

Pack Up Officer (PUO) - Duty Statement

Title:	Pack Up Officer
Classification:	VPS Grade 2.1
Rate of pay:	\$39.15 (inclusive of 25% casual loading)
Reports to:	Voting Centre Manager
Location:	Various (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role is responsible for managing the pack-up of all materials at the conclusion of voting and transporting these to the designated location for return.

2. Duties

The Pack up Officer:

- completes all required training, including any online component
- arrives at the voting centre ready to start work at 5pm, with a finish time between 11:00pm and midnight, however actual finishing times may vary and can be later depending on operational needs
- manages and completes the pack-up of all materials in the voting centre
- supports the Voting Centre Manager to finalise paperwork, ensuring all returns are completed
- completes all documentation accurately
- takes responsibility for all voting centre materials, including secure items such as ballot papers and laptops, from the time they leave the voting centre until they are returned to the designated location
- uses their own car to return materials to the designated location
- understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
- performs other duties as requested.

3. Key selection criteria

The Pack Up Officer is able to:

- read, understand and apply VEC instructional products, including manuals, guides and pack-up instructions
- follow procedures to ensure all election materials are packed up correctly and securely
- work effectively as part of a team and contribute to a positive, respectful workplace
- recognise issues as they arise and respond appropriately, including following procedures and seeking help from a supervisor when needed
- pay close attention to detail when completing documentation
- hold a current driver's licence and use an enclosed personal vehicle large enough to transport all election materials securely, such as multiple security boxes, documentation, signage and other packed items from the voting centre
- uphold electoral integrity by following procedures, handling materials securely, completing records accurately and, maintaining confidentiality.

4. Physical requirements

The following list is not exhaustive, and other tasks may be required.

The Pack Up Officer should be able to:

- stand or walk for extended periods with the ability to take postural breaks as needed
- walk short distances upwards of 200 metres or more, depending on venue requirements
- climb stairs if the venue has multiple levels
- safely lift, carry, and pack materials and equipment such as large security boxes and ballot papers (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- pack down cardboard furniture
- load and unload materials (usually less than 13 kilograms) from their personal vehicle which may involve pushing, pulling and squatting actions
- be comfortable driving late at night, although some Pack Up Officers may finish earlier in the evening.