Circular 2020-14 | Guidance for Victorian public sector employees – organisation of public ministerial events

Victorian Public Sector Commission

Circular Number	2020-14
Issue date:	24 January 2020
Application:	All Victorian public sector bodies
Resources	Guidance for Victorian public sector employees – organisation of public ministerial events
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Key points

- The Victorian Public Sector Commission (VPSC) has developed the Guidance for Victorian public sector employees: organisation of public ministerial events.
- Public sector bodies and employees serve the government of the day and are required to remain apolitical and professional throughout the performance of their duties as required by the Code of Conduct for Victorian Public Sector Employees (the Code), the public sector values and the Public Administration Act 2004 (the Act) (PDF, 1MB).
- Public sector employees' obligations under the Code extend to when they are engaged in activities supporting public Ministerial events.

Updates

- The Guidance for Victorian public sector employees – organisation of public ministerial events is a new guidance note.

Requirements

- The VPSC has a legislated responsibility to advocate for an apolitical and professional public sector under section 40(1)(a) of the Act.
- Both public sector bodies and employees must be aware of the obligations that are placed upon them by the Code of Conduct for Victorian Public Sector Employees (PDF, 259KB) and the public sector values enshrined by the Act.
- The obligations conferred on public sector bodies and employees extend to the context of where they are required to assist in the coordination and organisation of events involving Victorian Parliamentarians and portfolio Ministers.
- Public sector bodies (including departments) can draw on the guidance note in framing any more detailed guidance or operating procedures they might require tailored to their specific requirements and operating context

Scope

This circular applies to all public sector bodies.

Date of application

The guidance note came into effect on 24 January 2020.