



Candidate information pack

Board Chair
Food Standards Australia and New Zealand

Reference No: 1053

Close date: 11.30pm AEST Monday 18 May 2026

Unit 120B, Mode 3 Building
24 Lonsdale Street, Braddon ACT 2612
PO Box 5125, Braddon ACT 2612
T 02 6232 2200 • F 02 6232 2222
E admin@execintell.com.au

Board Chair

Position description

Position Overview

Reports to: The responsible Minister, in accordance with the *Food Standards Australia New Zealand Act 1991* and the *Public Governance, Performance and Accountability Act 2013* (PGPA At).

Location: Any location within Australia or New Zealand. The Board meets approximately eight times per year. Travel to Board meetings in Canberra and Wellington

Employment Type: Part time

Work Arrangement: Specified term of a period up to 4 years

Salary: Remuneration is set by the Remuneration Tribunal. The current applicable fee for the Chair is \$97,340. More information can be found here:
<https://www.remtribunal.gov.au/document-library-search/remuneration-tribunal-remuneration-and-allowances-holders-part-time-public-office-determination-2025-Compilation-no-5>

Reporting

The Chair is accountable to the Australian Government through the responsible Minister, in accordance with the *Food Standards Australia New Zealand Act 1991* and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

Purpose of the Role

The Chair provides independent leadership of the Food Standards Australia and New Zealand (FSANZ) Board and is responsible for ensuring the Board governs FSANZ effectively, ethically and in the public interest. The Chair leads the Board in setting strategic direction, overseeing organisational performance, and ensuring FSANZ fulfils its statutory functions of developing and maintaining food standards to protect public health and safety and support fair trading in food.

Key Responsibilities

Board Leadership and Governance

The Chair:

- Leads the Board to discharge its responsibilities as the accountable authority under the PGPA Act, including the proper use and management of public resources, achievement of FSANZ's purpose, and long-term sustainability.
- Provides leadership to ensure the Board operates effectively, cohesively and in accordance with the FSANZ Board Charter.
- Sets the tone for high standards of integrity, probity, transparency and ethical conduct.
- Oversees Board performance, including ensuring appropriate induction, development and evaluation of Board members.

Strategic Direction and Performance

The Chair:

- Leads the Board in setting FSANZ's strategic direction and priorities, consistent with legislative requirements and government policy.
- Oversees approval of the Corporate Plan, Portfolio Budget Statements and Annual Report, and monitors organisational performance against agreed objectives and measures.
- Ensures the Board provides robust oversight of risk management, financial sustainability and internal control systems, including through the Finance, Audit and Risk Management Committee.

Relationship with the Chief Executive Officer

The Chair:

- Maintains a constructive and professional working relationship with the Chief Executive Officer (CEO).
- Leads the Board in appointing, supporting and reviewing the performance of the CEO.
- Ensures clear delineation between the Board's governance role and the CEO's responsibility for day-to-day management of FSANZ.

Meetings and Decision-Making

The Chair:

- Presides over Board meetings, ensuring meetings are conducted efficiently, inclusively and in accordance with legislative and Charter requirements.
- Approves Board agendas and ensures adequate time is allocated to strategic, regulatory and risk matters.
- Facilitates informed decision-making, encourages constructive challenge, and ensures decisions are evidence-based and aligned with FSANZ's statutory objectives.

Stakeholder and Government Engagement

The Chair:

- Acts as the primary point of contact between the Board and the responsible Minister, and represents the Board in communications with government when required.
- Engages, as appropriate, with the Food Ministers' Meeting and other key stakeholders to support confidence in FSANZ's regulatory role.
- Represents FSANZ publicly where required, in coordination with the Minister and the CEO.

Conflicts of Interest and Compliance

The Chair:

- Ensures robust processes are in place for declaring and managing conflicts of interest.
- Models best practice in compliance with legislative, regulatory and policy requirements applying to Commonwealth entities.

Required Skills and Experience

Essential

- Significant senior leadership and governance experience, including as a chair or member of a complex board.
- Demonstrated ability to lead collegiate decision-making and manage diverse expert viewpoints.
- Strong understanding of public sector governance, accountability and risk management frameworks.

- Capacity to engage constructively with Ministers, senior officials and stakeholders across jurisdictions.

Desirable

- Experience in health, food regulation, science-based decision-making, or consumer-focused regulatory environments.
- Familiarity with operating in bi-national or inter-jurisdictional governance settings.

Appointment and Time Commitment

The Chair is appointed by the relevant Australian Minister under the FSANZ Act for a period of up to 4 years. A person appointed as Chair is eligible for reappointment for a second term but must not be reappointed for a third or subsequent term.

