

**DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT**

**POLICY DIRECTORATE**

**ADMINISTRATIVE INSTRUCTION No. 32**

Ref: 008211F2206

**CONTACT WITH THE HON MINISTER**

**(See also Administrative Instruction No. 1 – Ministerial Correspondence).**

1. There is a great deal of correspondence directed from the Department to the Hon Minister.
2. There are occasions when the Hon Minister or a member of his staff acting on his behalf, will contact officers of the Department seeking specific information or advice in the officer's area of expertise or activity.

Procedures to be adopted in each of these situations are as follows:

Reference 1. All correspondence from the Department to the Hon Minister must be directed through the Executive Director and will bear his signature. The only exception to this procedure will be in the case of great urgency when authorisation to forward papers directly must be obtained from the Executive Director or General Manager. A copy of the papers are to be despatched to the Executive Director at the same time as they are forwarded to the Hon Minister.

Reference 2. It is essential that the Executive Director remains fully informed on matters that have been communicated directly to the Minister's office so that he can always respond appropriately.

Immediately following contact made with the Department as in 2 above, the Executive Director is to be fully briefed on the exchange of information. If there is difficulty reaching Dr Shea, relay the information through his Personal Secretary.

If in the opinion of the officer there could be subsequent early action involved and the Executive Director is unavailable, the officer is to immediately brief the General Manager or appropriate Divisional Manager.

Syd Shea  
EXECUTIVE DIRECTOR

August 28, 1987

Distribution List: A, B, C, D, E & *F*