Australian Government
Civil Aviation Safety Authority

Agenda Template

Chair:
Members:
Attendees:
Location:
Time:

Items

Item	Description	Person
Opening	Meeting declared open	*Chair*
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.	Other Business	*Chair*
10.	Next Meeting	
11.	Close	*Chair*

Actions

Action Item	Description	Responsible Officer	Date Due	Status
1.				
2.				

Australian Government
Civil Aviation Safety Authority

BRANCH OR DIVISION NAME

CASA Ref: [insert RMS number]

Title Name Surname
Position title [if required]
Address 1
Address 2 [if required]
SUBURB STATE Postcode

Dear Title Surname

CASA - Letterhead Template

Insert your letter here. Use the 'Normal' style for text.

Yours faithfully/sincerely

Name Surname
CASA Position Title
00 Month YYYY

Australian Government
Civil Aviation Safety Authority

Meeting Minutes Template

Meeting:	
Present:	
Attendees:	
Apologies:	
Location:	
Time:	

Minutes

Item	Description
1.	Introduction
2.	Agenda Item 1 –
3.	Agenda Item 2 –
4.	Agenda Item 3 –

Actions

Action Item	Description	Responsible Officer	Date Due	Status
1.				
2.				

Australian Government
Civil Aviation Safety Authority

Minute Template

CASA Ref:	RMS Reference
Date:	17 December 2024
To:	
Through	
CC:	(Delete this line if not required)
From:	
Subject:	**Subject to be in bold type**

Purpose

(Insert the purpose of the minute)

APPROVED / NOT APPROVED / PLEASE DISCUSS

Name
Position title
Division

Australian Government

Civil Aviation Safety Authority

Terms of Reference Template

Name:	Name Surname
Date:	Click or tap to enter a date.
Version:	1.0

Endorsement

Committee Members	Date

Document Control

Version No.	Date	Author	Description

Distribution

Version No.	Date	Issued to

Related documents

Document Title	RM8 Location

List of Acronyms

Acronym	Description
ToR	Terms of Reference
DAS	Director of Aviation Safety
DDAS	Deputy Director of Safety
ADAS	Associate Director of Safety

Table of Contents

1. Purpose and Objectives

The purpose of the *NAME* is to:

- review XXXX and establish XXXXX priorities based on identified XXXXXX and emerging XXXXX issues

- identify and define XXXXXX activities which may contribute to XXXXXX

- provide advice and recommendations to the XXXXX on the prioritisation and recommended level of support of XXXXX proposals.

2. Scope and Authority

The role of the *NAME* is to:

- guide CASA's XXXXX priorities and propose resource allocation for approved XXXXX initiatives

- ensure that XXXXX is identified, monitored and coordinated across CASA and adheres to appropriate XXXXX governance requirements

- maintain a register of current and proposed XXXXXX

- oversee the progress of ongoing XXXXX activities supported by CASA and provide progress reports to the XXXXX

The *NAME* has no discrete budget, nor does the Chair or any member hold financial delegations that are exercised on behalf of the Committee.

The Committee does not have the authority to approve expenditure. All funding/XXXXX proposals for XXXXX that are supported by a recommendation from the *NAME* must be presented to the XXXXX for funding/XXXXX.

The Committee provides advice and guidance on the merits and level of appropriate support recommended for:

-

-

3. Sources of XXXXXX Proposals

Any CASA officer, including a member of the Committee, may submit a XXXXXX Proposal to the *NAME*. Proposals must be endorsed by the proposing officer's Executive Manager, and submitted in electronic form to the Committee Secretary.

4. Membership and Roles

4.1 Composition

The *NAME* will comprise the following members:

- XXXXX (Chair)

The above-named positions are permanent members of the Committee. Should a Committee member not be available for a meeting an alternate management representative should be nominated to attend.

Permanent members and their alternates are the only attendees entitled to vote on matters under consideration by the Committee.

Before attendance, alternate members are to be fully briefed by the respective member, including on any voting matters.

4.2   Chair

The Committee/ Panel will be chaired by the XXXX

The alternate chairperson is XXXXX.

4.3   Secretariat

The *NAME* Secretariat is to be provided by XXXXX.

The Secretariat will assist the Chair by:

- providing notification to attendees of each forthcoming meeting and calling for papers or agenda items
- coordinate or collate agenda papers to be discussed within a meeting
- prepare and circulate the meeting agenda and papers prior to each meeting
- produce minutes and a Record of Actions from meetings
- seek members' endorsement of the minutes as an accurate record
- maintain the register of current and proposed XXXXX
- publish and file endorsed minutes.

4.4   Other Attendees

The Director of Aviation Safety, Deputy Director or Associate Director may attend meetings at their discretion.

Committee members may request approval from the Chair for other individuals to observe a particular meeting.

Members of the Committee may also request that individual/s make presentations to the Committee. Presenters will generally attend the meeting for the duration of their presentation and any subsequent discussion on the topic only.

With approval from the Chair, a Committee member may invite other persons with relevant knowledge that may assist the Committee in their deliberation to attend meetings. For example, Subject Matter Expert may be invited to attend all or part of a *NAME* meeting to discuss specific issues.

5.   Conduct of Meetings

5.1   Frequency

The *NAME* will meet *timeframe* or as required by DAS, XXXX or Chair.

5.2   Venue

The meeting time, venue and location is to be determined by the Chair and arranged and communicated by the Secretariat.

Committee meetings can be held in any convenient location.

Video-conferencing or tele-conferencing is appropriate.

5.3   Scheduled Meetings

The Secretariat will send out a reminder of the upcoming meeting and call for papers *timeframe* prior to a scheduled meeting.

Papers, proposed additional agenda items, and content of presentations are to be submitted to the Secretariat a minimum of *timeframe* weeks prior to the meeting date. Material not received two weeks prior to the meeting will only be included in the agenda, at the discretion of the Chair.

The Secretariat will distribute agenda, papers, the minutes of the previous meeting, and any other required material a minimum of *timeframe* week prior to a meeting.

5.4   Unscheduled Meetings

The Secretariat will negotiate the date with the Committee members for any unscheduled meeting as required.

The Secretariat will formally confirm the agreed date and call for papers and presentations.

A last date for the submission of papers and presentations will be advised in the meeting notification.

5.5   Quorum

A quorum will comprise of the Chair and at least XXXX permanent members.

5.6   Decision Making

Findings and recommendations by the Committee will, wherever possible, be by consensus.

Where consensus between Committee members cannot be achieved, a vote on the matter will be carried on a simple majority, with all members having equal voting rights.

On request, a dissenting view will be recorded in the minutes.

5.7   Standing Agenda Items

The Agenda will include the following standing items:

- acceptance of minutes of previous meeting
- actions arising
- status of ongoing projects/XXXX proposals
- new proposals.

6.   Tracking and Reporting of Outcomes

6.1   Minutes

The Secretariat will produce and circulate draft Minutes within five business days following a meeting. Minutes must be accepted at the next Committee meeting as an accurate record before they can be filed or further circulated.

The Minutes should record:

- date and time of the meeting
- meeting's attendees, apologies and absentees
- brief summary of key discussion points against agenda items
- the action items reflected in the Record of Action
- key agreements, objections or decisions to defer.

Reasons for decisions about proposals will be clearly recorded.

Once endorsed by the members, minutes should be filed in RM8 and made available to interested parties in accordance with CASA's record management policies and procedures and applicable Commonwealth law.

6.2   Action Items

The Secretariat will maintain an Action Items register in the minutes for each meeting. The Action Items register will contain details of:

- actions agreed
- name of the individual responsible for undertaking the action
- deliverable or result expected from the action
- due date for the action
- priority (such as how much delay can be tolerated)
- status of action.

Action Items assigned to a member must be accepted by the member and confirmed by the Chair prior to the conclusion of the meeting. If actions are assigned to members not present at the meeting or other officers, these will be communicated and agreed by the secretariat immediately after the meeting (within 5 days)

Committee members and other officers responsible for an Action Item will be required to provide the Secretariat with an update on their action item no later than one week prior to each subsequent Committee meeting, and will be required to report on the status of the action item during the course of the meeting.

6.3   Projects/XXXXXX proposal register

The committee Secretariat will maintain a register of active projects/XXXX proposals, including the progress against project/XXXX proposal milestones specified in the research contract. All XXXXX funding requests for access to CASA resources or data will be reviewed and cleared by Legal, International and Regulatory Affairs before contracts are finalised. Approved projects/XXXX proposals are subject to the normal CASA requirements relating to procurement, contracts, and data release.

After each *NAME* meeting the Secretariat will provide a report to the XXXX on the status of ongoing projects/XXXX proposals.

7.   Management of projects/XXXXX proposals

Reporting requirements will vary according to the length of an approved project/XXXX proposal and the milestones defined for each project/XXXXX proposal in the associated research contract as applicable. Milestone reports will be provided to the *NAME*, and face-to-face briefings of research findings will be presented at the request of the Chair where relevant.

Under the standard terms of CASA XXXXX funding contracts, CASA will normally retain intellectual property rights to research funded by CASA.

8.   Relationship to Other Committees or Key Stakeholders

The *NAME* will provide advice on XXXX-related Funding Proposals to the XXXXX.

The *NAME* may, through the Chair, communicate with any other CASA committees or business areas on matters relating to ongoing or proposed projects/XXXXX proposals.

9. Review

The Chair will, in conjunction with Committee members, review the ToR annually.
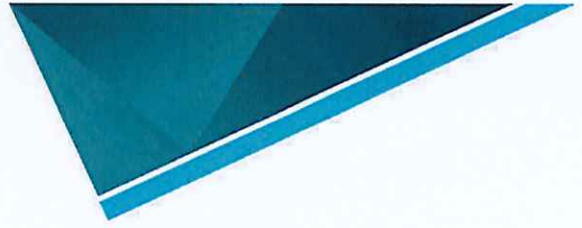
Any proposed revisions to the ToR will be considered by the Committee and submitted by the Chair through the ODAS for DAS approval.

