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LOCAL GOVERNMENT ACT 1995

CEMETERIES ACT 1986

SHIRE OF COOROW

**CEMETERIES LOCAL
LAW 2011**

**LOCAL GOVERNMENT ACT 1995
CEMETERIES ACT 1986**

SHIRE OF COOROW

CEMETERIES LOCAL LAW 2011

ARRANGEMENT

PART 1—PRELIMINARY

- 1.1 Citation**
- 1.2 Commencement**
- 1.3 Purpose and effect**
- 1.4 Application**
- 1.5 Interpretation**

PART 2—ADMINISTRATION

- 2.1 Powers and functions of CEO**

PART 3—APPLICATION FOR FUNERALS

- 3.1 Grant of right of burial**
- 3.2 Application for burial**
- 3.3 Applications to be accompanied by certificates etc**
- 3.4 Certificate of identification**
- 3.5 Minimum notice required**
- 3.6 Time for burials**

PART 4—FUNERAL DIRECTORS

- 4.1 Funeral director's licence expiry**
- 4.2 Application for a single funeral permit**
- 4.3 Application may be refused**

PART 5—FUNERALS

Division 1—General

- 5.1 Requirements for funerals and coffins**
- 5.2 Funeral processions**
- 5.3 Vehicle access and speed limitations**
- 5.4 Conduct of funeral by board**

Division 2—Placement of Ashes

- 5.5 Disposal of ashes**

PART 6—BURIALS

- 6.1 Depth of graves**
- 6.2 Re-opening a grave**
- 6.3 Exhumation of a coffin**
- 6.4 Opening of coffin**

PART 7—MEMORIALS AND OTHER WORK

Division 1—General

- 7.1 Application for monumental work**
- 7.2 Placement of monumental work**
- 7.3 Removal of rubbish**
- 7.4 Operation of work**
- 7.5 Removal of sand, soil or loam**
- 7.6 Hours of work**
- 7.7 Unfinished work**
- 7.8 Use of wood**

- 7.9 Plants and trees
- 7.10 Supervision
- 7.11 Minor maintenance and repair works
- 7.12 Australian war graves
- 7.13 Placing of glass domes and vases

Division 2—Lawn Section

- 7.14 Specifications of monuments
- 7.15 Headstones

Division 3—Memorial Plaque Section

- 7.16 Requirements of a memorial plaque

Division 4—Licensing of Monumental Masons

- 7.17 Monumental mason's licence
- 7.18 Expiry date, non-transferability
- 7.19 Carrying out monumental work
- 7.20 Responsibilities of the holder of a monumental mason's licence
- 7.21 Cancellation of a monumental mason's licence

PART 8—GENERAL

- 8.1 Animals and guide dogs
- 8.2 Damaging and removing of objects
- 8.3 Flowers
- 8.4 Littering and vandalism
- 8.5 Advertising
- 8.6 Obeying signs and directions
- 8.7 Removal from the cemetery
- 8.8 Fireworks or firearms

PART 9—OFFENCES AND MODIFIED PENALTIES

- 9.1 General
- 9.2 Modified penalties

Schedule 1—Modified penalties

Schedule 2—Form 1—Infringement notice

Schedule 3—Form 2—Withdrawal of infringement notice

LOCAL GOVERNMENT ACT 1995
CEMETERIES ACT 1986

SHIRE OF COOROW

CEMETERIES LOCAL LAW 2011

Under the powers conferred by the *Cemeteries Act 1986* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Coorow resolved on 20 March 2011 to make the following Local Law.

PART 1—PRELIMINARY

1.1 Citation

This Local Law is cited as the *Shire of Coorow Cemeteries Local Law 2011*.

1.2 Commencement

This Local Law comes into operation fourteen days after the date of its publication in the *Government Gazette*.

1.3 Purpose and effect

(1) The purpose of this Local Law is to provide for the orderly management of Cemeteries in accordance with established plans and to create offences for inappropriate behaviour within cemetery grounds.

(2) The effect of this Local Law is that all persons in the administration of the cemeteries, burying deceased in the cemeteries, or otherwise providing services to or making use of the cemeteries, are to comply with the provisions of this Local Law.

