

.DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

CORPORATE EXECUTIVE

ADMINISTRATIVE INSTRUCTION NO. 16
(this instruction supersedes Administrative Instruction
No. 16, May 1986)

Ref: 009176F2650
008211F2206

FIELD ADMINISTRATIVE BOUNDARY CHANGES

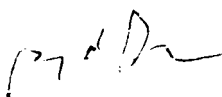
It is the Department's policy to retain existing administrative boundaries, ie. region, district, forest block as far as possible. This avoids a considerable amount of work in alteration of maps, changes in arrangements with Shire Councils or Bush Fire Brigades, compilation of figures etc.

However, it is recognised that in some cases changes to boundaries do become necessary. It is important that no change take place without agreement from the following:

1. Regional Manager
2. District Manager
3. Manager, Land Information Branch
4. Director, Operations
5. Manager, Inventory (for Southern, Central and Northern Forest Regions only)
6. Manager, Fire Protection Branch

Any request for boundary changes must be submitted to the Manager, Land Information Branch, who will circulate details of the proposed change to the above. On receipt of agreement from all parties, the Land Information Branch will amend key plans and records and make any necessary adjustments to operational systems, such as HOCS.

Advice of any changes will be circulated to the regions and districts concerned and to Directors and Branch Managers.



Syd Shea
EXECUTIVE DIRECTOR

8 February 1990

Distribution: As per lists A, B, D, E.