Pip Spencer AM

Chief Executive Officer and Director of Aviation Safety

![Australian Government — Civil Aviation Safety Authority]

With compliments

www.casa.gov.au | 131 757 | GPO Box 2005, Canberra ACT 2601

![Australian Government — Civil Aviation Safety Authority]

With compliments

www.casa.gov.au | 131 757 | GPO Box 2005, Canberra ACT 2601

![Australian Government — Civil Aviation Safety Authority]

With compliments

www.casa.gov.au | 131 757 | GPO Box 2005, Canberra ACT 2601

Australian Government
Civil Aviation Safety Authority

CHIEF EXECUTIVE OFFICER and
DIRECTOR OF AVIATION SAFETY

CASA Ref: [insert PDMS or RMS number]

Prefix FirstName Surname
Number and Street address
SUBURB   STATE   POSTCODE

CEO-DAS Letter Template

Dear [insert salutation]

I am writing in response to/about. Insert your letter here.

Yours sincerely

Ms Pip Spence PSM
        Month YYYY

Australian Government

Civil Aviation Safety Authority

MINUTE

To:	Name, Executive Manager, or CEO/DAS
Through:	Name, Executive Manager
CC:	Name, Job Title
From:	Name, Job Title
Subject:	**Subject to be in bold type**
Action Required by:	Date due

Recommendations

1. That you **approve / endorse / note / sign** …. [delete what is not required]

   APPROVED / NOT APPROVED / PLEASE DISCUSS

2. That you **approve / endorse / note / sign** ….[delete what is not required]

   APPROVED / NOT APPROVED / PLEASE DISCUSS

Comments

Pip Spence PSM

Key Points:

1. [insert key information]
2. [insert text]

Key Risks:

3. [insert key information]
4. [insert key information]

Financial impacts:

5. [if there are no financial impacts, this section may be removed. If there are financial/resource impacts, please show Finance Services has been consulted].

<CLASSIFICATION>

Consultation:

1. [List all bodies not individuals) consulted regarding the information provided in this brief, including relevant Divisions or other Departments. If there have been differing views these should be detailed. Note, that LIRA should be consulted on all minutes prior to submission].

Background

2. [Insert key information]

Attachments

3. If there are no attachments, this section can be removed.

   A. [Title of attachment]

   B. [Title of attachment] [Delete if not required]

Contact:	Name	Cleared by:	Name
Position:	Title	Position:	Title
Phone:	Number	Phone:	Number
Date:	[month year]	Date:	[month year]

Australian Government

Civil Aviation Safety Authority

MEETING BRIEF

To: Pip Spence, CEO/DAS

Through: EM NOS, EM ROD, EM SED, EM LIRA, EM CSD, CFO (delete who is not required)

CC: Aidan Bruford, Executive Officer to CEO
                 EM NOS, EM ROD, EM SED, EM LIRA, EM CSD, CFO
                 (include EMs as CC if not required to clear and provide copies to EMs when sending to CEO)

Meeting / Event: **Meeting or Event**

Venue: Microsoft Teams / Boardroom

Timing: **Time / Date**

Meeting with: [list organisation, names and titles of people attend the meeting]

Internal attendees: EM NOS, EM ROD, EM SED, EM LIRA (delete who is not required)

Prior meetings: [Delete if N/A]

Outcomes sought:

1. [provide a brief indication if any]

Key issues:

2. [provide a brief indication]

Sensitive and Critical Information:

3. [Include any sensitivities or critical information that will be beneficial for the meeting including a brief summary of previous engagements with CASA highlighting any active applications or any recent rejections.]

Background:

4. [Insert key information]

Attachments:

A. [Brief Bios of key attendees and key facts of organisations, if relevant]

B. [Title of attachment] [Delete if not required]

C. [Title of attachment] [Delete if not required]

Contact:	Name	Cleared by:	Name
Position:	Title	Position:	Title
Phone:	Number	Phone:	Number
Date:	[month year]	Date:	[month year]

<CLASSIFICATION>

BOARD

Australian Government
Civil Aviation Safety Authority

Board Meeting x-2024
CLICK OR TAP TO ENTER A DATE.

Canberra

Agenda Item:	**Insert** – refer to the agenda provided for the appropriate number
Board Action:	**Decision** or **Note** (choose one)
Subject:	**Insert**
Origin:	Insert (for example: Standing Report or Board Action Item)
Prepared by:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the Board **approve** (for Decision papers) or **note** (for Information papers) - the....

- **approve** additional items
- **note** additional items
    - additional sub-items
        - delete if not required

Proposed Resolution:

(This box ONLY applies to <u>Decision</u> papers – remove for information papers to Note)

Provide the proposed resolution you anticipate appearing in the minutes of the meeting - i.e. the proposed resolution should start 'The Board approved/agreed/....'

Prepared by:	Name, Position
Consulted with:	Name, Position
Approved by:	Name, Position
Date:	Day/Month/Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

BARC

Australian Government
Civil Aviation Safety Authority
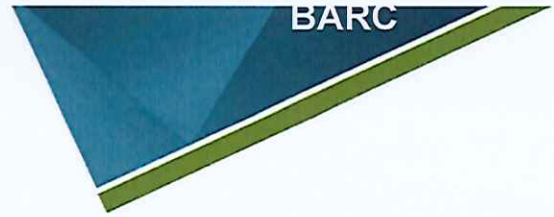
Board Audit and Risk Committee x-2024
CLICK OR TAP TO ENTER A DATE.

Canberra

Agenda Item:	**1** – refer to the agenda provided for the appropriate number
Committee Action:	**Decision** or **Note** (choose one)
Subject:	**Insert**
Origin:	Standing Report or Action Item (etc.)
Prepared By:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs Please number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the Committee **approve** (for Decision papers) or **note** (for Information papers) - the....

- **approve** additional items
- **note** additional items
  - o additional sub-item
    - ▪ delete is not required

Prepared by:	Name, Position
Consulted with:	Name, Position
Approved:	By the Accountable Executive.
Date:	xx Month Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

BOARD STRATEGY

Australian Government
Civil Aviation Safety Authority

Board Strategy Session
CLICK OR TAP TO ENTER A DATE.

Canberra

Agenda Item:	Insert – refer to the agenda provided for the appropriate number
Board Action:	Note
Subject:	Insert
Origin:	Strategy Papers
Prepared by:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the Board **note** (for Information papers) - the....

- **note** additional items
- **note** additional items
  - o additional sub items
    - ▪ delete is not needed

Prepared by:	Name, Position
Consulted with:	Name, Position
Approved by:	Name, Position
Date:	Day/Month/Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

Australian Government

Civil Aviation Safety Authority

People & Culture Sub Committee 1-2024
CLICK OR TAP TO ENTER A DATE.

Canberra

Agenda Item:	**Insert** – refer to the agenda provided for the appropriate number
Board Action:	**Decision** or **Note** (choose one)
Subject:	**Insert**
Origin:	Insert (for example: Standing Report or Board Action Item)
Prepared by:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the PCSC **approve** (for Decision papers) or **note** (for Information papers) - the....

- **approve** additional items
- **note** additional items
  - o additional sub-item
    - ▪ delete if not required

Prepared by:	Name, Position
Consulted with:	Name, Position
Approved by:	Name, Position
Date:	Day/Month/Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

Australian Government
Civil Aviation Safety Authority

Executive Committee

CLICK OR TAP TO ENTER A DATE.

Canberra

Agenda Item:	**Insert** – refer to the agenda provided for the appropriate number
EC Action:	**Decision** or **Note** (choose one)
Subject:	**Insert**
Origin:	Insert (for example: Standing Report or Board Action Item)
Prepared by:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the Committee **approve** (for Decision papers) or **note** (for Information papers) - the....

If this paper addresses an action item, include a reference to the relevant action in the open action register and provide a recommendation to **close** if the paper completes the action.

If this paper involves costings or financial implications, it MUST be reviewed first by Finance Branch. It is recommended the EC **approve** (for Decision papers) or **note** (for Information papers) - the....

- **approve** additional items
- **note** additional items
  - additional sub-item
    - delete is not required

Consulted with:	Name, Position, Division
Prepared by:	Name, Position
Approved by:	Name, Position
Date:	Day/Month/Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

EC

Executive Committee

CLICK OR TAP TO ENTER A DATE.

Canberra

Agenda Item:	**Insert** – refer to the agenda provided for the appropriate number
EC Action:	**Decision** or **Note** (choose one)
Subject:	**Insert**
Origin:	Insert (for example: Standing Report or Board Action Item)
Prepared by:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the Committee **approve** (for Decision papers) or **note** (for Information papers) - the....

If this paper addresses an action item, include a reference to the relevant action in the open action register and provide a recommendation to **close** if the paper completes the action.

If this paper involves costings or financial implications, it MUST be reviewed first by Finance Branch. It is recommended the EC **approve** (for Decision papers) or **note** (for Information papers) - the....

- **approve** additional items
- **note** additional items
  - additional sub-item
    - delete is not required

Consulted with:	Name, Position, Division
Prepared by:	Name, Position
Approved by:	Name, Position
Date:	Day/Month/Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

Australian Government
Civil Aviation Safety Authority

Aviation Safety Committee No. XX
CLICK OR TAP TO ENTER A DATE.