1.4 Application

This Local Law applies to the public cemetery located in Leeman Reserve No. 50328.

1.5 Interpretation

(1) In this Local Law unless the context otherwise requires—

“Act” means the *Cemeteries Act 1986*;

“animal” means any animal;

“ashes” means so much of the remains of a dead body after the due processes of cremation as may be contained in a standard sized cremation urn;

“authorised officer” means an employee of the Board authorised by the Board for the purposes of performing any function or exercising any power conferred upon an authorised officer by this Local Law;

“Board” means the Shire of Coorow;

“burial” has the same meaning as is given to it in the Act;

“cemetery” means any one or any part of the public cemeteries in the district of the local government, which the Governor, by order, has placed under the care control and management of the Board;

“CEO” means the Chief Executive Officer for the time being, of the Shire of Coorow and includes an acting Chief Executive Officer;

“dead body” has the same meaning given to it in the Act;

“funeral” includes the burial of a dead body and all associated processions and ceremonies but does not include so much of the ceremonial that is solely a religious rite;

“funeral director” means a person holding a current funeral director’s licence;

“grant” means a grant issued by the Board, of an exclusive right of burial in a grave;

“grave” means a specified area of the cemetery for burial;

“guide dog” has the same meaning as is given to that expression in the *Dog Act 1976*;

“holder” in relation to a grant includes—

(a) a person issued with a grant by the Board;

(b) a person for the time being appearing to the Board to be the holder of a grant;
“local government” means the Shire of Coorow;

“memorial” means a memorial plaque or memorial as described in this Local Law or as otherwise approved by the Board;

“Minister” means the Minister for Local Government;

“monumental mason” means a person holding a current monumental mason’s licence;

“personal representative” means the administrator or executor of an estate of a deceased person;

“remains” means ashes or what remains of a dead body after burial;

“set fee” refers to fees and charges set by a resolution of the Board in accordance with sections 6.16 to 6.19 of the *Local Government Act 1995* and published in the *Government Gazette*, under section 53 of the Act;

“single funeral permit” means a permit issued by the Board under section 20 or 21 of the Act which entitles the holder to conduct at the cemetery a funeral of a person named in the permit.

(2) Unless otherwise defined herein the terms and expressions used in this Local Law shall have the same meaning given to them in the Act.

(3) Where a term is not defined in this Local Law, the Act or Regulations, the term is to be taken from the Oxford Dictionary.

PART 2—ADMINISTRATION

2.1 Powers and functions of Chief Executive Officer

Subject to any directions given by the Board, the CEO shall exercise all the powers and functions of the Board in respect of the cemetery.

PART 3—APPLICATION FOR FUNERALS

3.1 Grant of right of burial

The Board may issue to a person a grant of right of burial, for the term specified in the Act, from time to time, upon—

- (a) written application by that person; and
- (b) payment of the set fee.

3.2 Application for burial

(1) A person may apply for approval to bury a dead body in the cemetery in the form determined by the Board from time to time.

(2) An application under subclause (1) is to be accompanied by the set fee.

3.3 Applications to be accompanied by certificates etc

All applications referred to in clause 3.2 shall be accompanied by either a medical certificate of death or a Coroner’s order of burial, and a certificate issued under clause 3.4, in respect of the body.

3.4 Certificate of identification

(1) After a dead body is placed in a coffin and prior to a dead body being removed to the cemetery, a person who personally knew the deceased shall identify the dead body and shall complete a certificate of identification in the form determined by the Board from time to time, unless—

- (a) in the opinion of the funeral director, the dead body is not in a fit state to be viewed; or
- (b) after reasonable effort the funeral director is unable to arrange for a person to identify the dead body.

(2) Where—

- (a) in the opinion of the funeral director, the dead body is not in a fit state to be viewed; or
- (b) after reasonable effort the funeral director is unable to arrange for a person to identify the dead body,

then the funeral director shall complete a certificate in the form determined by the Board from time to time.

3.5 Minimum notice required

All bookings to hold a funeral shall be made with the Board at least 2 working days prior to the time proposed for burial on the application, otherwise an extra charge may be made.

