Assistant Voting Centre Manager (AVCM) - Duty Statement

Title:	Assistant Voting Centre Manager (AVCM)
Rate of pay:	$44.71 (inclusive of 25% casual loading)
Reports to:	Voting Centre Manager
Location:	Various (positions available across Victoria)
Last reviewed:	January 2026

1. Position statement

This role supports the Voting Centre Manager to ensure the voting centre runs efficiently, is accessible for all voters and meets election requirements. The Assistant Voting Centre Manager:

- supervises staff
- helps set up the voting centre
- supports the conduct of the count
- may act as the Voting Centre Manager when required

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2. Duties

The Assistant Voting Centre Manager:

- supports the effective operation of the voting centre by assisting with preparation, service delivery, supervision of staff, and end-of-day processes
- completes all required online training
- assists the Voting Centre Manager to set up the voting centre
- arrives at the voting centre and is ready to commence duties at 7.00 am on election day
- acts as Voting Centre Manager if the appointed manager is required to leave the voting centre or is on break
- supervises and supports all staff to ensure correct procedures are followed
- ensures all staff provide fair, friendly and helpful service to all voters
- monitors campaigner activity outside the voting centre
- responds to questions from voters and election officials as required
- briefs scrutineers and monitors their conduct during the count
- assists with the scrutiny and counting of ballot papers at the close of voting
- transmits results at the required stages during scrutiny

- completes performance assessments for voting centre staff, as delegated
- assists with the Voting Centre Manager return and ensures the information is accurate
- assists with voting centre pack-down
- maintains the security of ballot papers and other election materials at all times
- 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 Assistant Voting Centre Manager is able to:

- supervise and support voting centre staff
- work respectfully with all voters, staff, scrutineers and campaigners
- recognise issues as they arise, adapt to changing situations and manage competing priorities
- learn, apply and oversee voting and counting procedures accurately
- communicate clearly and respectfully with voters and staff, both verbally and in writing
- use basic electronic devices, such as laptops or smartphones
- complete reconciliations accurately
- use a personal vehicle to collect and return electoral materials if required.

4. Physical requirements

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

The Assistant Voting Centre Manager should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- walk short distances upwards of 200 metres or more, depending on venue requirements
- safely lift, carry, and pack materials and equipment (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- perform tasks requiring fine motor skills, concentration and sustained visual focus.