

**Reprint
as at 25 May 2007**



Statutes of the Queen's Service Order

(SR 1975/200)

Elizabeth R

Royal Warrant

Elizabeth the Second, by the Grace of God Queen of New Zealand and Her Other Realms and Territories, Head of the Commonwealth, Defender of the Faith, to all to whom these Presents shall come, Greeting!

Whereas We have given consideration to the need for the recognition of valuable voluntary service to the community and meritorious and faithful public services rendered by Our faithful subjects of Our Realm of New Zealand.

And Whereas We are desirous of recognising such services within Our said Realm, We do by these Presents for Us, Our Heirs and Successors, institute and create a new Civil Order of Distinction and We do, by these Presents, Make, Ordain, and Establish the following Statutes and Ordinances.

Preamble: amended, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

Note

Changes authorised by section 17C of the Acts and Regulations Publication Act 1989 have been made in this reprint.

A general outline of these changes is set out in the notes at the end of this reprint, together with other explanatory material about this reprint.

This warrant is administered by the Department of the Prime Minister and Cabinet.

1 Style and designation

The Order shall be styled and designated “The Queen’s Service Order”.

Clause 1: substituted, on 25 May 2007, by The Queen’s Service Order (SR 2007/115).

2 Membership

(1) The Order shall consist of the Sovereign, a Principal Companion, and 1 level of membership, styled “Companions”.

(2) Companions shall be composed of Ordinary, Extra, Additional, and Honorary Companions.

Clause 2: substituted, on 25 May 2007, by The Queen’s Service Order (SR 2007/115).

3 Sovereign

We, Our Heirs and Successors, Kings and Queens Regnant of New Zealand, are and forever shall be Sovereigns of the Order.

Clause 3: substituted, on 25 May 2007, by The Queen’s Service Order (SR 2007/115).

4 Principal Companion

The Governor-General and Commander-in-Chief in and over Our Realm of New Zealand shall be the Principal Companion of the Order.

Clause 4: substituted, on 25 May 2007, by The Queen’s Service Order (SR 2007/115).

5 Ordinary Companions

Persons eligible to be appointed Ordinary Companions of the Order shall be citizens of New Zealand or citizens of Commonwealth nations of which We are Sovereign.

Clause 5: substituted, on 25 May 2007, by The Queen’s Service Order (SR 2007/115).

6 Extra Companions

Princes and Princesses of the Blood Royal and members of the Royal Family may be appointed to the Order as Extra Companions.

Clause 6: substituted, on 25 May 2007, by The Queen’s Service Order (SR 2007/115).

7 Additional Companions

- (1) Additional Companions of the Order may be appointed in commemoration of any important Royal, State, or national occasion.
- (2) Notwithstanding subclause (1), the Governor-General and Commander-in-Chief in and over Our Realm of New Zealand, or a former such person, or their spouses, if not already a Companion of the Order, may be appointed an Additional Companion at any time.

Clause 7: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

8 Honorary Companions

Persons who are not New Zealand citizens or citizens of Commonwealth nations of which We are Sovereign are eligible to be appointed Honorary Companions of the Order.

Clause 8: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

9 Qualifications

Persons to be admitted as Companions of the Order shall be those who have rendered either or both—

- (a) valuable voluntary service to the community;
- (b) meritorious and faithful services to the Crown or similar services within the public sector, whether in elected or appointed office.

Clause 9: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

10 Post-nominal letters: QSO

Ordinary, Extra, Additional, and Honorary Companions of the Order shall have the privilege of adding the letters "QSO" after their names.

Clause 10: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

11 Allocations: QSO

- (1) No more than 50 Ordinary Companions may be appointed in any one year.

- (2) Extra, Additional, and Honorary Companions shall be additional to the Ordinary membership of the Order.

Clause 11: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

12 Appointments to be made by Warrant

- (1) When We, Our Heirs or Successors, shall be pleased to appoint any person to be an Ordinary, Extra, Additional, or Honorary Companion of the Order, such appointment shall be made by Warrant under our Sign Manual, sealed with the Seal of the Order and countersigned by the Principal Companion or the Secretary and Registrar acting for the Principal Companion of the Order.

- (2) Warrants of Appointments to the Order shall be engrossed in English and Māori.

Clause 12: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

13 Prime Minister to submit names for appointments

No person shall be eligible to be appointed an Ordinary, Extra, Additional, or Honorary Companion of the Order unless his or her name has been laid before Us, Our Heirs or Successors, by Our Prime Minister of New Zealand.

Clause 13: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

14 Cancellation of appointments

It shall be competent for Us, Our Heirs and Successors, by an Order signed by the Sovereign and sealed with the Seal of the Order, and on a recommendation by Our Prime Minister of New Zealand, to cancel and annul the appointment of any person to the Order, and thereupon the name of that person in the Register shall be erased and the Badge returned to the Secretary and Registrar of the Order.

