

B) Signing of Documents and Making Commitments that Bind the Association

The following table presents a series of examples of documents that require signatures from people within the Association. For each type of document, three pieces of information should be noted:-

- 1) Which level of the Association, and/or which person in Scouting, is authorised to approve the document (eg the works associated with the document), hence requiring a signature for the document;
- 2) Which level of the Association, and/or which person in Scouting, is authorised to physically sign the document on behalf of the Association, and
- 3) Which types of documents require legal advice through the Chief Executive's office before signature or commitment.

Not every type of document or commitment is listed in the table. Apart from the examples provided, the table is intended to be a guide for Members to follow when considering any type of document requiring a signature on behalf of the Association, or any type of commitment to be made on behalf of the Association.

If at any time it is unclear what documents can be signed by which party, please consult the Chief Executive on Ph: 9735 9000.

Scouts Australia NSW Policy on Documents that Bind the Association

Key:

A = Approved delegation to proceed (eg the works associated with the document)

◆ = Approved delegation to physically sign the document (or in the case of some grant applications, to submit the application or agreement electronically)

L = Requires legal advice through Chief Executive's Office

All Scouts contracts (which include licenses, documents, agreements, applications, registrations and declarations) must be approved as per the following State Executive Committee (SEC) approved delegated limitations:

Document Type (including examples)	Groups	Regions	Employed Staff	Chief Executive (Sometimes requires Company Seal)	SEC (Sometimes requires Company Seal)
Leases <ul style="list-style-type: none"> - Property Leases - Car leases Long term (over 12 months) Short term (up to 12 months)				A ♦	L A ♦
Licenses <ul style="list-style-type: none"> - Aquatic Licenses (Regattas) - Property Licenses; includes Hall Hiring Licenses (Non-Scout, Guides, GKR Karate, Playgroup, Crown) Short term Licenses <ul style="list-style-type: none"> - Council Licenses – sometimes Councils will give tenure under a Licence Agreement and not a Lease. 				A ♦ L A ♦ A ♦	
Building Contracts Other Contracts <ul style="list-style-type: none"> - Contracts for sale, Communications, IT Services, Commercial Business (OEE and Black Stump), Management Service Contracts (eg Alpine Activity Centre) > \$10 000 < \$10 000 Local Contracts <ul style="list-style-type: none"> - eg Rubbish Removal, Repair Services at 				♦ L ♦ L A ♦	A A

Document Type (including examples)	Groups	Regions	Employed Staff	Chief Executive (Sometimes requires Company Seal)	SEC (Sometimes requires Company Seal)
Campsites <\$10000 - Local contracts at Scout Group level <\$5000	A ♦				
Development Applications < \$10 000 > \$10 000				A ♦ ♦	A (PC)
Agreements - Department of Community Services Agreement plus Certificate regarding remuneration payable to employees of sub-contractors. - Scout/Guide Joint Management Agreement (Property) - Perisher Blue Tour Operator Agreement for Alpine Centre - Agreement with Lend Lease for fundraising event Erina Fair - Rental Agreements, Real Estate Agency Agreements				A ♦ A ♦ A ♦ A ♦ ♦	A (PC)
Grant Applications - Commonwealth Volunteer Grants (for Scout Groups/Campsites) by FAHCSIA - State Government Community Building	A ♦ A ♦				

Document Type (including examples)	Groups	Regions	Employed Staff	Chief Executive (Sometimes requires Company Seal)	SEC (Sometimes requires Company Seal)
Partnership Grants - Woolworths Grants - CDSE Grants (up to \$10,000) - BP Fuel Grants (\$50 vouchers) - NSW Department of Sport and Recreation Grants – (Participation or Facilities)	A ♦ A ♦ A ♦ A ♦				
Major Grant Applications for Scouts Australia NSW - Federal Government Jobs Fund - Trusts and Foundations - Other				♦ A ♦ A ♦ A	
Grant Agreements/Contracts - Commonwealth Volunteer Grants (for Scout Groups/Campsites) by FAHCSIA - State Government Community Building			A ♦		
Partnership Grants - Woolworths Grants - CDSE Grants - BP Fuel Grants - NSW Department of Sport and Recreation Grants – (Participation or Facilities)	A ♦ A ♦ A ♦		A ♦		
Major Grant Applications for Scouts Australia NSW - Federal Government Jobs Fund - Trusts and Foundations				A ♦ A ♦	

Document Type (including examples)	Groups	Regions	Employed Staff	Chief Executive (Sometimes requires Company Seal)	SEC (Sometimes requires Company Seal)
MOU's <ul style="list-style-type: none"> - between Scouts Australia (National) and Scouts NSW regarding use of Scouts Australia Trademark - between Scouts NSW and SOPA - between Scouts NSW and National Parks & Wildlife 				♦ L A	
Registrations <ul style="list-style-type: none"> - Vehicle, Trailers, Boats (with authorising letter from employed staff to register on behalf of the Association) 	A ♦				
Statutory Declarations				L A ♦	
Cheques (see below)	A ♦				
Bank Accounts	A ♦				

Document Type (including examples)	Groups	Regions	Employed Staff	Chief Executive (Sometimes requires Company Seal)	SEC (Sometimes requires Company Seal)
Tax File Number Declarations			A ♦		
Working with Children Check and Police Check - Only authorised personnel able to request check.			A ♦		
Payroll/Staff Employment Matters				L A ♦	
State Office Letterhead			A ♦		