



WESTERN AUSTRALIAN BRANCH

POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 16-Nov-04

B6. BRANCH OFFICE/HEADQUARTERS.

B6.1 BRANCH OFFICE.

B6.1.1 The Branch Office is the Registered Office of the Scout Association of Australia, Western Australian Branch (“the Association”). It is the administrative centre of the Branch and the day-to-day operations are under the control of the General Manager who currently is Mr Peter Jones.

The address is:

581 Murray Street

WEST PERTH WA 6005

P O Box 467

WEST PERTH WA 6872

Tel (08) 9321 2814

Fax (08) 9321 2804

Email email@wa.scouts.org.au

B6.1.2 The operational hours for the Branch Office is 9.00am – 5.00pm Monday to Friday.

B6.1.3 The Branch Office operations include General Office Enquiries, Accounts, Administration, Development and Promotion, Insurance, Membership and Property.

BRANCH HEADQUARTERS.

B6.1.4 The Branch Headquarters is the operational centre for the uniform section and the day-to-day operations are under the control of the Chief Commissioner who currently is Mr Martin Thomas.

The address is:

581 Murray Street

WEST PERTH WA 6005

P O Box 467

WEST PERTH WA 6872

Tel (08) 9321 2814

Fax (08) 9321 2804

Email email@wa.scouts.org.au or chiefcommissioner@wa.scouts.org.au

B6.1.5 As the Branch Headquarters is the location for the volunteer element of the Association its operational hours are generally after normal work hours and traditionally from 5.00pm – 9.00am the following day and from Sunday to Saturday.

Authority:

The document was endorsed by the Chief Commissioner’s Committee on 27 October 04 and by the Branch Management Committee on 16 November 04 for inclusion in the Policies and Operational Procedures Manual and accordingly is incorporated into the Branch Risk Register from this date.

Signed M. H. Thomas - Chief Commissioner.

J. S. Noakes - Branch Chairman.

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