Employment guide for election casuals and officials

October 2026

Victorian Electoral Commission

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Acknowledgement of Country

The Victorian Electoral Commission (VEC) acknowledges the Aboriginal and Torres Strait Islander peoples of this nation, as the Traditional Custodians of the lands on which we work and conduct our business. We pay our respects to ancestors and Elders, past, present, and emerging. We are committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich history of political, educational, and cultural engagement across Australia.

Thank you from the Electoral Commissioner

Thank you for supporting us in safeguarding our electoral system.

The VEC's vision is 'all Victorians actively participating in their democracy'. To achieve that vision we need the support of civic-minded citizens – just like you – to ensure we continue to deliver high quality, accessible and safe elections. The public holds election officials in high regard and that is due to the quality of people we work with; people who devote their time to a very important ideal and perform their roles without fear or favour.

Victoria was the first place in the world to deliver a secret ballot and that history continues today. Together, we can ensure that the experience of all election participants is easy and seamless, and that elections are delivered with the utmost impartiality and integrity. Any eligible person is free to stand for election and all eligible voters have a right to a secret vote; these rights are protected by legislation. Yet we want all participants to be confident in the process itself and, importantly, the validity of the results. This means we need to ensure that everyone is equal at the ballot box, regardless of language, literacy, culture, ability, living status and location.

Thank you for taking this journey with us.





Sven Bluemmel

Electoral Commissioner

About this guide

The information in this guide will help you understand the VEC: our vision, culture, and expectations.

The guide is designed to be used throughout your employment with us. You'll learn about:

- your working conditions
- your rights and responsibilities
- the standards and conduct we expect you to maintain.

Please read the guide carefully. If you need more information, please speak to your manager.

The Victorian Electoral Commission

What we do

The VEC is an independent and impartial statutory authority established under the *Electoral Act 2002* (Vic) (Electoral Act). Our work practices are determined by the *Public Administration Act 2004* (Vic) and guided by the Victorian Public Sector Commission.

We conduct Victorian state elections, local council elections, certain statutory elections and polls, and commercial and community elections. We also:

- conduct boundary reviews
- maintain the Victorian electoral enrolment register
- conduct electoral research
- provide education services
- work to engage all Victorians entitled to vote in the democratic process.

The Electoral Commissioner, Sven Bluemmel, has overall responsibility for our operations and activity.

Our vision

All Victorians actively participating in their democracy.

Our purpose

Building a stronger future for Victorian democracy.

Our values

Our values drive the behaviours that we want to see within our organisation and what we want people to see outside of the VEC.

We are proudly independent	**We work as one**	**We lead with purpose**
We serve with integrity and always do the right thing. We take responsibility. We do what we say because trust is built on accountability.	We value ideas and share knowledge. We listen and learn. We understand our roles, trust each other and collaborate. Together, we achieve more.	We move forward with purpose for the people of Victoria. We think before we act. We learn from mistakes. We ask the right questions. We shape a future for all.

Appointments

Election casuals and officials

During periods of high operational activity, such as parliamentary or local government elections, the Electoral Commissioner authorises the appointment of temporary election staff to make sure we can deliver the activity effectively and efficiently.

Election staff are not employed as Victorian Public Service (VPS) employees. Rather, they are appointed under electoral legislation.

There are 2 kinds of election roles:

- **Election casuals** are paid on an hourly basis and work before, on, and after election day in:
  - centralised activity sites
  - election offices
  - hubs
  - early voting centres
  - mobile voting centres.
- **Election officials** work in voting centres on election day. Election officials are paid a package rate that covers training and working hours.

Duty statements for election roles can be found on our website at www.vec.vic.gov.au/careers/work-at-elections/election-duty-statements

Minimum age

You must be at least 18 years old to work in an election role.

Disclosures

When you accept an appointment through the election staff self-service portal, you must complete a disclosure questionnaire. All election casuals and officials must complete it.

The questionnaire asks you to disclose any:

- political activities
- pre-existing illnesses, injuries or medical conditions

- serious criminal convictions.

