

Information Package

Pertaining to the nomination, voting and election of
inaugural Board members for the

**Cape York Regional Natural
Resource Management Body**



Contents	Page
Preface - Establishment of the Cape York Regional NRM Body Board	3
Map, Zones and Board Structure.....	4
Appointment of 10 Board Members	5
Election and Voting Process.....	5
Meeting Details.....	5
Registering to Vote - general	6
Nominations – general	6
Nominations & Register to Vote – Specific Details	6
Indigenous Sector & Board Member Selection Criteria	7
Local Government Sector & Board Member Selection Criteria	8
Community Sector & Board Member Selection Criteria	9
Conservation Sector & Board Member Selection Criteria	10
Primary Industry Sector & Board Member Selection Criteria	11
Other Industry Sector & Board Member Selection Criteria	12
Other Relevant Information.....	13
Term of the First Cape York Regional NRM Body.....	13
Charter for the first Cape York Regional NRM Body Board.....	13
Chair and Deputy Chair of the Board.....	14
Registration to Vote Form	15
Declaration Form	16
Nomination Form.....	17
STATUTORY DECLARATION FORM	18
List of person whom a statutory declaration under the <i>Statutory Declarations Act 1959</i> may be made before	19

Preface

Establishment of the Cape York Regional NRM Body Board

As a result of a wide community consultation process in the Cape, the government has supported the establishment of a community based Natural Resource Management Regional Body for Cape York.

The role of the Cape York NRM Regional Body is to facilitate community input into identifying natural resource management priorities for the Cape and to oversee the funding of these priorities.

This body will be lead by a Sector representative based Board.

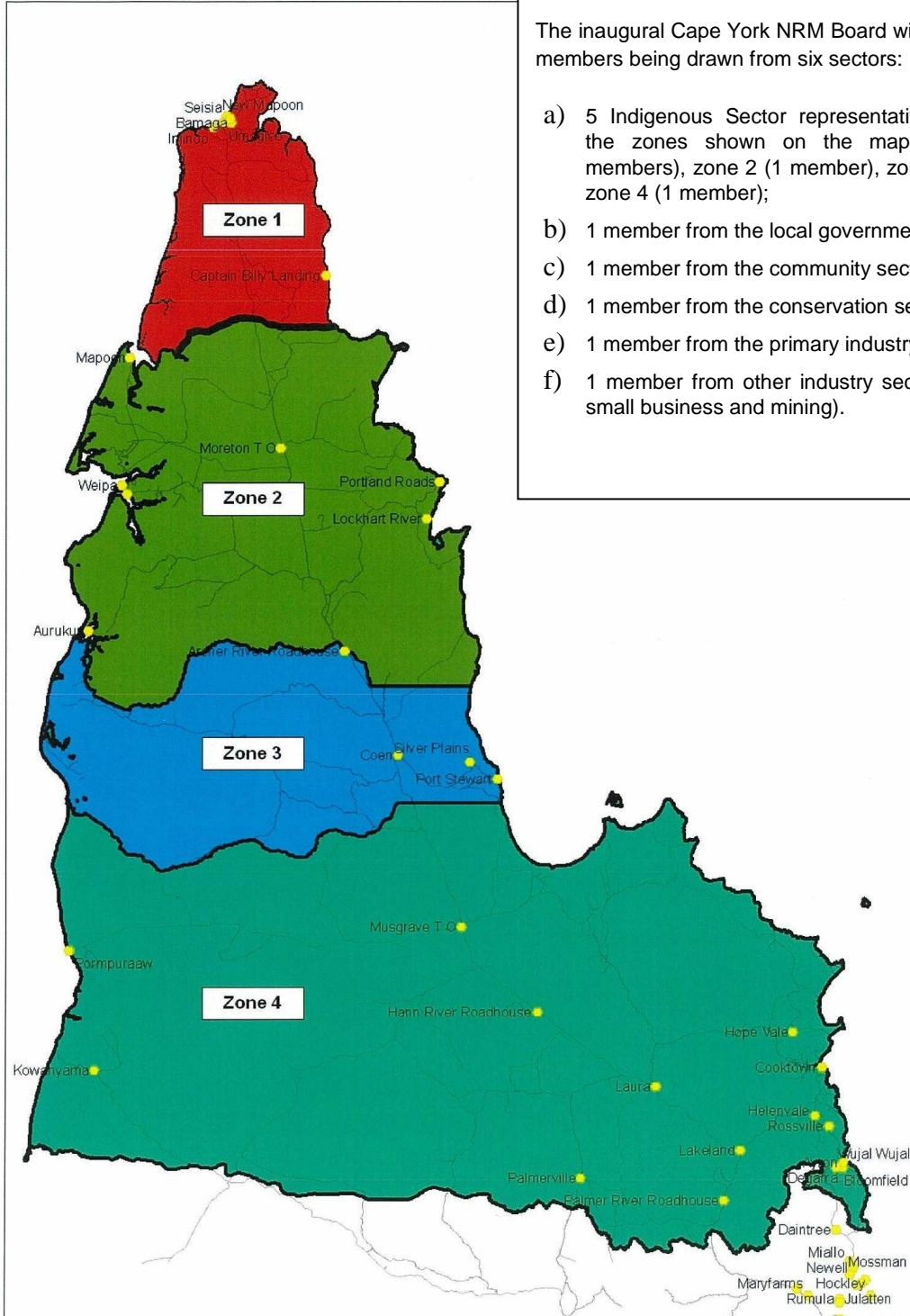
There will be ten Board members representing the following six Sectors:

