

Joint submission by the Parliament of Australia parliamentary service to the inquiry of the Joint Select Committee on Parliamentary Standards

We thank the Committee for the opportunity to make a submission to the inquiry on parliamentary standards. As heads of the four parliamentary departments that serve the Australian Parliament—namely, the Department of the Senate, Department of the House of Representatives, Department of Parliamentary Services, and Parliamentary Budget Office—we make this submission as employers of Parliamentary Service staff who interact with parliamentarians and their staff in a range of ways. These interactions take place principally at Parliament House, but also when supporting committees and delegations travelling in Australia and overseas, and supporting the operations of electorate offices.

The Committee may be aware that we made a joint submission to the Jenkins review addressing relevant matters, which is at Attachment A. Our departments have also made some separate submissions, responded to detailed requests for information, and participated in interviews with Commissioner Kate Jenkins. We have also worked both separately and in collaboration with each other and with some government departments to progress implementation of the recommendations of the Jenkins review. In those contributions, and in our ongoing consultations with our people, we have highlighted our commitment to contributing to and ensuring a safe workplace for all participants in Commonwealth parliamentary workplaces.

In making this submission, we focus on terms of reference (b)(ii), (iii) and (iv), with particular reference to the arrangements that apply to the Parliamentary Service:

- (ii) how any proposed code can prevent bullying, harassment, sexual harassment and sexual assault
- (iii) reasonable expectations of respectful and professional behaviour
- (iv) the views of Commonwealth parliamentary workplace occupants [...]

Particularly in relation to comments on (b)(iv), we draw on sentiment communicated to us by our staff, but we do not purport to capture the diverse views held by staff of the parliamentary departments. Staff are aware of the Committee's inquiry, and some might wish to make their views known directly to the Committee through separate submissions.

Commitment to safe and respectful workplaces

We take the summary of the parliamentary departments' submission to the Jenkins review as our starting point. It is worth repeating:

Recent issues raised involving serious workplace incidents at Parliament House, and commentary about the culture there, do not reflect the day-to-day working environment of parliamentary service employees. We readily acknowledge that the power imbalance inherent in a working environment centred on elected officials also affects the working life of parliamentary service staff. However, the employment structure, policies and initiatives described in this submission strive to off-set this imbalance, protect our staff and provide avenues of support and complaint making in relation to any matters that do arise.

The employment conditions for staff working in parliamentarians' offices at Parliament House, under the MoPS Act [Members of Parliament (Staff) Act 1984], and employees of the parliamentary departments at Parliament House are quite different. Employees of the parliamentary departments have the equivalent workplace procedures, supports and protections to staff working in the Australian Public Service.

Operating under the [Parliamentary Service] Act and the Parliamentary Service Code of Conduct, each department is committed to ensuring their employees work in a safe and respectful environment, where appropriate procedures and policies are in place for the prevention and handling of bullying, sexual harassment and sexual assault.

These themes reflect sustained engagement with our staff about navigating the parliamentary environment, which for each department has long included a focus on developing and maintaining policies on workplace bullying, harassment and sexual harassment that are appropriate to our environment and ensuring that they reflect our commitment to address inappropriate conduct, no matter the source.

Employment framework

The parliamentary departments are established by and operate under the [Parliamentary Service Act 1999](#) (the Act). The Act establishes a range of employment conditions that are almost identical to those in the Australian Public Service (APS). Three key aspects of the Act provide protections and clarity on appropriate behaviour and conduct by Parliamentary Service staff: Values, Employment Principles, and Code of Conduct.

Parliamentary Service Values

The Parliamentary Service Values are articulated in section 10 of the Act, and are as follows:

Committed to service—*The Parliamentary Service is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Parliament.*

Ethical—*The Parliamentary Service demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.*

Respectful—*The Parliamentary Service respects the Parliament and all people, including their rights and their heritage.*

Accountable—*The Parliamentary Service performs its functions with probity and is openly accountable for its actions to the Parliament and the Australian community.*

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

These five headline values are succinct, clear, and easy for staff to recall. They are also identical to the Australian Public Service's (APS's) values, although described slightly differently to reflect the Parliamentary Service's responsibility to the Parliament rather than to the government of the day.

