



Great Eastern Country Zone

Minutes

Hosted via MS Teams

Commenced at 9:39am
Monday, 14 February 2022

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Great Eastern Country Zone

Meeting held via MS Teams

Commenced at 9:39am on Monday, 14 February 2022

following a roll call

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Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Attendance

Shire of Bruce Rock	President Cr Stephen Strange Deputy President Cr Anthony Cook Mr Darren Mollenoyux, Chief Executive Officer, non-voting delegate
Shire of Cunderdin	Mr Stuart Hobley, Chief Executive Officer, non-voting delegate
Shire of Dowerin	Ms Rebecca McCall, Chief Executive Officer, non-voting delegate
Shire of Kellerberrin	Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer
Shire of Kondinin	Mr David Burton, Chief Executive Officer, non-voting delegate
Shire of Koorda	President Cr Jannah Stratford Mr Darren Simmons, Chief Executive Officer, non-voting delegate
Shire of Merredin	President Cr Mark McKenzie Ms Lisa Clack, Chief Executive Officer, non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse Mr John Nuttall, Chief Executive Officer, non-voting delegate
Shire of Mukinbudin	Mr Dirk Sellenger, Chief Executive Officer, non-voting delegate
Shire of Narembeen	President Cr Kellie Mortimore Mr David Blurton, Chief Executive Officer, non-voting delegate
Shire of Nungarin	President Cr Pippa de Lacy Mr Leonard Long, Chief Executive Officer, non-voting delegate

Shire of Tammin	Ms Joanne Soderlund, Chief Executive Officer, non-voting delegate
Shire of Trayning	President Cr Melanie Brown Deputy President Cr Geoff Waters
Shire of Westonia	President Cr Karin Day Mr Bill Price, Chief Executive Officer, non-voting delegate
Shire of Wyalkatchem	President Cr Quentin Davies Mr Peter Klein, Chief Executive Officer, non-voting delegate
Shire of Yilgarn	President Cr Wayne Della Bosca Deputy President Cr Bryan Close Mr Nic Warren, Chief Executive Officer, non-voting delegate
Guests:	Martin Aldridge MLC, Member for the Agricultural Region Russell Colyer-Cockburn, WACHS Regional Director Jacinta Herbert, WACHS Nancy Bineham, Department of Health Mandy Walker, Director Regional Development, RDA Wheatbelt Inc Shannon Arnott, Water Corporation, Regional Manager, Goldfields and Agricultural Regions
WALGA Representatives	Tony Brown, Executive Manager Governance & Organisational Services Nick Sloan, WALGA Chief Executive Officer Rebecca Brown, Acting Covid-19 Lead/ Manager Waste and Recycling, Strategy , Policy and Planning Kathy Robertson, WALGA Executive Officer Governance Cliff Simpson, Road Safety Advisor, WALGA
Apologies	President Cr Alison Harris, Shire of Cunderdin President Cr Robert Trepp, Shire of Dowerin Cr Darrel Hudson, Shire of Dowerin President Kent Mouritz, Shire of Kondinin Deputy President Cr Beverley Gangell, Shire of Kondinin Deputy President Cr Buster Cooper, Shire of Koorda Cr Donna Crook, Shire of Merredin Deputy President Cr Nick Gillett, Shire of Mt Marshall President Cr Gary Shadbolt, Shire of Mukinbudin Deputy President Cr Scott Stirrat, Shire of Narembeen Deputy President Cr Gary Coumbe, Shire of Nungarin President Cr Glenice Batchelor, Shire of Tammin Ms Leanne Parola, Chief Executive Officer, Shire of Trayning Deputy President Cr Mark Crees, Shire of Westonia Deputy President Cr Owen Garner, Shire of Wyalkatchem Hon Colin de Grussa MLC Mia Davies MLC, Member for the Agricultural Region Kathleen Brown, Electorate Officer, Office of Hon Mia Davies MLA Ammar Mohammed, A/Regional Manager Wheatbelt, Main Roads Samantha Cornthwaite, Department of Local Government, Sport & Cultural Industries – Acting Regional Manger Wheatbelt Renee Manning, Wheatbelt Development Commission, Principal Regional Development Officer

