



Conflict of Interest Policy

Unique Identifier	CASA-01-4381
Owner	CASA Board
Responsible Area	Legal and Regulatory Affairs Division
Effective Date	September 2019
Review Date	September 2020
Version	V.1
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 Policy 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 (collectively referred to as a CASA officer)

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 officers must:

- comply with COI Instruction;



- take all reasonable steps to avoid an actual or perceived conflict of interest with their duties as CASA officers;
- 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;
- 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 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 2019-2021</i> <i>Commonwealth Fraud Control Policy</i> <i>Department of Finance- Resource Management Guide No. 201 – Preventing, detecting and dealing with fraud</i>
Related Internal Documentation	<i>Conflict of Interest 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>

Signed

Anthony Mathews Chair
of the CASA Board

15 October 2019