If you make a disclosure, your appointment is on hold while a head office team assesses it. You must not start training or work until we confirm your appointment.

Political activities

Community perception of political impartiality is critical to maintaining public trust and confidence in our independence and impartiality.

As an election casual or official, we ask you to disclose your political memberships and activities before your appointment begins. Section 17A of the Electoral Act authorises the VEC to 'discriminate against a person in relation to offering employment on the basis of political belief or activity'. This discrimination is lawful under the *Equal Opportunity Act 2010*.

You need to complete a 'disclosure of political activities' form to accept an appointment. If you are offered multiple appointments, you must complete a disclosure for each one.

Disclosing an activity will not always preclude you from being appointed as an election casual or official. For more information, view the impartiality requirements on our website.

If anything in your disclosure changes after you submit it, you must notify your manager. Once employed, you have an ongoing obligation to disclose any political activities that might affect, or be perceived to affect, the VEC's political impartiality.

Pre-existing illness, injury or medical condition

Under the *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic), you must disclose any pre-existing disease, illness or injury that you reasonably believe could be made worse by the activities in the duty statement for your role.

Describe your illness, injury or medical condition in the disclosure questionnaire. If you need workplace adjustments, include the specific adjustments you need.

Our Health and Safety Team may contact you for more information. They may share this information with your manager, if relevant.

We will consider adjusting your work environment and duties so you can stay safe while you work. For example, if you cannot stand for long periods, your manager may change your duties or role so you can sit while you work.

You must not try to do any activities that you cannot physically do.

Serious criminal convictions

You must disclose if you have a serious criminal conviction that is not a spent conviction. A serious criminal conviction means you have received a prison sentence.

We ask for this information to ensure the fairness and integrity of the Victorian electoral system. If you disclose a serious criminal conviction, we will contact you for more information.

Training

Training requirements depend on your role. We will confirm what training you need when you accept your appointment or when you start work. Your appointment documents may also list it.

Your training may include:

- reading printed manuals and guides
- completing online training modules
- attending an online class
- attending a face-to-face training session.

If your role has training, you must complete and pass it before you start work. This applies even if you have worked with us before, because we update our procedures for each election.

Training is paid.

Supervision

As an election casual or official, you will be supervised by a manager or team leader responsible for your activity. Your manager is your first contact for any questions about your position.

Ending an appointment

You can end your employment and appointment with us by giving your manager 24 hours' notice.

Your employment as an election casual and your appointment to a statutory role can be ended or suspended at any time in accordance with the terms of appointment.

Conduct and responsibilities

Legislation that applies to you

In the course of performing your role for the VEC, the following legislation may apply and impose rights and/or obligations on you:

- *Electoral Act 2022* (Vic)
- *Privacy and Data Protection Act 2014* (Vic)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Occupational Health and Safety Act 2004* (Vic)
- *Public Interest Disclosure Act 2012* (Vic)

Code of conduct

We are committed to delivering a trusted democratic process through excellence and impartiality. Our code of conduct outlines how we keep this promise through our behaviour, decisions, and interactions.

The code aligns with Victorian Public Sector values and is strengthened by our own organisational values. These inform our words and actions, the decisions we make, and the standards we set for ourselves, and each other. It helps to guide our everyday interactions and the way we face complex challenges.

Please familiarise yourself with the details below.

General behaviour

As a temporary VEC appointee, you are expected to:

- comply with all relevant legislation, the Code of Conduct, and VEC policies and procedures
- model appropriate behaviour and support equal-opportunity principles
- treat others fairly and respect differing points of view
- report any inappropriate conduct you see to a supervisor or manager.

