



## WESTERN AUSTRALIA POLICE

### POSITION DESCRIPTION

#### **POSITION DETAILS**

**Position Description Number:**  
PAO 004

**Position Title:**  
Police Auxiliary Officer – Property

**Rank/Level/Band:**  
Band 1

**Region/Portfolio/Directorate:**  
Judicial Services  
Metropolitan Region

**Award/Agreement:**  
Western Australia Police Auxiliary Officers  
Industrial Agreement 2013

**District/Branch:**  
Various

**Location/Suburb:**  
Various

**Sub-district/Section:**  
Various

**Registered Copy Date:**  
January 2017

**Working Conditions/Special Allowances:**

Dependent on area; day shift, Monday to Friday, or shift work position in accordance with relevant industrial agreement provisions. May be required to work additional hours outside rostered shifts to meet operational requirements.

It is a requirement of the incumbent to:

- Be able to wear the appropriate clothing as supplied by the Western Australia Police (WA Police), during rostered hours only.

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#### **POSITION OBJECTIVE**

Provides an efficient and effective property management/receival service to Western Australia Police Business Units and external agencies. Dependent on location the role may have a focus on one or multiple activities such as the transportation, storage and movement of exhibits/evidence; and/or surveillance.

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#### **REPORTING RELATIONSHIPS**

**THIS POSITION REPORTS TO:**

Title:  
Officer in Charge

Rank/Level/Band:  
Senior Sergeant  
Detective Senior Sergeant  
Band 2

Supervisor

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#### **THIS POSITION**

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**POSITIONS REPORTING TO THIS POSITION:**

Title:  
Nil

Rank/Level/Band:

**Total number of positions under control: Nil**

**Direct:** Indirect:  
**Budget Managed:** Nil

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## **ORGANISATIONAL VALUES**

### **MISSION**

To enhance the quality of life and well-being of all people in Western Australia by contributing to making our State a safe and secure place.

### **VALUES**

The foundation of our values and service philosophy are six non-negotiable principles of conduct, behaviour and practices that are expected of everyone in the Western Australia Police (WA Police). These are honesty, empathy, respect, openness, fairness and accountability.

**The Western Australia Police promote a workplace that is discrimination free, is fair and equitable, values diversity and provides for a safe and healthy working environment. In accordance with the organisation's professional standards and Code of Conduct the Agency advocates a high level of ethics and integrity by all employees.**

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### **ROLE OF WORK UNIT**

The Property Management Division has corporate responsibility for providing operational, technical and general support across the agency to ensure the accountable, secure and appropriate storage and handling of all property, exhibits (evidence) and drug receipt holdings, state-wide.

This position is also located in a number of police stations and offices across the Metropolitan Region.

### **KEY RELATIONSHIPS**

Internally the position liaises with all members of the WA Police, in particular Organised Crime Squad, Metropolitan District Offices, Tactical Response Group, Management Audit Unit and Commissioned Officers assigned with the task of auditing Drug Receipt Unit records.

External contacts of the position include the Chemistry Centre of WA, the Department of Parks and Wildlife, the Director of Public Prosecutions, the Clerks of the various Criminal Courts in Western Australia, the Australian Federal Police, various Justices of the Peace, the National Crime Authority and Local Councils: City of Perth.

### **DECISION MAKING ROLE**

The incumbent of this position will be granted specific police powers under the provisions of the Police Act 1892 to carry out the functions of the position.

The parameters within which the incumbent operates are established by the position's supervisor, however, within the given framework the position holder exercises independence in organising and managing assigned tasks and in referring enquiries to the appropriate staff member for action.

It is essential that the standard operating procedures with respect to monitoring building environment, cameras and alarms are followed.

