



WESTERN AUSTRALIAN
Electoral Commission

Code of Conduct

Casual Staff



Our Purpose

To provide Western Australians with an electoral experience that they understand, trust and can access easily and efficiently.

Our Values

✓ Impartial

Our electoral outcomes will not be influenced by others

✓ Professional

Our work will be at the highest standards for ethics, accuracy and efficiency.

✓ Respectful

Our relationships will be courteous, honest and fair with all.

✓ Innovative

Our systems and processes will adapt to customers' needs.

✓ Collaborative

As a team we will consult and test new ideas with customers.



Our Objectives

The Commission's principal aim is to facilitate the active participation of all eligible Western Australians in the various elections and polls we manage.

It is the responsibility of the Commission to ensure elections are conducted in a timely manner with independence, impartiality, reliability and professionalism. We must also ensure compliance with the *Electoral Act 1907*, *Referendums Act 1983*, *Industrial Relations Act 1979* and the *Local Government Act 1995*, together with rules and regulations of individual organisations.

The Commission has established a reputation for excellence and professionalism in electoral administration. To maintain this position it is essential that the Commission continues to provide a fair, responsive and quality service at all times.

This Code reinforces the principles that help preserve our reputation and therefore applies to all staff and contractors working for the Commission.



Code of Conduct

The Commission's Code of Conduct supports the principles of the Code of Ethics:

- ✓ We will comply with this Code of Conduct relevant legislation and follow Commission policies, directions and mandatory procedures.
- ✓ We will respect the practices and procedures of workplaces visited during the course of our work.
- ✓ We will act honestly, impartially, fairly and exercise due care and diligence in the performance of our duties.
- ✓ We will maintain the security of electoral documents and ballot papers and carefully manage their transportation and storage.
- ✓ In order to preserve the integrity and impartiality of the Commission, we will formally declare our political neutrality.
- ✓ Confidentiality of information must at all times be respected. We will exercise due sensitivity in the use of such information, taking into account the nature of the material and the purpose for which it was collected, and will use the material only in connection with our duties as employees of the Commission.
- ✓ We will avoid situations where our personal interests are in conflict with those of the Commission. By openly declaring any interests and ensuring actions are impartial in deed and appearance, perceptions of compromise can be minimised.
- ✓ Acceptance of gifts, favours or hospitality could be seen as an inducement and other than minor tokens of appreciation, will typically be politely refused.
- ✓ We will not discriminate on the basis of disability, age, race, gender, family status and responsibility, sexuality, religion or political belief.
- ✓ We will respect the rights of the individual and will treat each other courteously. Harassment of any kind will not be accepted.
- ✓ We will exercise courtesy, consideration and professionalism when providing services to our customers or dealing with stakeholders.



Code of Ethics

All public sector employees in Western Australia need to comply with the Public Sector Commissioner's Instruction – *Code of Ethics*.

The *Code of Ethics* is a foundation from which public sector agencies can base their own Code of Conduct. The key principles are Personal Integrity, Relationships with Others and Accountability. These principles provide a guide as to how public sector bodies and employees should address ethical issues which may arise in their everyday work. It has been designed for the purpose of promoting and building a modern public sector which the public has trust and confidence in.



Western Australian Electoral Commission

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