Attachments

The following are provided as attachments to the agenda:

1. Wheatbelt RDA Report
2. Minutes – GECZ meeting, 22 November 2021
3. Minutes – GECZ Executive Committee meeting, 4 February 2022
4. Local Government Agricultural Freight Group
5. Wheatbelt District Emergency Management
6. WALGA Roadwise Report
7. Local Government Reform Proposal Submission
8. WALGA President's Report

State Council Agenda – via link: [State Council Agenda March 2022](#)

3. **DECLARATIONS OF INTEREST**

Nil

4. **ANNOUNCEMENTS – ZONE CHAIR**

As this meeting is being held online, please note the following protocols:

- Zone Chair or Zone Executive Officer, will go through the attendance list.
- Please mute your microphone once attendance has been taken.
- Please use the hand symbol if you wish to speak.
- Once identified by the Chair, please turn on your camera and unmute your microphone.
- Cameras do not need to be turned on for the duration of the meeting (if connection is unreliable)

The WALGA Great Eastern Country Zone would like express our support to all Local Governments and their residents regarding the catastrophic bushfires that have occurred this month, and particularly over 6 – 8 February 2022. We wish you all well in the recovery, which will no doubt be over a considerable time frame.

5. **GUEST SPEAKERS / DEPUTATIONS**

5.1 Covid-19

1. Russell Colyer-Cockburn – WACHS Regional Director

Mr Russell Colyer-Cockburn provided a region specific Covid-19 update to the Zone

2. Rebecca Brown - WALGA/Acting Covid-19 Lead

Ms Brown answered Zone queries on matters related to directions or Covid response matters.

5.2 WALGA Update

WALGA CEO Nick Sloan provided an update on WALGA matters and also an update on Emergency Management issues as a member of the State Emergency Management Coordination Committee (SEMC)

5.3 Regional Subsidiaries

Mr Tony Brown provided an update on the topic of Regional Subsidiaries as per attached presentation.

6. MEMBERS OF PARLIAMENT

Martin Aldridge MLC, Member for the Agricultural Region provided an update to the Zone.

7. AGENCY REPORTS

7.1 Department of Local Government, Sport and Cultural Industries

Samantha Cornthwaite, Department of Local Government, Sport & Cultural Industries – Acting Regional Manager Wheatbelt was an apology for the meeting.

Noted

7.2 Wheatbelt Development Commission

Renee Manning, Wheatbelt Development Commission - Principal Regional Development Officer, was an apology for the meeting.

Noted

7.3 Main Roads Western Australia

Ammar Mohammed, A/Regional Manager Wheatbelt, Main Roads, was an apology for the meeting.

Noted

7.4 Wheatbelt RDA

Mandy Walker, Director Regional Development RDA Wheatbelt presented to the Zone, a report was attached to the agenda.

Noted

7.5 Water Corporation

Shannon Arnott, Water Corporation, Regional Manager, Goldfields and Agricultural Regions, provided an update to the Zone

Noted

A break was taken at 11:00am.

The meeting resumed at 11:08am

MINUTES

8.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Monday 22 November 2022 (Attachment 2)

The Minutes of the Great Eastern Country Zone meeting held on Monday 22 November 2022 have previously been circulated to Member Councils.

RECOMMENDATION

Moved: Cr Geoff Waters
Seconded: Cr Mark Mackenzie

That the Minutes of the Great Eastern Country Zone meeting held Monday 22 November 2021 are confirmed as a true and accurate record of the proceedings.

CARRIED

8.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Monday 22 November 2021

Spelling errors to Cr Sachse's name to be corrected.

