eLearning – Code of Conduct

Overview

The performance of council duties is often highly visible and always under public scrutiny. Codes of conduct play an important role in underscoring the standards of behaviour that are expected of staff, managers, elected officials and others, such as contractors and delegates.

This module provides foundation knowledge of principles and practices that underlie all codes of conduct, drawn from the Model Code of Conduct for NSW Councils. Completion of the module provides an effective way to ensure that expectations of behaviour are understood at the point of induction.

Important: The module reflects the Model Code of Conduct for NSW Councils, but it is essential that each council's own code of conduct is introduced in conjunction with this learning experience (pre or post completion).

Who should attend

- All council staff and managers.
- Elected councillors as appropriate.
- Contractors and other council delegates as appropriate.

Content

The online module has an indicative duration of 30 minutes and contains information relevant to staff and managers. It also includes case studies that touch on the role of elected officials. It contains three topics of content:

- What Is Council's Code of Conduct? – the seven underlying principles; conflict of interest (pecuniary and non-pecuniary); case study (conflict of interest involving elected officials and staff); secondary employment.

- Gifts & Benefits – token gifts and benefits; gifts and benefits of value; cash and influence as gifts and benefits; dealing with gifts and benefits; case study (gifts involving council managers).

- Using Council Information & Resources – providing access to information; appropriate use of information; use of council resources; case study (use of resources for private work).

There is a short, summative quiz that helps learners to check their knowledge. It is not applied as a test and does not have a pass mark.

Process

Code of Conduct is a self-paced learning module that is available online. It is accessed via a unique user password and may be viewed using most internet-connected devices (PCs, laptops, iPads). Enrolled learners can complete it in a single session or over multiple sessions.

Note: The content contains video and extensive audio; ensure that a headset is available before viewing.

Completion of the module is recorded when all screens of content have been viewed – including a summative quiz. No score (mark) is recorded.

To register

Complete the registration form or email registration enquiries to learning@lgnsw.org.au.