



**CARPENTARIA SHIRE**

*Outback by the Sea*

***ORDINARY MEETING***

***MINUTES***

***18 MARCH, 2020***

**CONFIRMED MINUTES**

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## **CONFIRMED MINUTES**

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### **1 OPENING OF MEETING**

The Mayor welcomed members and declared the meeting open at **9:10am**.

### **2 RECORD OF ATTENDANCE**

#### **Councillors**

Cr LV Bawden	Mayor
Cr JC Young	Deputy Mayor
Cr AT Gallagher	
Cr JD Beard	
Cr BJ Hawkins	
Cr AM Murphy	
Cr PF Wells	

#### **Staff**

Mr Mark Crawley	Chief Executive Officer
Mrs Jess Hancock	Grants Media Communications Officer
Mr Justin Hancock	Director Corporate Services
Mr Michael Wanrooy	Director of Engineering

*The following officers attended the meeting as indicated in the minutes*

Mrs Lisa Ruyg	Manager Human Resources
Ms Verena Olesch	General Manager - Tourism
Mr Ben Hill	Manager Water & Waste
Mrs Cherie Schafer	Manager Economic and Community Development

### **3 CONDOLENCES**

A minute's silence was held for the passing of the following:

- ❖ Mrs Hazel Bawden

## **CONFIRMED MINUTES**

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### **4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

Confirmation of Minutes from the Ordinary Council Meeting held 26 February 2020, as previously circulated to Councillors.

#### **Item 10.12 : Reports from the Director of Corporate & Community Services**

Cr Gallagher advised that Resolution No.0220/022 on page 16 of the draft Minutes of the Ordinary Meeting held on 26 February 2020 be changed to 4 not 7.

#### **Item 12 : General Business**

Cr Gallagher informed that the wording was incorrect on page 29 of the draft Minutes of the Ordinary Meeting held on 26 February 2020 and requested that it be amended.

#### From:

Cr Gallagher requested that the Glenore Weir sign be moved to point to the Weir.

#### To:

Cr Gallagher requested that the Glenore Weir sign be located to point at the Weir.

### **COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Beard

***That the Minutes of the Ordinary Council Meeting held 26 February 2020 be confirmed.***

**CARRIED 7/0**

***Resolution No. 0320/001***

### **5 BUSINESS ARISING FROM PREVIOUS MEETINGS**

Nil.

### **6 RECEPTION OF PETITIONS & DEPUTATIONS**

Nil.

#### **ATTENDANCE:**

The General Manager – Tourism entered the meeting room at 9:20am.

The Manager Economic and Community Development entered the meeting room at 9:20am.

## CONFIRMED MINUTES

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### 7 MAYORAL MINUTES

#### Coronavirus (COVID-19)

Following discussion on the closure of council facilities, Cr Bawden stated that Council consider shutting down Council facilities mentioned in the advice and hiring of facilities be suspended.

#### MOTION

#### COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Young

#### *That Council:*

1. *monitor the possible closure of the following facilities – Gymnasiums, Sports Centre and Swimming Pools and delegate authority to the Chief Executive Officer to close on advice from Health Authorities; and*
2. *limits the numbers at the Visitor Information Centre, Library and Tourist facilities to 35 and continually monitor number with advice from Health Authorities; and*
3. *sanitising stations be placed at Council venues and facilities; and*
4. *records be kept of people attending the facilities to effect tracing.*

CARRIED 7/0

*Resolution No. 0320/002*

#### ATTENDANCE:

The Manager Economic and Community Development left the meeting room at 9:52am.

The General Manager – Tourism left the meeting room at 9:52am.

## CONFIRMED MINUTES

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### 8 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

#### 8.1 CEO REPORT

##### Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

##### COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Wells

##### ***That Council:***

- 1. receive and note the Chief Executive Officer's report; and***
- 2. that those matters not covered by resolution be noted.***

CARRIED 7/0

***Resolution No. 0320/003***

#### 8.2 SEEKING COUNCIL VIEWS

##### Executive Summary:

Request received for Council's views in relation to surrender of portion of Lot 12 SP252497 being Reserve for Strategic Land Management in Karumba.

##### COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Murphy

##### ***That Council:***

- 1. offer no objection to the conversion to freehold of a portion of the reserve land described as Lot 12 on SP 252497 containing structures for inclusion into the freehold lots on the condition that planning and building applications are completed and lodged as a matter of urgency for the buildings etc. that don't have current approvals; and***
- 2. that the applicant be required to arrange for the preparation of survey plans to the satisfaction of Council prior to lodgment with the Department.***

CARRIED 7/0

***Resolution No. 0320/004***

## CONFIRMED MINUTES

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### 8.3 ADOPTION OF CARPENTARIA SHIRE BIOSECURITY PLAN 2019

**Executive Summary:**

Community consultation has been undertaken with the landowners and others in relation to the Carpentaria Shire Biosecurity Plan 2019 and it is now ready for formal adoption by Council.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Young

*This item to lie on the table for presentation at the April Meeting*

**CARRIED 7/0**

**Resolution No. 0320/005**

### 8.4 MAJOR PROJECTS LISTING

**Executive Summary:**

The Executive Leadership Team have worked to collate all the possible and potential projects for consideration by Council in the short, medium and long term.

**COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Gallagher

**That Council:**

- 1. endorse the action taken by the Chief Executive Officer to collate the projects and plans identified to be undertaken by Council; and**
- 2. that the schedules as presented be included as part of the induction for the Councillors following the Local Government Elections.**

**CARRIED 7/0**

**Resolution No. 0320/006**

**ATTENDANCE:**

The Chief Executive Officer left the meeting room at 10:14am.  
The Chief Executive Officer re-entered the meeting room at 10:15am.  
The Manager Human Resources entered the meeting room at 10:15am.  
The Director Corporate Services left the meeting room at 10:15am.  
The Director Corporate Services re-entered the meeting room at 10:17am.



## CONFIRMED MINUTES

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### 8.5 HUMAN RESOURCES REPORT

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**Executive Summary:**

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on the progress of the Certified Agreement 2019.

**COUNCIL RESOLUTION**

Moved Cr Young

Seconded Cr Wells

*That Council accepts the Human Resources Report for information.*

**CARRIED 7/0**

*Resolution No. 0320/007*

**ATTENDANCE:**

The Manager Human Resources left the meeting room at 10:26am.

**ADJOURNMENT:**

The meeting adjourned for morning tea at 10:26am.

The meeting resumed at 10:55am.

**ATTENDANCE:**

The General Manager – Tourism re-entered the meeting room at 10:55am.

### 8.6 TOURISM REPORT – FEBRUARY 2020

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**Executive Summary:**

This report provides a summary of the operational and promotional activities surrounding the Les Wilson Barramundi Discovery Centre and visitor numbers, as well as activities in relation to the Visitor Information Centres.

**COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Beard

*That Council:*

- 1. receive the Tourism Report; and*
- 2. that those matters not covered by resolution be noted.*

**CARRIED 7/0**

*Resolution No. 0320/008*

**ATTENDANCE:**

The General Manager – Tourism left the meeting room at 11:17am.

## CONFIRMED MINUTES

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### 9 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

#### 9.1 DCS REPORT - FEBRUARY 2020

**Executive Summary:**

This report provides information and updates to Council on various activities and programs that are facilitated within the Director of Corporate Services portfolio.

**COUNCIL RESOLUTION**

Moved Cr Beard

Seconded Cr Hawkins

***That Council:***

- 1. receive the Director of Corporate Services Report; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 7/0**

***Resolution No. 0320/009***

**ATTENDANCE:**

The Director Corporate Services left the meeting room at 11:27am.  
The Director Corporate Services re-entered the meeting room at 11:28am.  
The Manager Finance and Administration entered the meeting room at 11:28am.

#### 9.2 MONTHLY FINANCIAL REPORT - FEBRUARY 2020

**Executive Summary:**

The Monthly Financial Report has been prepared for the period ending 29 February 2020.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Wells

***That Council:***

- 1. accepts the Monthly Financial Report for the period ending 29 February 2020 as presented; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 7/0**

***Resolution No. 0320/010***

**ATTENDANCE:**

The Manager Finance and Administration left the meeting room at 11:48am.

## CONFIRMED MINUTES

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The Senior Procurement and Purchasing Officer entered the meeting room at 11:49am.

