



Conflict of Interest Policy

Unique Identifier	CASA-01-5126
Owner	CASA Board
Responsible Area	Legal, International and Regulatory Affairs Division
Effective Date	February 2023
Review Date	February 2024
Version	V12
Intended Audience	Internal/External

Purpose

The Civil Aviation Safety Authority (CASA) Board is responsible for approving all CASA policy.

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 or perceived conflicts of interest on the part of its staff.

Applies to

This policy applies to all CASA officers, employees, contractors and, where applicable, consultants, delegates and authorised persons

Policy

CASA's Board Audit and Risk Committee has approved CEO Instruction 03/2017 dealing with 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 or perceived conflicts of interest existing between the duties owed by staff to CASA as employees 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 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;
- report any situation in which it appears that a staff member may not have declared an actual or perceived conflict of interest.

A copy of the COI Instruction is at **Attachment 1**



References

Legislative Requirements	<i>Public Governance, Performance and Accountability Act 2013</i> <i>Public Governance, Performance and Accountability Rule 2014</i>
Relevant Guidance	<i>CASA Fraud Control and Integrity Plan 2022-2024</i> <i>Commonwealth Fraud Control Framework</i> <i>Department of Finance- Resource Management Guide No. 201 – Preventing, detecting and dealing with fraud</i>
Related Internal Documentation	<i>Fraud Control and Integrity Policy</i> <i>Hospitality Policy</i> <i>CASA Code of Conduct</i>
Responsibility	<i>All amendments to this policy shall be made in accordance with CASA Document Control policy and procedures.</i>

Air Chief Marshal (Ret'd) Mark Binskin AC
Chair of the CASA Board
28 February 2023

Attachment 1 CEO Instruction, *Conflict of Interest*