The Parliamentary Service Values are described in more detail in Part 2 of the [Parliamentary Service Determination 2013](#), providing examples of how each of the values might be demonstrated by

employees in their day-to-day work. The Values guide staff in making decisions about their own behaviour and conduct, and also provide reasonable expectations of respectful and professional behaviour from their Parliamentary Service colleagues.

Parliamentary Service Employment Principles

Section 10A of the Act details the Parliamentary Service Employment Principles, which are identical to those of the APS. They describe the Parliamentary Service as a career-based service that:

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

These Principles underpin the policies and processes regarding recruitment, preventing bullying and harassment, staff consultation, orientation, and learning and development of each parliamentary department. The fact that the principles are articulated in the Act provides staff with confidence in the fairness and probity of employment decisions, provides signals about respectful treatment that staff can expect, and guides the conduct of managers and decision-makers in making employment decisions. The principles also articulate the Parliamentary Service's commitment to providing safe and respectful workplaces.

Parliamentary Service Code of Conduct

Possibly of most relevance to the Committee's inquiry, the Parliamentary Service Code of Conduct is described in section 13 of the Act. It is substantially the same as that of the APS, with adjustments made for the particular nature of the Parliamentary Service's responsibilities and working environment.

The Code of Conduct, reproduced in full at Attachment B, sets out expectations about a range of workplace behaviours and conduct. Parliamentary Service employees are required to behave honestly, with integrity, diligently, and lawfully. They are also required to treat others with respect and courtesy, without harassment. The Code of Conduct also contains a requirement for Parliamentary Service employees to uphold the Parliamentary Service Values and the Parliamentary Service Employment Principles.

The Code of Conduct is designed to uphold the reputation of the Parliament and the Parliamentary Service, giving the community confidence that the actions of Parliamentary Service Employees are in the public interest.

Breaches of the Code of Conduct, including sanctions that may be imposed, are addressed in section 15 of the Act. The Parliamentary Service Commissioner, who is also the Public Service Commissioner, provides practical guidance to agencies, including about [handling misconduct](#) and addressing behaviour that does not meet the requirements of the Values, Employment Principles, and Code of Conduct.

Additional legislative protections

As noted in the Australian Human Rights Commission's *Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces* ('Set the Standard'), employees of the parliamentary departments have a range of legislative protections. These operate alongside the protections provided under the Parliamentary Service Act and applicable criminal laws, and include:

- federal anti-discrimination laws, including the *Sex Discrimination Act 1984*,
- human rights jurisdiction under the Australian Human Rights Commission Act in relation to workplace discrimination,
- the Fair Work system's anti-bullying and anti-sexual harassment jurisdiction, general workplace protections, and protections against unfair dismissal, and
- work health and safety laws.

Departmental policies and protections

In addition to the protections for staff under the Parliamentary Service Act and other legislation, each of the departments has in place a range of policies, procedures and internal guidance for employees and managers to promote a safe workplace and to prevent bullying, harassment and discrimination in the workplace. Each of the parliamentary departments has some form of respectful workplace behaviour training in place, and our collaborative work to implement recommendations of the Jenkins review will allow an opportunity to ensure such training is best practice.

Each department has outlined its commitment to dealing with inappropriate conduct, no matter the source. We have acknowledged in policy documents and in staffing forums that parliamentarians and their staff may themselves be the source of inappropriate conduct. Although this acknowledgement has been welcomed, staff would also like us to send clearer messages to parliamentarians and their staff about what is unacceptable behaviour and how reports of such behaviour will be handled. They would also like us to seek to improve the understanding of parliamentarians and their staff about the role of Parliamentary Service officers and give better guidance about whether requests made of our staff are reasonable and reflect an appropriate working relationship.

