

Logistics and Resourcing District Officer (LRDO) - Duty Statement

Title:	Logistics and Resourcing District Officer
Classification:	VPS Grade 2.1
Rate of pay:	\$44.71 (includes 25% casual loading)
Reports to:	Logistics and Resourcing Lead
Location:	Various (positions available across Victoria)
Date created:	January 2026
Last reviewed:	June 2026

1. Position statement

A hub is a central field-based site established to manage election operations for between one and four electoral districts, depending on the location. It serves as the base for key election activities and provides logistical support, staffing coordination, and material resourcing to the districts it serves.

The Logistics and Resourcing District Officer works as part of the Logistics and Resourcing team to prepare, receive, dispatch and secure election materials and resources for a specific district. The role ensures all early voting, mobile and election day voting centres, for the specific district, are appropriately and consistently resourced.

A key focus of the role is the secure movement, management and tracking of sensitive electoral material, especially ballot papers and electoral roll products. The Logistics and Resourcing District Officer must uphold strict adherence to VEC procedures and electoral integrity standards at all times. Rigorous tracking, handling, reconciliation, and record keeping are critical to maintaining transparency, security, and public confidence in the electoral process.

The role reports to the Logistics and Resourcing Lead and is expected to be an effective and positive member of a small team to meet operational goals within the tight timeframes of the election period.

2. About us

At the Victorian Electoral Commission (VEC) we are all about electoral integrity.

We are the independent and neutral umpire responsible for making sure all electoral participants play by the rules. This is paramount as the rules are there to ensure fair, accessible, and well-managed elections, and the delivery of results that can be trusted. We look after Victorian State elections, local government elections and some commercial elections. We also regulate political donations.

Elections are exciting and lively, and we are open to the challenge of a changing environment. Due to the dynamic nature of election delivery, it is likely that you will be required to work outside the

hours originally communicated. While we aim to provide as much certainty as possible, exact timings can change at short notice based on operational needs.

3. Diversity and inclusion

- We are creating a workplace to mirror our ethos of everyone being equal at the ballot box. When it comes to our people, we:
- focus on ability - not disability - and will make reasonable adjustments if possible
- are committed to reconciliation and self-determination for Aboriginal and Torres Strait Islander people
- welcome individuals who were born outside Australia, do not speak English as their primary language, and practice different faiths. We also respect and welcome people who express their gender, sex, and sexuality in different ways
- consider that people with more life experience have a lot of wisdom to offer.

4. Duties

Report to the Logistics and Resourcing Lead and assist them in their responsibilities.

- 1.1 Work as an integral member of the Hub Logistics and Resourcing team to ensure the secure, timely, and accurate movement, handling, and resourcing of election materials for the assigned district. Participate in regular team briefings and provide regular updates to ensure tasks are completed within agreed timelines.
- 1.2 Assist in the secure receipt, preparation, distribution, tracking and return of ballot papers for the designated district. Ensure strict control of the ballot paper secure zone for the designated district and assist in the preparation of ballot papers and resources for counting activities. Record all transactions using approved systems, reports and standard operating procedures to support election-wide transparency and integrity.
- 1.3 Prepare and allocate electoral materials for all voting centres within the assigned district, including early voting, mobile voting and election day voting centres, consistent with the agreed delivery schedules.
- 1.4 Undertake the return of materials process for the assigned district, ensuring electoral materials are appropriately handled, recorded and stored and all standard operating procedures are followed.
- 1.5 Contribute to maintaining an up-to-date inventory of all ERMO devices for the assigned district, ensuring they are handled and stored securely. Coordinate laptop updates, keep a record of the allocation, receipt and return of laptops to voting centres consistent with operating procedures.
- 1.6 Support compliance with work health and wellbeing and risk management standards and procedures and assist in maintaining a positive and respectful workplace culture.
- 1.7 Understand and observe the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures.

- 1.8 Support the sorting and pack-down of materials and equipment as part of the decommissioning of the hub following an electoral event.
- 1.9 Other duties as requested.

