

# The Duke of Edinburgh's Award in Australia



## National Policy

<b>Policy Topic</b>	<b>BRITISH ROYAL VISIT PROTOCOLS</b>
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### 1. Preamble:

- 1.1 The Duke of Edinburgh's Award in Australia has a association with HRH The Duke of Edinburgh and HRH The Earl of Wessex through the International Award Association.
- 1.2 Both the Duke and the Earl have expressed a desire to assist each National Award Authority during Royal visits. This is considered a substantial asset for the Duke of Edinburgh's Award in Australia.
- 1.3 The National Award Authority recognises the importance of high standards of accountability, ethics and probity in seeking, receiving and managing this involvement in The Australian Award Program.
- 1.4 Members of the Royal Family have indicated that their presence in a region should also be used as an opportunity to raise both the profile of and funding for the relevant IAA Regional Office.
- 1.5 This policy recognises the substantial amount of work undertaken by the organising authority (NAA, Division or Friends) of any Royal function in Australia.
- 1.6 This policy also recognises that members of the Royal Family may not visit each Australian State or Territory on a regular or equal basis.

### 2. Purpose of the Policy:

- 2.1 This policy provides principles and guidelines to effectively guide and coordinate Award activities in Australia with members of the Royal Family.

### 3. Policy:

#### 3.1 Invitations

- 3.1.1 Invitations to a member of the Royal Family to participate in any activity in any aspect of the Duke of Edinburgh's Award in Australia shall be issued by

the National Chairman, or in his or her absence, by the National Award Authority.

3.1.2 Where the member of the Royal Family is planning to visit Australia on the invitation of the Federal Government or for some other principal purpose, the respective member of the Royal Family may indicate a desire for an (or several) Award activity to be included in the tour schedule. In these cases, any requests shall also be forwarded through the National Chairman.

3.1.3 Where the invitation to visit Australia is specifically issued by the NAA for an Award event, the NAA may be responsible for meeting the full cost of travel, accommodation, security and ground transport for the member of the invited member(s) of the Royal Family and at least two members of their personal staff.

### **3.2 Hosting Body**

3.2.1 In all cases the hosting body for any Royal Award function in Australia shall be the National Award Authority.

3.2.2 The National Chairman is the principal Award representative at all Royal Award functions in Australia.

### **3.3 Organising Body**

3.3.1 The NAA may delegate a Division and/or The National Friends to arrange and organise a Royal Award function.

3.3.2 The NAA may stipulate the type of function to be organised.

### **3.4 Guest Lists**

3.4.1 The NAA reserves the right to nominate particular guests for each function, however other than the National Chairman, payment must be received by the host division for every NAA nominated guest, unless otherwise arranged.

### **3.5 Event Planning and Risk Management**

3.5.1 Planning for each Royal function must include an event budget, event objectives and a detailed timetable, which shall be submitted to the NAA's Chief Executive Officer prior to invitations being printed or prepared.

3.5.2 The NAA should be advised the extent of any seed funding required in planning a function, together with the break-even figures.

3.5.3 The NAA and its nominated host division will assist members of the Royal Personal Protection Division to conduct a detailed security analysis of the function and venue as part of the detailed planning.

### **3.6 Distribution of Profits**

3.6.1 Net profits from each Australian fundraising function involving a member of the Royal Family shall be apportioned as follows:

3.6.1.1	Principal Organising Body	60%
3.6.1.2	National Award Authority	30%
3.6.1.3	Asia Pacific Regional Office	10%

3.6.2 The National Board will distribute its 30% net profit to either divisional projects or agreed nation projects. The NAA shall not use profits from Royal events for ongoing operational purposes.

3.6.3

**3.7 Event Audit**

3.7.1 The Principal Organising Body shall submit an audited financial report of each function to the NAA within ten weeks of the function.