

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

POLICY DIRECTORATE

ADMINISTRATIVE INSTRUCTION NO. 11
(Revised July 1989)

f: 008211F2206

SIGNING OF CORRESPONDENCE AND USE OF LETTERHEADS

Administrative Instruction No. 11 of August 1985 is hereby superseded.

1. Signing of Correspondence

There is some confusion by recipients when responding to departmental correspondence. This confusion relates primarily to originating officers signing the Executive Director's name.

The question of who can sign official letters and whether the writer should use the Executive Director's name and title or their own cannot be answered by applying a strict set of rules.

The general rule to be applied is that correspondence going outside the Department must go out over the name and title of the Executive Director. Matters of policy and important issues must be referred for his personal signature. Internal communications should bear the signature of the originating officer, except for administrative and policy directives which must bear the name and title of the Executive Director.

There can be exceptions to both parts of the rule which require careful consideration. For example, letters going outside the Department written by Managers of Regions, Districts or Branches, dealing with the day-to-day operations of their unit and not involving matters of policy may be written over that officer's own name. This method should only be used when the circumstances are such that to comply with the rule would be inappropriate or may lead to confusion.

All correspondence signed by an officer on behalf of the Executive Director will be in the following form:

(Officer signs his own name)

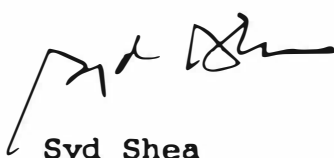
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for Syd Shea
EXECUTIVE DIRECTOR

2. Correspondence coming in to the Department

This correspondence should be addressed to the EXECUTIVE DIRECTOR and not to individual officers by name. Staff should encourage correspondents to use this form of address at all times.

3. Use of Letterhead

- (i) All letters going outside the Department must be on letterhead.
- (ii) All correspondence within the Department is to be on Departmental memo or plain paper, signed by the author, over his official title.



Syd Shea
EXECUTIVE DIRECTOR

12 July 1989

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