

# The Duke of Edinburgh's Award in Australia



## National Policy

<b>Policy Topic</b>	<b>ROLE AND STRUCTURE</b> NATIONAL AWARD OFFICE
<b>Policy Number</b>	3.1
<b>Date issued</b>	
<b>Source of Authority</b>	ACC Minutes
<b>Dates</b>	March 1979, May 1979, November 1987, March 1994
<b>Review Date</b>	November 2001

### **Purpose of the Policy:**

This policy establishes the function and delegated authority of the National Award Office.

### **Policy:**

- (1) The National Award Office is responsible to the Board with the ongoing responsibility for the running of the office being vested in the Chief Executive Officer.
- (2) The National Award Office will be maintained separately from any State or Territory Office.
- (3) The National Award Office will be staffed by a Chief Executive Officer with support staff and specialist resources as approved by the Board.
- (4) The functions of the National Award Office are to be approved by the Board and detailed in a separate document attached to this policy.
- (5) The National Award Office may delegate to any State or Territory Award Office full responsibility for any function so delegated. The National Award Office however retains the responsibility for regularly monitoring that the function is being fully undertaken.
- (6) The Board recognises that the important leadership, co-ordination, records management and liaison functions of the National Award Office require the full and timely support of the State and Territory Committees and their Executive staff.