF THE ORDINARY MEETING OF ROUS COUNTY COUNCIL HELD  
WEDNESDAY, 30 OCTOBER 2024 AT ADMINISTRATION OFFICE, 218-232  
MOLESWORTH STREET, LISMORE**

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**1 OPENING OF MEETING**

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The General Manager opened the meeting at 11.01 am.

In attendance:

Councillors

- Cr Robert Mustow, Richmond Valley Council
- Cr Sharon Cadwallader, Ballina Shire Council
- Cr Andrew Gordon, Lismore City Council
- Cr Elia Hauge, Byron Shire Council
- Cr Sandra Humphrys, Richmond Valley Council
- Cr Steve Krieg, Lismore City Council
- Cr Sarah Ndiaye, Byron Shire Council
- Cr Eva Ramsey, Ballina Shire Council

Council Officers

- Phillip Rudd, General Manager
- Helen McNeil, Group Manager Organisational Services
- Adam Nesbitt, Group Manager Operations
- Geoff Ward, Group Manager Transformation and Strategy
- Jonathan Patino, Finance Manager
- Lauren Edwards, Governance and Risk Manager

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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*Council showed its respect and acknowledged the Traditional Custodians of the Land, of all Elders, on which this meeting took place.*

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**3 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

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**RESOLVED [52/24]** (Gordon/Humphrys) That Council conduct an election for a chairperson and deputy chairperson consistent with the election process for chairpersons of county councils set out in the *Local Government Act 1993* and the *Local Government (General) Regulation 2021* and that:

1. If there is more than one nomination, Council resolve the method of election (to be either by preferential ballot, ordinary ballot or open voting); and
2. The result of the election (including the names of those elected) be declared at the meeting and that those elected hold office for two years.

Only one nomination was received for each of the roles of chairperson and deputy chairperson therefore Cr Robert Mustow was elected Chairperson and Cr Sharon Cadwallader was elected Deputy Chairperson and will hold office for two years.

<b>Election of chairperson and deputy chairperson (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

*The General Manager vacated the chair and handed over to Cr Robert Mustow, Chairperson.*

#### **4 APOLOGIES AND LEAVE OF ABSENCE**

**Noted:** That Cr Eva Ramsey will be on leave for the month of November 2024.

#### **5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**RESOLVED [53/24]** (Ndiaye/Cadwallader) That the Minutes of the meeting held 21 August 2024 be approved as presented.

**Noted:** the below presentations from 17 July 2024 Council Workshop to be repeated.

- a) Purified Recycled Water
- b) Desalination

<b>Confirmation of Minutes of previous meeting (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

#### **6 DISCLOSURE OF INTEREST**

Nil.

#### **7 CHAIR'S MINUTE**

Nil.

#### **8 MATTERS OF URGENCY**

Nil.

#### **9 NOTICES OF MOTION / QUESTIONS WITH NOTICE**

Nil.

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## 10 GENERAL MANAGER REPORTS

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### 10.1 Oath or affirmation of Office by Councillors

**RESOLVED [54/24]** (Cadwallader/Ndiaye) That in accordance with section 233A of the *Local Government Act 1993*, it is noted that:

1. The General Manager has confirmed all councillors have undertaken the Oath of Office or Affirmation of Office prior to the first Ordinary meeting of the new Council held on 30 October 2024.
2. A signed statement acknowledging the taking of either an oath or affirmation by each Councillor will be included in the meeting minutes.

The following Councillors:

- (a) Took an oath of Office: Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Steve Krieg, Cr Sandra Humphrys and Cr Eva Ramsey, and
- (b) Made an affirmation of Office: Cr Elia Hauge, Cr Sarah Ndiaye and Cr Robert Mustow.

<b>Oath or affirmation of Office by Councillors (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

### 10.2 Reconciliation Action Plan Advisory Group - appointment of Councillor members

**RESOLVED [55/24]** (Ndiaye/Cadwallader) That:

1. Nominations for the appointment of Councillor Member and alternate Councillor Member as Chair of the Reconciliation Action Plan Advisory Group (RAPAG) be sought from councillors, and
2. The Chair hold the position for the duration of the current term of Council.

