



Australian Government
Civil Aviation Safety Authority

Notification of reviewable decisions and rights of review



Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Stroke
Stomach Ulcers
Thyroid Disease
Other (describe)

If yes, please list the state(s)

If your medical certificate has been refused, or has a restriction that you have not sought, and you wish to have that decision reviewed, please read further...

Reconsideration by CASA

Regulation 67.190 provides that you may apply in writing for reconsideration of CASA's decision within 21 days after you receive the decision, if:

- CASA has refused to issue a medical certificate; or
- CASA has issued a medical certificate subject to a condition that you have not sought.

A reconsideration application may be submitted online via the Medical Records System (MRS) within 21 days of receiving the original decision. It is preferable you set out why CASA should change its decision and provide any further medical evidence you may have.

Administrative Appeals Tribunal

In addition to the above, if you are not satisfied with any aspect of the decision you, and any other person whose interests are affected by the decision, may apply to the Administrative Appeals Tribunal (AAT) to review the decision under the Administrative Appeals Tribunal Act 1975.

Time limits for applying to the AAT

There is a time limit of 28 days from the date you receive the decision.

Contacting the Administrative Appeals Tribunal

National telephone numbers

The Tribunal has provided a national 'local call fee only' number for the use of applicants in country areas of Australia. The telephone number is 1300 366 700. You can use the number to call the Tribunal's office in the capital city of the State in which you live, for the cost of a local call. If you live in the Northern Rivers area of New South Wales (and have a post code between 2460 and 2490), for the cost of a local call you will be connected to the Brisbane Registry of the Tribunal, as your matter will normally be handled from that office. With the exception of the above, should you wish to contact an office of the Tribunal outside your State, the normal STD facilities should be used. If you are hearing impaired the Tribunal has a TTY service available on 1800 650 662. Hearing (induction) Loops are available at each Tribunal counter and in hearing and conference rooms.

The address and contact number of the AAT in each State and for the Northern Territory are shown at the end of this information sheet.

What the AAT can do

The AAT is a body independent of the Civil Aviation Safety Authority. It has the power to review the decision. If it determines that the decision was wrong it can vary or overturn the decision.

Legal advice

This notice is not provided by way of procedural or legal advice. Any person wishing to make an application to the Administrative Appeals Tribunal should make and rely upon their own enquiries concerning the commencement and conduct of proceedings before the Tribunal and should seek and rely upon their own legal advice.

Other options

You may lodge a written complaint with CASA's Industry Complaints Commissioner, or the Commonwealth Ombudsman. You may also have rights of appeal to the Federal Magistrates Court or the Federal Court. You may wish to obtain legal advice about which of the options is most suitable for you.

Administrative Appeals Tribunal

How to apply

An easy way to apply for a review is online. You can also apply by:

- filling in an application form;
- email; or
- letter.

If you write a letter or email, make sure you include:

- your name, postal address, telephone number and email address;
- the date you received the decision;
- a copy of the decision; and
- brief reasons why you think the decision is wrong.

At October 2019, the application fee was \$932, but this is subject to change.

The application fee is not payable if you have been granted legal aid for the matter, or if you are:

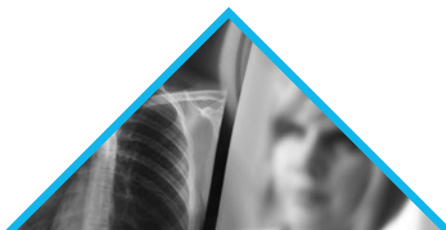
- i. the holder of one of the following cards issued by the Department of Social Security:
 - a health care card;
 - a health benefit card;
 - a pensioner concession card;
 - a Commonwealth seniors health card; or
- ii. the holder of any other card issued by the Department of Social Security or the Department of Veterans' Affairs that certifies entitlement to Commonwealth health concessions; or
- iii. an inmate of a prison or otherwise lawfully detained in a public institution; or
- iv. a child under the age of 18 years; or
- v. in receipt of AUSTUDY within the meaning of the AUSTUDY Regulations; or
- vi. in receipt of benefits under the Commonwealth student assistance scheme known as the ABSTUDY Scheme.

You may also apply for a waiver of the application fee on the grounds that the payment would cause you financial hardship.

The CASA Office of Aviation Medicine follows a rigorous evidence based risk management process in making decisions in relation to medical certificates. In making these decisions CASA balances its primary responsibility to aviation safety with the rights and privileges of the individual.

CASA recognises that some of these decisions will not fit completely with the views of some affected individuals or their treating clinicians.

This flyer provides information about the review process via the Administrative Appeals Tribunal. While all possible care has been taken in providing the contact details and costs quoted, these could change. To confirm details, visit the AAT website at www.aat.gov.au/



How to contact the AAT in each state

Australian

Capital Territory

GPO Box 9955,
CANBERRA ACT 2601
PHONE (02) 6243 4611
FAX (02) 6243 4600

New South Wales

GPO Box 9955,
SYDNEY NSW 2001
PHONE (02) 9276 5000
FAX (02) 9276 5599

Northern Territory

GPO Box 9955,
ADELAIDE SA 5001
PHONE (08) 8128 8000
FAX (08) 8128 8099

Victoria

GPO Box 9955,
MELBOURNE VIC 3001
PHONE (03) 9454 6100
FAX (03) 9454 6998

South Australia

GPO Box 9955,
ADELAIDE SA 5001
PHONE (08) 8128 8000
FAX (08) 8128 8099

Tasmania

GPO Box 9955,
HOBART TAS 7001
PHONE (03) 9454 6329
FAX (02) 9276 5597

Queensland

GPO Box 9955,
BRISBANE QLD 4001
PHONE 1800 228 333
FAX (07) 3052 3069

Western Australia

GPO Box 9955,
PERTH WA 6001
PHONE (08) 6222 7200
FAX (08) 6222 7299

CASA

Civil Aviation Safety Authority

GPO Box 2005,
CANBERRA ACT 2601
PHONE 131 757
FAX (02) 6217 1640