We seek to do that in the policy space by clearly identifying what behaviour is acceptable and unacceptable, including identifying behaviour that may not amount to bullying, harassment or discrimination but is nonetheless inappropriate. We also do that in induction and staff development processes by way of example and discussion.

However, there are many ways in which codes of conduct for parliamentarians and their staff, and standards of conduct for Parliament House, can assist in these endeavours. In that sense, these codes would support and enhance the commitments we have made to our staff about dealing with inappropriate conduct.

Clear and detailed codes of conduct for parliamentarians and their staff would provide greater certainty, and help our managers and leaders address unacceptable behaviour directed to our staff. Such codes could be supported by examples of what might or might not be considered unacceptable behaviour, which might include rudeness, bullying, and harassment, as well as unreasonable requests made of our staff. This would help inform the training we do with our staff and complement the bullying and harassment policies we have that detail our approach to dealing with unacceptable behaviour, no matter the source.

Staff have also expressed a strong interest in having an independent arbiter to deal with complaints. Such a complaints body would ideally be familiar with our working environment and have the capacity to identify relevant patterns or areas of risk. Based on feedback from staff, there would not be frequent need for such a service, but there is frustration about this service, currently through the Parliamentary Workplace Support Service, being available to some occupants of Parliament House but not to others such as parliamentary service staff.

It is important that there be clear, accessible and enforceable processes for dealing with alleged breaches of codes of conduct. Those processes should apply in the same way when alleged breaches involve conduct directed to Parliamentary Service staff as when they involve any other cohort of people working in the Parliament.

Summary

The parliamentary departments have robust policies and processes in place for identifying and responding to inappropriate behaviour in the workplace, whatever the source. In policy documents, staff communications and workplace consultation forums we emphasise our commitment to dealing with inappropriate conduct. We acknowledge that parliamentarians and their staff are possible sources of such conduct.

The parliamentary departments are committed to providing safe and respectful workplaces for their employees, and to contributing to a safer and more respectful workplace for all those working in or for the Parliament, including non-employees such as interns and volunteers.

We consider that the legislative and policy framework that currently applies to Parliamentary Service employees provides a good level of protection and guidance for our staff. We would not support any changes that would result in a diminution of the current protections and responsibilities that apply to Parliamentary Service employees.

Noting the gaps that currently exist in relation to parliamentarians and their staff it is our view that clear, enforceable codes of conduct for parliamentarians and their staff have a role to play in improving the capacity of parliamentary departments to provide a safe and respectful workplace for their staff. Care is needed to ensure any new codes of conduct or standards of behaviour are not inconsistent with those currently applying to Parliamentary Service employees. One approach would be for the various codes to align broadly along some consistent principles, which could then be put into practice in ways that take account of the particular roles and responsibilities of different cohorts.

We wish the committee well with its work, and would be happy to provide any further assistance required.

Attachment B

Joint submission by the Australian Parliamentary Service to the Independent Review into Commonwealth Parliamentary Workplaces

As the heads of our respective agencies, we make this submission to the review to provide clarity about the functions and workplace arrangements of the parliamentary service which are distinct and separate from the Australian Public Service, the Executive Government and the employment arrangements between members of parliament and their staff.

The parliamentary service is also distinct from the culture that has been generically attributed to 'Parliament House' in much of the public commentary about workplace culture in recent months.

Australian Parliament House is one identifiable national building which serves several functions. Most significantly, it is the place that accommodates both the Parliament and Executive Government functions. The building's largest permanent occupant population by number, are the four parliamentary departments that enable the work of the Commonwealth Parliament.

The four parliamentary departments are:

- Department of Parliamentary Services (approximately 1,100 staff)
- Department of the House of Representatives (approximately 180 staff)
- Department of the Senate (approximately 190 staff) and
- Parliamentary Budget Office (approximately 45 staff).