Canberra

Agenda Item:	**Insert** – refer to the agenda provided for the appropriate number
ASC Action:	**Decision** or **Note** (choose one)
Subject:	**Insert**
Origin:	**Insert** (for example: Standing Report or Board Action Item)
Prepared by:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the Committee **approve** (for Decision papers) or **note** (for Information papers) - the....

- **approve** additional items
- **note** additional items
  - additional sub-items
    - delete if not required

Consulted with:	Name, Division
Prepared by:	Name, Position
Approved by:	Name, Position
Date:	Day/Month/Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

MPB

Australian Government
Civil Aviation Safety Authority

Major Programs Board Meeting No. XX
CLICK OR TAP TO ENTER A DATE.
Canberra

Agenda Item:	**Insert** – refer to the agenda provided for the appropriate number
Board Action:	**Decision** or **Note** (choose one)
Subject:	**Insert**
Origin:	Insert (for example: Standing Report or Board Action Item)
Prepared by:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the MPB **approve** (for Decision papers) or **note** (for Information papers) - the....

- **approve** additional items
- **note** additional items
  - o additional sub-item
    - ▪ delete if not required

Project Manager:	Name, Position
Senior Responsible Owner:	Name, Position
Prepared By:	Name, Position
Consulted with:	Name, Position
Approved by:	Name, Position
Date:	Day/Month/Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

MPB

Australian Government
Civil Aviation Safety Authority

Major Programs Board Meeting No. XX
CLICK OR TAP TO ENTER A DATE.

Canberra

Agenda Item:	**Insert** – refer to the agenda provided for the appropriate number
Board Action:	**Decision** or **Note** (choose one)
Subject:	**Insert**
Origin:	Insert (for example: Standing Report or Board Action Item)
Prepared by:	Responsible Area

Desired Outcome

1. Provide a short sentence on the outcome you are seeking.

2. Number all paragraphs.

Executive Summary

3. Keep it high-level and as analytical as possible.

4. Incorporate relevant key issues.

5. Number all paragraphs.

Risk

6. Provide high level summary of related risks – provide attachments (include risk assessments) for further details (as required).

7. Required for Decision Papers only (can be deleted for information papers (Note)).

8. Refer to How to Consider Risk for Governance Papers for further guidance.

Background

9. Provide the necessary context to explain the subject matter.

10. Include an attachment that provides additional detail – but only if necessary.

11. Number all paragraphs.

Recommendation:

It is recommended the MPB **approve** (for Decision papers) or **note** (for Information papers) - the....

- **approve** additional items
- **note** additional items
  - o additional sub-item
    - ▪ delete if not required

Project Manager:	Name, Position
Senior Responsible Owner:	Name, Position
Prepared By:	Name, Position
Consulted with:	Name, Position
Approved by:	Name, Position
Date:	Day/Month/Year

Attachments

Attachment A – Insert name here

Attachment B – Insert name here

Australian Government
Civil Aviation Safety Authority

DOCUMENT TYPE

CASA Report Template

Subtitle

Month YYYY

Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

Inside front cover artwork: James Baban.

Contents

Heading 1 Chapter title

Chapter subtitle

To insert a chapter page, insert a Section Break (Next Page) which will add the chapter page graphics. These graphics will appear in the headers and footers and look faded on screen – this is how Word works.

Use a Heading 1 or Heading 1 Numbered for the chapter title.

Use a Page Break to send the text to the next page.

Heading 2

Introduction Paragraph. Use this as the opening paragraph after a Heading 1 or 2.

The Normal style is used for general text content.[1]

Heading 3

Heading 4

Heading 5

The Normal style is used for general text content.

- Bullet 1
  - Bullet 2
    - » Bullet 3
1. List 1 Legal 1
   a. List 1 Legal 2
      i. List 1 Legal 3

The Normal style is used for general text content.

1. List 2 Numbered 1
   1.1 List 2 Numbered 2
       1.1.1 List 2 Numbered 3

This text has a hyperlink.

> Quote. This text is a quote and uses the style "Quote". This is already set up with the correct formatting (as with every style) and is accessed from the Styles Pane – which is separate from the Styles Gallery (found in the Home tab).

---

[1] This is a footnote

1. Heading 1 Section Numbered

Normal text.

1.1 Heading 2 Numbered

Normal Text

1.1.1 Heading 3 Numbered

Normal Text

1.1.1.1 Heading 4 Numbered

Normal text

Simple text boxes

The following boxes have the formatting set by the paragraph styles.

Example Box Heading

Example Box Text.

- Example Box Bullet – due to the limitations of Word, only 1 Bullet level is available. Boxes should be simple in purpose.

Note Box Heading

Note Box Text.

- Note Box Bullet – due to the limitations of Word, only 1 Bullet level is available. Boxes should be simple in purpose.

Note: Note Box Text Hanging requires the word "Note:" with a tab at the beginning. The text will then wrap to the tab point. This is used if a full Note heading is not required.

Warning Box Heading

Warning Box Text.

- Warning Box Bullet – due to the limitations of Word, only 1 Bullet level is available. Boxes should be simple in purpose.

Appendices

Normal text style is applied after heading styles.

Appendix A – Appendix Numbered is auto-numbered

A.1 Appendix Numbered 2 is auto-numbered

Figure 1. Figure titles go above the figure and are auto-numbered
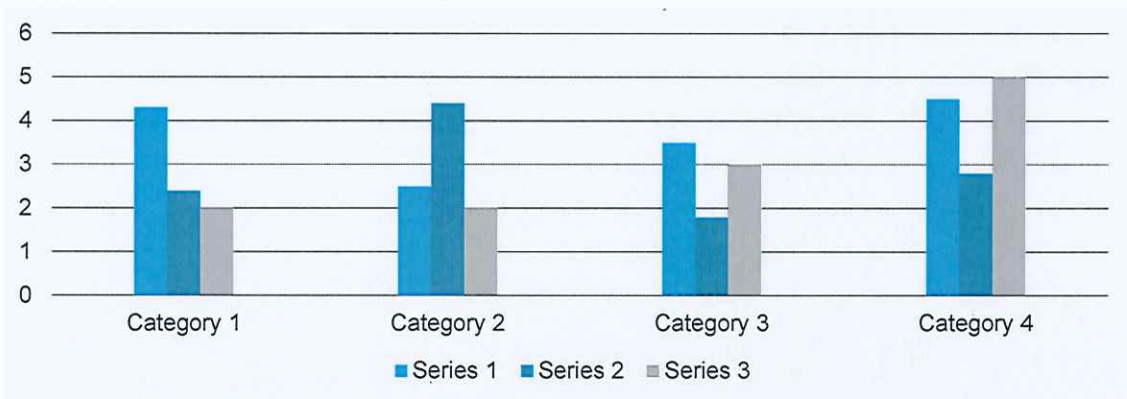
Table 1. Default Table 1 – Table titles go above the table and are auto-numbered

Column Header	Column Header	Column Header	Column Header	Column Header
Table text	Table text	Table text	Table text	Table text
Table text	Table text	Table text	Table text	Table text
Table text	Table text	Table text	Table text	Table text
Total Row	Total Row	Total Row	Total Row	Total Row

Source Notes – The following structure has been created for tables

1. Source Notes Numbered
2. Source Notes Numbered

Table 2. Default Table 2 – This table style uses less space and is generic in colour

Column Header	Column Header	Column Header	Column Header	Column Header
Table text	Table text	Table text	Table text	Table text
Table text	Table text	Table text	Table text	Table text
Table text	Table text	Table text	Table text	Table text
Total Row	Total Row	Total Row	Total Row	Total Row

The above tables do not have the Banded Rows or Banded Columns options turned on.
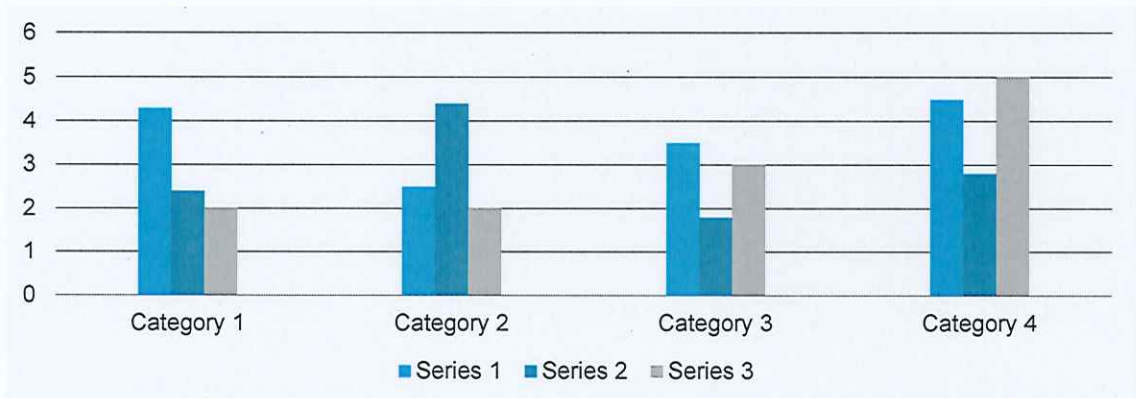
CHOOSE SECURITY CLASSIFICATION

Table 3.   Default Table 1 – Table titles go above the table and are auto-numbered

Column Header	Column Header	Column Header
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text

The above table has the options "First Column" and "Banded Columns" turned on.

Tables cannot have the column widths defined in the table style. If the column width changes when changing the text within a table, this is due to Word trying to adjust the table widths as it thinks best fits the content. To change what is happening, set the correct option by going to Layout > Auto Layout > Fixed width.

The table styles set the text sizes and format the cell colours and lines. It is best to leave the formatting that is set up, but some adjustment may be done within the confines of the colour themes or bespoke uses. The example table shown below uses the default Microsoft colours to define the traffic light colours required.