You must:

- act with integrity and impartiality in all duties, maintaining public trust in electoral processes
- follow VEC procedures, policies, and lawful instructions when performing tasks

- treat all individuals with fairness, dignity and respect, regardless of background or personal characteristics
- communicate professionally, demonstrating courtesy, clarity, and responsiveness
- promote inclusiveness and diversity in the workplace and in service delivery
- provide timely and high-quality service to clients, stakeholders, and the public
- maintain confidentiality and privacy of all sensitive and personal information
- avoid conflicts of interest and disclose any personal interests that may affect impartiality
- use public resources responsibly and in accordance with VEC policies
- uphold child safety standards, ensuring children are protected and safe in all VEC environments
- avoid political activity or commentary that could compromise impartiality or independence
- speak up about inappropriate behaviour and support a respectful, safe, and inclusive workplace.

Impartiality

You must:

- disclose any and all interests that may impact on your impartiality and urgently update any previous disclosures if anything changes
- not associate with political parties, candidates, or lobby groups, other than as required through the performance of your duties
- refrain from commenting on political matters
- decline gifts or hospitality offered in the performance of your duties.

Confidentiality and privacy

You must:

- keep the information available to you as part of your duties confidential
- handle personal information with discretion and in accordance with the VEC privacy policy
- not make any unauthorised audio, video, or photographic recording inside a VEC-operated venue
- only access information when your access is authorised and it is necessary for the successful completion of your duties.

We are committed to safeguarding the privacy of all personal information we receive, collect, and store. All personal information is handled in accordance with relevant legislation and our privacy policy, available on our website.

You may have access to personal information when it is reasonably necessary for the performance of your role.

You must:

- keep confidential any information you have access to or receive while conducting your business.
- only use information you have access to or receive while conducting business, for business purposes. This includes only looking up information on the electoral roll if you are required to for work purposes.

Child safety

The VEC is a child safe organisation, and the VEC child safety code of conduct details the responsibilities of all staff in our commitment to Victoria's Child Safe Standards.

You must:

- adhere to the VEC child safety code of conduct at all times
- uphold the VEC's Statement of commitment to child safety at all times
- ensure that VEC staff are not left alone with a child
- listen and respond to concerns about child safety.

You must not:

- use the electoral roll to identify the address of any child, or exchange personal contact information with a child
- use inappropriate language or engage in open discussions of a mature or adult nature in the presence of children
- engage in unnecessary physical contact with a child or put a child at risk of abuse (for example, by locking doors).

More information appears in the child safety policy, statement of commitment to child safety, and child safety code of conduct.

Social media

When working with the VEC, it's important to realise that your personal social media use has the potential to harm the VEC's reputation.

You must:

- before posting, consider what could happen if the comment you plan to post was seen by a global audience
- not publish any inappropriate material related to the VEC. This includes financial, confidential, sensitive, or branded information about the VEC, its employees, clients, contractors, suppliers, or any other related individuals
- review your privacy settings on all social platforms
- avoid discussing any issues that may imply a political bias, including overseas politics
- not comment on behalf of the VEC using a personal account – only authorised VEC users may post or respond publicly through official VEC channels
- exercise extreme care when participating in social media discussions so you do not explicitly or implicitly suggest an official position of the VEC.

Respectful workplace behaviour

We actively foster an inclusive, respectful and engaging workplace culture, where all staff are valued, safe, heard, and treat each other with respect.

All staff must behave respectfully towards colleagues, clients, and members of the public. You must:

- adhere to the VEC respectful workplace behaviours policy
- model appropriate behaviour and participate in training or other activities we require to prevent harassment, discrimination, bullying or violent behaviour
- be aware of, identify, and report unacceptable behaviour
- treat information about claims of bullying, harassment, discrimination and victimisation with appropriate confidentiality
- behave in accordance with the VEC code of conduct and the Victorian Public Sector Commission code of conduct for Victorian public sector employees of special bodies.

Offensive, aggressive, discriminatory, or otherwise inappropriate behaviour or language is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

Unacceptable conduct includes, but is not limited to:

- Bullying and bullying-like behaviour – repeated or single instances of unreasonable behaviour that creates a risk to health and safety.
- Discrimination – adverse treatment based on protected attributes such as age, gender, disability, race, religion, or sexual orientation.

- Harassment – unwelcome behaviour that offends, humiliates, or intimidates, including sexual harassment.
- Vilification or victimisation – targeting individuals for asserting their rights, making complaints, or supporting others in doing so.

