Employee Responsibility
Managing your political, community and personal activities

As a departmental employee, you are required to serve the elected Government of the day by:

- implementing Government policy
- providing impartial and accurate advice to the Government of the day
- administering laws passed by the Parliament, and
- providing responsive service to the community in line with Government policy.

As an elected or nominated spokesperson for a professional association or a union, you are entitled to make public comments in relation to education and training matters as long as it is clear that those comments represent the association or union views, and not necessarily those of the Department. You are required to clearly acknowledge the capacity in which you are expressing such views.

As an individual, you have the right to participate in political and community activities and to pursue personal interests, provided any conflict that arises is recognised and adequately managed.

It is your obligation to ensure that your involvement in any political party, industrial organisation, or community and personal activity is understood to represent your view or those of the organisation you represent, and not those of the Department.

In participating in any political, community and personal activity, you must:

- not make any comment that may cast doubt on your capacity to implement departmental policies and guidelines objectively
- not participate in private political activities in the work environment
- not use the Department's resources to assist your political, community or personal activities
- not use information obtained through your work at the Department to assist your political, community or personal activities, or make the information known to any other person, and
- not misrepresent the position of the Department on any issue.
Examples of *inappropriate* conduct include people who identify themselves as departmental employees, especially on public social networking and blog sites and make:

- disparaging comments about the Government or the Department
- public comment about their dissatisfaction with current Government policy to the media, or
- public comment about their own political or religious beliefs while purporting to represent the Department.

Refer to the Department's [Media Relations Policy](#) for more information.