### DECLARATION OF INTEREST:

Cr Bawden declared a material personal interest in relation to discussions on the Goods Issue Book review. (Item 9.3)

*"I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175D) as follows\*:-*

- a) *I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.*
- b) *I stand to suffer a loss because I will need to outlay additional investment in my business as a result.*

*I will be dealing with this material personal interest by leaving the meeting while this matter is discussed and voted on."*

### ATTENDANCE

Cr Bawden left the meeting room at 11:50am.

Cr Young assumed the role of Chair.

### DECLARATION OF INTEREST:

Cr Wells declared a material personal interest in relation to discussions on the Goods Issue Book review. (Item 9.3)

*"I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175D) as follows\*:-*

- a) *I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.*
- b) *I stand to suffer a loss because I will need to outlay additional cost to my business as a result.*

*I will be dealing with this material personal interest by leaving the meeting while this matter is discussed and voted on."*

### ATTENDANCE

Cr Wells left the meeting room at 11:50am.

## CONFIRMED MINUTES

### DECLARATION OF INTEREST:

**Cr Murphy** declared a material personal interest in relation to discussions on the Goods Issue Book review. (Item 9.3)

*"I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175D) as follows\*:-*

- a) *I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.*
- b) *I stand to suffer a loss because I will need to outlay additional costs to my business as a result.*

*I will be dealing with this material personal interest by leaving the meeting while this matter is discussed and voted on."*

### ATTENDANCE:

Cr Murphy left the meeting room at 11:50am.

### 9.3 REPLACEMENT OF GOODS ISSUE BOOKS & REVIEW COUNCIL'S CORPORATE CREDIT CARD POLICY

#### **Executive Summary:**

After consultation with community business owners, Council wishes to explore options to replace the Goods Issue Book (GIB). In doing this, it was identified that Council's Corporate Credit Card Policy be reviewed as Council may need to increase its overall limit for Council's credit facility.

#### **COUNCIL RESOLUTION**

Moved Cr Beard

Seconded Cr Gallagher

#### ***That Council:***

- 1. adopt the updated Corporate Credit Card Policy as presented or amended at this meeting. With the main update to increases Council's overall limit for Council's credit facility to \$50,000.00; and***
- 2. discontinues the use of Goods Issue Books and endorse issuing staff in key roles with corporate credit cards as well as increasing the use of a petty cash system at various Council locations.***

**CARRIED 4/0**

**Resolution No. 0320/011**

## **CONFIRMED MINUTES**

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### **ATTENDANCE:**

The Senior Procurement and Purchasing Officer entered the meeting room at 12:02pm.

Cr Bawden, Cr Wells & Cr Murphy re-entered the meeting room at 12:02am.

Cr Bawden resumed the role of Chair.

The Chief Executive Officer left the meeting room at 12:09pm.

The Manager Human Resources re-entered the room at 12.09am

Cr Bawden left the meeting room at 12:09pm.

Cr Young assumed the role of Chair.

Action: Require someone in a professional capacity to look at the Karumba shade sail to ensure proper adjustment.

The Chief Executive Officer re-entered the meeting room at 12:12pm.

### **ADJOURNMENT:**

The meeting was adjourned for lunch at 12:11pm.

The meeting resumed at 1:00pm.

### **ATTENDANCE:**

The Manager Economic and Community Development entered the meeting room 1:00pm.

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## **9.4 COMMUNITY DEVELOPMENT**

### **Executive Summary:**

This report provides information and updates to Council on various activities and programs that are facilitated within the Community, Cultural Services and Economic Development portfolio of Council.

### **COUNCIL RESOLUTION**

Moved Cr Wells

Seconded Cr Beard

#### ***That Council:***

- 1. receive the Community Development Report; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 7/0**

**Resolution No. 0320/012**

### **ATTENDANCE:**

The Director of Engineering left the meeting room at 1:13pm.

## **CONFIRMED MINUTES**

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### **DECLARATION OF INTEREST:**

**Cr Bawden** declared a conflict of interest in relation to discussions on the Community Donations and Support. (Item 9.5)

*"I declare that I have a conflict of interest in this matter (as defined by Local Government Act 2009, section 175D) as follows\*:-*

- a) I have a personal interest in this matter.*
- b) My wife holds a position on the management committee of the Normanton Bowls Club.*

*I will be dealing with this conflict of interest by leaving the meeting while this matter is discussed and voted on."*

### **ATTENDANCE:**

**Cr Bawden** left the meeting room at 1:17pm.  
Cr Young assumed the role of Chair.

**The Director Corporate Services** left the room at 1:18pm due to the next item and his role with the committee of the Bowls Club.