VEC policies

All VEC staff including appointees must work in line with our policies, which are regularly updated. You can ask your manager to supply any policies that apply to you.

Working conditions

Hours of work

Your hours of work depend on your role.

Appointment period and roster

Your letter of offer confirms your appointment period. It may not confirm the dates you will work, and it does not include your roster. Your manager will confirm your start time when you accept your role. They will also confirm your roster.

If you have a one-day role at a voting centre, your letter of offer will include your work date and start time.

Changes to your hours

Your hours depend on election operations and how much work there is. You may be asked to work overtime or to finish early.

Minimum shift

We pay a minimum number of hours for each:

- onsite shift: 3 hours. If we send you home before 3 hours, we will still pay you for 3 hours
- training activity: 1 hour.

There is no minimum payment for work you do from home. Most election work is done onsite, and most roles cannot be done from home or as hybrid work.

Safe working hours

You must not work more than 6 days in a row. You must have at least 10 hours between shifts.

If your travel time to and from work may make your hours unsafe, you must tell your manager.

Meals and breaks

You are entitled to a 30-minute unpaid meal break after 5 hours of continuous work. Your manager may stagger team meal breaks around tasks. In some roles you may have other breaks, but these are not legal entitlements. If you need other breaks (for example, for medical or religious reasons), please speak to your manager.

There may be limited options to buy food near some of our venues, so please ask your manager whether you should bring food with you.

Dress code

You may be visible to voters, candidates and the media while you work, so please consider the VEC's reputation when choosing work clothes. The minimum standard is 'smart casual'. This could include, for example, a shirt with buttons, jeans and clean closed-toe shoes. Please maintain personal hygiene.

Clothing you would need to change includes: thongs/flip flops or other open-toed shoes, tracksuit pants, activewear or sports clothing, and any clothes that are ripped, worn, or sheer/see-through.

Health and safety

Safety is everyone's responsibility at the VEC.

We are committed to providing a safe working environment for all staff, clients, contractors, and visitors. This extends to ensuring our work does not place the Victorian community at risk of injury, illness, disease, or any form of property damage. Workplace health and safety management principles are integral to our work.

Smoke-free workplace

Smoking is banned inside all VEC occupied locations, including owned or rented buildings and vehicles. It is also banned within 10 metres of the entrance or exit to these locations.

Private vehicle use

You may need to use your private vehicle during your appointment. If required, your manager will discuss this with you.

You must make sure the car or other vehicle you use is:

- registered
- roadworthy
- insured
- free of modifications that would invalidate the insurance.

The owner of the vehicle must accept costs incurred from any accident or damage. We are not liable for any toll fees, infringements, fines, insurance excess or parking costs you incur.

In exceptional circumstances where the role's activities for a day can only be completed with access to a vehicle and you do not have access to a private vehicle, please speak with your line manager about options for accessing a VEC fleet vehicle or VPS fleet car (insured with VMIA)

Pay and allowances

Refer to the ‘rates of pay’ section for hourly rates and packages.

Election casual pay

Election casuals are paid a standard hourly rate, which includes a mandatory 25% casual loading.

Election official pay

Election officials are paid a set package amount for election day work. This includes anticipated standard ordinary and overtime hours (see overtime guidelines below), required training hours and any relevant allowances.

Superannuation contributions will be paid on the ordinary time earnings component in accordance with the *Superannuation Guarantee (Administration) Act 1992* (Cth) and exclude the overtime component of the package (see superannuation below).

Part-day attendance and non-attendance

If you’re appointed to work a full day as an election official on election day, but only work for part of the day, we will pay you a pro-rata (partial) amount of the full package based on the hours you work.

If you complete training before election day, but don’t work because of unexpected events such as illness, we will pay you the training amount listed in your remuneration package.

Overtime and penalty rates

After 8 hours of work (not including your breaks), we will pay you 1.5 times your base hourly rate. This applies during our standard workdays of Monday to Saturday, or if you have worked more than 38 hours in a working week.

