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Australian Government  
Civil Aviation Safety Authority



# Ethics and Integrity Officer

## Terms of Reference

February 2025

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### 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.

Inside front cover artwork: James Baban.

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## Revision history

Revisions to this Terms of Reference are recorded below in order of most recent first.

| Version no | Date          | Parts / sections | Details          |
|------------|---------------|------------------|------------------|
| 1.0        | August 2022   | All              | First issue      |
| 1.1        | February 2025 | 3; 4             | Minor amendments |

# 1. Purpose

The Fraud Control and Integrity Plan outlines CASA's commitment to providing a framework to effectively manage the unique set of fraud and corruption risks CASA officials face.

These Terms of Reference set out the role and responsibilities of CASA's Ethics and Integrity Officer (E&IO).

# 2. Ethics and Integrity Officer

CASA's Industry Complaints Commissioner (ICC) is the E&IO.

# 3. Function

The CASA E&IO is responsible for reviewing ethics, integrity and specified conduct issues. The E&IO's specific functions are:

- receiving, reviewing and responding to queries from CASA managers and staff about specific matters having ethical and integrity-related implications.
- referral of those matters to the most appropriate areas in CASA responsible for dealing with issues involving CASA's Code of Conduct, Conflict of Interest policy and Fraud Control and Integrity Plan;
- contributing to the development and delivery by CASA of training tools aimed at minimising the incidence of misconduct.
- promoting high standards of ethical behaviour
- providing clear and consistent guidance on standards of conduct
- developing investigations frameworks, reporting, and escalation protocols
- managing and undertaking investigations into alleged fraud and corruption
- ensuring that investigations are carried out fairly, effectively and promptly
- escalating individual investigations of significance
- recommending that particular actions be taken by the relevant decision-maker(s) in relation to identified occurrences of fraud or corruption.
- managing any of CASA's obligations under the Public Interest Disclosure Act, (including data collection and management) if delegated by the Principal Officer.

# 4. Scope

Generally, the scope of services would normally include, but not be limited to, investigations of allegations or suspicions of the following:

- Fraud or corruption
- Conflict of Interest (in conjunction with the National Manager: Legal Services – Legal, International and Regulatory Affairs Division who is responsible for the overall administration of CASA's Conflict of Interest Instruction).
- Misuse of CASA equipment or resources
- Matters that may amount to misconduct, serious misconduct or corrupt conduct.

Investigations undertaken by the E&IO are confined to CASA employees and delegates.

Allegations related to breaches of privacy will generally be managed by CASA's Privacy Officer.

## 5. Authority

The E&IO is authorised to oversee or carry out investigations within the defined scope of these Terms of Reference.

In carrying out their responsibilities, the E&IO has:

- free and unrestricted access to all CASA offices, and the right to inspect all correspondence, files, records, accounts and all other forms held by CASA as is necessary for the conduct of investigations.
- the right to require all CASA officers to supply such information, explanations and documentation as is necessary for the conduct of investigations.
- every assistance from CASA staff as is necessary for the conduct of investigations.
- the right to report on any impediments to carrying out their investigations

## 6. Reporting

CASA's Board and the Director of Aviation Safety may refer matters to the E&IO for review and investigation directly.

The E&IO will provide regular reports to CASA's Board on the status of all matters received, referred, or instigated including when the E&IO determines no further action is required.

## 7. Investigation Approach

The investigation of allegations may include:

- preliminary assessment of a complaint or allegation
- gathering documentary evidence
- reviewing contracts or agreements
- conducting interviews of allegedly involved parties, including complainants and CASA staff or delegates
- preparing a report of investigation findings together with recommendations for action including advice and recommendations in relation to any systemic problems uncovered.

## 8. Confidentiality

In carrying out their responsibilities the E&IO will treat all allegations and investigation materials with confidentiality and discretion.

Sharing of any of these materials will be strictly limited to the extent necessary to carry out the investigation. Proper safeguards will be observed to protect the complainant, subject officers and witnesses. Where the matter is determined to be a Public Interest Disclosure, the E&IO will ensure that protection in accordance with the Public Interest Disclosure Act is provided to the complainant.

## 9. Standards

In carrying out investigations, the E&IO will act in accordance with the rules of natural justice and procedural fairness.

## 10. Process

Once an allegation or referral has been assessed as potentially involving inappropriate behaviour, the E&IO will undertake a preliminary evaluation to determine whether further action is required and, if so, where the allegation should be referred or allocated.

Date: 27 February 2025