

VALUES

Independence

We operate free from external influence, maintaining impartiality and objectivity in all aspects of our work.

Integrity

We uphold the highest standards of honesty, transparency, and ethical conduct.

Professionalism

We demonstrate respect, service, and accountability at all times. ~~behaviour that reflect~~

Expectations of an Electoral Officer

ECSA is required to act impartially in all its activities, operations and dealings with stakeholders. Those engaged to undertake work with ECSA must not participate in any behaviour that would bring into question the independence or impartiality of ECSA in undertaking its activities.

Persons engaged to work for ECSA are employed under the Electoral Act 1985 and are deemed public sector employees for the purposes of that Act. They are required to act in accordance with the Code of Ethics for the South Australian Public Sector and the Public Sector (Honesty and Accountability) Act 1995. Failure to comply with either could be an offence and constitute grounds for termination of temporary employment.

In determining suitability for employment, ECSA will ask applicants to disclose specific activities that could compromise its independence. Your response to a required disclosure may require further information to be provided. In some cases, an applicant will be asked to refrain from acting in a specified way in order to be employed as an Electoral Officer.

Political Neutrality

ECSA is committed to maintaining public confidence in the integrity of the electoral system and the impartiality of Electoral Officers. Any person who is a member of a political party, or who has engaged in any political activity during the last three years or intends to be politically active during their period of employment, cannot be considered for appointment as an Electoral Officer.

You must:

- » not associate with political parties or candidates, other than as required throughout the performance of your duties
- » have refrained from statements of public support or criticism or commentary on political organisations in any way during the last three years and whilst employed by ECSA
- » disclose any interests that may impact on your impartiality, and
- » notify any changes to previous disclosures should they put at risk your impartiality or independence, or that of ECSA.

Please note that trade union membership is not considered a violation of ECSA's political neutrality requirement.

Social Media Use

Be aware that certain comments you post, share or like on social media could be perceived as political messaging or commentary. You must exercise extreme care when participating in social media discussions and must not explicitly or implicitly suggest the comment or content is an official position of ECSA.

Conflict of Interest

To ensure ECSA conducts its business with fairness and impartiality, Electoral Officers need to avoid any conflicts of interest whether real or perceived. A conflict of interest may occur when an Electoral Officer could be influenced or could be perceived to be influenced by a personal interest in the course of undertaking his or her duties. An example of a conflict of interest for an Electoral Officer would be a personal relationship with a candidate contesting an election. You must also decline any gifts or hospitality offered during the performance of your duties.

Patronage/Nepotism

ECSA may consider the hiring of family members or friends when such persons are the most appropriate for a position. However, to address any actual or perceived conflicts of interest arising from patronage or nepotism, you must declare any personal relationship with intended employees.

Code of Conduct for Electoral Officers

This Code of Conduct must be adhered to by any Electoral Officer engaged to undertake work duties for ECSA. Electoral Officers are placed in a unique position of trust, requiring the highest standards of ethical behaviour that reflect community expectations. The following principles should also guide your standards of behaviour.

Principles

IMPARTIALITY



Fair and unbiased towards or against any particular stakeholder, party or candidate.

- » No association with political parties/candidates or involvement in political affairs.
- » Treat everyone equally, with fairness, consistency and respect.
- » Exercise extreme care when discussing election matters at all times and across all channels, including social media.
- » Disclose interests which may impact on your impartiality and decline gifts and hospitality offered.

TRANSPARENCY



Openness, apply procedures in accordance with legislation/published instructions.

- » Act with openness, honesty and integrity.
- » Provide information on election activities to stakeholders.
- » Promote confidence in electoral procedures and processes.

PROFESSIONAL AND COURTEOUS BEHAVIOUR



Acting in a manner that brings credit to ECSA and you as an individual.

- » Strive to provide timely, responsive services and for accuracy and competency.
- » Honour the confidentiality of information and do not divulge elector, candidate or complaint details.
- » Treat others with courtesy and respect at all times and communicate appropriately.
- » Demonstrate high standards of ethical behaviour, reliability and diligence.
- » Promote inclusiveness and diversity throughout the term of appointment.

SECURITY



Minimising the risk of security breaches that may impede election processes.

- » Maintain the security of electoral materials, official information and other agency resources.
- » Minimise the risk of fraud and/or theft of information and property.

REPORTING UNETHICAL BEHAVIOUR



Ensuring Electoral Officers are held accountable for inappropriate behaviour.

- » Report any workplace behaviour that contravenes the Code of Conduct for Electoral Officers.
- » Actively cooperate with and assist in any investigation.

Electoral Officer Declaration

Please indicate your responses to the following questions by ticking the relevant checkboxes:

Have you been politically active or had an association with a political party or candidate within the past three years? If Yes, please provide details. Yes No

Do you intend to be politically active or associate with a political party or candidate during the period of work employment? If Yes, please provide details. Yes No

Have you participated in social media political messaging/commentary in the past three years? If Yes, please provide details. Yes No

Do you intend to participate in social media political messaging/commentary during the period of work employment? If Yes, please provide details. Yes No

Are you subject to criminal charges still pending in a court? If Yes, please provide details. Yes No

Have you been found guilty of a criminal offence in the past ten years? If Yes, please provide details. Yes No

Do you have any actual or potential conflicts of interest, whether real or perceived? If Yes, please provide details. Yes No

Do you have any actual or perceived conflicts of interest arising from patronage or nepotism? If Yes, please provide details. Yes No

Declaration

I declare that:

- » I understand ECSA's Values and agree to abide by the Expectations of an Electoral Officer
- » I agree to abide by the principles contained in the Code of Conduct for Electoral Officers during my employment with ECSA
- » All information I have provided is true and accurate

Your Name _____ Signature _____

Phone _____ Email _____ Date ____/____/____

OFFICIAL USEReviewed by (*insert name*) _____

Position _____ Date ____/____/____

Decision _____