3.6 Time for burials

(1) Subject to subclause (2), a person shall only carry out a burial between the hours of 6:00 a.m. and 6:00 p.m. Monday to Sunday.

(2) A person shall not carry out a burial—

- (a) on Christmas Day; or
- (b) on Good Friday.

PART 4—FUNERAL DIRECTORS

4.1 Funeral director's licence expiry

A funeral director's licence shall expire on 30 June in each year.

4.2 Application for a single funeral permit

Every application for a single funeral permit made under section 20 or 21 of the Act shall include coffin specifications and details of the vehicle transporting the dead body to the gravesite.

4.3 Application may be refused

The Board may refuse an application for a single funeral permit if, in the opinion of the Board, either the coffin specifications or the details of the vehicle transporting the dead body to the gravesite are not structurally sound or are otherwise inadequate or inappropriate, or on any other grounds.

PART 5—FUNERALS

Division 1—General

5.1 Requirements for funerals and coffins

A person shall not bring a dead body into the cemetery unless—

- (a) the Board has approved an application for the burial of that dead body in accordance with Part 3 of this Local Law;
- (b) it is enclosed in a coffin which in the opinion of the Board is structurally sound and bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffin's lid; and
- (c) under the plate referred to in paragraph (b) there is a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10 mm in height.

5.2 Funeral processions

The time fixed by the Board for any burial shall be the time at which the funeral procession is to arrive at the cemetery gates, and, if not punctually observed, then the applicant who applied to hold the funeral under clause 3.1 shall pay the set fee for being late.

5.3 Vehicle access and speed limitations

(1) Subject to subclause 5.3(2), every funeral procession shall enter by the principal entrance, and no vehicle except the hearse, and official mourning coaches, shall be permitted to enter the interment area.

(2) This clause shall not apply to persons using wheelchairs or motorised wheelchairs.

(3) Vehicles shall proceed within the cemetery by the constructed roadway or other areas designated for the use of vehicles and shall not exceed the speed indicated by a sign.

5.4 Conduct of funeral by board

When conducting a funeral under section 22 of the Act the Board may—

- (a) require a written request for it to conduct a funeral to be lodged with it;
- (b) in its absolute discretion, charge any person requesting it to conduct a funeral the set fee for the conduct of that funeral by it;
- (c) where no fee or a reduced fee has been charged by it for the conduct of the funeral, determine the manner in which the funeral shall be conducted;
- (d) bury a dead body within cemeteries under the delegation of the Shire of Coorow and in conjunction with the Act;
- (e) specify an area in the cemetery where the dead body is to be buried or the ashes placed;
- (f) conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under this Local Law; and
- (g) do or require anything which it considers is necessary or convenient for the conduct of a funeral by it.

Division 2—Placement of Ashes

5.5 Disposal of ashes

(1) A personal representative of a deceased person whose body has been cremated may apply, in an application under clause 3.1 or otherwise, for permission to dispose of the ashes in the cemetery and upon payment of the set fee the Board may grant permission for the ashes to be disposed of by one of the following methods—

Niche wall,

Scattering to the winds, or

other memorials approved by the Board.

(2) Subject to subclauses (3) and (4), a person shall not place the ashes of a deceased person in the cemetery.

(3) An authorised officer may place the ashes of a deceased person in a cemetery in accordance with the Board's approval provided—

(a) the person requesting the placement of the ashes has the permission of the Board; and

(b) the ashes are placed within an area set aside for that purpose by the Board.

(4) An authorised officer may place the ashes of a deceased person within a grave in accordance with the Board approval, provided the person requesting the placement of the ashes has the written permission of the Board and the approval of the holder of the right of burial of the grave.

PART 6—BURIALS

6.1 Depth of graves

(1) A person shall not bury a coffin within the cemetery so that the distance from the top of the coffin to the original surface of the ground is not less than 750 mm.

(2) A person, with the permission of the CEO or authorised officer may bury a coffin so that the distance from the top of the coffin to the original surface of the ground is not less than 600 mm.

(3) The permission of the authorised officer in subclause (2) will only be granted where in the opinion of the authorised officer exceptional circumstances require granting of that permission.

