



**SENATE STANDING COMMITTEES ON RURAL AND REGIONAL
AFFAIRS AND TRANSPORT
LEGISLATION COMMITTEE**

14 November 2018

Mr Ben Morgan
Chief Executive Officer
Aircraft Owners and Pilots Association
Email: ben.morgan@aopa.com.au

Dear Mr Morgan,

Oversight of the Civil Aviation Safety Authority

I confirm the committee's invitation to give evidence at its public hearing, which is scheduled for:

Date:	Monday, 19 November 2018
Location:	Senate Committee Room 2S1 Parliament House, Canberra
Your appearance:	3.15-4.15pm

The purpose of the hearing is to consider the self-administered sport sector. In particular, the committee is interested to compare and contrast the medical and other standards for pilots within the self-administered sector against those of CASA-regulated pilots.

Please be at the venue about 15 minutes before your appearance and identify yourself to the committee secretariat staff.

Information required from you before the hearing

Please provide the following four pieces of information via email to rrat.sen@aph.gov.au as soon as possible:

- a completed witness form for every witness who is appearing (attached), which will help Hansard staff to compile an accurate record of the proceedings;
- confirmation of all witnesses appearing before the committee on the day, including their title, full names and position;
- a mobile phone number, so that the secretariat can contact you on the day of the hearing, if necessary; and
- details of any special requirements you may have, particularly regarding accessibility issues or the need for hearing loops.

If it is not possible to email the Hansard form to us, please bring completed hard copies to the hearing and hand them into the secretariat staff on arrival.

At the hearing

At the beginning of your appearance, the Chair will invite you to make a brief opening statement of approximately 5 minutes, in which you may wish to outline your main arguments, summarise your views or highlight the issues you would like to emphasise for the committee. The committee does not usually permit visual aids or Powerpoint presentations to be used in opening statements.

Following your opening statement, the committee will ask questions to clarify aspects of your submission, seek information relevant to the inquiry's terms of reference and allow you to amplify any points made in your submission or opening remarks.

If there are any relevant documents you wish to provide to the committee, please bring enough copies for all committee members and the secretariat (we recommend ten copies).

The hearing is public and will be broadcast and recorded

The hearing is a public event, which means members of the public and the media are free to attend the hearing in person. Additionally, the hearing will be available to **video** stream on the Parliament's website at www.aph.gov.au/Watch_Read_Listen

A Hansard transcription will be made of the hearing, which will become official records of the Australian Parliament. This will also be a public and freely accessible document, including being placed on the internet.

Given this, if you consider there may be a need to give evidence confidentially, it is important that you let the committee secretariat know well in advance.

Attached documents

Please find attached the following documents:

- the Hansard witness form, to be completed and returned to the secretariat as soon as possible;
- a copy of the program, indicating your appearance time; and
- some material to guide witnesses appearing before Senate committees, also available at www.aph.gov.au/About_Parliament/Senate/Committees/Frequently_asked_questions_for_witnesses_appearing_before_Senate_committees

On behalf of the committee, thank you for your participation in this inquiry. Should you require any additional information or assistance, please contact the committee secretariat on (02) 6277 3511.

Yours sincerely,



Dr Jane Thomson
Committee Secretary