

Regulatory Services Division Policy Notice 001

Resource Allocation Policy for Provision of Regulatory Service, Surveillance and Enforcement Activities

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Background

The decision to allocate specific amounts of the available productive time at District and Airline Offices to regulatory services, the surveillance and enforcement tasks was driven by a mounting backlog for services from industry.

Since the issue of the "30170 resource policy", it has become apparent that a further refinement of the policy is required at this time. This change is necessary in order to clarify the allocation of Compliance Division resources to tasks managed by the Regulatory Service Division(RSD).

This notice details the new resource allocation policy.

Definition

For the purposes of this policy statement services tasks are those tasks specified in Section 9(1)(e) of the Civil Aviation Act 1988, as amended.

Policy

Airline Office and Area Managers in the Compliance Division are permitted to allocate in the order of forty percent (40%) of their available productive resources to the provision of regulatory service tasks.

The remaining productive resources are to be allocated to surveillance and enforcement activities in the ratio of forty percent (40%) and twenty percent (20%) respectively.

Airline Office and Area Managers, in conjunction with their technical managers, are to prepare a plan for processing any outstanding service tasks. Priority is to be given to those tasks which, if not completed, would impose severe economic penalties on permission holders.

A simple interim data base is to be established by the Regulatory Service Division to obtain information to be used for further refinement of the resource allocation, the structure of the Division, and to assist in managing the provision of services.

The Assistant Director Regulatory Services Division (AD, RSD) is responsible for monitoring the resource demand from Compliance Division. Any significant deviation of the requirement will be approved only after consultation with the AD Compliance Division.

Where there are no service tasks outstanding, Airline and Area Office Managers are to direct all resources to the completion of surveillance and enforcement functions.

Signed

M R Toller
Director of Aviation Safety