

STANDING INTERESTS REGISTER

This register presents declared and ceased standing interests nominated by current Food Standards Australia New Zealand Board members. Information on member obligations to declare and manage interests is provided at Appendix 1.

Key – background indicates interest has ceased. The conflict is valid for 4 years after the date the position was ceased.

Interest	Date declared	Date ceased	Valid until	Nature of Interest
Ms Glenys Beauchamp				
Board member, Australian Commission on Safety and Quality in Health Care	24-Oct-22	31-Mar-23	31-Mar-27	
Chair, Australian Building Codes Board	24-Oct-22			
Chair, Advisory Board, Region Group Pty Ltd	24-Oct-22			
Non-Executive Director, McGrath Foundation Ltd	24-Oct-22			
Board Member, Industry Innovation and Science Australia	24-Oct-22	31-Dec-23	31-Dec-27	
Non-Executive Director, Health Metrics Pty Ltd	24-Oct-22			
Medicines Australia Advisory Council	24-Oct-22			
Expert Advisor, Proximity Pty Ltd	24-Oct-22	Feb-23		Casual employment
Member, Centre for Strategy and Governance	24-Oct-22			
National Fellow, Institute of Public Administration Australia	24-Oct-22			
Dr Sandra Cuthbert				
Matters relating to the terms, conditions and powers of the CEO, including decisions relating to the powers that might be delegated to that position.				Delegations
Ms Sue Chetwin				
Member Enviromark Solutions Industry Advisory Panel	26-Mar-20			Enviromark offers simple and effective solutions for environmental credibility. The panel advises on issues arising from the technical and ethical requirements of operating Enviromark's programmes, including impartiality, robustness, and credibility.
Research funding received in 2016 from the Ministry for Primary Industries to Consumer NZ for research into new regulations regarding the sale of unpasteurized milk	14-Feb-20			
Chief Executive Consumer NZ	14-Feb-20			Consumer NZ received research funding in 2016 from the NZ Ministry for Primary Industries to conduct research into new regulations regarding the sale of unpasteurized or raw milk.

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Last updated 17 January 2024

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Director, Financial Markets Authority New Zealand (FMA)	6-Sep-19			The FMA is the New Zealand government agency responsible for enforcing securities, financial reporting and company law as they apply to financial services and securities markets.
Chair, The Grocery Action Group	17-Jan-24			The Grocery Action Group is largely set up to advocate on behalf of consumers, who as the NZ Commerce Commission has found, are paying too much for their groceries in what it has also called an uncompetitive and unfair market in New Zealand.
Ms Teresa Ciprian				
Director, Zenoch Management Ltd	2-Aug-15			Some food related issues – there may be innovation projects which can be for products seeking health and nutrition claims.
Director, Firstlight Foods Ltd	2-Aug-15			Grass feed beef and venison.
Director, Zespri International Ltd	1-Jun-21			Horticulture marketing company – Kiwifruit
Ciprian Consulting Ltd, family member a Director	1-Aug-15			Consults for TGA related matters and also from time to time on infant nutrition – regulatory, compliance, quality systems for example.
Director, Pro Life Foods Ltd	1-Aug-15	Jul-22	Jul-26	Products include Mother Earth, Alison's PANTRY, Value Pack and Donovan's Chocolates. Range consists of nuts, dried fruits, muesli bars, cereals, grains, baking products, chocolates, confectionery, breakfast spreads (honey, jam, peanut butter) etc.
Board member, Bluerock Ltd – advised 14/12/2022 that Bluerock has changed their name to Goodfood Group Ltd.	29-Apr-20			Importers, distributors and marketers of food products and ingredients from a variety of international markets for sale in retail, food service and to industry in NZ. A large range of brands that market the following ambient and chilled products: specialty cheeses, fresh filled pasta, canned fish, deli meats, olive products including preserved and oil, canned vegetables, antipasti, crackers, dips, spreads, beverages.
Director, Rua Bioscience	1-Aug-22			Medicinal cannabis business based in New Zealand.
Member of the Board of Trustees of the Garden to Table Charitable Trust (NZ)	1-Aug-21			Primary and intermediate schools in NZ to encourage and educated children on growing, harvesting, preparing and sharing great food.
Ms Josephine Davey				
Director of Pirrama Consulting	10-Nov-17			Services clients in the food industry that will, from time to time, be impacted by decisions of FSANZ
Director, PPB Technology Pty Ltd	6-Feb-18			A company whose objective it is to commercialise rapid methods for testing of food and related products.