**CARRIED** that Cr Sarah Ndiaye be appointed the Councillor Member and Cr Elia Hauge the alternate Councillor Member as Chair of the Reconciliation Action Plan Advisory Group (RAPAG) and will hold this position for the duration of the current term of Council.

<b>Reconciliation Action Plan Advisory Group - appointment of Councillor members (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

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### 10.3 Audit, Risk and Improvement Committee - appointment of Councillor members

#### **RESOLVED [56/24]** (Cadwallader/Humphrys)

1. That nominations for a primary and alternate member on the Audit, Risk and Improvement Committee be sought from Councillors (excluding the Chair).
2. Note that the Audit, Risk and Improvement Committee Charter will be updated to reflect membership and contact detail changes as required.

**CARRIED** That Cr Elia Hauge be appointed the primary and Cr Sarah Ndiaye the alternate non-voting councillor member on the Audit, Risk and Improvement Committee for a 4-year term.

<b>Audit, Risk and Improvement Committee - appointment of Councillor members (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

### 10.4 Local Government NSW Annual Conference 2024

#### **RESOLVED [57/24]** (Gordon/Cadwallader) That Council:

1. Approve the attendance of the Deputy Chairperson and the General Manager at the 2024 LGNSW Annual Conference to be held in the Tamworth Regional Entertainment and Conference Centre from Sunday 17 November to Tuesday 19 November 2024.
2. Elect the Deputy Chairperson as Council's voting delegate at the Conference.
3. Nominations be called for other Board Members to attend.

<b>Local Government NSW Annual Conference 2024 (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

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## **11 GROUP MANAGER ORGANISATIONAL SERVICES**

### 11.1 Audited Financial Reports for the year ended 30 June 2024

#### **RESOLVED [58/24]** (Ndiaye/Hauge) That Council:

1. Receive the 2023/24 Audited Financial Reports, and the Engagement Closing Report for

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the year ended 30 June 2024 prepared by the NSW Audit Office,

2. Fix the date for presenting the 2023/24 Audited Financial Reports to the public at an extraordinary meeting of Council on 27 November 2024 to be held at 10:00am,
3. Provide at least seven (7) days' prior public notice, containing the matters outlined in section 418(3) *Local Government Act 1993*, of the meeting at item (2) above and invite both inspection and submissions from the public,
4. Authorise the Chairperson and Deputy Chairperson to sign the "Statement by Councillors and Management" prepared in accordance with section 215 *Local Government (General) Regulation 2021* for both the General-Purpose Financial Reports and the Special-Purpose Financial Reports on behalf of Council, and
5. Forward a copy of the 2023/24 Audited Financial Reports to the Office of Local Government

<b>Local Government NSW Annual Conference 2024 (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

#### 11.2 Quarterly Budget Review Statement Quarter ending 30 September 2024

**RESOLVED [59/24]** (Hauge/Ramsey) That Council note the results presented in the Quarterly Budget Review Statement as at 30 September 2024 and authorise the variations to the amounts from those previously estimated.

<b>Quarterly Budget Review Statement Quarter ending 30 September 2024 (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

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## **12 GROUP MANAGER PLANNING AND DELIVERY REPORTS**

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Nil.

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## **13 GROUP MANAGER OPERATIONS REPORTS**

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Nil.

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## 14 POLICIES

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### 14.1 Related Party Disclosure Policy revised

**RESOLVED [60/24]** (Cadwallader/Humphrys) That Council:

1. Revoke the Related Party Disclosure Policy dated 17 August 2022 and any policies revived as a result of that revocation; and
2. Adopt the revised Related Party Disclosure Policy attached to this report.

<b>Related Party Disclosure Policy revised (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

### 14.2 Investments Policy revised

**RESOLVED [61/24]** (Cadwallader/Gordon) That Council:

1. Revoke the Investments Policy dated 13 December 2023 and any policies revived as a result of that revocation; and
2. Adopt the revised Investments Policy attached to this report.