- Indigenous Sector – 5 members
- Local Government Sector – 1 member
- Primary Industry Sector – 1 member
- Other Industry Sector (*i.e. tourism, small business and mining*) – 1 member
- Community Sector - 1 member
- Conservation Sector – 1 member

These Sectors and definitions for those applying to be representatives and those wishing to take part in the voting process are further defined in the following pages. It should be noted that initially the role of Board Members will be a voluntary position with the Board members time freely given. Approved expenses will however be covered. Once the Board is in place this will be reviewed.

The term of the Board will be from 28 May 2010 to 30 June 2013.

Map



Structure of the Board

The inaugural Cape York NRM Board will comprise of 10 members being drawn from six sectors:

- a) 5 Indigenous Sector representatives drawn from the zones shown on the map – zone 1 (2 members), zone 2 (1 member), zone 3 (1 member), zone 4 (1 member);
- b) 1 member from the local government sector;
- c) 1 member from the community sector;
- d) 1 member from the conservation sector;
- e) 1 member from the primary industry sector; and
- f) 1 member from other industry sector (i.e. tourism, small business and mining).

Appointment of 10 Board Members for the:

- **Indigenous Sector** (x 5 Board Members)
- **Local Government Sector** (x 1 Board Member)
- **Community Sector** (x 1 Board Member)
- **Conservation Sector** (x 1 Board Member)
- **Primary Industry Sector** (x 1 Board Member)
- **Other Industry Sector** (x 1 Board Member)

Election and Voting Process

The Australian Electoral Commission (AEC) has been engaged to run the election process for the above sectors.

1. Election Notices will be distributed/published calling for nominations.
2. Individuals/Organisations will be asked to register to vote in conjunction with the requirements for their sector.
3. These registrations will then be collated to form an electoral role which will be sent to the AEC.
4. The AEC will then post ballot papers to registered voters who will need to return their votes by 27 May, 2010.
5. The names of all nominees received prior to the closing date will be listed on the RGC website shortly after COB 23 April, 2010.
6. A meeting* beginning at 10am will be held in Cairns on Friday 28th May, 2010 to declare the vote and a meeting of the newly appointed Board will follow. The election of the Chair and Deputy Chair will take place at the Board meeting.
7. All nominees will be required to attend the meeting. Interested stakeholders will also be invited to attend.
8. In the case of a tied vote, a winner will be determined by the names being drawn out of a hat.
9. **Late votes will NOT BE included in the poll.**

Meeting Venue Details*

The meeting will be held at Rydges Esplanade, Level 1, Joseph Banks Room, Cairns commencing at 10.00am on 28 May. For logistical purposes, please advise the RGC via email: lanepilon@rgc.org.au by 14 May, 2010 if you will be attending this meeting.

Registering to Vote – general information.

