**Template 1 – Appointment of Staff Member into an acting or relieving role**

Use this template wording when appointing a staff member to act or relieve in your role during your absence.

Please ensure all yellow highlighting and square brackets are removed.

[Name],

I will be out of the office from [time] [date] until [time] [date]. During that time, I appoint you to act as [role] and subject to the limits below, you may exercise any Delegated Authorities that attach to that role.

This sub-delegation may only be used in accordance with the Delegations of Authority Policy and is subject to the following limits:

* The sub-delegation [does/does not] include People and Culture Delegated Authority;
* The sub-delegation [does/does not] include Delegated Financial Authority;
* Any [material] use of Delegated Authority must be reported to me upon my return;
* [insert other limits as appropriate].

Please note that this sub-delegation may be amended or terminated at any time by further written notice to you.

Ngā mihi,

[Name]