The four parliamentary departments are distinct from the Australian Public Service that serves the Executive Government. The parliamentary departments operate under the *Parliamentary Service Act 1999* and staff are subject to the Parliamentary Service Code of Conduct. This framework ensures each department has clear policies and procedures to manage staff and employee issues. In general, these are consistent with policies in place in the Australian Public Service.

The parliamentary departments have demonstrated a commitment to ensuring their employees work in a safe and respectful environment, through the provision of appropriate procedures and policies for the prevention and handling of bullying, sexual harassment and sexual assault.

A comparison of the key difference of workplace employment arrangements for employees of the parliamentary departments and MoPs Act employees is at Attachment A.

The Parliamentary Service – Strategic Framework

The parliamentary service provides professional support, advice and facilities to each House of the Parliament, to parliamentary committees and to senators and members of the House of Representatives. The parliamentary service is independent and non-partisan. The four parliamentary departments have distinct roles but collaborate closely in relation to areas of shared responsibility.

While each department performs a unique role, we share a common goal in serving, supporting and upholding the institutions of the Parliament, and together provide services to ensure:

- Parliament and its committees are supported effectively
- that senators and members are supported to undertake their work
- the community can easily access and engage in the work of the Parliament and parliamentary committees

- that national, international and regional relationships are maintained with other parliaments, parliamentary bodies and organisations and
- Parliament House is sustained as a workplace and national institution.

Under the [Parliamentary Service Act 1999](#) (the Act), the heads of the four parliamentary departments, report to one or both of the Presiding Officers (the Speaker of the House of Representatives and the President of the Senate), provide leadership and strategic direction, and manage the affairs of those departments in a way that is consistent with the interests of the parliamentary service as a whole. We assist the Presiding Officers to fulfil their accountability obligations to the Parliament. The heads are independent statutory office holders subject to a constrained legislative power for the Presiding Officers to give general written directions (section 20 of the Act). We are directly accountable to the Parliament including through appearances before various parliamentary committees.

We are supported in these endeavours by Senior Executive Service level officers, required under the Act to provide strategic leadership that contributes to an effective and cohesive parliamentary service; to promote cooperation within and between departments, including to deliver outcomes across departmental boundaries; and to promote the Parliamentary Service Values, the Parliamentary Service Employment Principles and compliance with the Parliamentary Service Code of Conduct.

Department of Parliamentary Services

The purpose of the Department of Parliamentary Services (DPS) is to support the work of the Australian Parliament by providing effective, high quality and sustainable services to parliamentarians and building occupants. The Secretary is responsible for managing the department and reports to the Speaker of the House of Representatives and the President of the Senate.

As custodians of Parliament House, DPS is responsible for delivering services and experiences that enable engagement with the parliamentary process. DPS provides a broad range of services and products to support the functions of the Parliament and the work of parliamentarians. DPS consists of approximately 1,100 staff in four divisions, 12 branches, 48 sections and countless disciplines that support the work of the Parliament.

Services DPS provides or facilitates include:

- library and research services
- information and communications technology products and services at Parliament House, electorate offices and Commonwealth Parliamentary Offices
- protective and cyber security
- building and grounds management
- audio-visual services and Hansard
- art collection and exhibition services
- furniture and asset management services
- visitor services and the Parliament Shop
- catering and event management
- licenced retail, health, banking and childcare services, and
- corporate, administrative and strategic services for DPS.

DPS has a clear set of values and guides for living those values (acting with integrity, upholding the parliamentary service values, being ethical and professional in all that we do to service the Parliament of Australia).

DPS policies, procedures and training are underpinned by the Act and the Parliamentary Service Code of Conduct.

DPS staff have tenure of employment and all the rights and entitlements analogous with the Australian Public Service. While DPS does employ a small contract workforce with labour hire for cleaning and as a surge capacity for hospitality, most of its staff are covered by normal on-going employment conditions.

DPS has active engagement with staff through regular workforce surveys, internal engagement activities and structured staff communication and consultation processes.