Persons/organisations who meet the eligibility to vote criteria for their Sector may register to vote by completing the 'Registration to Vote' form on page 15 and the 'Declaration' form on page 16 of this information package and returning it to:

Lane Pilon, Executive Assistant
Queensland Regional NRM Groups Collective
P O Box 4608
Toowoomba East Qld 4350

Only 'Registration to Vote' forms (accompanied by the 'Declaration' form) received by last post on **23rd April 2010** will be included in the voting register which will be sent to the Australian Electoral Commission.

Nominations – general information.

Nominations can be made by completing the Nomination Form on page 17 and returning it to AEC with the completed Statutory Declaration form on page 18 – nominations not accompanied by the Statutory Declaration will not be valid.

Only Nomination forms (accompanied by the 'Statutory Declaration' form) received by last post on **23rd April 2010** will be accepted.

The Selection Criteria for nominees for each Sector can be found under that Sector.

Nomination and Criteria to Register to Vote - specific sector details

Nomination and criteria to vote details for can be found for each sector as follows:

Sector	Page
Indigenous Sector	7
Local Government Sector	8
Community Sector	9
Conservation Sector	10
Primary Industry Sector	11
Other Industry Sector	12

Indigenous Sector

Zone 1* – x 2 Board Members

Zone 2* – x 1 Board Member

Zone 3* – x 1 Board Member

Zone 4* – x 1 Board Member

*see map on page 4 for zones.

Land Trusts; Corporations; and Clans/Tribes are able to nominate a person for the zone in which they reside who, if they meet the selection criteria and are successfully elected, will sit on the inaugural Board to represent the Indigenous Sector.

Selection Criteria for Board Members for Indigenous Sector

Nominees must meet the following selection criteria:

- Must be a resident of the zoned area for which they are nominated to represent (see map - page 4);
- Must be a member of a Land Trust; a Corporation; or a Clan/Tribe;
- Must have a knowledge of and commitment to land management activities;
- Have an understanding of corporate governance skills;
- Hold strong mediation and resolution skills;
- Demonstrated ability to communicate effectively and sensitively; and
- Be on the Board to hold a holistic approach to Cape York Peninsula. i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the Nomination form on page 17 and the Statutory Declaration form on page 18 and return both forms to the Australian Electoral Commission, P O Box 1146, Cairns Q 4870 by close of business (COB) on Friday, 23 April, 2010. Any nominations received after that date cannot be accepted.

Criteria to register to vote for this sector.

In order to vote for the Indigenous Sector you must be a historical long term resident in the relevant zone and be over 18 years of age as at 1st April, 2010.

Local Government Sector

X 1 Board Member

For the purposes of election of a Board Member to the Cape York Regional NRM Body Board the following organisations will be able to nominate and vote for a representative for the Local Government Sector:

- Northern Peninsula Area Regional Council
- Mapoon Shire Council
- Weipa Town Authority
- Napranum Shire Council
- Aurukun Shire Council
- Lockhart Shire Council
- Cook Shire Council
- Pormpuraaw Shire Council
- Kowanyama Shire Council
- Hopevale Shire Council
- Wujal Wujal Shire Council

Selection Criteria for the appointment of a Board member for the Local Government Sector

Nominees must meet the following selection criteria:

Must be an elected representative of one of the above Councils and

- must be a permanent resident and reside in Cape York Peninsula
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula. i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the Nomination form on page 17 and the Statutory Declaration form on page 18 and return both forms to the Australian Electoral Commission, P O Box 1146, Cairns Q 4870 by close of business (COB) on Friday, 23 April, 2010. Any nominations received after that date cannot be accepted.

Criteria to register to vote for this sector.

Each organisation must register to vote with one vote per organisation. In order to vote you must be the nominated member of one of the above organisations.

Community Sector

All NRM based community groups in the region will be invited to register for the purpose of electing a Community Sector Board member. If you have not received an invitation and believe you should be included please contact Lane Pilon on 07 4699 5000 or via email on lanepilon@rgc.org.au

Selection criteria for the appointment of a Board member for the Community Sector shall include:

Nominees must meet the following selection criteria:

- be a resident of the Cape York region;
- be a member of a community group within the Community Group Sector;
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula. i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the Nomination form on page 17 and the Statutory Declaration form on page 18 and return both forms to the Australian Electoral Commission, P O Box 1146, Cairns Q 4870 by close of business (COB) on Friday, 23 April, 2010. Any nominations received after that date cannot be accepted.

Criteria to register to vote for this sector.

