

10 Parliamentary Service Values

Committed to service

- 1) The Parliamentary Service is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Parliament.

Ethical

- 2) The Parliamentary Service demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.

Respectful

- 3) The Parliamentary Service respects the Parliament and all people, including their rights and their heritage.

Accountable

- 4) The Parliamentary Service performs its functions with probity and is openly accountable for its actions to the Parliament and the Australian community.

Impartial

- 5) The Parliamentary Service is non-partisan and provides advice that is frank, honest, timely and based on the best available evidence.

10A Parliamentary Service Employment Principles

Parliamentary Service Employment Principles

- 1) The Parliamentary Service is a career-based service that:
 - a) makes fair employment decisions with a fair system of review; and
 - b) recognises that the usual basis for engagement is as an ongoing Parliamentary Service employee; and
 - c) makes decisions relating to engagement and promotion that are based on merit; and
 - d) requires effective performance from each employee; and
 - e) provides flexible, safe and rewarding workplaces where communication, consultation, cooperation and input from employees on matters that affect their workplaces are valued; and
 - f) provides workplaces that are free from discrimination, patronage and favouritism; and
 - g) recognises the diversity of the Australian community and fosters diversity in the workplace.

Decisions based on merit

- 2) For the purposes of paragraph (1)(c), a decision relating to engagement or promotion is based on merit if:
 - a) all eligible members of the community were given a reasonable opportunity to apply to perform the relevant duties; and
 - b) an assessment is made of the relative suitability of the candidates to perform the relevant duties, using a competitive selection process; and
 - c) the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required to perform the relevant duties; and
 - d) the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the relevant duties; and

- e) the assessment is the primary consideration in making the decision.

Note: Determinations made by the Presiding Officers may determine the scope or application of the Parliamentary Service Employment Principles (see subsections 11C(2) to (4)).

13 The Parliamentary Service Code of Conduct

- 1) A Parliamentary Service employee must behave honestly and with integrity in connection with Parliamentary Service employment.
- 2) A Parliamentary Service employee must act with care and diligence in connection with Parliamentary Service employment.
- 3) A Parliamentary Service employee, when acting in connection with Parliamentary Service employment, must treat everyone with respect and courtesy, and without harassment.
- 4) A Parliamentary Service employee, when acting in connection with Parliamentary Service employment, must comply with all applicable Australian laws. For this purpose, **Australian law** means:
 - a) any Act (including this Act), or any instrument having effect under an Act; or
 - b) any law of a State or Territory, including any instrument having effect under such a law.
- 5) A Parliamentary Service employee must comply with any lawful and reasonable direction given by someone in the Department in which he or she is employed who has authority to give the direction.
- 6) A Parliamentary Service employee must maintain appropriate confidentiality about dealings that the employee has with either House of the Parliament, with any committee of either House, with any joint committee of both Houses, with any Senator or Member of the House of Representatives or with the staff of any Senator or Member.
- 7) A Parliamentary Service employee must:
 - a) take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the employee's Parliamentary Service employment; and
 - b) disclose details of any material personal interest of the employee in connection with the employee's Parliamentary Service employment.
- 8) A Parliamentary Service employee must use the resources of the Commonwealth in a proper manner and for a proper purpose.
- 9) A Parliamentary Service employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's Parliamentary Service employment.
- 10) A Parliamentary Service employee must not improperly use inside information or the employee's duties, status, power or authority:
 - a) to gain, or seek to gain, a benefit or an advantage for the employee or any other person; or
 - b) to cause, or seek to cause, detriment to the Department in which the employee is employed, the Commonwealth or any other person.
- 11) A Parliamentary Service employee must at all times behave in a way that upholds:
 - a) the Parliamentary Service Values and Parliamentary Service Employment Principles; and
 - b) the integrity and good reputation of the Department in which he or she is employed and the Parliamentary Service.
- 12) A Parliamentary Service employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.
- 13) A Parliamentary Service employee must comply with any other conduct requirement that is made by either House of the Parliament or by determinations.