Induction training includes discussing values, culture, behaviour and conduct expectations. There are training programs that include behaviour required for all staff to work consistently with values, the code of conduct, creating a positive workplace culture and leadership training as well as clear policies on workplace health and safety covering issues such as preventing and responding to bullying and harassment.

There is a clear process for complaints which are investigated fairly, independently and without bias.

For more detail see the DPS submission to the Independent Review into Commonwealth Parliamentary Workplaces.

The department will continue to respond to requests from the review for related information.

Department of the House of Representatives

The Department of the House of Representatives provides services to support the House of Representatives in the role of a representative and legislative body. The department supports House and certain joint committees and provides a range of services and facilities for the Speaker, members, and their staff in Parliament House.

The department undertakes engagement to promote the work of the House and committees in the community and is responsible for the conduct of the Parliament's international and regional relations.

The Speaker is the parliamentary leader for the department, and the Clerk of the House of Representatives is the departmental leader and manager of the department.

The department operates within the same legislative framework as the other parliamentary departments, and has a suite of policies which address the various aspects of workplace behaviour, based on a commitment to providing a safe, harmonious and productive workplace free from discrimination, bullying and harassment from any source. Related explanations and training are provided to staff, and all workplace policies and guidelines are available on the intranet.

In 2020, the department reviewed and refreshed its *Discrimination, Bullying and Harassment Prevention Policy and Guidelines*, based on an extensive staff consultation process and formal legal advice. The department's Workplace Equity and Harassment Contact Officers are an additional avenue of information and support for employees.

In addition, the department's Work Health and Safety Management System commits the department to providing a safe and healthy work environment and outlines the processes and procedures for reporting work health and safety issues and incidents.

The department will continue to respond to requests from the review for related information.

Department of the Senate

The Department of the Senate provides the Senate, its committees, the President of the Senate and senators with a broad range of advisory and support services related to the exercise of the legislative power of the Commonwealth. The department provides the secretariat to the Senate and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad investigative powers. The department also produces an array of public information and parliamentary education resources so that people may understand and engage with the work of the Senate and parliamentary committees.

The parliamentary head of the department is the President of the Senate and the departmental head is the Clerk of the Senate.

The work of the Department of the Senate is determined almost entirely by the Senate and its committees. The department is responsible, not to the government of the day, but to the Senate and all senators, and maintains complete impartiality in serving equally senators from all political parties and independent senators.

The department has similar policies, procedures and training to those outlined by DPS and underpinned by the same legislative framework. In 2018 the department commenced a process of refocussing our health and well-being policies, particularly to destigmatise mental health concerns. Consultation with staff led us to focus on updating our workplace bullying and harassment policies, better tailoring them to our environment and ensuring that they reflected our commitment to address bullying and harassment no matter the source.

The department will provide further detail on relevant policies and procedures in response to the request for information from the review.

The Parliamentary Budget Office

The Parliamentary Budget Office (PBO), improves transparency around fiscal and budget policy issues, provides confidential costing services to all parliamentarians, and publishes a report after every election that shows the fiscal implications of major parties' election commitments.

The PBO was established in 2012 to *'inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals'* (Section 64B of the *Parliamentary Service Act 1999*).

The PBO does this in three main ways:

- by responding to requests made by senators and members for costings of policy proposals or for analysis of matters relating to the budget
- by publishing a report after every election that provides transparency around the fiscal impact of the election commitments of major parties, and
- by conducting and publishing research that enhances the public understanding of the budget and fiscal policy settings.

The PBO has similar policies, procedures and training to those outlined by DPS and underpinned by the same legislative framework. The PBO is currently reviewing our health and well-being policies, with staff consultation underway.

Initiatives to support staff

Following recent allegations relating to an historic sexual assault at Australian Parliament House, the PBO has delivered a number of initiatives to support staff including an all-staff seminar on employee wellbeing and how to make a complaint, and arrangements for a counsellor from our Employee Assistance Provider to provide regular confidential, on-site counselling.

