

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

CORPORATE EXECUTIVE

ADMINISTRATION INSTRUCTION 45

CALM RESPONSES TO ENVIRONMENTAL REVIEWS AND OTHER ENQUIRIES

There is a great deal of interaction between CALM, the Environmental Protection Agency (EPA), Department of Planning and Urban Development (DPUD) and other organisations in regard to environmental issues. It is often the case that the outside agencies make direct contact with CALM staff at regional, district or branch level.

Regional, district and branch managers are to ensure that: -

1. Before any comment, especially verbal, is made on CALM's position, the appropriate Director is consulted. This instruction must be strictly followed so that influencing factors which may exist only at executive level can be considered in the response.

Directors may elect to have the issue handled at a different level or may provide advice to the manager and clear him to make the response.

If the matter is urgent and Director unavailable, contact must be made with the General Manager or the Executive Director.

Directors are to judge the sensitivity of an issue and whether it should be referred to the Executive Director.

In all cases, as a matter of coordination, advice of the information conveyed to the enquirer must be supplied immediately to the Manager, Environmental Protection Branch, for his information.

2. All written submissions on formal assessments must pass through the Environmental Protection Branch for the Executive Director's signature and onward transmission.
3. Responses to matters previously determined as routine may be managed in the usual way by the Environmental Protection Branch unless delegated to the Region by prior arrangement.

EXECUTIVE DIRECTOR

12 April 1990

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