Table 4.   Traffic light colours used in the example of a risk matrix table

	Low	Medium Low	Medium	Medium High	High
Item 1	1	2	3	4	5
Item 2	2	3	4	5	6
Item 3	3	4	5	6	7
Item 4	4	5	6	7	8
Item 5	5	6	7	8	9

Source Notes: The Header row above has been manually formatted to remove the shading and lines on cell A1, as well as the shading on the row to match the first column.

This is a caption for the above photo. However, you will still need to insert an Alt-text description. To insert Alt-text, right click the photo and select "View Alt-text…". Word may try to predict the contents of the photo and insert a generic description, but you will still need to confirm it and remove the text saying this is an automatically generated description.

Images should be placed in-line with text and go across the full width of the page. Do not use images that have text wrap around it. This does not conform to accessibility requirements.

Australian Government

Civil Aviation Safety Authority

DOCUMENT TYPE

CASA Report Template - no cover

Subtitle

To edit the version and document numbers in the footer through custom properties:

1. Go to the File tab and click Info
1. Click the Properties subheading dropdown menu and select Advanced properties.
2. Go to the Custom tab, select the appropriate custom field, change the value and click the Modify button.

Document Metadata Properties:	Adjust tab as necessary. Property as fields.

Heading 2

Introduction Paragraph. Use this as the opening paragraph after a Heading 1 or 2.

Heading 3

The Normal style is used for general text content.[1]

- Bullet 1
  - Bullet 2
    » Bullet 3
1. List 1 Numbered 1
   a. List 1 Numbered 2
      i. List 1 Numbered 3

This text has a hyperlink.

> Quote. This text is a quote and uses the style "Quote". This is already set up with the correct formatting (as with every style) and is accessed from the Styles Pane – which is separate from the Styles Gallery (found in the Home tab).

---

[1] This is a footnote

Simple text boxes

The following boxes have the formatting set by the paragraph styles.

Example Box Heading

Example Box Text.

- Example Box Bullet – due to the limitations of Word, only 1 Bullet level is available. Boxes should be simple in purpose.

Note Box Heading

Note Box Text.

- Note Box Bullet – due to the limitations of Word, only 1 Bullet level is available. Boxes should be simple in purpose.

Warning Box Heading

Warning Box Text.

- Warning Box Bullet – due to the limitations of Word, only 1 Bullet level is available. Boxes should be simple in purpose.

Figure 1.   Figure titles go above the figure and are auto-numbered

Table 1.   Default Table 1 – Table titles go above the table and are auto-numbered

Column Header	Column Header	Column Header	Column Header	Column Header
Table text	Table text	Table text	Table text	Table text
Table text	Table text	Table text	Table text	Table text
Table text	Table text	Table text	Table text	Table text
Total Row	Total Row	Total Row	Total Row	Total Row

Source Notes

1. Source Notes Numbered
2. Source Notes Numbered

Table 2.   **Default Table 2 – This table style uses less space and is generic in colour**

Column Header	Column Header	Column Header	Column Header	Column Header
Table text	Table text	Table text	Table text	Table text
Table text	Table text	Table text	Table text	Table text
Table text	Table text	Table text	Table text	Table text
Total Row	Total Row	Total Row	Total Row	Total Row

The above tables do not have the Banded Rows or Banded Columns options turned on.

Table 3.   **Default Table 1 – Table titles go above the table and are auto-numbered**

Column Header	Column Header	Column Header
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text
Table text	Table text	Table text

The above table has the options "First Column" and "Banded Columns" turned on.

Tables cannot have the column widths defined in the table style. If the column width changes when changing the text within a table, this is due to Word trying to adjust the table widths as it thinks best fits the content. To change what is happening, set the correct option by going to Layout > Auto Layout > Fixed width.

Civil Aviation Safety Authority
CASA Report Template - no cover | V1.0 | CASA-04-6721 | 02/2024
CHOOSE SECURITY CLASSIFICATION

3 of 5

The table styles set the text sizes and format the cell colours and lines. It is best to leave the formatting that is set up, but some adjustment may be done within the confines of the colour themes or bespoke uses. The example table shown below uses the default Microsoft colours to define the traffic light colours required.

Table 4.   Traffic light colours used in the example of a risk matrix table

	Low	Medium Low	Medium	Medium High	High
Item 1	1	2	3	4	5
Item 2	2	3	4	5	6
Item 3	3	4	5	6	7
Item 4	4	5	6	7	8
Item 5	5	6	7	8	9

Source Notes: The Header row above has been manually formatted to remove the shading and lines on cell A1, as well as the shading on the row to match the first column.

This is a caption for the above photo. However, you will still need to insert an Alt-text description. To insert Alt-text, right click the photo and select "View Alt-text...". Word may try to predict the contents of the photo and insert a generic description, but you will still need to confirm it and remove the text saying this is an automatically generated description.

Images should be placed in-line with text and go across the full width of the page. Do not use images that have text wrap around it. This does not conform to accessibility requirements.

Acknowledgement of country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to elders past, present and emerging.

Artwork: James Baban.

Australian Government

Civil Aviation Safety Authority

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Australian Government
Civil Aviation Safety Authority

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Australian Government
Civil Aviation Safety Authority

Australian Government
Civil Aviation Safety Authority

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Australian Government
Civil Aviation Safety Authority

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Australian Government
Civil Aviation Safety Authority

Australian Government
Civil Aviation Safety Authority

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Australian Government

Civil Aviation Safety Authority

Presentation title over a maximum of two lines

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Australian Government

Civil Aviation Safety Authority

Presentation title over a maximum of three lines

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

HOME TAB

DECREASE / INCREASE LIST LEVEL BUTTONS

Formatting

PowerPoint does not have styles like Microsoft Word.

Paragraphs can be assigned a 'level' which determines the formatting of the text.

You can change the level of a paragraph by using the Decrease / Increase List Level buttons from the Home Tab, in the Paragraphs section, as shown on the right.

This keeps all content consistent for formatting as well as the space before and after paragraphs.

Text will automatically reduce in size if there is too much content for a text box.

Civil Aviation Safety Authority

Text levels

These text levels have been set up to automatically format the text when using the content boxes set up in the slide layouts.

Examples of the five levels are shown.

Text will automatically reduce in size if there is too much content for a text box.

Level 1 – Subheading

Level 2 – General text

- Level 3 – Bullet 1
  - Level 4 – Bullet 2
    » Level 5 – Bullet 3

Civil Aviation Safety Authority

Slide layouts

Slide layouts in all colours are available.

1. To change a layout for a slide, right-click a slide from the thumbnails on the left.

2. Hover over the 'Layout' option and the available layouts will pop-up.

3. Select the layout preferred.

A screen shot is shown on the right.

Civil Aviation Safety Authority

Acknowledgement of country

Section title

Section subtitle or introduction

Section title

Section subtitle or introduction

17 December 2024

Civil Aviation Safety Authority

Title and Content

Level 1 – Subheading

Level 2 – General text

- Level 3 – Bullet 1
 - Level 4 – Bullet 2
    - » Level 5 – Bullet 3

Title and Two Content

Level 1 – Subheading

Level 2 – General text

- Level 3 – Bullet 1
  - Level 4 – Bullet 2
    » Level 5 – Bullet 3

Level 1 – Subheading

Level 2 – General text

- Level 3 – Bullet 1
  - Level 4 – Bullet 2
    » Level 5 – Bullet 3

Title Content Chart

Level 1 – Subheading

Level 2 – General text
- Level 3 – Bullet 1
  - Level 4 – Bullet 2
    - » Level 5 – Bullet 3

8.2

1.2

1.4

3.2

- 1st Quarter
- 2nd Quarter
- 3rd Quarter
- 4th Quarter
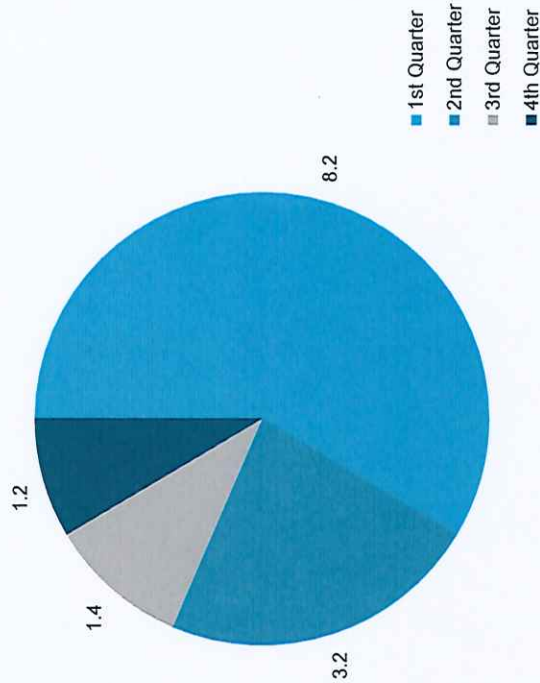
Title and Table – sample table shown

Header column 1	Header column 2	Header column 3
Table options are set in the Table Design tab of the Ribbon bar	The rest of this table shows sample text	The rest of this table shows sample text
PowerPoint does not have custom table styles like Word	The rest of this table shows sample text	The rest of this table shows sample text
Manual formatting is required for cell fills	The rest of this table shows sample text	The rest of this table shows sample text
Alternative text should be added for complex tables	The rest of this table shows sample text	The rest of this table shows sample text
The table cells automatically adjust in height depending on the amount of content	The rest of this table shows sample text	The rest of this table shows sample text