The PBO will provide further detail on relevant policies and procedures in response to the request for information from the review.

The Parliamentary Service Commissioner and Merit Protection Commissioner

The Act provides for the Public Service Commissioner to also function as the Parliamentary Service Commissioner and for the Merit Protection Commissioner to also function as the Parliamentary Service Merit Protection Commissioner.

The Parliamentary Service Commissioner's role is to advise the Presiding Officers on the management of policies and practices of the parliamentary service and, at their request, conduct inquiries into parliamentary service matters. The Parliamentary Service Merit Protection Commissioner focuses on ensuring accountability and integrity in employment decision-making in the parliamentary service by providing independent reviews of employment actions, recruitment and Code of Conduct inquiry services to parliamentary departments.

An annual report of the commissioners' activities during the year is provided to the Presiding Officers and presented to Parliament.

One building – different staff management arrangements

Both the workplace culture and the employment arrangements applicable to parliamentary service staff differ from those of staff working for parliamentarians.

The Executive and parliamentarians are supported by the Department of Finance in terms of their staff employment. These staff are employed by the individual senator or member under the *Members of Parliament (Staff) Act 1984* (MoPS Act) and can have their employment terminated by that parliamentarian. These employees are not subject to the same rules for appointment or termination as the public service or parliamentary service. By contrast, parliamentary service staff are engaged through open, merit selection processes, predominantly as ongoing employees. There is a legislative articulation of our values and we are bound by a code of conduct. There are also legislative constraints on the power to terminate an employee (section 29 of the Act), any termination would be subject to the rules applicable under the *Fair Work Act 2009* and employees have independent appeal rights in relation to other adverse employment actions (section 33).

Summary

Recent issues raised involving serious workplace incidents at Parliament House, and commentary about the culture there, do not reflect the day-to-day working environment of parliamentary service employees. We readily acknowledge that the power imbalance inherent in a working environment centred on elected officials also affects the working life of parliamentary service staff. However, the

employment structure, policies and initiatives described in this submission strive to off-set this imbalance, protect our staff and provide avenues of support and complaint making in relation to any matters that do arise.

The employment conditions for staff working in parliamentarians' offices at Parliament House, under the MoPS Act, and employees of the parliamentary departments at Parliament House are quite different. Employees of the parliamentary departments have the equivalent workplace procedures, supports and protections to staff working in the Australian Public Service.

Operating under the Act and the Parliamentary Service Code of Conduct, each department is committed to ensuring their employees work in a safe and respectful environment, where appropriate procedures and policies are in place for the prevention and handling of bullying, sexual harassment and sexual assault.

While the employment arrangements for parliamentary service staff are very different to those that apply to the staff of members of parliament, no doubt the review's findings will indicate ways in which we can further strengthen our policies and procedures for preventing and addressing workplace bullying and harassment.

Attachment A - Comparison of workplace employment arrangements for employees of the Parliamentary Departments and MoPs Act employees

Arrangement	Parliamentary Department Employees	MoPs Employees
Relevant legislation	Parliamentary Service Act	Members of Parliament (Staff) Act
Employment	Contract between employee and relevant departmental head, as the employer (under the Act, all heads are defined as Secretary of a Department)	The contract of employment is signed with the Department of Finance and through that the Commonwealth of Australia, noting the person with authority to hire and fire is the individual MP
Relevant obligations	<ul style="list-style-type: none"> • Parliamentary Service Values • Parliamentary Service Employment Principles • Parliamentary Service Code of Conduct 	<ul style="list-style-type: none"> • Statement of Standards for Ministerial Staff
Merit based recruitment	Yes	No
Protected by general anti-discrimination and protection provisions of the Fair Work Act	Yes	Yes
Protected by unfair dismissal provisions of the Fair Work Act	Yes	No
On-site Human Resources function and staff able to provide support and advice, including on-site Health and Safety Committee representatives	Yes	No

Attachment B

Extract from *Parliamentary Service Act 1999*

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.