To register to vote for the Community Sector Board member, a group must be:

- A community group whose members are largely residents of the Cape York region including the Cape York/Northern Gulf joint management area.
- A community group associated with the protection or management of the natural resources in the Cape York Region including the Cape York/Northern Gulf joint management area.
- A community group that is not aligned with any political or industry bodies.

Conservation Sector

All known conservation groups in the region will be invited to register for the purpose of electing a Conservation Sector Board member. If you have not received an invitation and believe you should be included please contact Lane Pilon on 07 4699 5000 or via email on lanepilon@rgc.org.au

Selection criteria for the appointment of a Board member for the Conservation Sector shall include:

Nominees must meet the following selection criteria:

- be a resident of Cape York region;
- have membership of and/or significant experience in one of the Cape York regions community-based conservation organisations, local branches of recognised national organisations, or have community acceptance as an expert advocate for conservation interests;
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula. i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the Nomination form on page 17 and the Statutory Declaration form on page 18 and return both forms to the Australian Electoral Commission, P O Box 1146, Cairns Q 4870 by close of business (COB) on Friday, 23 April, 2010. Any nominations received after that date cannot be accepted.

Criteria to register to vote for this sector.

To register to vote, a conservation group must have members who reside in the Cape York region.

Primary Industry Sector

All known primary industry businesses and industry groups in the region will be invited to register for the purpose of electing a Primary Industry Sector Board member. If you have not received an invitation and believe you should be included please contact Lane Pilon on 07 4699 5000 or via email on lanepilon@rgc.org.au

Selection criteria for the appointment of a Board member for the Primary Industry Sector shall include:

Nominees must meet the following selection criteria:

- being a resident of Cape York region;
- have membership of and/or significant experience in one of the Cape York region's primary industry organisations or local branches of recognized national organisations;
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula. i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the Nomination form on page 17 and the Statutory Declaration form on page 18 and return both forms to the Australian Electoral Commission, P O Box 1146, Cairns Q 4870 by close of business (COB) on Friday, 23 April, 2010. Any nominations received after that date cannot be accepted.

Criteria to register to vote for this sector.

To register to vote, the organisation must operate a primary industry business that generates an income from the natural resources of the region or if an industry body must have members who operate a primary industry business that generates an income from the natural resources in the Cape York region.

Other Industries Sector (*i.e. Tourism, Small Business, Mining*)

All known tourism, small business and industry businesses (including mining), and their industry organizations in the region will be invited to register for the purpose of electing an Other Industries Sector Board member. If you have not received an invitation and believe you should be included please contact Lane Pilon on 07 4699 5000 or via email on lanepilon@rgc.org.au

Selection criteria for the appointment of a Board member for the Other Industries Sector shall include:

Nominees must meet the following selection criteria:

- be a resident of Cape York region;
- operate a commercial business (other than a primary industry business) whose income is generated substantially in the Cape York region;
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the Nomination form on page 17 and the Statutory Declaration form on page 18 and return both forms to the Australian Electoral Commission, P O Box 1146, Cairns Q 4870 by close of business (COB) on Friday, 23 April, 2010. Any nominations received after that date cannot be accepted.

Criteria to register to vote for this sector.

To register to vote, the organisation must operate a tourism enterprise, small business or other industry business that generates an income from within the region or if an industry body must have members who operate a tourist, small business or other industry business that generates an income from within the Cape York region. The Cape York region includes the Cape York/Northern Gulf joint management area.

Other Relevant Information.

Term of the First Cape York Regional NRM Body.

The term of the initial Cape York Regional NRM Body Board is to June 2013.

Amongst other things, the first Cape York NRM Board will need to:

- establish the organisation,
- fully engage all the stakeholders and communities of Cape York, and
- develop an NRM plan and Regional Investment Strategy (including applications for funding) that have broad support across these stakeholders and communities.

Charter for the first Cape York Regional NRM Body Board

Fill the role of a regional Natural Resource Management body for the Cape York region including:

- the protection and enhancement of the natural environment;
- to support and facilitate the ecological sustainability and viability of industry to improve quality of life for the community;
- the provision of information and education, building community capacity, the carrying on of research about the natural environment and its management;
- create a not-for-profit company limited by guarantee (under the Corporations Act 2001) or an association under the Associations Incorporation Act 1981;
- develop a natural resource management plan and investment strategy for the Cape York region;
- develop funding applications for the regional and competitive components of Caring for our Country;
- be accountable for Caring for our Country and other Australian and State Government funding to implement the natural resource management plan and investment strategy for the Cape York region;
- wherever possible, in the first instance broker partnerships with existing groups/organisations/local governments across Cape York to deliver natural resource management activities.

