

## APPENDIX I

### Conflicts of Interest Register

The Board's Conflict of Interest Policy (refer to Appendix D Code of Conduct) supports CPATA in demonstrating that its decision-making is independent, transparent and worthy of public trust and confidence.

At the time of appointment and annually thereafter, all Board directors will be asked to complete a Declaration of Interest Form. This will be retained in a central Conflicts of Interest Register.

The form requires the following information as it pertains to the Director's term of service on the Board:

- name
- employment
- involvement in bodies exercising functions of a public nature - this includes any role on the governing Board, Council, Committee or Group of a public body, including a government body, non-departmental public body, arm's length body, corporate body or other regulator
- identification of the capacity in which the director is involved in each of these entities or organizations; e.g. Director, Chair, committee member, etc.
- identification of the duration of the director's involvement in each

#### **Annual Review**

The Conflict of Interest Register will be reviewed by the Chair of the Board and the CEO, and updated at least semi-annually.