

## ADVICE FOR SUBMITTERS

The purpose of this document is to provide guidance to people making a submission to the Commission. Section A provides advice on how to prepare a submission. Section B provides some useful information relating to procedures following the lodgement of a submission. Section C provides information on how to contact the Commission to obtain further information.

### A. Preparation of submissions

It is a requirement of the *International Air Services Commission Act 1992* that when the Commission receives an application for capacity, or a request to vary an existing determination, it shall publish a notice on its website inviting submissions. In order to guarantee their consideration, submissions must be lodged with the Commission within the time period specified in the notice, which will generally be required to lodge an intention to submit within five working days. They will have a further five days, making 10 days in all, in which to lodge a submission, unless additional time is sought and agreed to by the Commission. Submissions must be in writing and delivered to the Commission by hand, mail, fax or email.

While there is no set format for submissions, submitters may wish to consider the Commission's governing legislation, which includes the *International Air Services Commission Act 1992* (as amended), the Commission's Regulations and the current Ministerial Policy Statement as well as the Commission's procedures when preparing submissions. Copies of these documents can be obtained from the Commission Secretariat.

Submissions may address any issue which the submitter considers relevant. However, submitters should bear in mind the criteria contained in the Act and Policy Statement when preparing submissions as it is these criteria that the Commission is required to address.

All submissions will be placed on the Register of Public Documents (the Register), including any submissions made in response to other submissions (see section B for further information on the Register). The only exception to this practice is where the submitter justifies to the Commission's satisfaction that the submission contains confidential information which should not be placed on the Register.

Where the Commission accepts that a submission contains confidential information which should not be placed on the Register, the submitter must also provide a non-confidential version of the submission for inclusion on the Register. The existence and nature of the confidential information must be referred to in the non-confidential version, such that the non-confidential version addresses all of the substantive issues which the submitter wishes to bring to the notice of the Commission. The Commission reserves the right to reject confidential information if the requirements of this paragraph have not been complied with, and such information will be returned to the submitter.

### B. Processes after a submission has been made

The Commission operates with as little formality as is possible and in an open and transparent manner. A key element in operating openly and transparently is the Register of Public Documents (the Register).

The Register contains all documents relating to a given application except those granted confidentiality as described above. It is available for public examination during normal business hours and is located at the Commission's offices, at Mezzanine Level 62 Northbourne Avenue, CANBERRA ACT. For submitters located outside the ACT, a listing of the items contained on the Register may be obtained from the Commission's Secretariat. A small charge is applicable should a copy of any item on the Register be requested.

Where the Commission issues a Draft Decision or a Draft Determination, a public notice inviting further submissions will be published. All applicants and submitters will be provided with a copy of the Draft Decision or Draft Determination on which to base any further submissions.

In certain other circumstances additional submissions may be invited directly from applicants or submitters. An example is where the Commission decides to apply paragraph 5 criteria to an application.

All submitters will be provided with a copy of the final Decision or final Determination.

### **C. Further information**

Should you require any clarification of these guidelines, or further information concerning the operation of the Commission, the contact details for the Secretariat are:

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International Air Services Commission  
GPO Box 630  
CANBERRA ACT 2601

fax: (02) 6267 1111

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International Air Services Commission

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