Title and Content with Photo on Right

Level 1 – Subheading

Level 2 – General text

- Level 3 – Bullet 1
  - Level 4 – Bullet 2
    » Level 5 – Bullet 3

Civil Aviation Safety Authority

Title and Content with Photo on Left

Level 1 – Subheading

Level 2 – General text

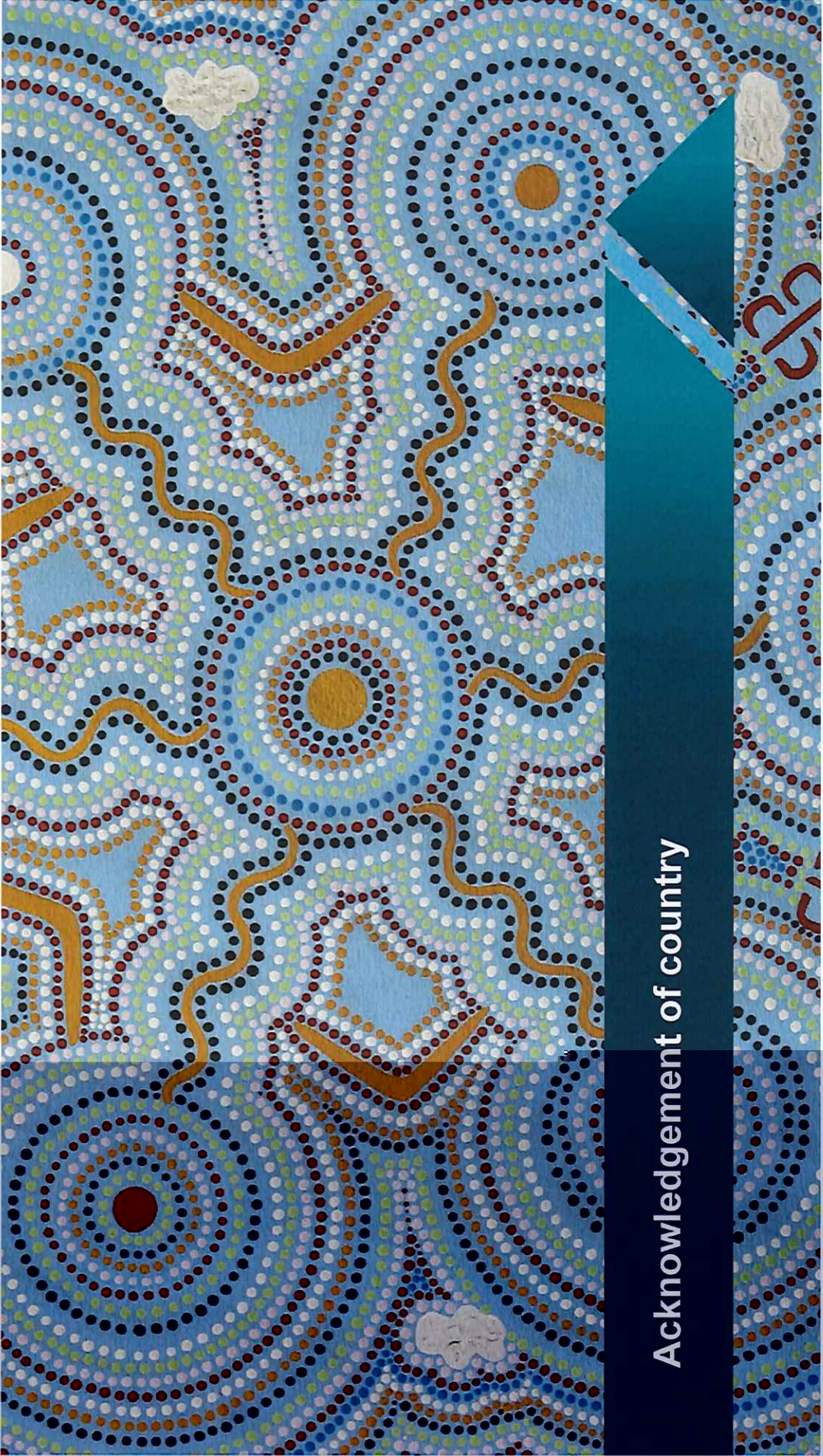- Level 3 – Bullet 1
  - Level 4 – Bullet 2
    » Level 5 – Bullet 3
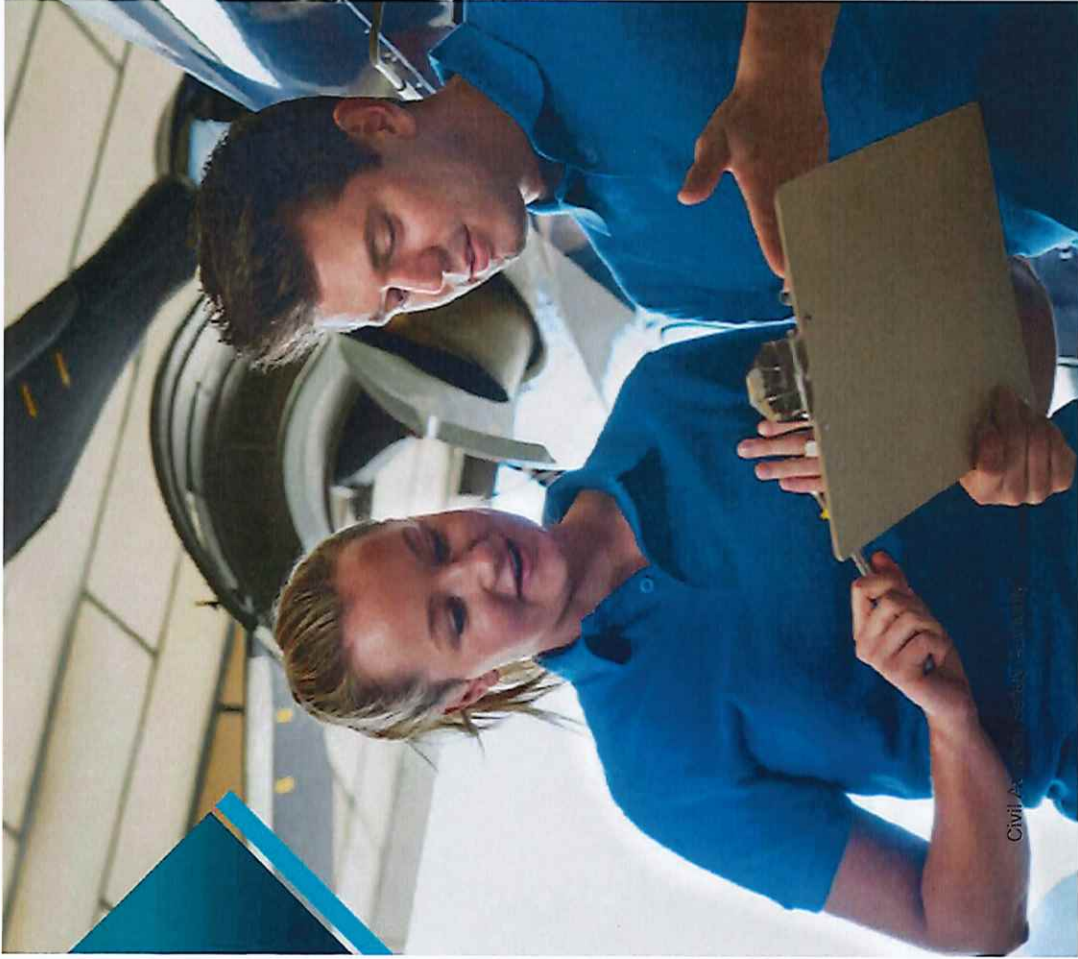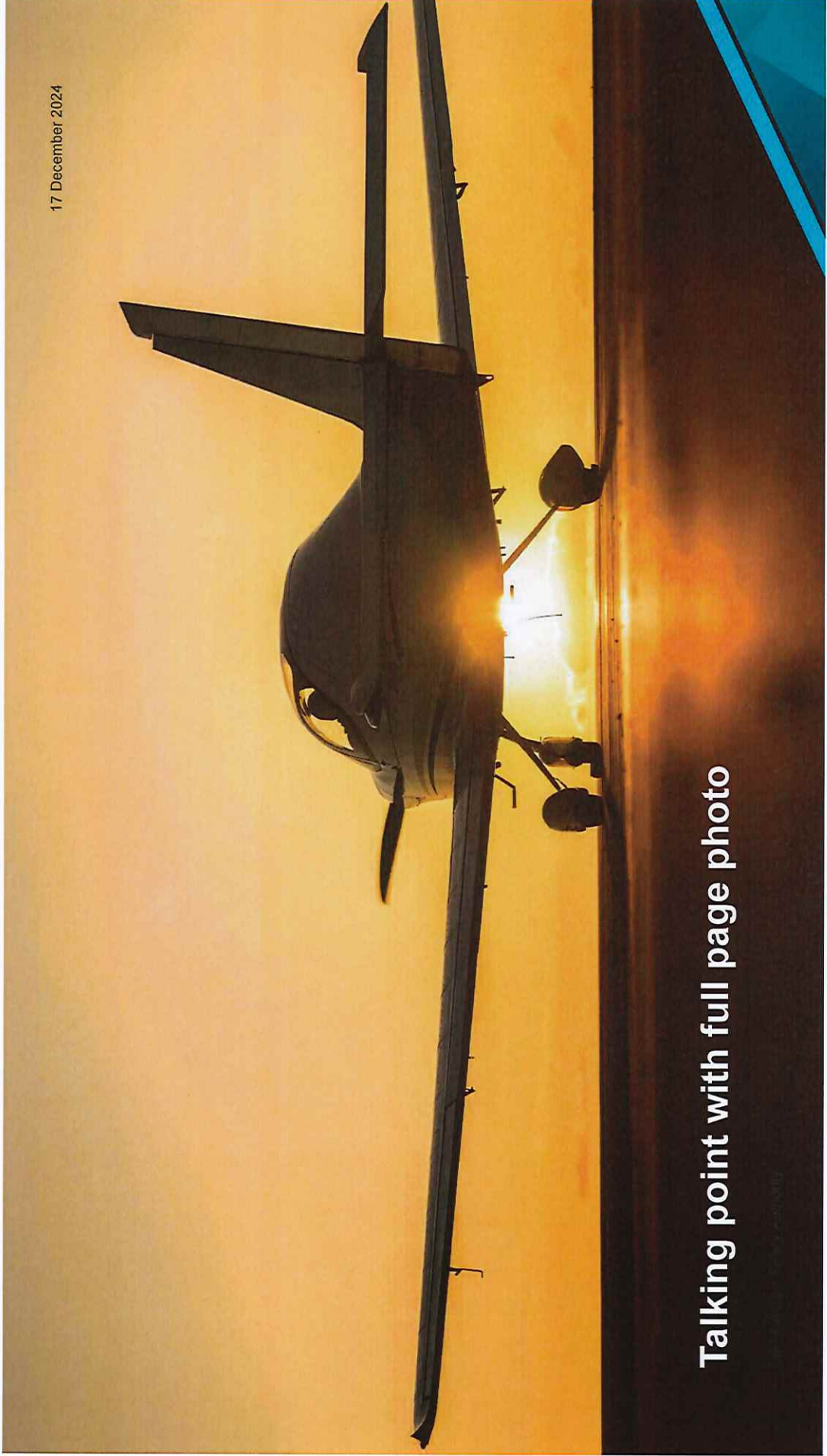
Civil Aviation Authority