6.2 Re-opening a grave

(1) Subject to subclause (2), if for the purpose of re-opening a grave in the cemetery, the Board finds it necessary to remove plants, grass, shrubs or other like matter from the grave, then the person ordering the re-opening of that grave shall bear the cost of the removal and any necessary reinstatement.

(2) If the Minister orders the exhumation of a body in accordance with section 58 of the Act, then the Minister may further order how and by whom the cost referred to in subclause (1) should be met.

6.3 Exhumation of a coffin

(1) Subject to subclause (2), a person shall not exhume a coffin in the cemetery for the purposes of re-burial within twelve (12) months after the date of its interment.

(2) Subclause (1) shall not apply where the exhumation is ordered or authorised pursuant to the Act.

(3) Subject to subclause (1) and (2) prior to any other exhumation, the holder of a grant must have applied in writing to the Board requesting the exhumation and the Board has authorised the exhumation.

6.4 Opening of coffin

(1) A person shall not open a coffin in the cemetery unless—

(a) the coffin is opened for the purposes of the exhumation of a dead body; or

(b) that person has produced to the Board an order signed by the Commission of Police and the Board has approved the opening of that coffin.

PART 7—MEMORIALS AND OTHER WORK

Division 1—General

7.1 Application for monumental work

A Board may require the written consent of the holder of the right of burial of the grave to accompany an application under section 30 of the Act.

7.2 Placement of monumental work

Every memorial shall be placed on proper and substantial foundations in accordance with the Board's specifications.

7.3 Removal of rubbish

All refuse, rubbish or surplus material remaining after memorial works are completed under a permit issued under section 30 of the Act shall be immediately removed from the cemetery by the person carrying out the same.

7.4 Operation of work

All material required in the erection and completion of any work shall, as far as possible, be prepared before being taken to the cemetery, and all materials required by tradesmen shall be admitted at such entrance as the CEO or an authorised officer shall direct.

7.5 Removal of sand, soil or loam

No sand, earth or other material shall be taken from any part of the cemetery for use in the erection of any memorial or work except with the written approval of the Board.

7.6 Hours of work

Persons shall not be permitted to carry out memorial or other work on graves within the cemetery other than during the hours of 8.00 a.m. and 6.00 p.m. on weekdays, and 8.00 a.m. and noon on Saturdays, without the written permission of the Board.

7.7 Unfinished work

Should any work by masons or others be not completed before 6 p.m. on weekdays and noon on Saturdays, they shall be required to leave the work in a neat and safe condition to the satisfaction of the CEO or an authorised officer.

7.8 Use of wood

No wooden fence, railing, cross or other wooden erection shall be allowed on or around any grave without the prior approval of the Board.

7.9 Plants and trees

No trees or shrubs shall be planted on any grave or within the cemetery except such as shall be approved by the CEO.

7.10 Supervision

All workers, whether employed by the Board or by any other person, shall at all times whilst within the boundaries of the cemetery be subject to the supervision of the CEO or an authorised officer and shall obey such directions as the CEO or an authorised officer may give.

7.11 Minor maintenance and repair works

Persons shall be permitted to carry out minor maintenance and repair works, not of a structural nature, such as cleaning, touch up painting, etc on graves, without seeking the approval of the Board.

7.12 Australian war graves

Notwithstanding anything in this Local Law to the contrary, the Office of Australian War Graves—

- (a) may place a memorial on a military grave; and
- (b) is not required to pay the set fee for any memorial that is placed upon a military grave.

7.13 Placing of glass domes and vases

A person shall not place glass domes, vases or other grave ornaments outside the perimeter of a grave in the cemetery as defined in the plans kept and maintained under section 40(2) of the Act.

Division 2—Lawn Section

7.14 Specifications of monuments

(1) All monuments in the lawn section of the cemetery shall—

- (a) be made of natural stone; and
- (b) be placed upon a base of natural stone; and
- (c) comply with the following specifications—
 - (i) the overall height of the monument above the original surface of the grave shall not exceed 1.05 m;
 - (ii) the height of the base of the monument above the original surface of the grave shall not be less than 150 mm nor more than 450 mm;
 - (iii) the width of the base of the monument shall not exceed 1.20 m;
 - (iv) the depth of the base of the monument shall not exceed 300 mm; and
- (d) have foundations extending to the bottom of the grave unless concrete beam foundations are provided by the Board.

