

**DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT**  
**POLICY DIRECTORATE**

**CORPPORATE EXECUTIVE**

**ADMINISTRATION INSTRUCTION NO. 12**

Ref: 2 3 1/ 85

**OPERATION OF THE POLICY DIRECTORATE**

**1. MEETINGS OF THE DIRECTORATE Will be in two forms:**

- (i) Business meetings; and
- (ii) Information meetings.

The two will not be mixed. Business and information sessions shall be separated on the day, or on the agenda.

In general:

Business meetings will be held fortnightly, on Mondays, and commencing at 10.30am, or as scheduled by the Manager of the Directorate.

Information meetings will be held monthly, on Monday afternoons, following a business meeting.

Divisional Managers will be invited to the monthly combined Business/Information meetings.

**2. MATTERS TO BE CONSIDERED BY DIRECTORATE**

Directors will consider:

- (i) Policies or programmes for land management and conservation.
- (ii) Internal Departmental arrangements and administrative procedures.
- (iii) Submissions to the Authority, the Commission or the Council - includes Management Plans.
- (iv) Priorities for allocation of Departmental resources.

**3. NORMAL MODE OF OPERATION**

The Directors will decide which issues are to be dealt with, in what order, and who is to deal with them. For each issue, a *member* of the Directorate will be nominated to prepare a draft policy or programme and to speak to it at the meeting and follow through to preparation of final paper.

The Director may invite an "expert" to assist with presentation and to participate in discussion, but business meetings will be kept small wherever possible.

Final drafts may be circulated for perusal and comment in appropriate sections of the Department before final endorsement by Directorate.

Priorities for Management Plans will be considered quarterly, or as brought forward by the Manager (PD).

Priorities for Budget and expenditure will be considered half-yearly, or as required.

#### **4. PROXIES**

Policy Directors are to nominate a proxy to attend business meetings which the Director cannot attend. The proxy must be an experienced, well informed officer capable of contribution to the range of issues being considered, and could come from anywhere in the Department.

#### **5. OBSERVERS**

Any Departmental officer may attend a policy meeting as an observer, on the invitation of the Executive Director. The Manager (PD) will put for-ward a programme of invitations from time to time.

#### **6. LOCATION OF MEETINGS**

The Directorate will meet at various Departmental centres in Perth and the country, from time to time during the year.

#### **7. DISSEMINATION AND IMPLEMENTATION OF NEW POLICIES**

Policy dissemination and implementation will **be** the responsibility of the General Manager, who, with the Manager Policy Directorate, will plan and direct this process in a systematic way.

This process is to include the establishment of success criteria, wherever channels for feedback from the establishment of possible, and of the field.

**8. POLICY REVIEW**

Members of the Directorate will inspect policy implementation in the field and will discuss policy interpretation or policy problems with field and branch staff. This process will lead to a regular review and updating of policies as required.

EXECUTIVE DIRECTOR

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