It will be the Board's role to establish the organization (i.e. decide on an appropriate governance structure - e.g. a not-for profit company under the Corporations Act 2001 or an association under Queensland Associations Incorporation Act 1981). This will involve developing a constitution or rules of association including a membership base and election of Directors/Board members. One of the other functions the first Board will undertake is to involve the community in developing an NRM plan and investment strategy including developing applications for funding under the Caring for Our Country program and other NRM related funding streams.

The Board will seek to work with existing delivery agents where possible using existing delivery mechanisms. There are a large number of existing delivery agents already on Cape York including Aboriginal Land Trusts, Land and Sea Centres, local governments and community groups. These groups operate locally and are best placed to undertake delivery.

Chair and Deputy Chair of the Board

The Chair and Deputy-Chair of the inaugural Cape York NRM Board will be selected by the Board members from amongst their number.

In selecting the Chair, Board members will consider the following criteria:

- Skilled in: strategic management, marketing/brokering/joint ventures, natural resource management, financial management;
- Highly regarded amongst stakeholders and the community of the Cape York region and respected by all levels of government;
- Understanding of corporate governance protocols;
- Strong mediation and issue resolution skills;
- Demonstrated ability to communicate effectively and sensitively; and
- Be on the Board to hold a holistic approach to Cape York Peninsula.

Registration to Vote Form

Note: only one vote can be cast per organization/business/enterprise/individual

In order to register to vote you must complete the Declaration (page 16) and return it with this form.

Name _____

Address _____

Daytime Telephone Number/s _____

I will be voting for the following sector (please check the appropriate box)

Indigenous Sector..... Zone _____

or

Local Government Sector

or

Community Sector.....

or

Conservation Sector.....

or

Primary Industry Sector.....

or

Other Industry Sector.....

Ballot papers will be posted to all persons who register to vote.

*Return this form and the declaration form by 23 April, 2010 to: Lane Pilon, Executive Assistant
Queensland Regional NRM Groups Collective
P O Box 4608, Toowoomba East, Qld 4350*



DECLARATION

1 Insert the name, address and occupation of person making the declaration

I,¹ (full name) _____

(street address) _____

(your occupation) _____

(your organisation/affiliation) _____

make the following declaration under the *Statutory Declarations Act 1959*:

² Having read and understood all of the eligibility requirements to vote for the nominated Sector, I wish to register to vote for the

2 Set out matter declared to in numbered paragraphs

_____ Sector

I declare that I meet all of the requirements to vote for the indicated Sector and that, if voting on behalf of an organisation, I have the full authority of that organisation to do so and that I am over 18 years of age as at 1st April 2010.

I understand that a person who intentionally makes a false statement in this instance will result in exclusion from the voting process.

3 Signature of person making the declaration

³
(Signature) _____

4 Place

Declared at ⁴

5 Day

on ⁵ of ⁶

6 Month and year

Before me (witness): _____
(Please print full name of witness.)

7 Signature of person before whom the declaration is made

⁷
(Signature) _____

8 Occupation and address of person before whom the declaration is made.

⁸

(Please print.)

Nomination Form – Cape York Regional NRM Group Board

(Note - the Statutory Declaration form on the following page must be completed by the Nominee and attached to this nomination form or the nomination cannot be accepted.)

Print full name of nominee: _____

Nominee's signature*: _____

*** Note - by signing this nomination form the nominee declares that they have read the relevant selection criteria for the Sector they are being nominated for, meet the criteria, and are willing to accept the nomination. By nominating, you will be added to the list of enrolled voters.**

Nominees Details:

Address: _____
(not a P O Box, must be a street address)

Organisation: _____ Mobile: _____

Email: _____ Telephone: _____

Relevant Experience: _____

(Please attach separately if there is insufficient space.)

Please include a 100 word profile of yourself and a recent photograph for distribution to registered voters.

