

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

ADMINISTRATIVE INSTRUCTION NO 1 - APRIL 1986

File ref: 231/85

MINISTERIAL CORRESPONDENCE

Correspondence emanating from the Minister's office is to be treated urgently by all concerned. As a rule, replies should be returned to the Hon Minister within seven (7) days of receipt. Where it is not possible, an interim reply explaining the delay **MUST** be prepared and referred to the Minister for despatch to the correspondent.

PROCEDURE

1. All correspondence to the Hon Minister will immediately be acknowledged from his office. Each correspondent will be advised that his letter has been referred to this Department for advice.
2. The ministerial correspondence will then be directed from the Minister's office to Head Office, Crawley.
3. The Administrative Assistant to the Executive Director will -
 - 3.1 Enter each item in a register of ministerial correspondence. The register to be used to maintain a record of progress of the required action.
 - 3.2 Copy each item.
 - 3.3 Place the original in a "ministerial red folder" on which the number allocated to the correspondence by the Minister's office is to be shown prominently. This number will be used to refer to the contents of the folder throughout the operation.
 - 3.4 At the earliest opportunity, work through the correspondence with the Executive Director and allocate as directed. If the Executive Director is not available, preliminary action should be taken by the Manager, Policy Directorate.
 - 3.5 Refer ministerial correspondence allocated to the Operations Wing through the General Manager/Senior Administrative Officer.

4. All subsequent action should be completed on the ministerial red folder including despatch to the Minister's office. The contents of the folder will be amalgamated with the appropriate departmental file by the Records Branch when action is complete.
5. The Administrative Assistant (Como) will advise the Administrative Assistant to the Executive Director of the allocation of the ministerial matters distributed for action in the Operations Wing.
6. Replies emanating from the Operations Wing will pass through the respective Divisional Manager to the General Manager and thence to Head Office.
7. All replies will be collated by the Administrative Assistant to the Executive Director who will submit them for signature and arrange their despatch to the Minister's office.
8. All replies will be directed to the Hon Minister for Conservation and Land Management.
9. A copy of the original correspondence and answer will be held in chronological order by the Administrative Assistant to the Executive Director.
10. The attached sample reply is in the preferred form which will be adopted **by** this Department.

10.1 Letters to be signed -

Barry Hodge,
MLA MINISTER FOR CONSERVATION
AND LAND MANAGEMENT

10.2 MLA should be typed as "MLA" not "M.L.A." – full-stops are out.

10.3 All letters for Minister's or Premier's signature should be in final form, not draft.

10.4 Labor Members of Parliament in this State will be "Dear Tom" etc. Anybody else "Dear Mr Jones" etc.

10.5 No underlining.

10.6 All paragraphs and headings blocked to the left.

10.7 Letters to remain undated.

10.8 All copies should identify the origin and date of preparation - see top right-hand corner on sample copy.

10.9 Copies are required as follows -

- a) Letter for Executive Director's signature original and copy, plus copy for Administrative Assistant, Crawley. Total : Three.
- b) Letter for Minister's signature - original plus three copies, plus copy for Administrative Assistant, Crawley. Total : Five.
- c) Should a reply have been requested by the Minister for Premier's signature, then again the requirement is original plus three copies, plus copy for Administrative Assistant, Crawley. Total : Five.
- d) Two copies of initial correspondence received by Minister's office.

10.10 Minister will not sign letters printed in twelve pitch.

- 11. Where the Minister has changed the letter from that supplied by the Department, the Executive Director and General Manager (when concerned) and originating officers should be informed before the contents of the folder are amalgamated with the departmental file.

Syd Shea
EXECUTIVE DIRECTOR

4 April 1986
SS:ps