8.3 Confirmation of Minutes from the Great Eastern Country Zone meeting of the Executive Committee held Friday 4 February 2022 (Attachment 3)

The Minutes of the Great Eastern Country Zone meeting held on Monday 22 November 2022 have previously been circulated to Member Councils.

RECOMMENDATION

Moved: Cr Quentin Davies
Seconded: Cr Melanie Brown

That the Minutes of the Great Eastern Country Zone meeting held Monday 22 November 2022 are confirmed as a true and accurate record of the proceedings.

CARRIED

8.4 Business Arising from the Minutes of the Great Eastern Country Zone Meeting of the Executive Committee, Friday 4 February 2022

8.4.1 Item 4.2.1, Elected Member Training

The Zone resolved as followed in June 2021:

ZONE RESOLUTION:

*Moved: Cr Glenice Batchelor
Seconded: Cr Geoff Waters*

That the Great Eastern Country Zone endorse the Committee's recommendation of providing a Training rebate of \$1,000, to Zone members Councils payable per head through their Local Government for Elected Members to complete their Universal Training.

Comment:

The Committee discussed further clarity was needed on how to claim these funds, and when they can be claimed.

Local Governments are asked to send in an invoice to the Zone Executive Officer for reimbursement of Training on the completion of all 5 training units. A Local Government can claim \$1,000 per Elected Member when an Elected Member has completed the training courses.

Noted

8.4.2 Item 5.4, Strategic Priorities

The Committee discussed what the priority items are for the Zone next 12 months. After lengthy consideration, the following priorities were identified:

1. Covid-19
2. Regional Health Services to include:
 - Hospitals
 - Aged Care
 - Future of Nurse Practitioner Service
3. St John Ambulance Service – Impact on Volunteers and the provision of the service generally.
4. Regional Subsidiaries
5. Transport – Road Network
6. Telecommunications
7. Education
8. Review of GROH Housing issues

RECOMMENDATION

Moved: Cr Geoff Waters
Seconded: Cr Quentin Davies

That the Zone endorse the above items as priority issues for the next 12 months.

CARRIED

8.4.3 Item 5.8, Zone Meeting Day

Background:

As raised at the Zone meeting in November, the Executive Officer was asked to assess the possibility of changing the Zone meeting day.

At the Executive Committee meeting, the Executive Officer was then asked to specifically evaluate the option of holding the Zone meeting on the second Thursday of the month.

Executive Officer Comment:

Tony Brown will provided advice that the if the Zone meeting was held on the second Thursday of the month, the State Council agenda will not be ready for the agenda to go out.

Based on this advice, the Zones meeting will remain on a Monday.

Noted

8. ZONE BUSINESS

Nil

9. ZONE REPORTS

10.1 Zone President Report

Zone President Cr Tony Sachse, will provide a report to the Zone.

RECOMMENDATION

Moved: Cr Pippa Delacey
Seconded: Cr Kelli Mortimore

That the Zone President's Report be received.

CARRIED

10.2 Local Government Agricultural Freight Group

Cr Tony Sachse, has provided the below information for the Zone, as well as supporting documents (Attachment 4)

A meeting was held at WALGA in Perth on 26th November 2021. The minutes of this meeting are attached to this report. A further meeting was held by zoom on 4th February 2022. The minutes of this meeting are not currently available.

Both meetings dealt with correspondence to the Hon Rita Saffioti MLA, Minister for Transport; Planning; Ports, Government of Western Australia, and to the Hon Barnaby Joyce MP, Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development. At the February 2022 meeting, resolutions were passed to send correspondence to these Ministers, Shadow Ministers and some Federal and State politicians. The correspondence covered aspects of transport within our region and was specific to the different Federal and State responsibilities in this regard. This correspondence will be attached to the minutes of the February 2022 LGAFG meeting in due course.

Noted

10.3 Wheatbelt District Emergency Management Committee

Cr Tony Sachse, has provided the below information for the Zone, as well as supporting documents (Attachment 5)

The Wheatbelt DEMC has not met since the last WALGA GECZ meeting on Monday 22nd November 2021. The next meeting is scheduled for 16th March 2022.