If you work on Sundays or public holidays, we will pay you twice your base hourly rate. The 25% loading does not apply to overtime.

If you work between the hours of 8 pm and 6 am, we will pay you a night work penalty. The night work penalty is paid at 1.15 times your base rate and is paid on top of the 25% casual loading. If a night shift is longer than 8 hours or occurs on a Sunday or public holiday, we will pay you the overtime amounts listed above. The night work penalty does not apply to hours paid as overtime.

Allowances

Some roles can claim allowances. Your manager will tell you if an allowance applies to your role.

Phone allowance

You may get a phone allowance if your role needs you to use your personal mobile phone for specific duties.

- Election liaison officers and voting centre managers get a phone allowance as part of their package.
- Early voting centre managers and assistant early voting centre managers may be able to claim a phone allowance if their early voting centre does not have a phone.

Travel and mileage allowance

You may be able to claim a travel allowance when we ask you to travel for work. If you use your own vehicle, you may be able to claim mileage.

You cannot claim for travel between your home and your usual place of work.

Depending on your role, mileage is either:

- included in your package
- claimed on your electronic or paper timesheet.

Training allowance

How you are paid for training depends on your role:

- Election officials: if your role has training, your package includes payment for it.
- Election casuals: you either claim a set training allowance (specific roles only) or record your training hours on your electronic timesheet.

Timesheets

Election casuals

If you are an election casual, you must record your start, finish and break times on a timesheet. Use the online timesheet in the election staff self-service portal.

Before you submit your timesheet, check that your hours are correct.

Submit your timesheet to your manager for approval by:

- 5 pm on the Friday that ends the pay cycle, or
- your last working day in that fortnight, if you finish before that Friday.

If you have a one-day role, submit your timesheet by the end of that day.

Election officials

If you are an election official working on election day, you do not need to complete a timesheet. You will be paid automatically.

Payment dates and method

We pay all election staff by electronic funds transfer (EFT) into your bank account.

- Election casuals: we pay you every 2 weeks (fortnightly).
- Election officials working in a voting centre on election day: we pay you at the end of the first fortnightly pay cycle after election day.

Bank and personal details

You must make sure all your details are up to date in the election staff self-service portal. This includes your:

- contact details
- postal address
- bank account
- tax file number
- superannuation information.

Incomplete or incorrect banking details will cause delayed payment.

Superannuation

We pay superannuation contributions for all appointed staff at the rate for ordinary hours worked, under the *Superannuation Guarantee (Administration) Act 1992* (Cth). Overtime payments do not attract superannuation contributions.

You can enter your superannuation details through the self-service portal by selecting either your own fund or the VEC default fund, Aware Super – Future Saver.

If your superannuation fund is not listed, email electionpayroll@vec.vic.gov.au with the fund's:

- name
- Unique Superannuation Identifier (USI)
- ABN.

If your fund is an industry superannuation fund, election payroll will advise when they have added it to the portal, and you can select it from the drop-down menu. If it is a self-managed superannuation fund, election payroll will add this manually.

It is your responsibility to check your superannuation details are correct and valid before starting work.

Overpayments

If we accidentally pay you extra for work hours or allowances, we will contact you to plan how to recover the overpaid amount. This will be by either:

- deducting the extra amount from your next pay/s or
- asking you to pay the extra amount back by electronic funds transfer (digital transfer using online banking).

Centrelink payments

We can't advise you on how your election work may affect your Centrelink payments. Please contact Services Australia – Centrelink.

