



historycouncilnsw

Code of Conduct

The Code of Conduct is an attachment to the History Council of New South Wales' constitution. It covers all Council employees and members when acting for or on behalf of the Council.

The Code does not detract from the freedom of Council members to contribute to debate on issues regarding History. Adherence to the code is a condition of Council membership.

1. Working within the Law

History Council of NSW members will work within relevant legal frameworks when acting for or on behalf of the Council. If entrusted with special functions they will make themselves aware of relevant laws that affect the conduct of such functions.

2. Working with History Council of NSW resources

History Council of NSW members and staff entrusted with Council resources will:

- ensure that the resources are managed effectively, efficiently and used for legitimate Council purposes;
- secure Council resources against theft or misuse;
- obtain Council approval to use Council resources for work not directly related to Council purposes.

3. Working within History Council of NSW goals and objectives

History Council of NSW members and staff will participate in public debates and express opinions about issues and ideas related to Council concerns in accordance with the Council's constitution if acting for or on behalf of the Council.

4. Working with Integrity

History Council of NSW members and staff will treat members of the public and other Council members honestly and fairly, and with proper regard for their rights and obligations. When acting for or on behalf of the Council. They will:

- avoid patronage or favouritism;
- protect the privacy of others;
- maintain appropriate confidentiality;
- deal with differing opinion by rational debate rather than by vilification, coercion, bullying any form of intimidatory behaviour;
- declare potential conflicts of interest between their private and/or financial interests and Council responsibilities;
- declare their relationship when participating in decisions affecting another person with whom they have a personal relationship;
- be honest, impartial and conscientious when carrying out their duties or functions for the Council;
- observe procedural fairness (natural justice) in all decision making;
- inform the Council of any offer of gift or benefit for duties or functions carried out as an Council member.

5. Working with Diligence

History Council of NSW members and staff entrusted with special duties or functions will perform these to the best of their ability and carry them out in a professional manner. They will:

- seek to achieve high standards in administration and service to the history community;
- actively consider the health and safety of themselves and other when carrying out Council duties;
- act honestly and in good faith.