For election to the Cape York Regional NRM Group Board to represent the:

(please check the appropriate Sector box)

Indigenous Sector ... (zone _____) <i>(please specify zone you are nominating for)</i>	<input type="checkbox"/>	Local Government Sector.....	<input type="checkbox"/>
Community Sector.....	<input type="checkbox"/>	Conservation Sector.....	<input type="checkbox"/>
Primary Industry Sector.....	<input type="checkbox"/>	Other Industry Sector.....	<input type="checkbox"/>

Nominators Details: I/we wish to nominate the above person:

Print full name: _____ Signed: _____

Address: _____
(not a P O Box, must be a street address)

Organisation: _____ Mobile: _____

Email: _____ Telephone: _____

Return this form and the Statutory Declaration form to: AEC, P O Box 1146, Cairns Q 4870 by COB 23 April, 2010.

STATUTORY DECLARATION - *Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I,¹ (full name) _____
(street address) _____

(your occupation) _____
(your organisation/affiliation) _____

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

Having read and understood all of the selection criteria (listed in the information package) for eligibility to nominate for a Sector to sit on the inaugural Cape York NRM Board, I wish to register to nominate for the _____ Sector

I declare that I meet all of the requirements to nominate for the indicated Sector and that I have no criminal convictions on official record.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

³
(Signature) _____

4 *Place*

Declared at ⁴

5 *Day*

on ⁵ _____ of ⁶

6 *Month and year*

Before me (witness):

7 *Signature of person before whom the declaration is made (see over)*

⁷
(Signature) _____

8 *Print full name, qualification and address of person before whom the declaration is made.*

⁸

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practice in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

<p>Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</p> <p>Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)</p> <p>Bailiff</p> <p>Bank officer with 5 or more continuous years of service</p> <p>Building society officer with 5 or more years of continuous service</p> <p>Chief executive officer of a Commonwealth court</p> <p>Clerk of a court</p> <p>Commissioner for Affidavits</p> <p>Commissioner for Declarations</p> <p>Credit union officer with 5 or more years of continuous service</p> <p>Employee of the Australian Trade Commission who is:</p> <p>(a) in a country or place outside Australia; and</p> <p>(b) authorised under paragraph 3 (d) of the <i>Consular Fees Act 1955</i>; and</p> <p>(c) exercising his or her function in that place</p> <p>Employee of the Commonwealth who is:</p> <p>(a) in a country or place outside Australia; and</p> <p>(b) authorised under paragraph 3 (c) of the <i>Consular Fees Act 1955</i>; and</p> <p>(c) exercising his or her function in that place</p> <p>Fellow of the National Tax Accountants' Association</p> <p>Finance company officer with 5 or more years of continuous service</p> <p>Holder of a statutory office not specified in another item in this list</p> <p>Judge of a court</p> <p>Justice of the Peace</p> <p>Magistrate</p> <p>Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i></p> <p>Master of a court</p> <p>Member of Chartered Secretaries Australia</p> <p>Member of Engineers Australia, other than at the grade of student</p> <p>Member of the Association of Taxation and Management Accountants</p> <p>Member of the Australasian Institute of Mining and Metallurgy</p>	<p>Member of the Australian Defence Force who is:</p> <p>(a) an officer; or</p> <p>(b) a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or</p> <p>(c) a warrant officer within the meaning of that Act</p> <p>Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants</p> <p>Member of:</p> <p>(a) the Parliament of the Commonwealth; or</p> <p>(b) the Parliament of a State; or</p> <p>(c) a Territory legislature; or</p> <p>(d) a local government authority of a State or Territory</p> <p>Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i></p> <p>Notary public</p> <p>Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public</p> <p>Permanent employee of:</p> <p>(a) the Commonwealth or a Commonwealth authority; or</p> <p>(b) a State or Territory or a State or Territory authority; or</p> <p>(c) a local government authority;</p> <p>with 5 or more years of continuous service who is not specified in another item in this list</p> <p>Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made</p> <p>Police officer</p> <p>Registrar, or Deputy Registrar, of a court</p> <p>Senior Executive Service employee of:</p> <p>(a) the Commonwealth or a Commonwealth authority; or</p> <p>(b) a State or Territory or a State or Territory authority</p> <p>Sheriff</p> <p>Sheriff's officer</p> <p>Teacher employed on a full-time basis at a school or tertiary education institution</p>
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