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Last updated **17 January 2024**

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Technical consultant	1-Dec-18			Company produces a milk product pasteurised using high pressure as opposed to traditional heat-based pasteurisation methods. The product is marketed as a 'raw milk' because it has not been heated.
Member, Advisory Board of Nutriloops Pty Ltd	23-Jul-20			A company producing texture modified biscuits for the healthcare sector.
Dr Michael Dunbier				
Director, Foundation for Arable Research (FAR)	4-Mar-20	31-Dec-19	31-Dec-23	The Foundation is an applied research and information transfer organisation responsible primarily to New Zealand arable growers. It is involved with funding of arable, maize and potato research and technology transfer. FAR conducts extensive activities in wheat research.
Dunbier Family Trust	6-Aug-18			
Researcher in Research Management and Governance	22-Nov-18			Involved with programs including advanced plant breeding techniques. At times this has involved public presentation of institutional positions in support of modern molecular technologies.
Member of the External Review Panel to review the Centre for Crop and Disease Management at Curtin University	7-Jun-21	8-Jul-21	8-Jul-27	
Professor Palatasa Havea				
No declarations to date				
Mr John Hart				
Executive Director, Restaurant & Catering Industry Association of Australia	3-Mar-20			
Executive Director, Business Group Australia	4-Dec-17			
Non-Executive Director, (Western Sydney University)	15-Sep-21			
Executive Chairman, Tourism (ACCI)	4-Dec-17			
Member, Australian Business Register Board (ATO)	4-Dec-17			
Deputy Chair of the Tourism, Travel and Hospitality Industry Reference Committee	6-Jun-18			The Committee is responsible for national training package qualifications relevant to job roles in the tourism, travel and hospitality industry.
Board member, Tourism Australia	6-Mar-19			
Independent Director, Angus Knight Board	17-Jun-20			Angus Knight and our Group of companies is a for profit, for purpose organisation that enriches the Australian community and economy through delivering economic, social and learning outcomes.
Board member, Hospitality Training Network	15-Sep-21			
Chair, Australian Grape and Wine	15-Sep-21			

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Last updated 17 January 2024

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Chair, Tourism Training NSW	15-Sep-21			Offers food safety resources for RTOs.
Member, Restaurant and Catering Association Board	14-Mar-23			
Professor Mark Lawrence				
External resource to the World Health Organization's Nutrition Guidance Expert Advisory Group Subgroup on Diet and Health	11-Sep-17			Commissioned to prepare a series of systematic reviews on dietary patterns and health outcomes
Chair, Advisory Board, Cochrane Nutrition	15-Mar-20	31-Dec-21	31-Dec-25	Expert opinion
Member, Advisory Board, Cochrane Nutrition	15-Mar-20			Expert opinion
Member of Advisory Group, NHMRC Synthesis and Translation of Research Evidence (SToRE) committee	11-Sep-17	31-Mar-23	31-Mar-27	Expert opinion
Head, Healthy and Sustainable Food Systems group, Institute for Physical Activity and Nutrition research, Deakin University	15-Mar-20			
Expert external advisor, Review of Canada's Food Guide, Health Canada	15-Mar-20	31-Dec-21	31-Dec-25	Expert opinion
External adviser to the Food and Agriculture Organisation	15-Mar-20			Co-authored two reports: <ul style="list-style-type: none"> • Monteiro, C. A., et al. (2019). Ultra-processed foods, diet quality, and health using the NOVA classification system, Rome, FAO. • FAO and WHO (2019). Sustainable healthy diets – Guiding principles, Rome.
Member, NHMRC TCR Prioritisation Committee 2020	15-Mar-20			Expert opinion
Member, International Union of Nutritional Sciences Taskforce on Sustainable Diets	15-Mar-20			Expert opinion
Team leader, ARC-funded project, 'Reforming evidence synthesis and translation for food and nutrition policy	15-Mar-20			
Ms Jane Lovell				
CEO, Victorian Farmers' Federation	27-Jul-22	6-Jul-22	6-Jul-26	Involved with advocacy related to political decisions that impact Victorian farmers, noting that this may include food safety standards from time-to-time.
Principal/Consultant, Organic Systems	24-May-16	27-Jul-22		Consultancies may include advice to businesses and/or governments agencies that may be impacted from time to time by decisions of FSANZ.
Member, Industry Board, Sustainable Certification	27-Jul-22			Provision of advice regarding business opportunities related to certification services in agriculture and food related areas.
Chair, Cherry Growers Australia In	22-Oct-22			CGA is a member-based organisation that represents the interests of its member states and orchardists nationally