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## CONFIRMED MINUTES

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### 9.5 COMMUNITY DONATIONS AND SUPPORT

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#### Executive Summary:

Council receives numerous requests for donations throughout the year. The applications listed in the recommendation are applications that have been received outside of the grant funding round.

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Beard

***That Council approves the following requests for donation and support subject to the event taking place:***

- 1. Normanton Gun Club – approve \$500 cash for the annual shoot.***
- 2. Normanton Athletics Club – approve the request to use the oval for training days.***
- 3. Normanton Swim Club – approve the request to hold swim trials 13<sup>th</sup> March 2020.***
- 4. Normanton Bowls Club – approve the request to chop down and take three trees to the Normanton land fill.***
- 5. Riverside Christian College – approve the request to use the rodeo grounds, toilets, showers and kitchen facilities.***
- 6. Karumba State School – do not approve the request to slash and maintain the Sports oval adjacent to the school due to the investment in the new facility being constructed at the recreation club.***

CARRIED 7/0

Resolution No. 0320/013

#### ATTENDANCE:

Cr Bawden re-entered the meeting room at 1:22pm.

Cr Bawden resumed the role of Chair.

The Manager Economic and Community Development left the meeting room 1:25pm.

The Director of Engineering re-entered the meeting room at 1:26pm.

The Manager Economic and Community Development re-entered the meeting room at 1:28pm.

The Director Corporate Services re-entered the meeting room at 1:28pm.

Cr Bawden left the meeting room at 1:29pm.

Cr Young assumed the role of Chair.

Cr Bawden re-entered the meeting room at 1:30pm.

Cr Bawden resumed the role of Chair.

Cr Gallagher left the meeting room at 1:47pm.

Cr Bawden left the meeting room at 1:47pm.

Cr Young assumed the role of Chair.

Cr Gallagher re-entered the meeting room at 1:49pm.

Cr Bawden re-entered the meeting room at 1:52pm.

Cr Bawden resumed the role of Chair.

## CONFIRMED MINUTES

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### MOTION

#### COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

***That Council delegate authority to the LDMG to review and if necessary issue a NOTAM to close the Normanton and Karumba Airports to all traffic with the exception of emergency services and RFDS operations. This should be continually reviewed by the LDMG in conjunction with information provided from other agencies.***

CARRIED 7/0

*Resolution No. 0320/014*

### ATTENDANCE:

The Director Corporate Services left the meeting room at 2:02pm.

The Director Corporate Services re-entered the meeting room at 2:04pm.

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## 9.6 COMMUNITY ENGAGEMENT POLICY AND GUIDELINES

### Executive Summary:

All Councillors and staff are required to discharge their duties in accordance with the local government principles defined in the *Local Government Act 2009*. One of these principles is the "democratic representation, social inclusion and meaningful community engagement".

Community engagement is defined as "a way to improve communities by identifying and addressing local ideas, concerns and opportunities by involving the public in certain processes that affect them and their community".

Council acknowledges the diverse communities within its local government area, each with its own perspective, knowledge and priorities. It also recognises that there is not one right way to engage or one method of engagement that is, by default, better than any other.

The Community Engagement Policy and Guidelines presented to Council establishes the framework for effective community consultation and the procedures Council will follow to achieve enhanced community participation in the local government decision making process.

### COUNCIL RESOLUTION

Moved Cr Beard

Seconded Cr Hawkins

***That Council adopts the Community Engagement Policy and the Community Engagement Guidelines.***

CARRIED 7/0

*Resolution No. 0320/015*



## **CONFIRMED MINUTES**

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### **ATTENDANCE:**

The Director Corporate Services left the meeting room at 2:04pm.  
The Director Corporate Services re-entered the meeting room at 2:07pm.  
The Manager Economic and Community Development left the meeting room 2:11pm.

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### **9.7 COMMUNITY DEVELOPMENT - DISASTER RECOVERY REPORT**

#### **Executive Summary:**

This report provides information and updates to Council on various activities and programs that are facilitated by the Community Disaster Recovery Officer.