Rates of pay

Election casual hourly rates

From 18 July 2026

Position	Base rate	Casual rate	1.5x rate	2x rate	Night penalty
Activity Lead	$35.77	$44.71	$53.66	$71.54	$50.08
Assistant Early Voting Centre Manager	$41.10	$51.38	$61.65	$82.20	$57.54

Compulsory Voting Officer L1	$29.76	$37.20	$44.64	$59.52	$41.66
Compulsory Voting Officer L2	$33.86	$42.33	$50.79	$67.72	$47.40
Computer Count Team Leader	$35.77	$44.71	$53.66	$71.54	$50.08
Counting Officer	$29.76	$37.20	$44.64	$59.52	$41.66
Counting Team Leader	$35.77	$44.71	$53.66	$71.54	$50.08
Data Entry Operator	$33.86	$42.33	$50.79	$67.72	$47.40
Early Voting Centre Manager	$42.86	$53.58	$64.29	$85.72	$60.00
Early Voting Centre Officer	$29.76	$37.20	$44.64	$59.52	$41.66
Early Voting Liaison Officer	$42.86	$53.58	$64.29	$85.72	$60.00
Election Support Officer (by-election) L1	$54.31	$67.89	$81.47	$108.62	$76.03
Election Support Officer (by-election) L2	$56.59	$70.74	$84.89	$113.18	$79.23
Election Support Officer (by-election) L3	$58.71	$73.39	$88.07	$117.42	$82.19
Field Compliance Officer	$50.88	$63.60	$76.32	$101.76	$71.23
Field Compliance Team Leader	$58.71	$73.39	$88.07	$117.42	$82.19
IDS Officer	$46.38	$57.98	$69.57	$92.76	$64.93
Logistics and Resourcing District Officer	$35.77	$44.71	$53.66	$71.54	$50.08
Mobile Voting Manager	$42.86	$53.58	$64.29	$85.72	$60.00
Mobile Voting Officer	$29.76	$37.20	$44.64	$59.52	$41.66
Office Assistant L1	$29.76	$37.20	$44.64	$59.52	$41.66

Office Assistant L2	$33.86	$42.33	$50.79	$67.72	$47.40
Office Assistant L3	$41.10	$51.38	$61.65	$82.20	$57.54
Office Assistant L4	$50.88	$63.60	$76.32	$101.76	$71.23
Office Assistant Personnel	$33.86	$42.33	$50.79	$67.72	$47.40
SEO Consultant L1	$46.38	$57.98	$69.57	$92.76	$64.93
SEO Consultant L2	$54.31	$67.89	$81.47	$108.62	$76.03
SEO Consultant L3	$58.71	$73.39	$88.07	$117.42	$82.19
SEO Recruit	$35.77	$44.71	$53.66	$71.54	$50.08
Staffing Officer	$35.77	$44.71	$53.66	$71.54	$50.08
Team Leader Compulsory Voting	$41.10	$51.38	$61.65	$82.20	$57.54
Team Leader Special Projects	$41.10	$51.38	$61.65	$82.20	$57.54

Election official package rates

From 8 October 2026

Election Official role	**Election package rate: Ordinary hours**	**Election package rate: Overtime hours**	**Election package rate: Total package paid (incl. allowances)**
Election Liaison Officer	$1,027.53	$431.56	$1,507.30
Voting Centre Manager (issuing points)	$1,233.04	$431.56	$1,712.80
Voting Centre Manager (4-6 issuing points)	$1,284.42	$431.56	$1,764.18

Election Official role	**Election package rate:** **Ordinary hours**	**Election package rate:** **Overtime hours**	**Election package rate:** **Total package paid (incl. allowances)**
Voting Centre Manager (7-10 issuing points)	$1,335.79	$431.56	$1,815.56
Voting Centre Manager (11+ issuing points)	$1,387.17	$431.56	$1,866.93
Assistant Voting Centre Manager	$983.75	$375.61	$1,377.56
Declaration Issuing Officer	$548.13	$266.23	$814.36
Election Official (see ‘ordinary issuing officer duty statement)	$446.35	$252.93	$699.28
Election Official (see ‘ordinary issuing officer (standby) duty statement)	$446.35	$290.13	$736.48
Election Official (see ‘ordinary issuing officer (reserve) duty statement)	$148.78	-	$148.78
Pack-up Officer	$313.22	$62.64	$394.06
Count Support Officer	$223.17	-	$223.17

Reporting and support

Reporting concerns

Inappropriate conduct

If you experience or witness inappropriate conduct report this to your team leader or manager. You may also contact the Business Partnering and Employee Relations Team by email to employeerelations@vec.vic.gov.au

Hazards and safety incidents

If you discover a health and safety hazard or witness an incident, act immediately if it is safe to do so. Report the hazard or incident to your manager.