(2) An admiralty bronze memorial plaque may be attached to a monument erected or being erected in the lawn section of the cemetery.

(3) A person shall not display any trade names or marks upon any monument erected within the lawn section of the cemetery.

7.15 Headstones

In the lawn section of the cemetery, that part of a headstone above its base shall not extend horizontally beyond that base.

Division 3—Memorial Plaque Section

7.16 Requirements of a memorial plaque

All memorials, placed in a memorial plaque section of the cemetery set aside by the Board, shall be supplied by the Board.

Division 4—Licensing of Monumental Masons

7.17 Monumental mason's licence

(1) The Board may upon receipt of an application in writing by any person and upon payment of the set fee issue to the applicant a monumental mason's licence.

(2) A licence issued under subclause (1) authorises the holder to carry out monumental works within the cemetery subject to the provisions of this Local Law and such conditions as the Board shall specify upon the issue of that licence.

7.18 Expiry date, non-transferability

A monumental mason's licence—

- (a) shall, subject to clause 7.19, be valid from the date specified therein until 30 June next following; and
- (b) is not transferable.

7.19 Carrying out monumental work

A person shall not carry out monumental work within the cemetery unless that person—

- (a) is the holder of a current monumental mason's licence issued pursuant to clause 7.15 or does so as the employee of a person who holds such a licence;
- (b) is authorised by the Board to do so; or
- (c) has received from the Board permission to do so during a funeral service.

7.20 Responsibilities of the holder of a monumental mason's licence

The holder of a monumental mason's licence shall be responsible for the compliance by every person purporting to be authorised to carry out monumental works within the cemetery pursuant to that licence with all the requirements and conditions of the licence, this Local Law, or any other written law which may affect the carrying out of monumental works.

7.21 Cancellation of a monumental mason's licence

(1) The Board may by notice in writing to the holder of a monumental mason's licence terminate the licence on any of the following grounds—

- (a) that the holder of the licence has committed a breach of the requirements and conditions of the licence, this Local Law, or any other written law which may affect the carrying out of monumental works;
- (b) that, in the opinion of the Board, the conduct of the holder of the licence or any person in the employ of that holder in carrying out or attempting to carry out any works within the cemetery, is inappropriate or unbecoming; or
- (c) that the holder of the licence has purported to transfer the licence issued to that holder.

(2) Upon the termination of a monumental mason's licence under this clause no part of any fee paid for the issue of that licence is refundable by the Board.

PART 8—GENERAL

8.1 Animals and guide dogs

(1) Subject to subclause (2), a person shall not bring an animal into or permit an animal to enter or remain in the cemetery, other than with the approval of the CEO or an authorised officer.

(2) Subclause (1) shall not apply to a hearing impaired person or a person who is blind or partially blind and is accompanied by a hearing or guide dog.

8.2 Damaging and removing of objects

Subject to clause 8.3(3), a person shall not damage, remove or pick any tree, plant, shrub or flower in the cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

8.3 Flowers

(1) All flowers must be placed in vases or receptacles.

(2) No person shall plant trees, shrubs or plants in the cemetery without the prior approval of the Board.

(3) A person may remove withered flowers from a grave or memorial and these are to be placed in a receptacle provided by the Board for that purpose.

8.4 Littering and vandalism

A person shall not—

- (a) break or cause to be broken any glass, ceramic or other material in or upon the cemetery;
- (b) discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon the cemetery other than in a receptacle provided for that purpose.

8.5 Advertising

A person shall not advertise or carry on any trade, business or profession within the cemetery without the prior written approval of the Board which consent may be granted subject to such conditions as the Board thinks fit.

8.6 Obeying signs and directions

A person shall obey all signs displayed, marked, placed or erected by the Board within the cemetery and any other lawful direction by the CEO or an authorised officer.

8.7 Removal from the cemetery

Any person failing to comply with any provisions of this Local Law or behaving in a manner that in the opinion of the Board, the CEO or an authorised officer is inappropriate in the cemetery may in the addition to any penalty provided by this Local Law, be ordered to leave the cemetery by the Board, the CEO or an authorised officer.