<b>Investments Policy revised (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

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## 15 INFORMATION REPORTS (COVER REPORT)

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**RESOLVED [62/24]** (Ndiaye/Ramsey) That the following information reports be received and noted:

1. Investments – September 2024
2. Tenders awarded by the General Manager under delegation
3. Reports/Actions pending

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<b>Information reports (cover report) (Resolution)</b>		
For	Cr Sharon Cadwallader, Cr Andrew Gordon, Cr Elia Hauge, Cr Sandra Humphrys, Cr Steve Krieg, Cr Robert Mustow, Cr Sarah Ndiaye and Cr Eva Ramsey	8
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

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**16 CONFIDENTIAL MATTERS**

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Nil.

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**17 CLOSE OF BUSINESS**

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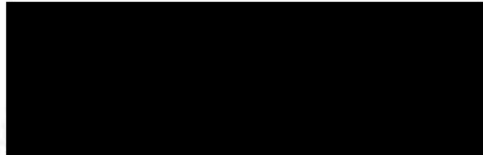
There being no further business the meeting closed at 12.06 pm.



## Oath of office

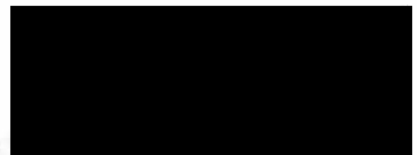
*I, Sharon Cadwallader swear that I will undertake the duties of the office of councillor in the best interests of the people within Rous County Council's operational footprint and the Rous County Council, and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

Signat



Cr Sharon Cadwallader

Signature...



Phillip Rudd,  
General Manager

Date.....

*30th October 2024*

Date.....

*30/10/24*





## Oath of office

*I, Andrew Gordon swear that I will undertake the duties of the office of councillor in the best interests of the people within Rous County Council's operational footprint and the Rous County Council, and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

Signature.....

A solid black rectangular box redacting the signature of Cr Andrew Gordon.

Cr Andrew Gordon

Signature.....

A solid black rectangular box redacting the signature of Phillip Rudd.

Phillip Rudd,  
General Manager

Date.....

30.10.24

Date.....

30/10/24



## Oath of office

*I, Sandra Humphrys swear that I will undertake the duties of the office of councillor in the best interests of the people within Rous County Council's operational footprint and the Rous County Council, and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

Signature.. [Redacted] Signature..... [Redacted]  
Cr Sandra Humphrys Phillip Rudd,  
General Manager

Date...30 October 2024

Date.....30/10/24



## Oath of office

*I, Steve Krieg swear that I will undertake the duties of the office of councillor in the best interests of the people within Rous County Council's operational footprint and the Rous County Council, and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

Signature...   
Cr Steve Krieg

Signature...   
Phillip Rudd,  
General Manager

Date... 30/10/24

Date... 30/10/24



## Oath of office

*I, Eva Ramsey swear that I will undertake the duties of the office of councillor in the best interests of the people within Rous County Council's operational footprint and the Rous County Council, and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

Signature

Cr Eva Ramsey

Signature..

Phillip Rudd,  
General Manager

Date... 30/10/24.

Date... 30/10/24...



## Affirmation of office

*I, Elia Hauge solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people within Rous County Council's operational footprint and the Rous County Council, and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

Signature.....  
Cr Elia Hauge

Signature.....  
Phillip Rudd,  
General Manager

Date..... 30/10/24

Date..... 30/10/24



## Affirmation of office

*I, Robert Mustow solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people within Rous County Council's operational footprint and the Rous County Council, and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

Signature.. 

Cr. Robert Mustow

Signature.. 

Phillip Rudd,  
General Manager

Date... 30/10/24 .....

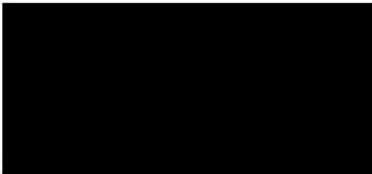
Date... 30/10/24 .....



## Affirmation of office

*I, Sarah Ndiaye solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people within Rous County Council's operational footprint and the Rous County Council, and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

Signature...   
Cr. Sarah Ndiaye

Signature...   
Phillip Rudd,  
General Manager

Date... 30/10/24

Date... 30/10/24