The Wheatbelt Operational Area Support Group (OASG), and in relation to the COVID 19 pandemic, continue to be held on an "as needs basis" by the Dept of Health. Information from the Wheatbelt OASG has been sent out to GECZ members as it has been released over the period.

The OASG had a short catch up to discuss the opening of WA and Australia in early 2022 and preparedness for "Living with COVID on Wednesday 15th December 2021. The minutes of this meeting are attached.

Commander Brad Sorrell and Superintendent Paul Daly (WA Police Force – Operation Tide) held a meeting for the Wheatbelt OASG on Monday 17 January 2022 to conduct an Emergency Management Discussion Exercises (DISCEX).

The purpose of the exercise was to test the response capabilities, decision making process and authority escalation concerning a potential COVID-19 outbreak within the Wheatbelt District. The exercise focused on three core capabilities:

1. Emergency Response
 - a) Command Control and Coordination
 - b) Situational Assessment

- c) Evacuation
 - d) Agency Interoperability
2. Resources
- a) People
 - b) Finances
 - c) Equipment
3. Community Involvement
- a) Alerts / Warning
 - b) Public Information
 - c) Risk Awareness and Understanding

The OASG held a short catch up to discuss the opening of WA and Australia early next year and preparedness for “Living with COVID” on Wednesday, 19th January 2022. The minutes of this meeting are not currently available. There was information regarding the Covid Vaccination Roll Out in the Wheatbelt. Vaccination roll out – Wheatbelt population total and Aboriginal population % plus mandatory booster for Health staff by 1 Feb.

Also discussed were COVID-19 site plans that are under review and attempts to try and streamline this. COVID Surge testing and COVID-19 swabbers was also discussed. Also, the Preparation for border opening – surge staffing planning. Other matters were DFES Bush Fire preparedness and response this season as well as other Agencies response for “Living with Covid”.

The next meeting is scheduled for 16th February 2022.

Wheatbelt Human Services Manages Forum (WHSMF): The last meeting was on 9th December 2021. The minutes of the meeting are attached.

RECOMMENDATION

Moved: Cr Melanie Brown
Seconded: Cr Stephen Strange

That the Wheatbelt District Emergency Management Committee Report and attachments be received.

CARRIED

10.4 Regional Health Advocacy Group

Cr Alison Harris was an apology for the meeting.

Noted

10.5 WALGA Roadwise

Cliff Simpson, Road Safety Advisor (Wheatbelt North), Infrastructure, provided a report to the Zone. The report was attached to the agenda.

RECOMMENDATION

Moved: Cr Mark McKenzie
Seconded: Cr Kelli Mortimore

That the WALGA Roadwise Report be received.

CARRIED

10.6 Catastrophic Bushfire 6-8 February 2022

Cr Stephen Strange, Shire of Bruce Rock

Cr Strange provided a report on the recent bush fire in the district, noting the power and telecommunications issues.

10. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

11.1 State Councillor Report

Cr Stephen Strange, Shire of Bruce Rock

Cr Strange acknowledged the passing of former WALGA President, Troy Pickard.

Mr Pickard was committed to bringing about positive change for his local communities in Stirling and Joondalup and a passionate advocate for the sector at both the State and National level as President of WALGA and the Australian Local Government Association.

Across his 15 years of service as an Elected Member, Troy made an immense contribution to the local communities of Stirling and Joondalup, both as a Councillor and in leadership roles of Deputy Mayor and Mayor. Mr Pickard made great strides in representing the WA Local Government sector in his roles as WALGA President from 2010 and 2015 and Deputy President for three years prior; and on the national stage as ALGA President from 2014 to 2016 and Deputy President from 2010 to 2014.

Troy will be sadly missed and we offer our condolences to his family and friends.

