



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SS-LOG-001
POSITION DESCRIPTION:	Branch Commissioner – Logistics
DEPARTMENT:	Support Directorate
TENURE:	1-3 Years
IMMEDIATE SUPERVISOR:	Assistant Chief Commissioner – Support Services
FIRST LEVEL SUPERVISION:	Branch Leader – Rangers Branch Leader – Assets and Infrastructure Branch Leader – Quartermaster
LIAISES WITH:	Head Office Staff (Property, Finance, Admin) Executive Leadership Team Field Leadership Team District Commissioners Group Leaders Properties Committee Event Managers External contractors and service providers
COMMITTEES:	Nil
The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social, and spiritual potentials as individuals, as responsible citizens and as members of their local, national, and international communities. Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse, or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion, and ability. Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.	
ROLE OBJECTIVE	
The Branch Commissioner – Logistics provides leadership and oversight of Scouts WA's logistics systems. This helps ensure that events, equipment, and facilities are well supported across the organisation. The role helps ensure that: - Events receive safe and efficient logistics support. - Equipment is available when needed, well maintained, and reliable. - Assets are easy to identify, access, and use effectively. This role supports the delivery of Scouting by ensuring logistics systems work together, can grow as participation increases, and do not create unnecessary challenges for volunteers or program delivery.	
ROLE RESPONSIBILITIES	
Leadership and Management - Lead and coordinate the logistics portfolio across three core functions: - Scout WA Rangers - Quartermaster - Assets and Infrastructure - Establish clear responsibilities and boundaries between roles. - Ensure the different functions work together effectively and avoid unnecessary duplication.	



- Develop and support Branch Leaders and help build future leadership pathways.
- Manage risks, priorities, and performance across the portfolio.

Strategic and Operational Implementation

- Support the development and implement a Logistics Strategy that supports Scouts WA growth and program needs.
- Assist in building a logistics model that can grow and support increasing participation.
- Ensure coordination between:
 - Event planning and logistics support
 - Equipment availability and demand
 - Facility capability and compliance
- Assist in improving systems for planning, visibility, and reporting across logistics activities.

Participation and Involvement

- Provide advice to the Chief Commissioner and Executive on logistics risks and opportunities.
- Contribute to organisational planning, budgeting, and calendar development.
- Engage with Districts and Groups to understand operational challenges and needs.
- Ensure logistics functions are involved early in planning processes, especially for events.
- Represent Scouts WA in discussions relating to logistics, property, and infrastructure.

FUNCTIONS AND DUTIES

Event Logistics and Safety

- Assist in ensuring Scouts WA has the capability to safely support events across the organisation.
- Ensure Scout WA Rangers are involved during the early stages of event planning.
- Assist in promoting consistent standards for traffic management, site access, and movement around event locations.
- Assist in overseeing the development of event logistics capability and supporting procedures.

Equipment System and Shared Assets

- Support the development of a centralised equipment system, including depots, bookings, and maintenance.
- Increase the use of existing equipment across Groups and Districts.
- Reduce duplication of equipment and assets across the organisation.
- Help ensure equipment is properly managed throughout its lifecycle, including maintenance, replacement, and storage.

Facilities and Compliance

- Help ensure Scouts WA facilities are safe, compliant, and suitable for use, in collaboration with Scouts WA Head Office.
- Support the implementation of inspection and maintenance programs, in collaboration with Scouts WA Head Office.
- Support the management of lease records and property information, in collaboration with Scouts WA Head Office.
- Assist in improving the long-term sustainability of facilities.

Integrated Logistics Support

- Provide support to assist events, equipment, and facilities are planned and managed in a coordinated way.
- Remove barriers that make it harder for Groups to deliver activities.
- Support when requested major events through coordinated logistics planning.
- Build systems that reduce reliance on individual people.



Governance and Risk Management

- Ensure compliance with Workplace Health and Safety (WHS), safety requirements, and other relevant regulations, within role scope.
- Oversee risks related to equipment, and facilities.
- Ensure records are maintained consistently across all logistics functions.
- Promote safe work practices across all activities.

AUTHORISATIONS AND DELEGATIONS

- Authority to coordinate logistics functions across Scouts WA.
- Authority to liaise with contractors, suppliers, and external agencies.
- Authority to recommend the establishment of systems, processes, and operational standards.
- Authority to recommend asset acquisition, upgrades, or disposal.
- Input into the Support Services budget for logistics.
- Exercise financial authority in accordance with the organisation's approved Financial Delegations Standard

PERSONAL ATTRIBUTES

Attitude

- Committed to the Vision, Aim, and Principles of Scouting.
- Practical and focused on finding solutions.
- Strong commitment to safety and effective operations.
- Takes a service-focused approach when supporting volunteers.

Skills

- Strong leadership and coordination skills.
- Ability to plan strategically and manage operations effectively.
- Strong problem-solving skills in changing and active environments.
- Effective communication and stakeholder engagement skills.

Knowledge

- Understanding of logistics and operational systems.
- Awareness of event safety and risk management.
- Knowledge of asset and resource management principles.
- Understanding of the Scouts WA organisational structure.

QUALIFICATIONS AND SKILLS

Mandatory

- Eligible for membership of Scouts WA.
- Demonstrated leadership, management, or team coordination experience.
- Ability to effectively use Microsoft 365 applications.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with volunteers and stakeholders.
- Ability to plan, organise and manage competing priorities.

Desirable

- Experience in logistics, operations, or asset management.
- Experience coordinating teams across multiple functional areas.
- Knowledge of facilities, infrastructure, or compliance requirements.
- Experience supporting organisational improvement or change initiatives.
- Experience working in volunteer-based organisations.

Scouting Qualifications

The following qualifications are desirable. Applicants not currently holding these qualifications are encouraged to



apply.

- Certificate of Proficiency (Program Support Leader or equivalent).
- Commitment to attain a Certificate of Proficiency within 12 months of appointment.
- Commitment to attain a Wood Badge within 24 months of appointment.

EXPERIENCES

- Experience leading teams or operational functions.
- Experience managing logistics, assets, or events.
- Experience improving systems or processes.
- Experience working with a range of stakeholder groups.

REQUIRED MEETINGS

- Support Services Team Meetings
- Executive and Field Leadership engagement (as required)
- Properties Committee meetings (as required)
- District and Group meetings (as required)
- Logistics Team meetings
- Event planning meetings

KEY PERFORMANCE INDICATORS

- Safe and effective delivery of events
- Availability and utilisation of shared equipment
- Compliance and condition of Scout facilities
- Reduction in operational/logistics issues reported by Groups
- Improved coordination across logistics functions
- Volunteer satisfaction with logistics support

ACCEPTANCE OF ROLE

I have read and discussed the Branch Commissioner – Logistics Position Description and accept the appointment.