

### **Pack-up officer**

The pack-up officer (PUO) reports to the voting centre manager. Their role is to manage the packing up of all materials at the conclusion of voting, and transport these to either an election office or metropolitan hub as part of the return of materials.

### **Duties**

- complete all training including an online component
- arrive at the voting centre and be ready to start work at 5 pm with a finish time of 11:30 pm
- manage and complete the pack-up of all materials in the voting centre
- work with the voting centre managers to finalise all paperwork and ensure all returns are finalised
- use their own car to return materials to the central drop-off point for the district.