December 2021 State Council Meeting

The December State Council meeting was held at WALGA on Wednesday, 1 December 2021. This was the first meeting of the new State Council for 2021-23 following the Zone election process in November 2021.

Five new State Councillors were elected:

- Cr Helen Sadler (Central Metropolitan Zone)
- Cr John Daw (East Metropolitan Zone)
- President Cr Laurene Bonza (Goldfields Esperance Country Zone)
- President Cr Chris Pavlovich (Great Southern Country Zone), and
- Cr Carl Celedin (South East Metropolitan Zone).

December 2021 State Council Strategic Forum

State Council received presentations and discussed a number of issues in the strategic forum:

- Presentation from the Minister for Housing; Local Government, Hon. Minister John Carey MLA, outlining his Ministerial priorities
- The Acting Director General of the Department of Local Government, Sport and Cultural Industries, Lanie Chopping, provided a presentation on the activities and direction of the Department.
- State Council discussed a process for composing a sector submission on the *Local Government Act 1995* legislative reform proposals.
- A proposal by the Secretariat to undertake a constitution and governance review was discussed. State Council later endorsed the proposal during the State Council meeting (Agenda item 5.11).

RECOMMENDATION

Moved: Cr Quentin Davies

Seconded: Cr Pippa Delacey

That the State Councillor Report be received.

CARRIED

11.2 WALGA Status Report

By Tony Brown, Executive Officer



BACKGROUND

Presenting the Status Report for February 2022 which contains WALGA's responses to the resolutions of previous Zone Meetings.

COMPLETE ZONE STATUS REPORT FEBRUARY 2022

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none">All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p>	<p>The Container Deposit Scheme was launched in October 2020. To date the Scheme has delivered over 200 refund points across WA. This will increase to the required 229 by 1 October 2021.</p> <p>WALGA will continue to advocate for, as a minimum, one flexible refund point per Local Government area. WALGA has also raised with Government the definitions of flexible refund points and how this is applied. The former Environment Minister indicated the definitions would be reviewed in May 2021 and WALGA and other stakeholders would be consulted as part of the process.</p> <p>MWAC provided a Submission to the Department of Water and Environmental Regulation regarding this matter and will continue to advocate for these matters.</p>	Ongoing	Nicole Matthews A/Executive Manager, Strategy, Policy and Planning nmatthews@walga.asn.au 9213 2039
Great Eastern C	2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities	<p>That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</p>	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none">That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	Ongoing	Nicole Matthews A/Executive Manager, Strategy, Policy and Planning nmatthews@walga.asn.au 9213 2039

			<p>RESOLUTION 37.1/2020</p> <p>WALGA has continued its advocacy on drought assistance for Western Australia with representations to the Hon David Littleproud MP, Minister for Agriculture, and Northern Australia; the Hon Alannah MacTiernan MLC, Minister for Regional Development and Food; Hydrogen Industry; and WA Federal Government members, including meetings between the WALGA Deputy President and Senators Dean Smith and Slade Brockman. WALGA also met with Minister MacTiernan's Chief of Staff on this issue.</p> <p>Correspondence from Minister Littleproud received in October 2020 indicated that details of the Commonwealth's Regional Drought Resilience Planning Program were still being worked through with the WA Government, which was yet to commit to co-funding the program. WALGA subsequently sought an assurance that Minister MacTiernan remained committed to 'working with the Minister for Water to ensure WA local government optimally benefit from the Future Drought Fund'.</p> <p>On 4 July 2021 it was announced that the WA Government had been allocated \$1.3m of the \$9.85m available under the Regional Drought Resilience Planning Program for 2021-22 to undertake planning for the Northern Midwest, Southern Wheatbelt and Great Southern Inland regions. This work will be led by Regional Development Commissions working with Local Governments and is due for completion by 30 June 2022.</p> <p>The WA Government's application to the National Water Grid Fund seeking \$3.65 million in Federal funding to support the State's \$3.65 million investment to refurbish 70 agricultural area dams in dryland communities was unsuccessful. The Minister for Water has indicated that he is working closely with the Minister MacTiernan, to secure Federal funding for priority WA water projects in WA.</p>		
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ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

The Zone noted that updated information on Federal Government Drought assistance is required.