Talking point with full page photo

Australian Government

Civil Aviation Safety Authority

Presentation title over a maximum of two lines

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Australian Government
Civil Aviation Safety Authority

Presentation title over a maximum of three lines

Presenter's name, position
Civil Aviation Safety Authority

17 December 2024

Formatting

PowerPoint does not have styles like Microsoft Word.

Paragraphs can be assigned a 'level' which determines the formatting of the text.

You can change the level of a paragraph by using the Decrease / Increase List Level buttons from the Home Tab, in the Paragraphs section, as shown on the right.

This keeps all content consistent for formatting as well as the space before and after paragraphs.

Text will automatically reduce in size if there is too much content for a text box.

HOME TAB

DECREASE / INCREASE LIST LEVEL BUTTONS

Civil Aviation Safety Authority

Text levels

These text levels have been set up to automatically format the text when using the content boxes set up in the slide layouts.

Examples of the five levels are shown.

Text will automatically reduce in size if there is too much content for a text box.

Level 1 – Subheading

Level 2 – General text

- Level 3 – Bullet 1
  - Level 4 – Bullet 2
    » Level 5 – Bullet 3

Civil Aviation Safety Authority

Slide layouts

Slide layouts in all colours are available.

1. To change a layout for a slide, right-click a slide from the thumbnails on the left.

2. Hover over the 'Layout' option and the available layouts will pop-up.

3. Select the layout preferred.

A screen shot is shown on the right.

Civil Aviation Safety Authority

Acknowledgement of country

Australian Government

Civil Aviation Safety Authority
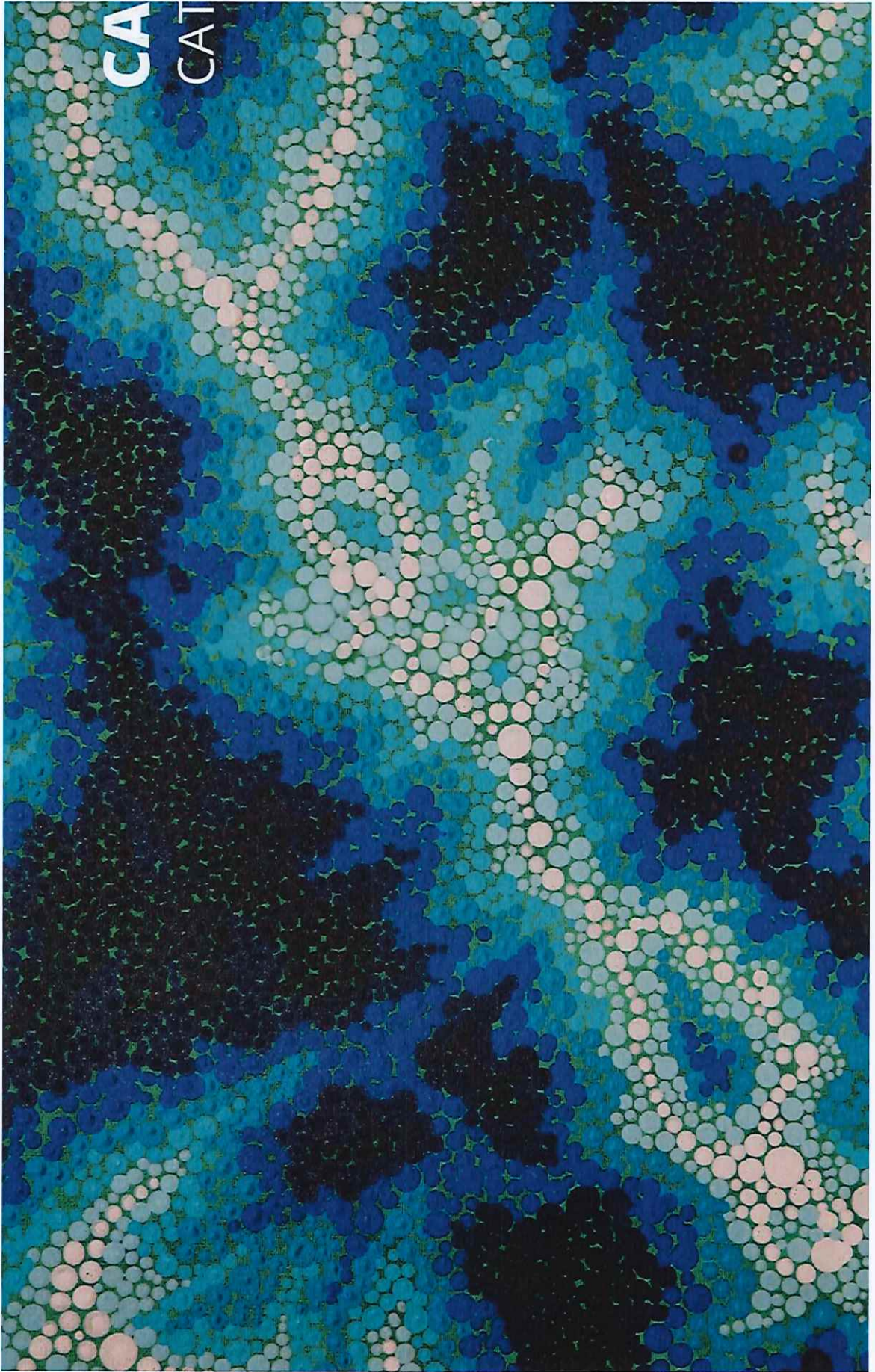
Australian Government