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Last updated 17 January 2024

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Member, AgriFutures Australia Emerging Industries Consultative Committee	23-Nov-22			AgriFutures Australia is one of 15 research and development corporations that service the research, development and extension (RD&E) needs of Australian rural industries. The Emerging Industries investment supports a diverse range of up-and-coming rural industries to grow and reach new markets through targeted research and development.
Chair with The Executive Connection (TEC)	17-Oct-23			
Board Member, FreshCare	15-Feb-23			Company provides internationally recognised assurance standards for the fresh produce and wine grape industries.
Mr Deon Mahoney				
Head of Food Safety, International Fresh Produce Association	19-Apr-22			A member-based company whose purpose is to support the Australian horticulture sector to grow, package and market fresh produce. Supports businesses that will be impacted from time-to-time by the decisions of FSANZ.
Principal, Deon Mahoney Consulting	19-Apr-22			Acts as a consultant supporting food businesses address food safety problems. Engagement with business that will be impacted from time-to-time by the decisions of FSANZ.
Non-executive Director, Australian Institute of Food Science and Technology	19-Apr-22			Member-based organisation supporting Australian food scientists and technologists.
Non-executive Director, Fresh Produce Safety Centre, ANZ	19-Apr-22			Member-based organisation supporting the Australian fresh produce sector.
Family Member (Jesse Mahoney, son) Agricultural Counsellor, Washington DC	8-Jun-22			Works in market access with DFAT, work may include issues such as MRLs.
Adjunct Professor, School of Agriculture and Food Sustainability, University of Queensland, effective 1 January 2024	4 Dec 23			
Dr Roscoe Taylor				
Member, CSIRO Health & Biosecurity Advisory Committee	10-Sep-20	30-Jun-20	30-Jun-24	
Periodic casual employment by various Health and Hospital Services, Queensland Health as a relieving public health physician and/ or Director of a Public Health Unit during 2020	12-May-20	30-Sep-21	30-Sep-25	
Periodic employment by the Tasmanian Department of Health as a senior medical advisor in the area of communicable diseases prevention and control	18-Feb-21	30-Jun-21	30-Jun-25	

Overview of Declaration of Interests and Management of Conflicts of Interests

COI

General obligation on Board members to declare and manage interests

Board members must declare and manage certain interests, especially material personal interests. This is a legal requirement imposed by the *Food Standards Australia New Zealand Act 1991* (the FSANZ Act) and the *Public Governance Performance and Accountability Act 2013* (the PGPA Act). Rules made under the PGPA Act detail when and how the required disclosure of a material personal interest must occur.

Board members are also subject to the general law, which imposes an obligation to avoid conflicts of interest. The possibility of a conflict of interest under the general law arises where 'a reasonable man looking at the relevant facts and circumstances of the particular case would think that there was a real sensible possibility of conflict'.¹

Public confidence in the integrity of decisions made by the Board also requires that there be no perception of bias or conflict of interest in Board members as decision-makers.

Material personal interests

Requirement to disclose material personal interests at Board meetings (PGPA Rule 12)

A Board member who has a material personal interest that relates to the affairs of FSANZ must disclose details of that interest (section 29 of the PGPA Act).

A Board member does not have to disclose a material personal interest that arises in relation to:

- the remuneration that a member receives for being a Board member;
- a payment or contract by FSANZ for indemnification of Board members in accordance with section 61 of the PGPA Act; or
- a contract by FSANZ to insure members against any liability they may incur as a Board member.

What must be disclosed to whom and how (PGPA Rule 14)

To whom The Board member must disclose the material personal interest, orally or in writing, to each other member of the Board.

What The Board member must disclose the nature and extent of the interest and how the interest relates to the affairs of FSANZ.

When At a meeting of the Board as soon as practicable after the Board member becomes aware of the interest. The Board member must also ensure that the disclosure is recorded in the minutes of that meeting.

If the Board member has previously disclosed an interest and the nature or extent of the interest has changed, the Board member must make the disclosure, at a meeting of the Board, as soon as practicable after the member becomes aware of the change.

¹ *Boardman v Phipps* [1967] 2 AC 46 at 124.

