



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	VP007.1
POSITION DESCRIPTION:	Branch Commissioner Compliance and Procedures
PORTFOLIO	Integrity & Governance
DEPARTMENT:	Integrity & Governance Directorate
TENURE:	3 Years
IMMEDIATE SUPERVISOR:	Assistant Chief Commissioner Integrity & Governance
FIRST LEVEL SUPERVISION:	NIL
LIAISES WITH:	Branch Commissioner Standards and Conduct Scouts WA Incident Liaison Officer Scouts WA Head Office Executive Leadership Team Field Leadership Team District Commissioners Group Leaders Branch Commissioners Scouts Australia National Teams External Regulatory and Government Agencies as required Volunteers
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 Compliance and Procedures is responsible for providing leadership, oversight and advice regarding governance, compliance, policy development, standards, procedural integrity and organisational assurance across Scouts WA. The role supports the Assistant Chief Commissioner Integrity and Governance in promoting and supporting Scouts WA's compliance with Scouts Australia Policy and Rules, Branch policies, child safe requirements, legislative obligations and organisational governance standards. The incumbent is responsible for monitoring compliance frameworks, conducting governance and compliance reviews within delegated authority, identifying systemic risks, drafting and reviewing policies and procedures for endorsement by the appropriate governance authority, and promoting a culture of accountability, transparency and continuous improvement throughout Scouts WA. The Branch Commissioner Compliance and Procedures works closely with the Branch Commissioner Standards and Conduct to identify trends and systemic issues arising from complaints, incidents, investigations and member conduct matters. The incumbent will perform their duties in accordance with the Scouts WA Mutual Agreement, Code of Conduct and Code of Ethics. All Scouts WA members are required to adhere to Scouts Australia Policy and Rules.	
ROLE RESPONSIBILITIES	
The Branch Commissioner Compliance and Procedures is responsible for: - Monitoring compliance with Scouts Australia and Scouts WA policies, procedures and directives. - Coordinating the review, drafting and maintenance of governance frameworks, policies and procedures, for endorsement by the appropriate governance authority. - Providing advice and guidance on governance, compliance and procedural matters. - Undertaking governance and compliance reviews and assurance support activities across Scouts WA, within delegated authority.	



- Identifying compliance risks and recommending mitigation strategies.
- Supporting the implementation of the Scouts Australia Child Safe Framework.
- Supporting organisational awareness of, and adherence to, legislative and regulatory obligations relevant to governance and compliance.
- Reviewing trends arising from investigations, complaints and incidents to identify systemic issues.
- Supporting continuous improvement initiatives across Scouts WA.
- Promoting awareness and understanding of organisational policies and procedures.
- Assisting in the development and delivery of compliance-related training and education programs.

FUNCTIONS AND DUTIES

The incumbent will:

- Review and maintain Scouts WA governance, compliance and procedural frameworks.
- Conduct compliance reviews and assurance support activities as directed and within delegated authority.
- Monitor adherence to Scouts Australia Policy and Rules.
- Draft, review and recommend updates to policies, procedures, guidelines and supporting documentation, for endorsement by the appropriate governance authority.
- Provide policy interpretation and advice to leaders and formations across Scouts WA.
- Identify procedural deficiencies and recommend corrective actions.
- Prepare reports and recommendations for the Assistant Chief Commissioner | Integrity and Governance and Chief Commissioner.
- Monitor compliance trends and report on emerging risks.
- Liaise with internal and external stakeholders regarding governance and compliance matters.
- Assist with responses to regulatory or legislative compliance requirements.
- Develop resources that support consistent implementation of policies and procedures.
- Support investigations through the provision of policy interpretation and procedural advice when required.
- Participate in organisational reviews and continuous improvement projects.
- Promote best practice governance and risk management principles.
- Undertake other duties as directed by the Assistant Chief Commissioner | Integrity and Governance.

AUTHORISATIONS AND DELEGATIONS

- Direct liaison with personnel and stakeholders identified above.
- Access relevant records and information, within authorised and necessary scope, to undertake compliance reviews.
- Consult with Scouts WA personnel, external agencies and subject matter experts as required.
- Attend Units, Groups, Districts, Regions and Branch activities as required.
- Conduct compliance reviews and procedural audits as authorised.
- Authorities as provided within Scouts Australia Policy and Rules and Scouts WA governance frameworks.

PERSONAL ATTRIBUTES

Attitude

- Demonstrates commitment to the Vision, Aim and Principles of Scouting.
- Promotes a culture of accountability, integrity and transparency.
- Demonstrates professionalism, objectivity and sound judgement.
- Acts as a positive role model for adult and youth members.
- Maintains confidentiality and discretion.
- Commits to ongoing professional development.

Skills

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- High-level policy and procedure development skills.



- Strong governance and compliance knowledge.
- Ability to review, interpret and apply legislation, policies and standards.
- Ability to prepare reports and recommendations.
- Ability to build productive stakeholder relationships.
- Competent in Microsoft Office applications and ScoutMap.

Knowledge

- Scouts Australia Policy and Rules.
- Scouts WA governance structures and operational frameworks.
- Child Safe Framework requirements.
- Governance, risk and compliance principles.
- Organisational policy development methodologies.
- The Scout Promise and Law.
- The Youth Program.

QUALIFICATIONS AND SKILLS

Mandatory

- Experience in governance, compliance, risk management, policy development or organisational assurance.
- Demonstrated leadership experience.
- Meet the requirements for membership of Scouts WA.
- Demonstrated experience in reviewing and developing policies and procedures.

Desirable

- Hold a Wood Badge qualification or attain within 12 months.
- Qualifications in governance, compliance, risk management, auditing or law.
- Experience in Scouts WA leadership positions.
- Experience in organisational review and continuous improvement.
- Training and Assessment qualifications.
- Understanding of ScoutMap.
- Advanced report writing and analytical skills.
- Experience with regulatory compliance frameworks.

EXPERIENCES

- Demonstrated experience in governance, compliance or risk management roles.
- Experience undertaking organisational reviews or audits.
- Experience developing and implementing policies and procedures.
- Demonstrated ability to work collaboratively with senior leaders and stakeholders.
- Experience identifying systemic issues and recommending organisational improvements.

REQUIRED MEETINGS

- Integrity and Governance Team Meetings
- Directorate Meetings
- Executive Leadership Team Meetings (as required)
- Field Leadership Team Meetings (as required)
- Region Meetings (as required)
- District Council Meetings (as required)
- Scouts WA Annual General Meeting
- Other Branch functions and events as required

KEY PERFORMANCE INDICATORS

- Compliance review and audit activities completed within agreed timeframes.
- Quality and effectiveness of policies and procedures developed or reviewed.



- Compliance with Scouts Australia Policy and Rules.
- Identification and mitigation of organisational compliance risks.
- Reduction in recurring procedural and governance issues.
- Delivery of compliance education and awareness initiatives.
- Contribution to continuous improvement outcomes.
- Stakeholder confidence in governance and compliance processes.

ACCEPTANCE OF ROLE

I have read and discussed the Branch Commissioner | Compliance and Procedures Position Description and Specific Duties Statement with my Formation Leader and accept the appointment.