The Board meets approximately eight times per year, with additional preparation, committee oversight and stakeholder engagement required.

Remuneration

This is a part-time position with remuneration set by the Remuneration Tribunal.

Legislation

Requirements for the appointments of FSANZ Board members, including the Chair, are set out in Part 4 Division 1 of the [FSANZ Act](#).

In making an appointment, the Minister must be satisfied that the Chair has expertise in a relevant field (public health/food science/nutrition etc.).

116 (2B) The Minister may appoint a person as a member mentioned in paragraph (1)(a) or (c) only if the Minister is satisfied that the person is suitably qualified for appointment because of expertise in one or more of the following fields:

- (a) public health;*
- (b) consumer affairs;*
- (c) food science;*
- (d) food allergy;*
- (e) human nutrition;*
- (f) medical science;*
- (g) microbiology;*
- (h) food safety;*
- (i) biotechnology;*
- (j) veterinary science;*
- (k) the food industry;*
- (l) food processing or retailing;*
- (m) primary food production;*
- (n) small business;*
- (o) international trade;*
- (p) government;*
- (q) food regulation.*

The Chair must not have held a position or had a pecuniary interest.

Section 117

(8) The Minister must not appoint a person as the Chairperson if, at any time during the period of 2 years ending immediately before the proposed period of appointment, the person was employed

by, or had a pecuniary interest in, a body corporate whose primary commercial activity relates directly to the production or manufacture of food.

(8A) For the purposes of subsection (8):

- (a) a director (however described) of a body corporate is taken to be employed by the body corporate; and
- (b) the secretary (however described) of a body corporate is taken to be employed by the body corporate.

(9) The Minister must not appoint a person as a Chairperson if the person has a pecuniary interest in a body corporate whose primary commercial activity relates directly to the production or manufacture of food.

Food Ministers' Meeting Approval

Under section 116 (1B) of the FSANZ Act, the Food Ministers' Meeting must agree to the appointment of FSANZ members prior to the appointment being made.

Prime Minister / Cabinet

As a significant appointment, following FMM agreement the appointing Minister must seek the Prime Minister's, or at his discretion Cabinet's, agreement to the appointment.

Reasonable adjustments

Executive Intelligence Group can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

The Organisation

Food Standards Australia New Zealand (FSANZ) is the central scientific agency in the bi-national safe food system. Its primary responsibility is to protect public health and safety by ensuring a safe food supply in partnership with food and health authorities in Australia and New Zealand.

FSANZ does this by developing evidence-based standards for regulators and industry, monitoring the safety of the food supply, supporting consumers to make informed choices and coordinating food incidents and recalls in Australia. It is an independent, a unique trans-Tasman agency and internationally-recognised as being experts in their field.

FSANZ develops and administers the Australia New Zealand Food Standards Code. The Code regulates the use of food ingredients, processing aids, colourings, additives, vitamins and minerals. It covers the composition of foods such as dairy, meat and beverages, as well as regulating food technologies like genetic modification. The Code also sets requirements for labelling for both packaged and unpackaged food, including mandatory warnings or advisory labels for things like allergens.

In Australia, FSANZ covers the whole food supply chain, from farm to fork. We develop standards for primary production and processing and for food service and retail. We also set residue limits for agricultural and veterinary products, coordinate food surveillance and food recall systems, conduct research and support the Department of Agriculture, Fisheries and Forestry in its duty to inspect imported foods. In New Zealand, these activities are undertaken by the Ministry for Primary Industries, public health units or local governments.

More information

More information about FSANZ is available at: www.foodstandards.gov.au

Preparing your application

Your application should include a CV and cover letter. In addition, please also provide the details of at least **2 referees** who can comment directly on your capability.

Personal Interest Declaration

All applicants are required to complete the **Personal Interest Declaration**. This form is located at the end of this Candidate Information Pack and has also been uploaded to the vacancy as a separate form. Once completed the **Personal Interest Declaration** can be uploaded with your CV into your application.

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Helen Innes on (02) 6232 2200**.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group accepts applications via our website.

When you apply, your details will be saved in your personal, confidential account. Should you apply for any future roles through us, you will not have to re-enter this information. If at any time your personal details change you can update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply, you will be asked to declare that all information provided in your application is complete at the time of application lodgement, accurate and not misleading, and that you have disclosed any matters relevant to your suitability, including any changes to your current role/employment arrangements, noting that integrity checks may be undertaken by the client and that a lack of transparency may result in your application being deemed unsuitable. When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with **Executive Intelligence Group**.
- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.
- Please have your current CV ready to upload in a single document. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once your application is submitted you will not be able to make any changes;
- Once you have submitted your application, you will receive an automated email. In the event that you do not receive an automated email confirming your application has been submitted please ensure you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and

- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted upload your CV. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your CV in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.

