



Islamic Council of Victoria

## ICV Board Declaration of Private Interests Policy

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### Policy statement:

1. Board members must declare any private interests and record these in accordance with this policy and procedure.
2. Information obtained during the course of duties as a Board member must not be misused for personal gain or for political purposes. Board members must not use their role on the Board to promote either their private interests, or those of connected persons, businesses and other organisations.
3. Private interests of Board members are managed by the Board and Board members in accordance with the Conflict of Interest Policy.
4. Private interests are declared by Board members on appointment to the Board. Board members are responsible for renewing and updating their declaration of interest annually and whenever their circumstances change.
5. Board members may request and gain access to the declarations of interests submitted by other Board members.

### Rationale:

The credibility of Board processes and decision making may be questioned if there is a reasonable perception that:

1. A Board member, their family or close associates could benefit personally from decisions of the Board
2. A Board member may be biased towards a particular outcome as a result of their private interests or associations.

### Purpose and Objectives:

1. To clarify the Board's policy in respect of the private interests of Board members.
2. To set out the procedure to be taken in respect of Declarations of Private Interests.

### Application:

This policy applies to all Board members and members of Board Committees.

### Definitions:

**Private** For the purposes of this policy, private interests are pecuniary or other



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- Interests** interests, which could conflict with the proper performance of the duties of a Board member.
- Declaration** Declaration of a private interest means a formal written declaration using a Victorian Statutory Declaration form.

### **Principles to be observed in respect of declarations of private interests**

1. Board members must perform their role impartially in the public interest at all times.
2. The community expects high standards of integrity and impartiality from the peak Muslim body in Victoria. They are expected to:
  - a. earn and sustain public trust;
  - b. be honest, open and transparent in their dealings;
  - c. make decisions and provide advice without bias;
  - d. avoid any real or apparent conflicts of interest;
  - e. use their powers responsibly; and
  - f. report improper conduct.

### **Procedure:**

1. Where it could be anticipated that a member of the public or a body with an interest in a decision or act of the ICV, could form a reasonable perception that a Board member has a private interest that is connected with that act or decision, the Board member is deemed to have a conflict of interest for the purposes of this policy.
2. Board members are personally responsible for declaring private interests upon appointment to the Board, upon renewal of appointment and whenever their circumstances change.
3. Declarations of private interests are made by completing a Victorian Statutory Declaration form and submitting this to the Secretary of the Board who will forward the form to the Board for consideration.
4. Board members should also consider whether a private interest also amounts to a matter to be disclosed in accordance with the Conflict of Interest Policy (see relevant policy).
5. If a Board member is uncertain about whether or not an interest satisfies the criteria for a private interest, the matter should be discussed with the President, or the Vice President, if the President is unavailable.
6. When the Board is to decide upon an issue that is connected with a private interest of a Board member, that Board member shall absent themselves without comment, not only from the vote but also from the deliberation.



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7. In extreme circumstances, it may be considered necessary for the Board member to resign from the Board if the private interest is of such importance and ongoing nature as to prevent them from effectively fulfilling their duties.

### Expected outcomes:

1. Board members declare relevant private interests upon appointment, when reappointed or when their circumstances change.
2. The Declaration of Private Interests Policy is available to Board members.

### Related policies and resources:

#### **Policies and Procedures**

- Board Gifts, Hospitality and Benefits Policy
- Board Conflict of Interest Policy

### Key words

Conflict of interest – disclosure – private interests

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