

Position Description

Organisation: ANU Postgraduate and Research Students' Association (PARSA)

Position title: Probity Officer

Hours: 2-7 hours a week (August 2018)

Responsible to: Returning Officer

Purpose Statement

PARSA is seeking three postgraduate student volunteers to act as Probity Officers during the 2018 General Election period.

The role of a Probity Officer is to assist the Returning Officer with the investigation of alleged or suspected electoral infractions as per Clause 14 of the Election Regulations. This work may involve gathering and documenting evidence, participating in decision making and the preparation of written determinations.

Undertaking this volunteer role provides an excellent opportunity to ensure that candidates act with integrity and adhere to the rules outlined in the Election Regulations.

Position Dimension and Relationship

PARSA is the elected student-representative body for postgraduates at the ANU. It provides a range of services aimed at providing support for the specific needs of postgraduate students in relation to both their studies and daily life. PARSA is run by students for students, and represents postgraduates both collectively and individually.

Probity Officers undertake this volunteer position under the sole direction of the Returning Officer. The Returning Officer may dismiss a Probity Officer at any time for any reason. As this is a volunteer role, the decision to dismiss is final and cannot be appealed. Replacement probity officers can be appointed by the Returning Officer, following consultation with the PARSA General Secretary and General Manager.

Main duties and responsibilities

Upon the request of the Returning Officer, investigate alleged or suspected electoral violations, as outlined in the [PARSA Electoral Regulations](#), and report back their findings to the Returning Officer.

Maintain a task journal that documents their investigation into incidents or infractions that they are asked to investigate, including notes from interviews, photos, or other related evidence as part of their investigation, and to share these notes with the Returning Officer when reporting back the results of their investigation.

Other duties may include

- Acquire a Working with Vulnerable Persons card.
- Attend meetings, conferences and training events as required.
- Have a flexible approach to work and to undertake any other reasonable duties that may be required.

Requirements

Any person nominating for the position of Probity Officer must meet the same qualifications for appointment as a Returning Officer outlined in Clause 3.4 of the Election Regulation except that they may be an Ordinary Member of PARSA.

They must provide the Returning Officer with a written statement of any potential or perceived conflicts of interest, such as membership of a registered political party, membership of a political club or society, or at any time having held an elected office or employment with PARSA.

General Standards

They must observe and act from a position of neutrality and objectivity and maintain an appropriate distance from the politics of the elections and the candidates at all times, until the declaration of results.

They must always refrain from any activity that could be seen as endorsing a candidate or ticket, and refer all complaints about their conduct, or media requests, to the Returning Officer.

To be sensitive when handling confidential information.