Clause 14: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

15 Restoration to Order

It shall be competent for Us, Our Heirs and Successors, on a recommendation by Our Prime Minister of New Zealand, to restore to the Order any person whose appointment may have been cancelled and annulled.

Clause 15: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

16 Appointments to be published in *New Zealand Gazette*

The names of those persons appointed Ordinary, Extra, Additional, and Honorary Companions of the Order shall be published in the *New Zealand Gazette*.

Clause 16: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

17 The Queen's Service Medal

Associated with the Order there shall be a Medal designated "The Queen's Service Medal".

Clause 17: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

18 Persons eligible for award of Medal

Persons eligible for the award of the Medal shall be citizens of New Zealand or citizens of Commonwealth nations of which We are Sovereign.

Clause 18: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

19 Award of Honorary Medal

Persons who are not New Zealand citizens or citizens of nations of which We are Sovereign are eligible to be awarded an Honorary Medal.

Clause 19: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

20 Qualifications

The Medal shall be awarded to those persons who have rendered either or both—

- (a) valuable voluntary service to the community:

- (b) meritorious and faithful services to the Crown or similar services within the public sector, whether in elected or appointed office.

Clause 20: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

21 Post-nominal letters: QSM

Recipients of The Queen's Service Medal shall have the privilege of adding the letters "QSM" after their names.

Clause 21: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

22 Allocations: QSM

There shall be no limit on the number of Medals that may be awarded in any one year.

Clause 22: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

23 Certificates

- (1) Each person awarded the Medal shall receive a Certificate under Our Sign Manual, sealed with the Seal of the Order, and countersigned by the Principal Companion or the Secretary and Registrar acting for the Principal Companion of the Order.

- (2) Certificates shall be engrossed in English and Māori.

Clause 23: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

24 Prime Minister to submit names for Medal

No person shall be eligible to receive the Medal or an Honorary Medal unless his or her name has been laid before Us, Our Heirs or Successors, by Our Prime Minister of New Zealand.

Clause 24: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

25 Cancellation of award of Medal

It shall be competent for Us, Our Heirs and Successors, by an Order signed by the Sovereign and sealed with the Seal

of the Order, and on a recommendation to that effect by or through Our Prime Minister of New Zealand, to cancel and annul the award to any person of The Queen's Service Medal, and thereupon the name of that person in the Register shall be erased and the Medal returned to the Secretary and Registrar of the Order.

Clause 25: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

26 Restoration of cancelled Medal

It shall be competent for Us, Our Heirs and Successors, on a recommendation by Our Prime Minister of New Zealand, to restore The Queen's Service Medal to any person whose Medal may have been cancelled and annulled.

Clause 26: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

27 Awards of Medal to be published in *New Zealand Gazette*

The names of those persons awarded The Queen's Service Medal shall be published in the *New Zealand Gazette*.

Clause 27: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

28 Holders of Medal appointed Companion

Persons upon whom The Queen's Service Medal has been conferred who subsequently are appointed a Companion of the Order may continue to wear the Medal and to use the post-nominal letters "QSM".

Clause 28: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

29 Description of Badge of Companions

The Badge to be worn by Companions of the Order shall be circular in shape, consisting of 5 large and 5 small stylised flower petals in frosted silver, superimposed upon which there shall be a silver gilt medallion bearing the effigy of the Sovereign within a circle of red enamel inscribed "For Service • Mo Nga Mahi Nui" and surmounted by a Royal Crown (St Edward's Crown) in silver gilt.

Clause 29: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

30 Naming of Badge

The name of the Companion shall be engraved on the reverse of the Badge.

Clause 30: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

31 Method of wearing Badge

Companions shall wear the Badge suspended from a ribbon on the left lapel of the coat or from a ribbon tied in a bow and worn on the left shoulder.

Clause 31: substituted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

32 Description of Medal

The Queen's Service Medal shall be of silver and circular in shape, bearing on the obverse the effigy of the Sovereign and on the reverse a representation of the Armorial Bearings of Our Realm of New Zealand surrounded by the inscription "The Queen's Service Medal - For Service • Mo Nga Mahi Nui".

Clause 32: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

33 Naming of Medal

The name of the recipient shall be engraved or stamped on the rim of the Medal.

Clause 33: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

34 Method of wearing Medal

The Medal shall be worn suspended from the ribbon on the left lapel of the coat or from a ribbon tied in a bow and worn on the left shoulder.

Clause 34: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

35 Ribbon

The ribbon of the Order from which the Badges of Companions and the Medals shall be suspended shall be 38 mm in width, having narrow red ochre (Kokowai) edges with, in the centre, alternating diagonal steps in red ochre (Kokowai), white, and black, descending from left to right.

