



## BOARD POLICY

# Conflict of Interest Policy

<b>Document number</b>	CASA-01-5126
<b>Version</b>	14.0 – March 2025
<b>Review Date</b>	March 2026
<b>Approval Tier</b>	One
<b>Document Owner</b>	CASA Board
<b>Responsible Area Manager</b>	Executive Manager, Legal, International & Regulatory Affairs
<b>Intended Audience</b>	Internal

## Purpose

The purpose of the Policy for the Management of Conflicts of Interest is to ensure that public trust and confidence in the performance of CASA's regulatory functions is not undermined by actual, potential or perceived conflicts of interest on the part of its staff.

## Applies to

This policy applies to all CASA staff, which includes employees, contractors and, where applicable, consultants, delegates and authorised persons.

## Policy

The CEO/DAS has approved CEO Instruction 03/2017 - Conflict of Interest (the COI Instruction). The COI Instruction sets out the detailed processes and procedures that CASA has put in place to identify, assess and manage actual, potential or perceived conflicts of interest existing between the duties owed by staff to CASA and duties to a third party which may arise, or be seen to arise, due to a past or present connection with that third party.

All CASA staff must:

- take all reasonable steps to avoid an actual, potential or perceived conflict of interest between their personal interests and their CASA duties;
- ensure that full and frank COI declarations are made at appropriate times in accordance with the requirements of the COI Instruction;

- comply with the terms of any conflict of interest management plan, which may apply to their employment at CASA;
- attend fraud awareness and associated training as and when required by the COI Instruction;
- maintain an awareness of the conflict of interest risks that relate to their work group; and
- report any situation in which it appears that a staff member may not have declared an actual, potential or perceived conflict of interest.

## References

Legislation, standards, guidelines, documentation and responsibilities relevant to this policy are:

**Table 1. References and their relevance to this policy**

Reference	Relevance to this policy
<b>Legislative Requirements</b>	<a href="#">Public Governance, Performance and Accountability Act 2013</a> <a href="#">Public Governance, Performance and Accountability Rule 2014</a>
<b>Relevant Guidance</b>	<a href="#">Commonwealth Fraud Control Framework 2024</a> <a href="#">Department of Finance - Resource Management Guide No. 201 – Preventing, detecting and dealing with fraud</a>
<b>Related Internal Documentation</b>	<a href="#">Conflict of Interest - CEO Instruction (CASA-02-4405)</a> Fraud and Corruption Control Policy 2024-2026 (CASA-03-4538) <a href="#">Hospitality and Gifts Policy (CASA-01-0001)</a> <a href="#">Values and Code of Conduct Directive (CASA-02-4572)</a>
<b>Responsibility</b>	All amendments to this policy shall be made in accordance with CASA Document Control policy and procedures.

Signed,

**Air Chief Marshal (Ret'd) Mark Binskin AC**  
**Chair, CASA Board**  
**March 2025**



**Acknowledgement of Country**

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and the places to which we travel for work. We also acknowledge the Traditional Custodians' continuing connection to land, water and community. We pay our respects to Elders, past and present.

Artwork: James Baban.