

PROTOCOL

Appointment of staff to the International Air Services Commission

1. Pursuant to a Memorandum of Understanding (MOU) between the Department of Transport, now the Department of Infrastructure and Regional Development (the Department), and the International Air Services Commission (the IASC) signed in 1994, a Secretariat was established to support the work of the IASC. Currently, the Secretariat is comprised of an Executive Director and an Administrative Officer, who are both employees of the Department.
2. This document sets out the procedure for appointment of Departmental employees and other persons to the IASC Secretariat.
3. The MOU between the Department and the IASC provides that the Secretary of the Department will consult with the Chairperson on the appointment of the IASC Executive Director and any changes will be mutually agreed between the Secretary and the Chairman. (Note that the Secretary's functions under the MOU have, in practice, devolved to the Executive Director of Aviation and Airports).
4. Personnel issues like leave, staff development and performance appraisal will be decided by the Secretary in consultation with the Chairperson.
5. The IASC staff members including the Executive Director are accountable to:
 - the Chairperson on issues affecting the functions and powers of the IASC; and
 - the Secretary on matters relating to administration of financial and personnel matters.
6. Applications for leave by the IASC Executive Director are decided by the Executive Director of Aviation and Airports in consultation with the Chairperson. Leave applications of all other staff members of the IASC Secretariat are decided by the IASC Executive Director in consultation with the Executive Director of Aviation and Airports and the Chairperson.
7. In circumstances where the IASC Executive Director goes on leave, the Executive Director of Aviation and Airports will appoint, in consultation with the Chairperson, another Departmental employee to act as IASC Executive Director.
8. In the event that no Departmental employee is available or found suitable for the position, the Executive Director of Aviation and Airports will submit to the Secretary a business case to hire, on contract for a certain period of time, a suitable person outside the Department.
9. It is desirable that a person appointed temporarily to the position of IASC Executive Director has some background in aviation regulatory matters and an appreciation of administrative law principles in decision-making.
10. It is desirable for the Executive Director of Aviation and Airports to identify the person to be temporarily appointed as IASC Executive Director at least two weeks before the actual leave of the incumbent IASC Executive Director comes into effect. This will give sufficient time for a briefing of issues between the two officers.

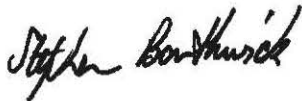
11. Should a staff member of the IASC Secretariat, other than the IASC Executive Director, go on leave, the IASC Executive Director will make representations with the Executive Director of Aviation and Airports to obtain administrative support for the IASC.

12. It is expected that every person assigned to the IASC Secretariat will observe the Australian Public Service values and code of conduct.


13. It is also expected that any person assigned to the IASC Secretariat has an appreciation of the nature of the IASC as an independent statutory agency whose powers, functions and responsibilities are derived from the *International Air Services Commission Act 1992* and its implementing regulations. As such, it is expected that any person assigned to the IASC Secretariat will work to ensure that the IASC performs its functions and exercises its powers in accordance with the legislative requirements independently of the Department and the Government.

14. Any person assigned to the IASC Secretariat must manage information acquired or generated during his/her work in the IASC responsibly and treat such information in confidence.

Signed:



STEPHEN BORTHWICK
A/g Executive Director
Aviation and Airports



IAN DOUGLAS
Chairperson
International Air Services
Commission

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