Privacy breaches and security incidents

You must:

- report any potential privacy breaches or information security incidents to your manager immediately.

Support and contacts

Personnel Helpline

Personnel Helpline is available year-round to help all potential and existing election staff with questions about their registration or appointments for election work.

Personnel Helpline is available weekdays from 9 am to 5 pm on 1300 783 043 or by email to PersonnelHelpline@vec.vic.gov.au

VEC website

You will find more information on working with us and answers to frequently asked questions Work at elections | Victorian Electoral Commission

People Branch

Questions in relation to any policy should be directed to or our People Branch via PeopleMailbox@vec.vic.gov.au or via the switchboard on 03 8620 1100.

Centralised sites

We have multiple centralised sites that may be the primary workplace for some election casuals.

Centralised site locations

Centralised sites refer to a collective of VEC locations:

- 530 Collins Street, Melbourne CBD
- Warehouse, Link Road, Tullamarine
- Print Workshop, Bertie Street, Port Melbourne
- Plummer Street precinct, Plummer Street, Port Melbourne

To ensure the safety and comfort of all staff please follow the below guidelines:

Site induction

You will undergo a site induction on the first day of your appointment, which will cover any safety procedures, emergency protocols, first aid facilities, and general site facilities that you need to be aware of.

Building access and security

To confirm your identity and eligibility to work, on your first day you will be asked to show your appointment letter for your role, either in print or digital form.

If you require a security access pass for your role, we will provide this to you on a lanyard. The pass will allow you access to the areas required for your role.

Keep your pass safe. Wear it on the lanyard provided and do not loan it to others. If you lose your pass, notify your manager immediately. If you forget your pass, report it to reception.

Print workshop and warehouse safety

Look after your own safety and that of others by following site rules:

- stay within marked pedestrian walkways
- follow all signage and any instructions from site staff
- do not enter operational areas or touch equipment

- wear the correct PPE (high-visibility vests and fully enclosed footwear are required)
- keep at least 3 metres away from forklifts and other mobile equipment including vehicles
- do not use mobile phones in operational areas.

Shared facilities

Desks and office spaces

It is important to keep our desks clean, tidy, and free of clutter.

Kitchens and bathrooms

Kitchen and bathroom facilities are available at all locations. Please ensure that you keep these areas clean.

Ensure any plates, bowls, cutlery, glasses or mugs are cleaned after use. Notify your manager immediately if there are any issues with these facilities.

Waste and recycling bins

To ensure that waste is disposed of correctly we supply bins for different purposes, where available, please use the correct bins:

- **Rubbish** – for landfill waste
- **Recycling** – for recyclable plastics
- **Organics** – for organic food material
- **Paper** – paper and cardboard
- **Secure destruction** – paper products with personal or sensitive information visible
- **E-waste** – unwanted electronic items and batteries.

Private rooms and sick bays

Dedicated private rooms are available at all centralised sites and can be used for first aid needs, prayer, expressing breastmilk, or other personal needs. Depending on the location, these spaces may be called first aid rooms, sick bays, quiet rooms, or multipurpose rooms.

Bike storage and end-of-trip facilities

Bike lockers and storage are available at select VEC sites. Please speak to your manager if you require access to these facilities as access is not automatically granted.

530 Collins Street

Bike storage is located on the car park level of B1, 530 Collins Street. You can access this via the King Street door near the corner of Collins Street. End-of-trip facilities include showers, lockers, towels, an iron, and hairdryers.

Plummer Street precinct

Bike storage is located in the warehouse of Building C. This can be accessed through the gate next to the main entrance. End-of-trip facilities include showers and lockers.

Print workshop

Bike storage is located in the multi-deck carpark at the rear of the site.

Warehouse

Bikes can be locked to a bike loop in the main car park of the site. End-of-trip facilities include showers and lockers.