Civil Aviation Safety Authority

CA
Ger
Equ
Net

HQRACE
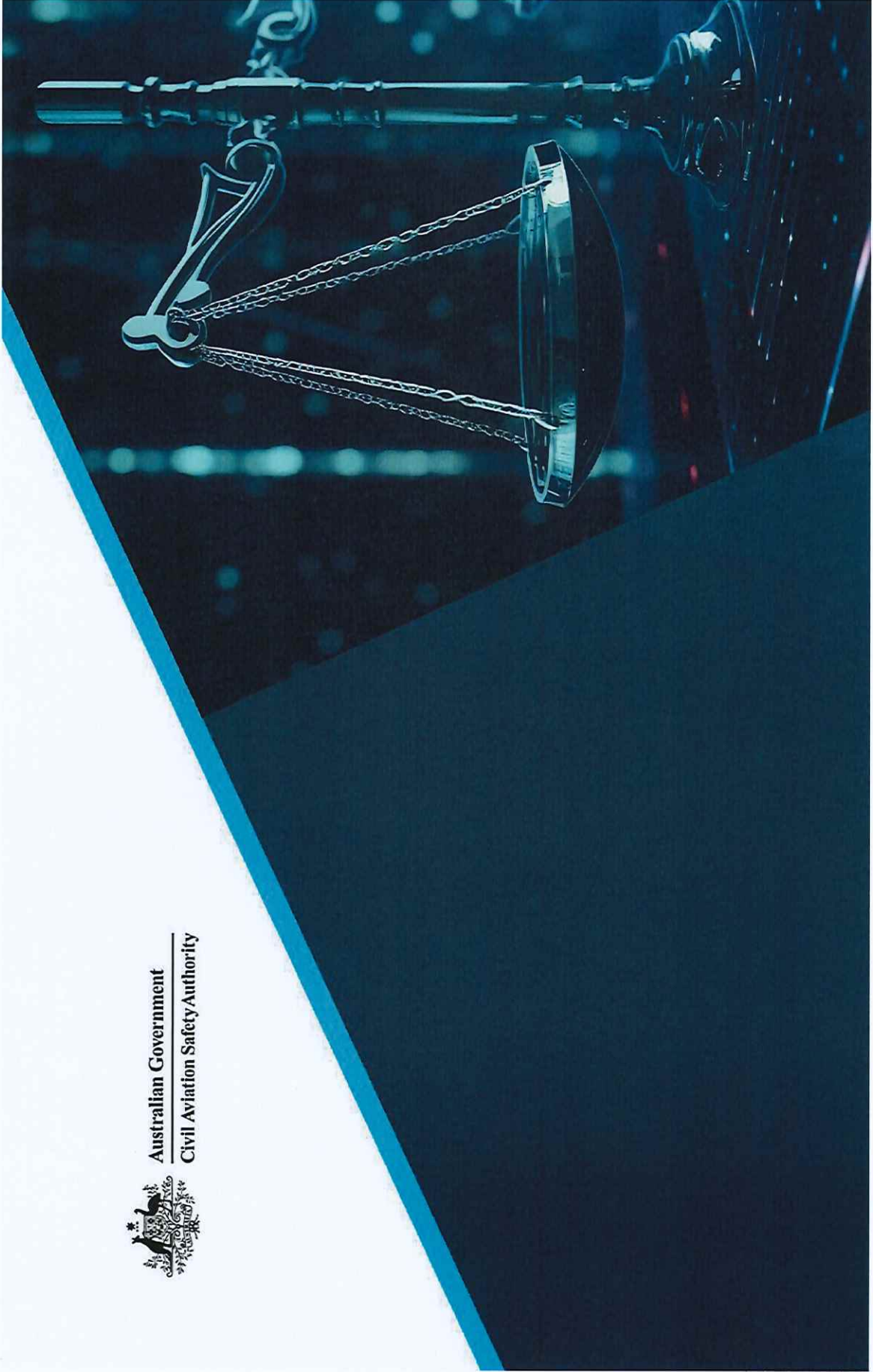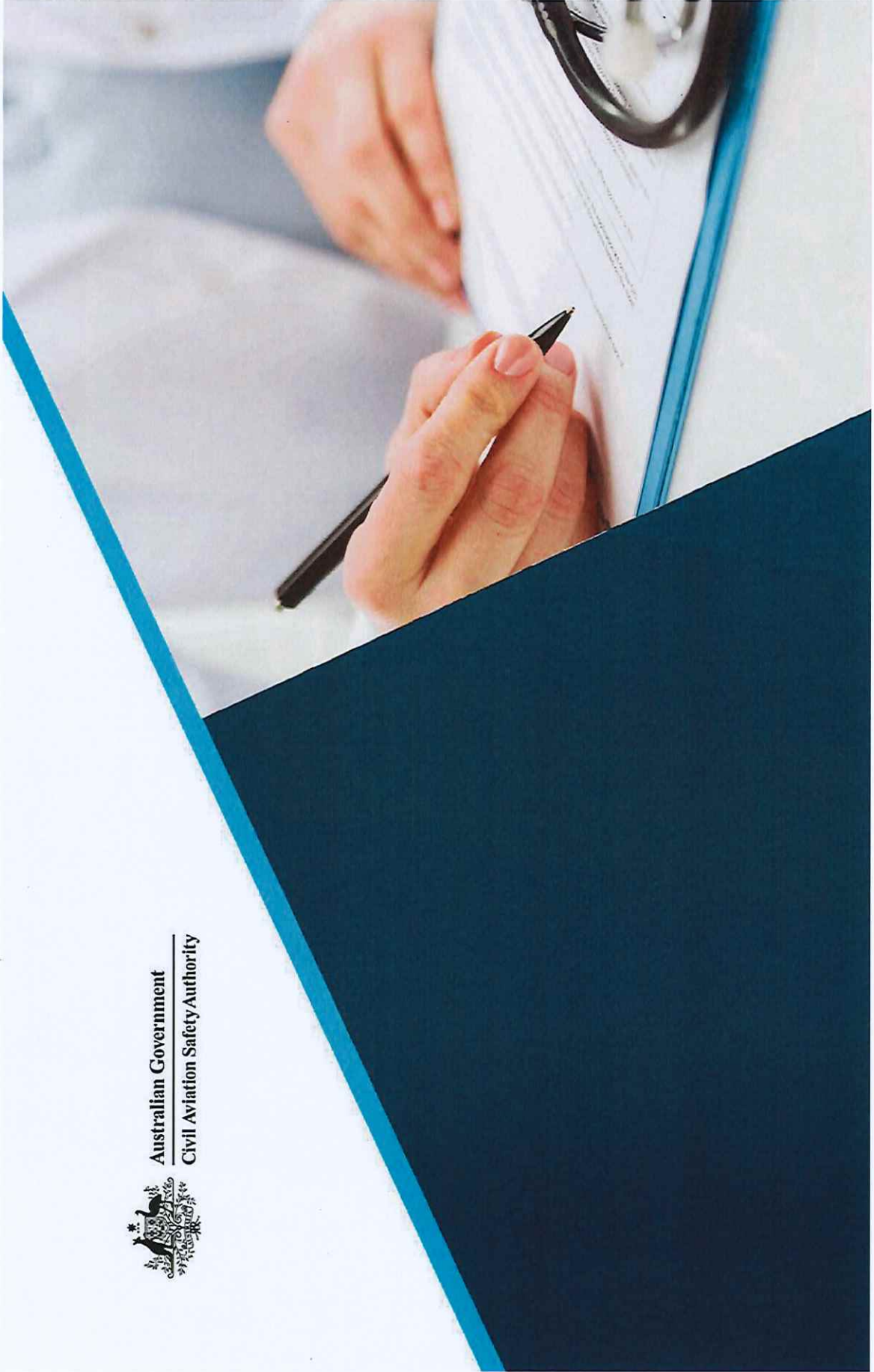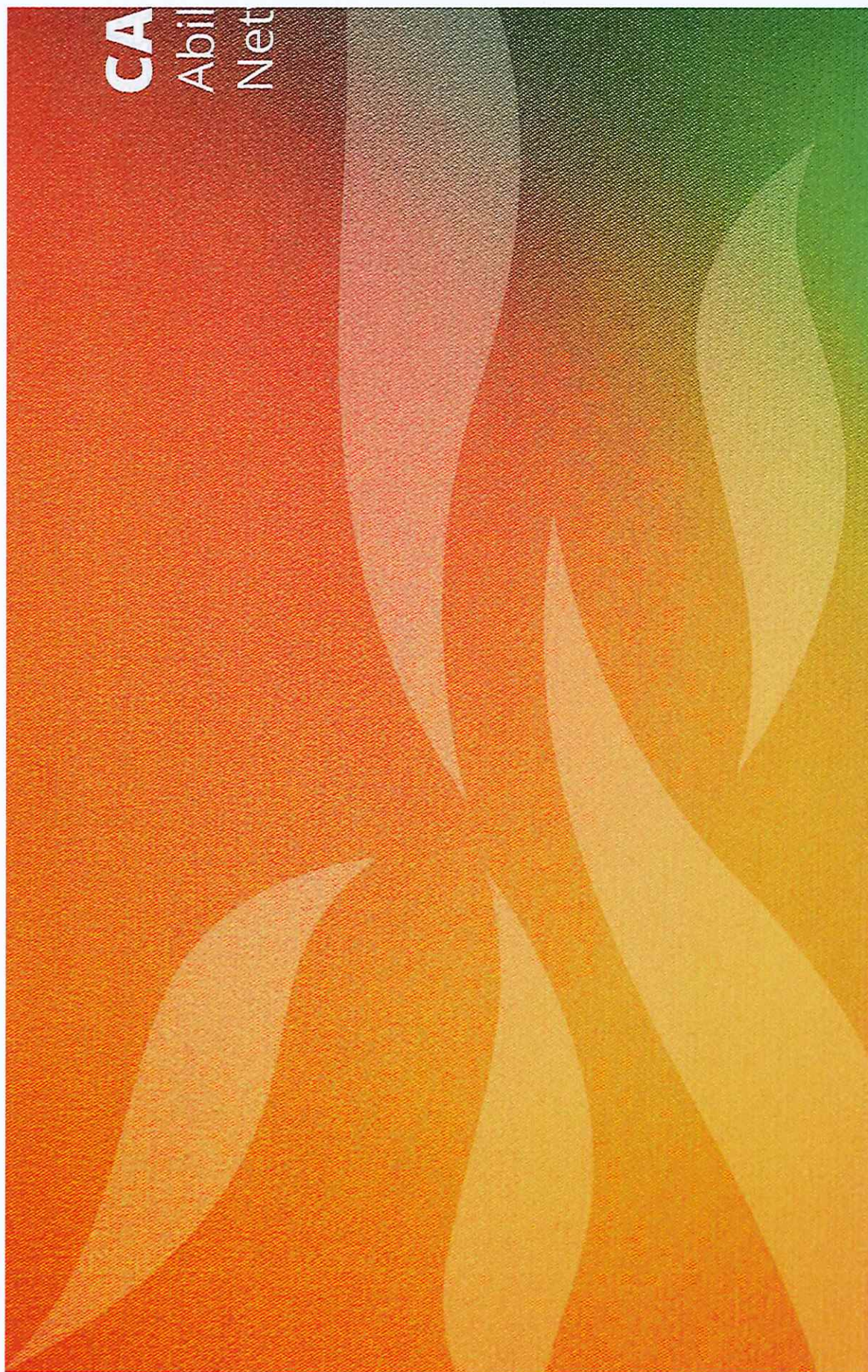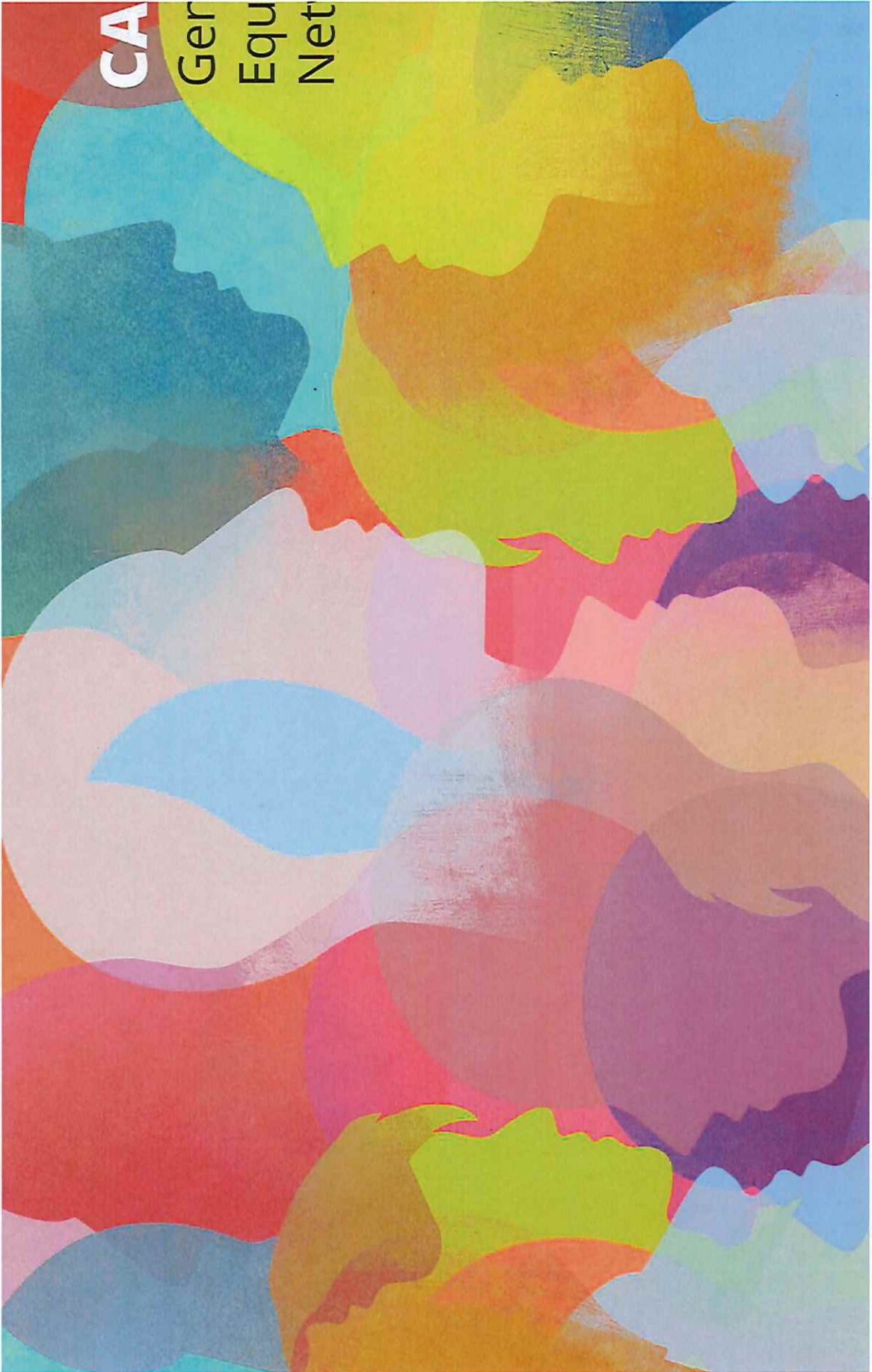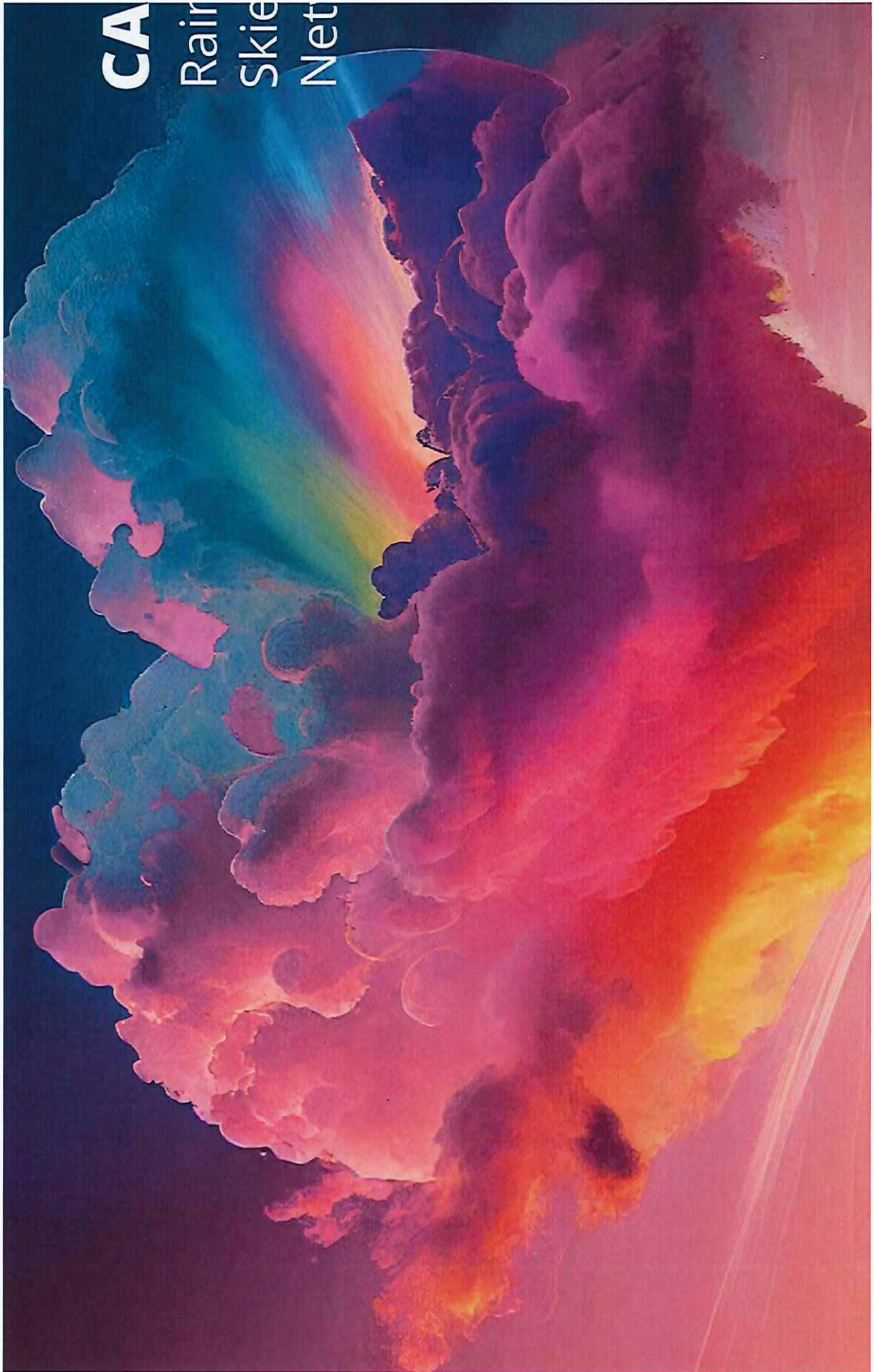
How to correctly format names on CASA business cards