Personal Interest Declaration

PROPOSED POSITION & ORGANISATION	For example, Chair, Member, Director, Commissioner; add 'Acting' if position is being filled on acting basis and the body to which the appointment is to be made.
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Please answer the following questions by circling the reply that applies to your personal circumstances.

If you answer “yes” to any question, please provide details in the provided attachment to this form, **signed and dated**. Please note that answering “yes” to any question does not necessarily preclude you from being appointed. Your response will be treated as confidential and will only be used for purposes connected with this proposed appointment.

1. Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history other than those protected by the Spent Convictions Scheme (see Part VIIC of the <i>Crimes Act 1914</i>)?	Yes / No
2. Are you, or have you been, the respondent or defendant in any civil or criminal court action (including as a company director or other office holder)?	Yes / No
3. (a) Have you ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act 1996 (the Bankruptcy Act) or entered into a personal insolvency agreement under Part X of the Bankruptcy Act? (b) If you are in a partnership, have any of your partners ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act or entered into a personal insolvency agreement under Part X of the Bankruptcy Act?	Yes / No Yes / No
4. Has any business or commercial enterprise for which you, or if applicable your partner(s), have had responsibility ever gone into receivership or a similar scheme or arrangement?	Yes / No
5. During the last 10 years have you, or if applicable your partner(s), been the subject of a court order in connection with monies owing to another party?	Yes / No
6. Have you ever been summonsed or charged concerning non-payment of tax or outstanding tax debts, investigated for tax evasion or defaults, or negotiated with the Australian Taxation Office over outstanding tax debts?	Yes / No
7. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation? Have you been subject to a formal conduct investigation? (if yes, please provide details).	Yes / No
8. Have you ever been dismissed from employment because of a discipline or misconduct issue?	Yes / No
9. Are you the director of a company, sit on a board of any organisation, or hold any other professional roles or Commonwealth roles (including advisory)? <u>If yes, please provide details in the following page (please include all bodies including not-for-profit).</u>	Yes / No
10. Do you or your immediate family have any financial interest in any company or business, or are you or your immediate family employed or engaged by any company or business, which might have dealings with, or an interest in the decisions of, the office to which you may be appointed? If yes, include advice in a separate attachment on how this conflict of interest would be managed.	Yes / No
11. Are you a lobbyist registered on the Australian Government’s Lobbyists Register or the register of a state or territory? If yes, please provide details in a separate attachment.	Yes / No
12. Are you currently employed by the Commonwealth, the Administration of a Territory, or a public statutory corporation or incorporated company owned by the Commonwealth on a full-time/part-time basis? If yes, please provide details.	Yes / No
13. Is there any other information which could be relevant to your suitability for the appointment? (if yes, please provide details).	Yes / No

ASSURANCE

<p>I advise that to the best of my knowledge my private, business and financial interests, including taxation affairs, would not conflict with my public duties or otherwise cause embarrassment to myself or to the Government during my term of appointment.</p> <p>I also undertake to advise the responsible minister should a situation arise in the future which might cause a conflict of interest with my responsibilities under this appointment.</p>		
Name	Signature	Date

PRIVATE INTERESTS DECLARATION - ATTACHMENT

<p>PROPOSED POSITION & ORGANISATION</p>	<p>For example, Chair, Member, Director, Commissioner; add 'Acting' if position is being filled on acting basis and the body to which the appointment is to be made.</p>
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Please provide details for all 'yes' answers to any question on the Private Interests Declaration form. Please detail how any conflict(s), actual or perceived, will be managed if appointed. Please note that responses to Q12 may be relevant to remuneration payable for part-time appointments with reference to section 7(11) of the *Remuneration Act 1973*. The Act provides that a person is not entitled to remuneration for part-time appointments when holding certain full-time employment, engagement or appointment. Your responses will be treated as confidential and will only be used for purposes connected with the proposed appointment.

Please provide any conflict of mitigation strategy(ies) for all directorships, board and professional roles, as well as any matters noted under Question 13 on the previous page.

QUESTION	DETAILS <u>WITH</u> CONFLICT MITIGATION STRATEGY

ASSURANCE

<p>I declare that to the best of my knowledge, the information provided above is true and correct.</p>		
Name	Signature	Date

