



Property and Exhibits Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Operations Support
State Crime

Position Description Number:

Generic 47

Directorate / Command / District / Division:

Property Management Division
Firearm Reform Division
Sex Crime Division

Level:

Level 2

Work Unit:

Various

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various

Position Objective

Provides support to the Property Receival and Exhibit Storage Section (PRESS), by receiving incoming property and ensuring appropriate storage. Undertakes the purging of holdings in accordance with relevant legislation, ensuring quality work practices are maintained to support the Western Australia Police Force policies and procedures, safeguarding the integrity of property and exhibits held whilst contributing to contemporary management practices of the section.

Role of Work Unit

The Western Australia Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. The WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the agency.

Reporting Relationships

This position reports to:

- Officer in Charge (OIC)
- PAO - Supervisor
- Team Leader, Level 3

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Property Management (95%)

- 1.1 Ensures all property is received, recorded, stored and maintained under the provisions of relevant legislation and in accordance with local procedures.
- 1.2 Ensures the integrity and security of property and maintains accurate records on the Incident Management System (IMS) computer databases.
- 1.3 Collects and transports firearms, exhibits and associated items within the metropolitan and regional areas of Western Australia.
- 1.4 Checks, documents and prepares for inspection all public firearms and ammunition authorised for destruction.
- 1.5 Witnesses, in conjunction with the Divisional Inspector, the physical destruction of all public firearms and ammunition authorised for destruction.
- 1.6 Performs physical destructions of property which have been authorised for destruction through court order or in accordance with legislation and policy.
- 1.7 Reviews on-hand property/exhibits list and considers appropriate methods to reduce holdings.
- 1.8 Prepares unclaimed and forfeited items for destruction from PRESS and ensures the integrity of the process.
- 1.9 Provides information and advice to customers both within and external to the agency on property procedures and processes in accordance with relevant legislation and the WA Police Force policies and procedures.
- 1.10 Compiles court statements and provides evidence in court or other forums relevant to the receipt, custody, movement and disposal of exhibits.
- 1.11 Ensures that all work practices are consistent with the provisions of the *Work Health and Safety Act 2020*, the Commissioner's manuals and legislative requirements.
- 1.12 Monitors and adjusts relevant police databases.
- 1.13 Liaises with and ensures supervisor(s) are kept fully informed of all matters.
- 1.14 Aids and advises on the management of the warehouse facility to maintain good order, including items stored within same.
- 1.15 Assists with the management of the WA Police Force firearms and ammunition.
- 1.16 Assists in the development of internal best practice procedures and provides advice and/or recommendations to the OIC on property and exhibit storage practices, appropriateness of receipt or ongoing storage of items and various disposal options.
- 1.17 Enforces "right of refusal" in regard to accepting any property or exhibit that is not properly marked, packaged or documented or releases any property, which is not properly authorised.
- 1.18 Maintains and exercises a high level of vigilance and situational awareness with regard to personal safety and safety of others.

2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

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Specialist Prerequisite(s)

It is a requirement of this position that the recommended applicants undertake a psychological assessment to determine their suitability, and as an incumbent, agree to undergo periodical psychological assessments, as required.
In the respective work areas:

- Child Assessment and Interview Team

Work Related Requirements

Essential

Communication and interpersonal skills

Context in which work related requirements will be applied and or general standard expected.

Working in a team environment. Liaising effectively with internal and external customers explaining information and providing advice in a clear and timely manner. Being assertive. Dealing with sensitive and sometimes distressing information. Preparing statements, reports, memos and general correspondence. Giving credible evidence in courts of law.

Ability to understand and interpret the provisions of acts, regulations, policies and procedures

Relating to the seizure, retention or disposal of property, including exhibits and other relevant acts and legislation.

Ability to work with a high degree of accuracy and detail

Overseeing the integrity and continuity of property and exhibits.

Organisational skills

Managing time, working to deadlines and determining priorities when managing property receipt, storage and disposal processes.

Ability to work independently

Administering property office with minimal direct supervision.

Ability to practice occupational safety and health principles

Maintaining a safe and healthy working environment.

Possession of a current Australian motor drivers licence class "C" or "CA"

For driving intrastate, when required.

Desirable

Possession of a current Australian high risk work licence (HRWL) for class LF (forklift) current forklift licence.

Knowledge of firearms operations and safety background.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Pamela Soares	11/07/2025
Executive Manager Organisational Design & Analysis	Dianne Hopkinson	14/07/2025