Overview

Our staff business cards list given and surnames only, with certain exceptions. This page outlines when and how to use these additional titles, honours, academic qualifications, etc.

Key points

- The pre-nominal (ie before the name) Dr is allowed, where the staff member
  - holds a PhD
  - is a licensed medical practitioner.
- Post-nominal letters (i.e. after the name) indicating an Australian Honour are allowed, but only in accordance with the Australian Order of Precedence.
- Staff who display pre or post nominal letters on CASA business cards to which they are not entitled, may be considered in breach of the Code of Conduct.

Contact

For further information on the use of pre and post nominal letters on business cards please contact:

Corporate Communications Officer: Natalie Johnson

   Natalie.Johnson@casa.gov.au

HORACE

How to use our logo

Overview

Rules for using our logo are set by the Department of Prime Minister and Cabinet, and must be followed at all times.

Key points

Rules around the logo use

- The rules for using our logo are contained in the Australian Government branding design guidelines.
- The guidelines cover logo layout, size, colour, position and application.
- If you are using the logo in a document please read the guidelines first to ensure you are applying it professionally and consistently.
- There are two versions of the logo – horizontal (or 'inline') and vertical (also known as 'stacked'). Only these two versions can be used.
- Horizontal/inline logo:

Australian Government
Civil Aviation Safety Authority

Australian Government
Civil Aviation Safety Authority

- Vertical/stacked logo:

Requests from external parties to use the logo

- The government branding guidelines allow the Australian Government logo to be used by third parties who are authorised to do so by the agency.

- A decision on whether it is appropriate is at the discretion of the department or agency.

- Examples where CASA will generally approve the use of the logo include as part of a sponsorship agreement, as an event attendee, when working across government, and as part of our Drone Safety Advocate program.

- We do not generally allow industry participants to use the CASA logo as it may be taken to be a representation that CASA 'endorses' a particular product or service.

- It is important that we are not seen to be endorsing or affiliated with private entities as this could affect perceptions of us as a safety authority and independent regulator.

- We do not approve requests from operators or educational institutions who want to display a CASA logo on their website to demonstrate their compliance with the safety rules.

- If you have received a request from an operator or external party to use the CASA logo, please refer them to spdesign@casa.gov.au.

Resources

- Australian Government branding guidelines

Contact

If you have questions about using the logo or want to request logo files please contact: Natalie.Johnson@casa.gov.au

or spdesign@casa.gov.au.