

Legislative Assembly (Members' Staff) Code Of Conduct For Staff Of Non-Executive Members Determination 2015 *

Disallowable instrument DI2015-320

made under the

Legislative Assembly (Members' Staff) Act 1989, s 10 (3) (Members may employ staff)

1 Name of instrument

This instrument is the *Legislative Assembly (Members' Staff) Code of Conduct for Staff of Non-Executive Members 2015*.

2 Commencement

This instrument commences on the day after its notification day.

3 Notes

A note included in this instrument is explanatory and is not part of this instrument.

Note See Legislation Act, s 127 (1), (4) and (5) for the legal status of notes.

4 Definition

In this instrument:

Act means the *Legislative Assembly (Members' Staff) Act 1989*.

Non-Executive Member means a member of the Legislative Assembly other than:

- (a) a minister;
- (b) any other office-holder.

5 Approval for Act, s 10

This instrument determines arrangements under which the staff of non-executive members are employed under the Act, section 10.

6 Class of persons to whom this determination applies

This determination applies to persons employed by non-executive members under subsection 10(1) of the Act.

*Name amended under Legislation Act, s 60

7 Code of Conduct

The class of person to whom this determination applies, must, in discharging their duties, comply with the Code of Conduct set out in schedule 1.

Dated 14 December 2015

Andrew Barr
Chief Minister

Schedule 1 Code of Conduct for Staff of Non-Executive Members

(see cl 7)

1. Staff of Non-Executive Members are required to familiarise themselves with, and meet their obligations under, the following:
 - a) the terms of any industrial agreement or employment contract relevant to their employment;
 - b) *Continuing Resolutions of the Legislative Assembly for the ACT*, in particular the Members' Code of Conduct in continuing resolution no. 5 and the Assembly's endorsement of the Commonwealth (Latimer) House Principles on the Three Branches of Government in continuing resolutions no. 8A;
 - c) the *Legislative Assembly (Members' Staff) Act 1989* and relevant disallowable instruments made under the Act; and
 - d) this Code of Conduct.
2. Staff of Non-Executive Members must:
 - a) act with propriety, honesty and integrity;
 - b) act with fidelity and in good faith;
 - c) avoid conflicts of interest and report any potential conflicts to their employing member or supervisor as soon as possible after the relevant facts come to their notice;
 - d) never solicit nor accept a payment or other benefits as reward for anything done in connection with their employment;
 - e) not unlawfully coerce a member of the public or another public employee;
 - f) not inappropriately use or disclose information acquired in the course of their employment;
 - g) not make, or seek to make, improper use of their position or access to information to gain, or seek to gain, a benefit or advantage for themselves or any other person; and
 - h) not misuse or misappropriate resources provided by the Territory; and
 - i) demonstrate appropriate standards of professional conduct in their interaction with officials.
3. As part of their general obligations of employment, staff of Non-Executive Members are required to:
 - a) perform duties diligently, with care and to the best of their skill and ability;
 - b) comply with any lawful and reasonable direction given by a person having authority to give the direction;
 - c) observe appropriate standards of behaviour at all times;
 - d) treat others with respect, courtesy and with proper regard for their human rights; and
 - e) support their employing member's compliance with any code of conduct that applies to that member.