5. Key selection criteria

Technical expertise

- 1.10 Experience in administrative support, particularly in high-volume or event-based environments (e.g. elections recruitment, logistics)
- 1.11 Willingness to learn to operate manual and electric pallet jacks, including safety pallet stacking and wrapping techniques (training provided where required).

Key skills/abilities

- 1.12 Good organisational skills, including the ability to contribute to team and individual tasks to meet tight timelines.
- 1.13 Good team skills, including being an effective and positive member of a small team and contributing to team performance outcomes.
- 1.14 Good communication and interpersonal skills with the ability to work effectively with others.
- 1.15 Ability to identify issues which require resolution by others and escalate in accordance with established protocols.
- 1.16 Good level computer literacy, including proficiency with Microsoft Office and the ability to quickly learn and apply specialised in-house applications.

Personal attributes

- 1.17 Commitment to a safe, inclusive and respectful workplace culture aligned with VEC values.
- 1.18 High level of integrity and professionalism especially in handling sensitive electoral materials.
- 1.19 Collaborative mindset with the ability to work positively

Qualifications

- 1.20 A current driver's licence is mandatory as well as confidence to drive a 1 tonne van.

6. Physical requirements

The following list outlines key physical requirements of the role; however, it is not exhaustive, and additional demands may arise depending on operational needs.

The Logistics and Resourcing District Officer should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- walk moderate distances upwards of 500 metres or more depending on venue requirements
- stand or walk for extended periods with the ability to take postural breaks as needed
- climb stairs if the venue has multiple levels

- perform tasks requiring fine motor skills, concentration and sustained visual focus
- 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
- perform repetitive manual handling tasks and activities throughout the work period with the ability to take postural breaks as required
- competently operate manual and electric pallet jacks, trolleys, and other manual handling equipment to safely move materials (training provided)
- unload pallets and correctly stack and wrap loaded pallets, which may involve pushing, pulling, and squatting actions
- load and unload items from vehicles and handle equipment during deliveries and collections which may involve pushing, pulling and squatting actions
- work in a warehouse-style environment where temperatures and noise levels vary.

7. Pre-employment checks

All VEC roles require confirmation of Australian work rights through an Australian Entitlement to Work Check. Depending on the nature of the role, additional pre-employment checks may also be required to ensure the suitability of candidates for work in sensitive electoral environments.

Employment is conditional upon satisfactory outcomes from all relevant checks. Please note that these checks require appropriate identification, such as a passport or birth certificate.

This role requires the following checks: National Police Check, Working with Children Check.

8. Other relevant information

- Applicants who have previously been employed within the Victorian Public Sector must be asked whether they have received any form of Voluntary Departure Package (VDP). As multiple departure package types now exist, each with its own re-employment exclusion provisions, the applicable exclusion period will vary. Hiring managers must ensure eligibility is assessed in accordance with the specific terms of the applicant's departure package. For accurate and current re-employment requirements, refer to the relevant CPSU redundancy and redeployment guidance before progressing any appointment
- A re-employment restriction of one year applies to all recipients of an Early Retirement Scheme package from the VPS.
- The VEC must act in a completely impartial way in all its activities, operations, and dealings with stakeholders. Employees must undertake not to engage in any behaviour that would bring into question the independence or impartiality of the VEC in undertaking its various functions.
- In accordance with section 17A of the *Electoral Act 2002*, the VEC will ask successful applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation. Your appointment will be made subject to satisfactory

completion and assessment of this form. Please read further information about the process at [Disclosure of political activities | Victorian Electoral Commission \(vec.vic.gov.au\)](https://vec.vic.gov.au/disclosure-of-political-activities).

- You need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
- As part of the recruitment process, all applicants are also required to complete a Disclosure of Criminal Convictions, declaring any unspent criminal convictions
- The VEC requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.
- You must comply with the Code of Conduct for Victorian Public Sector Employees of Special Bodies.
- The VEC is a smoke free environment.
- The VEC is a Child Safe organisation committed to the health, wellbeing and safety of children and young people. This commitment is taken seriously, and employees are expected to be cognisant of, and act consistently with, the VEC's expectations about child safe principles and behaviours.