The consequence of having a material personal interest (PGPA Rule 15)

A Board member who has a material personal interest in a matter being considered at a Board meeting must not:

- be present while the matter is considered at the meeting; or
- vote on the matter.

There are two exceptions to the above:

- if the other Board members at the meeting who do not have a material personal interest in the matter decide that the member is not disqualified from being present or voting or both, and that decision is recorded in the meeting's minutes; or
- the Minister has issued a written declaration that the member may be present or vote.

Requirement to disclose material personal interests in out of session Board deliberations

The Board can decide matters out of session and without a formal meeting (section 124, FSANZ Act).

A Board member must disclose a material personal interest that relates to any matter being considered or about to be considered out of session by the Board (section 125, FSANZ Act).

The Board member must disclose the nature of that interest to:

- the Minister as soon as practicable after the relevant facts have come to the Board member's knowledge (section 125, FSANZ Act); and
- the other Board members at a meeting of the Board as soon as practicable after the Board member becomes aware of the interest (section 29, PGPA Act and PGPA Rules)

Requirement for Board members on FSANZ committees to disclose material personal interests (PGPA Rules 16A, 16B and 16C)

The following applies to a Board member who is appointed to, or who is an ex officio member of, a committee or body of which all the appointed members are FSANZ 'officials'.

An 'official' mean a person who is in, or forms part of, FSANZ (including FSANZ Board members, officers and employees as well as Commonwealth, State and Territory Government officials and employees assisting FSANZ perform its functions) but not consultants or contractors.

The FSANZ Audit Committee is an example of such a committee. At present, its appointed members are all FSANZ officials.

If the Board member has a material personal interest relating to the affairs of FSANZ, he or she must disclose that interest to each other member of that committee or other body. The nature and extent of that interest and how the interest relates to the affairs of FSANZ must be disclosed. This disclosure must be made either orally or in writing as soon as practicable after the Board member becomes aware of the interest. The Board member must also ensure that the disclosure is recorded in the minutes of that meeting.

If the Board member has previously disclosed the interest and the nature or extent of the interest has since changed, the Board member must make the disclosure at a meeting as soon as practicable after the member becomes aware of the change.

A Board member who has a material personal interest in a matter being considered at a meeting of the committee or body must not:

- be present while the matter is considered at the meeting; or

- vote on the matter.

This prohibition does not apply if the other members of the committee or other body determine that the member can be present and vote. However, the Board member must not participate in making that determination and must not be present when that determination is being made. The Board member must ensure that the determination is recorded in the minutes of that meeting.

Consequences of a failure to disclose a material personal interest when required

The Minister may terminate the appointment of a Board member who fails to disclose a material personal interest when required (section 30 of the PGPA Act, section 127 of the FSANZ Act).

The failure by a Board member to disclose a material personal interest when required will not invalidate any act, transaction, agreement, Board resolution and the like (PGPA Rule 16D).

What is a material personal interest?

The term 'material personal interest' is not defined in the PGPA Act or Rules or in the FSANZ Act.

For a disclosable material personal interest to exist, three criteria must be satisfied:

- the interest is 'material';
- the interest is 'personal'; and
- the interest relates to the affairs of FSANZ.

In order to prevent a member from being present at a meeting and voting, the interest must also relate to a 'matter' under consideration by FSANZ at the meeting.

A Guide issued by the Department of Finance states that:

Material personal interests could directly relate to an official's [*Board member's*] personal role or, more broadly, to the overall purpose of the entity. ... To be 'material' a personal interest must be of a type that can give rise to a real or perceived conflict of interest. Personal interests do not give rise to a conflict of interest unless there is a real or sensible possibility of conflict and not simply a remote or theoretical possibility of conflict. In addition, to be 'material', the nature and substance of the interest must have the capacity to impact on the ability of the person to honestly discharge their duties to the entity.

The general case law (summarised below) provides further guidance as to what can constitute a material personal interest.

Is the interest 'material'?

The term 'material' is not defined in the PGPA Act or the PGPA Rule.

A 'material' interest is something broader than a direct or indirect pecuniary interest. A material personal interest can include interests in relation to academic or research associations of a member.

The courts have said that the interest must involve:

*'...a relationship of some real substance to the matter under consideration or the contract or arrangement which is proposed. In that way the nature of the interest should be seen to have a capacity to influence the vote of the particular director upon the decision to be made It is the substance of the interest, its nature and capacity to have an impact upon the ability of the director to discharge his or her fiduciary duty which will be important.'*²

² *McGellin v Mount King Mining* (1998) 144 FLR 288.