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**ACCOUNTABILITIES/DUTIES**

	Freq	%
<b>1. <u>PROPERTY MANAGEMENT</u></b> 1.1 Assists in providing an efficient and effective property management service to WA Police business units. 1.2 Transports property, drugs, firearms and any other equipment within the metropolitan and regional areas of Western Australia (WA). 1.3 Implements quality control and security measures to maintain and monitor the collection, receipt, transport, safe custody, storage and disposal of all property, seized drugs and firearms. 1.4 Regularly liaises with and ensures supervisor(s) is kept fully informed of all matters. 1.5 Reviews on-hand property and exhibits or drugs and considers appropriate methods to reduce property holdings. 1.6 Assists in the development of internal best practice regarding activities associated with the receipt, storage and disposal of Property and exhibits or drugs. 1.7 Provides an advisory service to internal and external customers on property management procedures and processes. 1.8 Coordinates and assists with administrative practices in line with the provisions of the Occupational Health and Safety Act, the Commissioner's manuals and legislative requirements. 1.9 Provides evidence in Court or other forums relevant to the receipt, custody, movement or disposal of exhibits. 1.10 Ensures security of property by monitoring security systems and building alarms including responding to alarms promptly by contacting Police Communications Centre. 1.11 Maintains contemporary knowledge in dangerous goods and exhibits handling.		15-95
<b>2. <u>SURVEILLANCE – PERTH CAMERA ROOM ONLY</u></b> 2.1 Monitors CCTV activities, within specific area/zones, that requires strong working relationship with external provider. 2.2 Identifies events/activities that should be referred to the relevant area to respond/act; completing the appropriate dispatch details: entering and monitoring information in the CAD system. 2.3 Assist securing relevant evidence and/or completing associated paperwork.		0-80
<b>3. <u>OTHER</u></b> 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably. 3.2 Undertakes other duties as directed.		5
<i>FREQUENCY: D = Daily, W = Weekly, R = Regularly, O = Occasionally, A = Annually</i>		

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### WORK RELATED REQUIREMENTS

<b>SPECIALIST PRE-REQUISITE(S)</b>
<p>The applicant successfully completes:</p> <ul style="list-style-type: none"> <li>• Medical Assessment</li> </ul> <p>The applicant must possess:</p> <ul style="list-style-type: none"> <li>• A current Western Australia “C Class” Driver’s Licence</li> </ul> <p>The applicant is able to wear the appropriate protective clothing as supplied by the Western Australia Police and have the capacity to lift a move bulky equipment in accordance with Occupational Safety and Health (OSH) principles and practices.</p> <p>It is a requirement that the position holder is successful in obtaining and maintaining a <b>NEGATIVE VETTING LEVEL 1 or LEVEL 2</b> security clearance for the duration of their appointment in the position. (<b>Only applicable if deployed to certain areas within WA Police</b>).</p>

#### ABLE TO DEMONSTRATE:

#### **ESSENTIAL WORK RELATED REQUIREMENTS**

#### **Context within which work related requirements will be applied and/or general standard expected.**

1	Judgement skills.	Determining appropriate courses of action in an objective, rational manner to ensure prompt service delivery and team safety. Following correct processes and procedures.
2	Ability to understand and apply the provisions of Acts and regulations.	Relating to the seizure, retention or disposal of property, including Drugs, exhibits and chemicals. Including <i>Misuse of Drugs Act 1981</i> , Regulations, <i>Poisons Act 1964</i> , <i>Criminal Investigation Act 2006</i> and <i>Occupational Safety and Health Act 1984</i> . Maintain contemporary knowledge of associated practices and procedures.
3	Communication (verbal and written) and Interpersonal skills.	Working in a team environment, Liaising with officers at all ranks/levels/bands. Providing a professional service. Liaising effectively with external clients. Preparing reports, memos and recommendations.
4	Organisation skills.	Managing own workload, establishing priorities and completing delegated work within specified time frames.
5	Computer skills.	Undertaking data entry and/or retrieval; apply accuracy and attention to detail. Utilising a variety of information and data management systems.
6	Personal drive and integrity.	Respecting authority and chain-of-command; complying with Police Regulations, policies, orders, and lawful instructions. Behaving in an honest, ethical and professional way. Applying self with energy and drive.

#### **DESIRABLE WORK RELATED REQUIREMENTS**

- 7 HR Vehicle Licence.
- 8 Current Forklift Licence.

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**CERTIFICATION**

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the WA Police requirements of the position.

<b>Certified By:</b>	<b>Name and Signature</b>	<b>Date</b>
<b>Workforce Consultant</b>	_____ Brooke Luxton Strategic Human Resources	January 2017
<b>Branch/Division Head</b>	_____ Ian Boyd Assistant Director Property Management Division	January 2017

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**OFFICE USE ONLY**

Classification Review Date: June 2010