**[Name of legislation]**

**Delegation of functions, powers and duties of the [name of board]**

**Instrument of delegation no. [number]/[year]**

**Authority**

I, [name of chair], Chair of the [name of board], make this instrument of delegation under [section of the enabling legislation].

This instrument is made pursuant to a resolution of the board on [date].

**Commencement**

This delegation takes effect on [date approved by the board].

**Definitions**

In this delegation:

[Define any words and phrases used in the instrument, such as ***board*** and ***delegate***]

**Delegation**

The board delegates to the person holding, acting in or performing the duties of [role title of delegate] the following powers, duties and functions:

[outline powers, duties and functions being delegated]

This delegation remains in force until varied or revoked.

This delegation is subject to the conditions and limitations set out in clause 5 of this instrument.

**Conditions and limitations**

This delegation does not prevent the exercise, performance or discharge by the board of the delegated powers, functions or duties.

This delegation may be varied or revoked at any time.

This delegation is subject to the following conditions:

[Outline any specific conditions that the delegate needs to comply with. For example, this could include a requirement for the delegate to report to the board on the exercise of the delegated powers at a certain interval.]

This delegation is subject to the following limitations:

This delegation does not authorise the delegate to enter into any contract for, or otherwise commit the [public entity] or the board to expenditure that is outside current government policies and procedures relating to the purchase and disposal of goods, works and services.

This delegation does not include the power to sub-delegate any powers, duties or functions.

This delegation does not include the power to make, amend or revoke board regulations.

[Outline any other limitations on the delegated powers]

**Signed by**

**Name:**

**Position Title: Chair of [public entity]**

**Signature:**

**Date:**