The relationship between the advantage which the Board member may gain, and the matter being considered, needs to be assessed.

It is easier to make a decision about a pecuniary interest, rather than a research or academic association. If a Board member's academic profile or reputation depends on or is closely associated with a particular thesis or theory, then a matter which requires the consideration of the correctness of that thesis or theory may be a matter in which the member has a 'material' interest, because the member's reputation or academic standing will be affected by the decision.

Is the interest 'personal'?

The interest must be 'personal'. Generally speaking, a non-pecuniary interest will not be 'personal' if it affects the person as a member of a group or class. Therefore, interests of an academic or research nature will only be 'personal' if they are sufficiently personal to the member.

Does it relate to the affairs of FSANZ?

The interest must relate to the affairs of FSANZ. The case law suggests that the phrase 'affairs of FSANZ' should be given a broad meaning.

Does it relate to a 'matter' under consideration by the Board?

The PGPA Rules and section 125 of the FSANZ Act makes it clear that a member must not be present or vote if the member has a material personal interest in a 'matter'. In this context, 'matter' means a thing under consideration by the Board.

Broader interests (other than material personal interests)

The duties imposed by the FSANZ Act and the PGPA Act are not exhaustive. Board members also owe duties under the general law. These include obligations known as fiduciary duties, which are generally owed to FSANZ.

In summary, Board members owe fiduciary duties:

- not to put themselves in a position of conflict of interest; and
- not to profit or benefit from their position as a FSANZ Board member, or from opportunity or knowledge arising from that position, without the informed consent of FSANZ

Conflict of interest

In general, a perceived conflict of interest can arise when a reasonable person would think that the Board member may not bring an impartial mind to bear to the question.

Whether a perceived conflict of interest exists depends very much on the circumstances. Relevant factors to consider are the extent of the interest, time and the degree of connection to the interest.

The extent of the interest

The question here is 'whether the interest is such that a reasonable person would think there is a real or substantial possibility of the director being swayed by it.'³ For example if a director had \$100 worth of shares in a bank, a reasonable person would not think her vote to open an account at the same bank was affected by her interest.

³ *The Bell Group Ltd (in liq) v Westpac Banking Corporation (No 9)* (2008) 70 ACSR 1.

Time

In general, the interest must be current. An ephemeral or brief association between a director and some outside interest is not enough to trigger a conflict of interest.⁴ Therefore, an interest associated with former employment (for example) may no longer give rise to a real or sensible perception of conflict.

However, the fact that a matter occurs in the past does not necessarily mean that there can be no perception of conflict. It is the capacity of the matter (taking into account its age) to impact on the discharge of the member's duties which is important.

The Board has agreed that:

- a. if a Board member ceases to receive personal compensation for a role outside FSANZ, and ceases to be directly involved in that role, there would not appear to be a conflict of interest in relation to that role and FSANZ; and
- b. an interest shall not give rise to a perceived conflict of interest in relation to an agenda item if that interest had lapsed or expired four or more years prior to the meeting or teleconference at which the agenda item is to be considered.

However, both the above are subject to the nature of the interest and any relevant exceptional circumstances⁵.

Degree of connection to the interest

There must be 'a real sensible possibility' of the interest swaying a member's vote. That is, such that: *... a reasonable man looking at the relevant facts and circumstances of the particular case would think that there was a real sensible possibility of conflict; not ... some situation arising which might, in some conceivable possibility in events not contemplated as real sensible possibilities by any reasonable person, result in a conflict.*⁶

No profit rule

A Board member must not profit from his or her position as a FSANZ Board member *without the informed consent* of FSANZ.

This general law duty has been described as follows:

*A person who occupies a fiduciary position may not use that position to gain a profit or advantage for himself, nor may he obtain a benefit by entering into a transaction in conflict with his fiduciary duty, without the informed consent of the person to whom he owes the duty.*⁷

For consent to be informed, there must be full and frank disclosure of the facts.⁸

Declarations of income

There is no single definitive list of what income Board members have to disclose. In deciding whether to disclose income, a Board member should consider whether the income in question:

⁴ *Baker v Pay Island Resort Pty Ltd (No 2)* [1970] Qd R 210.

⁵ FSANZ63, September 2015.

⁶ *Boardman v Phipps* (1854) 1 Macq 461.

⁷ *Hospital Products Ltd v United States Surgical Corporation* (1984) 156 CLR 41.

