

The Duke of Edinburgh's Award in Australia



National Policy

Policy Topic	DELEGATIONS NATIONAL AWARD OFFICE
Policy Number	3.6
Date issued	
Source of Authority	NAA Executive
Dates	
Review Date	September 2006

Purpose of the Policy:

This policy establishes the main delegations given by the National Award Authority to the Chief Executive Officer and Office Bearers.

Policy:

1. Financial Delegations.

1.1 The **National Chairman** may authorise without further approval any single item of expenditure that:

- a. Does not exceed \$10,000, and
- b. Has been identified in the annual budget that has been approved by the Board.

1.2 Any two Executive Members (Office Bearers) may jointly authorise without further approval any single item of expenditure that:

- a. Does not exceed \$15,000, and
- b. Has been identified in the annual budget that has been approved by the Board.

1.3 The Chief Executive Officer may authorise without further approval any single item of expenditure that:

- a. Does not exceed \$5,000, and
- b. Has been identified in the annual budget that has been approved by the Board.
- c. Has been approved by the National Chairman under delegation from the National Award Authority.

2. Release of Information.

- 2.1 The Chief Executive Officer is delegated to act as the Public Officer for the Company for the purpose of responding to requests, including the media, for information and data.
- 2.2 The Chief Executive Officer may respond to requests for media interviews in the absence of the National Chairman and when it is not a matter for one Division's attention.

3. Contracts.

- 3.1 The Chief Executive Officer may enter into office accommodation and supplier contracts and agreements identified in the annual budget that has been approved by the Board.
- 3.2 The National Award Authority must approve:
 - 3.2.1 Contracts with partner institutions
 - 3.2.2 Joint venture agreements
 - 3.2.3 Memorandum of understanding
 - 3.2.4 Confidentiality agreements
 - 3.2.5 Agreements for the sale and purchase of real property
 - 3.2.6 Contracts with industry
 - 3.2.7 National Award Authority agreements to assign, licence, commercialise or otherwise deal contractually with intellectual property
 - 3.2.8 All documents to be executed under seal
 - 3.2.9 Agreements to form or enter into a company
 - 3.2.10 Contracts with industry
 - 3.2.11 Building construction and major works contracts

4. Affiliation and Memberships.

- 4.1 The Chief Executive Officer may represent the National Award Authority in affiliating or becoming a member of peak organisations, employer association and industry bodies.
- 4.2 Fees related to any such membership exceeding \$500.00 per annum will require prior approval of the Chairman

5. Staff.

- 5.1 The Chief Executive Officer may adjust the staff composition, engage and terminate staff (permanent, temporary, casual, contract) conditional that overall budgeted staff costs (including indirect costs and provisions) are maintained.
- 5.2 The recruitment and appointment of the CEO will be a board decision.