RECOMMENDATION

Moved: Cr Melanie Brown
Seconded: Cr Kellie Mortimore

That the Great Eastern Country Zone WALGA February 2022 Status Report be noted.

CARRIED

11.3 Review of WALGA State Council Agenda's – Matters for Decision

11.3.1 Special State Council Meeting Agenda – 23 February 2022

The full State Council Agenda can be found via link: [State Council Special Meeting Agenda 23 February 2022](#) and attached (Attachment 7)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

3.1 Local Government Reform Proposal Submission

1. That the recommendations contained in the '*Local Government Reform Proposal Submission*' be endorsed.
2. That WALGA: a. seek assurance from the Minister for Local Government that further detail on the proposed reforms will be provided to the sector for comment prior to the formulation of a draft Local Government Act Amendment Bill; and b. seek a formal commitment from the Minister for Local Government that WALGA actively participates in the legislative drafting process necessary to formulate a draft Local Government Act Amendment Bill.

Comment

Item 2.2 Standardisation of Crossovers

The Shire of Kondinin raised the issue that Some townsite areas of our Shire do not have crossovers. This needs to be flexible to allow for areas where crossovers are not present, which would be many areas in regional WA.

RECOMMENDATION

Moved: Cr Stephen Strange
Seconded: Cr Geoff Waters

1. That the recommendations contained in the '*Local Government Reform Proposal Submission*' be endorsed, **subject to:**
 - a. **Item 2.2: Support on the basis that there cannot be a one size fits all State-wide approach to crossovers.**

2. That WALGA:

- a. seek assurance from the Minister for Local Government that further detail on the proposed reforms will be provided to the sector for comment prior to the formulation of a draft Local Government Act Amendment Bill; and
- b. seek a formal commitment from the Minister for Local Government that WALGA actively participates in the legislative drafting process necessary to formulate a draft Local Government Act Amendment Bill.

CARRIED

11.3.2 Ordinary State Council Meeting Agenda – 2 March 2022

The full State Council Agenda can be found via link: [State Council Agenda 2 March 2022](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 Short-Term Accommodation Regulatory Scheme

That the draft Short-Term Accommodation Regulatory Reform submission be endorsed

Matters for Noting

- 6.1 COVID-19 – Update
- 6.2 2022-23 Federal Budget Submission
- 6.3 Detection of Polyphagous Shot-hole Borer and Implications for Local Government
- 6.4 State Planning Policy 2.9: Planning for Water - Submission
- 6.5 Submission to Salaries and Allowances Tribunal – Local Government Remuneration Inquiry

RECOMMENDATION

Moved: Cr Quentin Davies

Seconded: Cr Bryan Close

That the Great Eastern Country Zone

1. Supports Matters for Decision, item 5.1 as listed above in the March 2022 State Council Agenda; and
2. Notes all Matters for Noting and Organisational Reports as listed in the March 2022 State Council Agenda.

CARRIED

11.4 WALGA President's Report

The WALGA President's Report is provided (Attachment 8)

RECOMMENDATION

Moved: Cr Mark McKenzie

Seconded: Cr Pippa Delacey

That the Great Eastern Country Zone notes the WALGA President's Report

CARRIED

11. EMERGING ISSUES

12. URGENT BUSINESS

12.1 Road works during a Total fire ban

Cr Day raised the issue of Main Roads ban on roadworks during fire bans and how it is not practical.

Resolved

That an Agenda item on this issue be prepared for the next meeting of the Zone.

13. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held either in-person or via MS Teams on Tuesday, 26 April 2022, commencing at 9:30am.

14. CLOSURE

There being no further business the Chair declared the meeting closed at **12:05pm**.