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Policy owner	Director, Human Resource Management
For help, contact	anthony.szell@aph.gov.au
Principal audience	Current and former employees
Related documents	Parliamentary Service Act 1999 Parliamentary Service Determination 2013

Transitional arrangements in relation to Parliamentary Service Code of Conduct matters

The following transitional arrangements apply in relation to when alleged conduct is taken to have occurred:

Circumstance	Effect
Alleged breaches of the Parliamentary Service Code of Conduct that occur before 1 July 2013	Where a breach of the Parliamentary Service Code of Conduct is alleged to have occurred before 1 July 2013, any investigation in relation to the alleged conduct will consider whether the conduct gave rise to breaches of the old Parliamentary Service Code of Conduct.
Alleged breaches of the Parliamentary Service Code of Conduct that occur both before and after 1 July 2013	Where a breach of the Parliamentary Service Code of Conduct is alleged to have occurred between two dates, one before and one after 1 July 2013: <ul style="list-style-type: none"> the breach is taken to have occurred before 1 July 2013; accordingly, any investigation in relation to alleged conduct of this nature will consider whether the conduct gave rise to breaches of the old Parliamentary Service Code of Conduct.

The following transitional arrangements apply in relation to Parliamentary Service Code of Conduct processes:

Circumstance	Effect
Allegation of breach made before 1 July 2013	Where, before 1 July 2013, an allegation is made that an employee has breached the Parliamentary Service Code of Conduct, but the Clerk had not decided whether to begin an investigation: <ul style="list-style-type: none"> the procedures for determining whether a breach occurred and

Circumstance	Effect
	imposition of sanctions apply, but with reference to the old Parliamentary Service Code of Conduct.
Investigation in progress as at 1 July 2013	<p>Where, before 1 July 2013, the department decided to commence (or actually commenced) an investigation to determine whether an employee had breached the Code, but did not make a determination of breach before 1 July 2013:</p> <ul style="list-style-type: none"> • the Parliamentary Service Act (as in force on 30 June 2013) and the department's old procedures continue to apply on or after 1 July 2013 in relation to the investigation and determination; and • any sanction to be imposed in respect of a breach of the Parliamentary Service Code of Conduct must be imposed in accordance with the procedure set out in this policy, but with reference to the old Parliamentary Service Code of Conduct.
Finding of breach before 1 July 2013	<p>Where, before 1 July 2013, the department determined that an employee had breached the Parliamentary Service Code of Conduct, but did not determine any sanction to be imposed in respect of the breach:</p> <ul style="list-style-type: none"> • any sanction be imposed in respect of the breach must be imposed in accordance with the procedures set out in this policy, but with reference to the old Parliamentary Service Code of Conduct.
Allegation of breach made after 1 July 2013	<p>Where:</p> <ul style="list-style-type: none"> • after 1 July 2013, an allegation is made that a current employee or a former employee who ceased employment after 1 July 2013 has breached the Parliamentary Service Code of Conduct; and • the breach is alleged to have occurred before 1 July 2013; <p>the procedures set out in relation to determination of breach and imposition of sanction apply, but with reference to the old Parliamentary Service Code of Conduct.</p>