⁸ See *Boardman v Phipps* (1967) 2 AC 46 per Viscount Dilhorne; *Queensland Mines Ltd. v Hudson* (1978) 18 ALR 1; *Hospital Products Ltd v United States Surgical Corporation*, op. cit, per Gibbs CJ.

OFFICIAL

Last updated 17 January 2024

- was derived from having a ‘material personal interest’—in other words, income derived from an interest that would influence his or her vote upon a decision to be made by the Board;
- was derived in circumstances in which a conflict or a significant possibility of conflict exists between him or herself and FSANZ; or
- was obtained by reason or use of his or her fiduciary position, or by knowledge or opportunity gained from that position.

If the answer to any of those questions is ‘yes’, then the income should probably be disclosed.

POSSIBLE ACTIONS ON INTERESTS

P-V Participate in discussion and vote on matters requiring a decision

P-NV Participate in discussion, but not vote on matters requiring a decision

NP-NV Not participate in discussion and not vote on matters requiring a decision

GUIDE TO DECLARATION OF INTERESTS

If you think that a relevant interest is even of only a minor nature, it is generally prudent to disclose it and allow the Board to decide

- Have you or a member of your family* (in any capacity) had any previous dealing with a particular matter before the Board?
- Have you or a member of your family* been a party to any legal proceedings in relation to a matter before the Board?
- Have you or a member of your family* received any gift from a person, company or other entity** that deals with any of the products regulated by FSANZ?
- Do you or a member of your family* own shares*** in a company that deals in any of the products regulated by a matter before the Board?
- Do you or a member of your family* own property (apart from shares) with or owe debts to any person, company or other entity** that deals with any of the products regulated by FSANZ?
- Can you manage or direct investment of a commercially managed superannuation fund in which you have an interest?
- Are you or a member of your family* a director or executive in a company or other entity**, which has an interest in a matter before the Board?
- Do you or a member of your family* have any commercial engagement or employment, whether ongoing or contract, with any Commonwealth, State, Territory or New Zealand government departments or agencies that may affect your consideration of matters before the Board?
- Do you or a member of your family* have any commercial engagement or employment, whether ongoing or contract, with any person, company or other entity** that may affect your consideration of matters before the Board? (an example of a 'commercial engagement' is having been given a research grant by a university)
- Are you or a member of your family* a member of a Board of a company or other entity** that may affect your consideration of matters before the Board?
- Do you or a member of your family* have any affiliation with a for-profit or not-for-profit organisation that may affect your consideration of matters before the Board? (Examples of such organisations are political, trade union, professional, community and religious bodies).
- Do you or a member of your family* have a financial or other stake in the outcome of any matter before the Board? ('other stake' includes reputation or standing within in a particular industry or organisation)
- Do you have a significant relationship with any staff (ongoing or contract) of FSANZ that may affect your consideration of matters before the Board?
- Is there any other aspect of your affairs that the general public might reasonably regard as affecting your contribution on matters before the Board?

* 'Member of your family' includes your spouse, children, members of your household and any other close relative.

** 'Other entity' includes business arrangements, such as partnerships or joint ventures, with other individuals, tertiary education bodies, government and non-government agencies and associations.

***Following discussion on declaration of interests by the Board, it was agreed that a 5% interest in a shareholding should be declared on the public register and that lesser shareholdings should be declared by directors on individual agenda items if any real or perceived conflict could be raised.

IF YOU HAVE TICKED ANY OF THE BOXES ABOVE, YOU MAY HAVE A CONFLICT OF INTEREST AND YOU SHOULD DISCLOSE IT TO THE BOARD

Procedure by FSANZ Board once an interest is declared

The normal FSANZ Board practice is for Board members to disclose interests prior to the Board meeting, by email and following provision of the agenda. Interests may also be disclosed at the Board meeting at any time before consideration of a relevant agenda item commences.

1. The Board member declares the interest, giving details and answering any questions from other members. *Minutes will record the nature and extent of the interest declared.*
2. The Board member leaves the room while the matter is discussed by the remaining members.
3. The remaining members decide whether the absent member should vote and/or participate in the debate on the issue. *Minutes will record this decision, including in relation to any limitation on the member's participation.*
4. If the remaining members decide to allow the absent member to vote and/or participate, the member is recalled and notified of the decision. When the matter that is the subject of a member's disclosure comes up for consideration during the meeting, the Board's decision is followed and recorded in the minutes of that meeting.