8.8 Fireworks or firearms

- (1) A person shall not bring or discharge any fireworks within the cemetery.
- (2) A person shall not bring or discharge any firearms within the cemetery except in the case of a military funeral when firearms may be brought into the cemetery and discharged by members of the Defence Force.

PART 9—OFFENCES AND MODIFIED PENALTIES

9.1 General

A person who commits a breach of any provisions of this Local Law commits an offence and shall on conviction be liable to a penalty not exceeding \$500.00 and if the offence is a continuing one to a further penalty not exceeding \$20.00 for every day or part of a day during which the offence has continued.

9.2 Modified penalties

- (1) The offences specified in the Schedule 1 are offences which may be dealt with under section 63 of the Act.
- (2) The modified penalty payable in respect of an offence specified in the Schedule 1 is set out in the fourth column of the Schedule 1.
- (3) The prescribed form of the infringement notice referred to in section 63(1) of the Act is set out in the Schedule 2.
- (4) The prescribed form of the notice withdrawing an infringement notice referred to in section 63(3) of the Act is set out in the Schedule 3.

Schedule 1 Prescribed offences MODIFIED PENALTIES

[cl. 9.2(1)&(2)]

Item No.	Clause	Nature of Offence	Modified Penalty
1	5.3	Exceeding speed limit	\$100.00
2	5.3	Not driving on constructed vehicle areas	\$100.00
3	7.3	Not removing rubbish and surplus materials	\$100.00
4	7.7	Leaving uncompleted works in an untidy or unsafe condition	\$100.00
5	8.1(1)	Animal within cemetery	\$100.00
6	8.4	Littering and vandalism	\$100.00
7	8.5	Unauthorised advertising or trading	\$100.00

8	8.6	Disobeying sign or lawful direction	\$100.00
9		All other offences not specified	\$100.00

Schedule 2

Form 1

INFRINGEMENT NOTICE

[cl. 9.2(3)]

To: _____
(Name)

(Address)

It is alleged that at _____:_____ hours on _____ day
of _____ 20_____ at _____

you committed the offence indicated below by an (x) in breach of clause _____ of the
Shire of Coorow Cemeteries Local Law 2011.

(Authorised Officer)

Offence

- ☐ Animal within cemetery
- ☐ Not removing rubbish and surplus materials
- ☐ Exceeding speed limit
- ☐ Leaving uncompleted works in an untidy or unsafe condition
- ☐ Littering and vandalism
- ☐ Unauthorised advertising or trading
- ☐ Not driving on constructed vehicle areas
- ☐ Disobeying sign or lawful direction
- ☐ Other Offence _____

\$ _____

You may dispose of this matter—

By payment of the penalty as shown within 21 days of the date of this notice (or the date of the giving of this notice if that is a different date) to the Chief Executive Officer of the Shire of Coorow at Main Street Coorow, or Morcombe Road, Leeman, between the hours of 9:00 a.m. to 4.30 p.m. Monday to Friday.

Please make cheques payable to the Shire of Coorow. Payments by mail should be addressed to—

The Chief Executive Officer
Shire of Coorow
PO Box 42
Coorow WA 6515

If the penalty is not paid within the time specified, then a complaint of the alleged offence may be made and heard and determined by a court.

Schedule 3

Form 2

WITHDRAWAL OF INFRINGEMENT NOTICE

[cl. 9.2(4)]

No. _____

Date ____/____/____

To: [1] _____

Infringement Notice No. _____ dated ____/____/____ for the alleged offence of [2] _____

Penalty [3] \$ _____ is withdrawn.

[Delete whichever does not apply]

*** No further action will be taken.**

*** It is proposed to institute court proceedings for the alleged offence.**

[1] Insert name and address of alleged offender.

[2] Insert short particulars of offence alleged.

[3] Insert amount of penalty prescribed.

(Authorised Officer)

Dated this 20th day of March 2011.

The Common Seal of the Shire of Coorow was affixed by authority of a resolution of the Council in the presence of—

**MOIRA J. GIRANDO, Shire President.
MARK J. HOOK, Chief Executive Officer.**