#### **COUNCIL RESOLUTION**

Moved Cr Hawkins

Seconded Cr Young

#### ***That Council:***

- 1. receive the Community Development Disaster Recovery Report; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 7/0**

***Resolution No. 0320/016***

### **ATTENDANCE:**

The Media Grants & Communications Officer left the meeting room at 2:16pm.  
The Media Grants & Communications Officer re-entered the meeting room at 2:19pm.

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## CONFIRMED MINUTES

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### 10 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

#### 10.1 DOE REPORT

**Executive Summary:**

This report provides information and updates to Council on various activities and programs that are facilitated within the Director Engineering's portfolio.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Wells

***That Council:***

- 1. receive the Director of Engineering Report; and***
- 2. that those matters not covered by resolution be noted.***

**CARRIED 7/0**

***Resolution No. 0320/017***

#### 10.2 NDRRA/QDRF REPORT

**Executive Summary:**

QRA18 REPA is currently 97% complete with only minor roads remaining to be constructed prior to the June 30, 2020 deadline.

QRA19 REPA submissions (1, 2, 3, 4 and 6 approved, 5 approved in principle) have a total estimated RV in excess of \$60million.

QRA20 has been activated for CDO, EW and REPA.

QRA have approved seven (7) betterment projects with a further seven (7) under consideration.

TMR19 REPA contract has been issued at less than 4% of Council's assessment.

TMR19 Betterment contract for 89B (\$5.5million) has been awarded to Council for construction in 2020.

The 2020 Plant Hire Tender has been assessed and all tenderers have been notified in writing of their outcome.

**COUNCIL RESOLUTION**

Moved Cr Gallagher

Seconded Cr Young

***That Council:***

- 1. accepts the NDRRA/QDRF Report as presented; and***

## **CONFIRMED MINUTES**

**2. that those matters not covered by resolution be noted.**

**CARRIED 7/0**

**Resolution No. 0320/018**

### **10.3 BUILDING AND PLANNING REPORT**

The report is to advise Council of relevant planning and building activities within the Shire for the month of February 2020.

#### **COUNCIL RESOLUTION**

Moved Cr Murphy

Seconded Cr Beard

***That Council note and accept the content of the Building and Planning Report as presented.***

**CARRIED 7/0**

**Resolution No. 0320/019**

#### **ATTENDANCE:**

Cr Wells left the meeting room at 2:39pm.

Cr Wells re-entered the meeting room 2:42pm.

### **11 GENERAL BUSINESS**

#### **Bore Drain**

Cr Beard informed of an overflow of water from the Bore Drain behind Simpson Street.  
**The Director of Engineering to investigate as it may be an overflow of sludge from the lagoon.**

#### **Football Oval**

Cr Wells asked whether the sprinklers at the Football Oval can be tapped into grey water.  
The Director of Engineering informed they can.

#### **Line Marking for CBD Karumba**

The Chief Executive Officer informed that the plans for line marking within the Karumba CBD has been selected and will be actioned.

## CONFIRMED MINUTES

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### Key for telescope in Karumba

Cr Bawden queried if Council has a spare key for the telescope in Karumba.

*The Director Corporate to follow up. To action getting keys made up if not.*

### Fred Pascoe Community Fishing bridge

Cr Bawden informed that the Fred Pascoe Community Fishing Bridge was in an unreasonable and messy state and requested that it be cleaned up.

*The Director of Engineering to action this being cleaned up to a presentable state.*

### Normanton Cemetery

Cr Bawden informed that trees at the cemetery are in a damaged state and may need to be removed. Council also need a location for a columbarium.

*The Director of Engineering to investigate and make safe anything unsafe and will also look at a site for a columbarium.*

### Refuse Tip Fees

Cr Bawden raised the issue in relation to tipping fees for dumping of building materials. The Director of Engineering informed Council needs to ensure fairness in people dumping and ensuring there is consistency.

### Vector Control

Cr Gallagher raised the issue in relation to spraying of flies at the Refuse Tip. The Director of Engineering informed that spraying was being undertaken but would chase up.

This space left blank intentionally

**CONFIRMED MINUTES**

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**12 CLOSURE OF MEETING**

*The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 3:07pm and thanked the Councillors for the past four years.*

**MINUTES CERTIFICATE**

***These Minutes are Confirmed.***



.....  
**Councillor LV Bawden**  
**Mayor**



.....  
**Date**