Clause 35: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

36 Miniature Badge of Companions

The Miniature Badge worn by the Companions of the Order shall be a reproduction of the full-size Badge, save that it shall not exceed one half of the size of the full-size Badge.

Clause 36: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

37 Miniature Medal

The Miniature Medal worn by those awarded the Medal of the Order shall be a reproduction of the full-size of the Queen's Service Medal, save that it shall not exceed one half of the size of the full-size Medal.

Clause 37: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

38 Sealed patterns of Miniatures

Sealed patterns of the Miniature Badges and Medals shall be deposited with and kept by the Secretary and Registrar of the Order.

Clause 38: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

39 Lapel Badges

Lapel Badges, to be worn by Companions and holders of the Medal on those occasions when it is inappropriate to wear the full-size or miniature insignia, shall not exceed 18 mm in diameter and shall consist of a red ochre disc with, in the centre,—

- (a) an outline of the Badge with a silver Royal Crown (St Edward's Crown) in the centre, for Companions:

- (b) a silver Royal Crown (St Edward's Crown) within a silver circle, for recipients of the Medal.

Clause 39: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

40 Badge of Sovereign

- (1) The Badge of the Sovereign of the Order shall be similar to that prescribed for Companions, that is to say, it shall be circular in shape, consisting of 5 large and 5 small stylised flower petals in frosted silver, superimposed upon which there shall be a silver gilt medallion engraved with the Cypher of the Sovereign within a plain circle of red enamel and that St Edward's Crown shall be jewelled.
- (2) The Badge shall be attached to a silver-gilt chain composed of links bearing flowers and the Sovereign's Cypher.
- (3) The Badge may be worn around the neck from a silver-gilt chain or, as appropriate, around the neck from the ribbon of the Order, or from the ribbon tied in a bow and worn on the left shoulder.

Clause 40: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

41 Principal Companion: duties

The Principal Companion shall countersign all Warrants, Certificates, and other instruments of the Order to which the Seal of the Order is affixed.

Clause 41: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

42 Principal Companion: Badge

- (1) The Principal Companion, in addition to the Badge of a Companion of the Order, may wear on appropriate occasions a distinctive Badge of Office.
- (2) The Badge of the Principal Companion of the Order shall be similar to that prescribed for Companions, that is to say, it shall be circular in shape, consisting of 5 large and 5 small stylised flower petals in frosted silver, superimposed upon which there shall be a silver-gilt medallion bearing the crowned effigy of

the Sovereign within a plain circle of red enamel and that St Edward's Crown shall be jewelled.

- (3) The Badge shall be attached to a silver-gilt chain composed of links bearing flowers and the Sovereign's Cypher.
- (4) The Badge may be worn around the neck from a silver-gilt chain or, as appropriate, around the neck from the ribbon of the Order, or from the ribbon tied in a bow and worn on the left shoulder.

Clause 42: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

43 Secretary and Registrar

- (1) There shall be a Secretary and Registrar of the Order, who shall be appointed by Us, Our Heirs and Successors, and who shall hold the said office during Our pleasure.
- (2) The Secretary and Registrar of the Order, for the time being, shall be the Clerk of Our Executive Council of New Zealand or such other person who shall be appointed by Us, Our Heirs and Successors.

Clause 43: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

44 Secretary and Registrar: duties

The Secretary and Registrar shall—

- (a) maintain a Register of all Companions appointed to the Order and all those persons awarded The Queen's Service Medal; and
- (b) prepare all Warrants and Certificates, and other instruments to be passed under the Seal of the Order; and
- (c) summon all those persons to be admitted to the Order or receive the Medal; and
- (d) perform such other duties as may be directed by the Sovereign or Principal Companion of the Order; and
- (e) hold in safe-custody the Seal of the Order.

Clause 44: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

45 Secretary and Registrar: Badge

- (1) The Badge of the Secretary and Registrar of the Order shall be similar to that prescribed for the Principal Companion, save that the silver-gilt medallion bearing the crowned effigy of the Sovereign shall be within a silver-gilt circle engraved "Secretary and Registrar".
- (2) The Badge shall be attached to a silver-gilt chain composed of links bearing flowers and the Sovereign's Cypher.
- (3) The Badge may be worn around the neck from a silver-gilt chain or, as appropriate, around the neck from the ribbon of the Order, or from the ribbon tied in a bow and worn on the left shoulder.

Clause 45: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

46 Return of Badges of Office

On the resignation, dismissal, or death of the Principal Companion or of the Secretary and Registrar of the Order, his or her Badge of Office shall be restored to the Sovereign of the Order; and each such officer shall, upon receiving his or her Badge, give a written undertaking that their Badge will be so restored.

Clause 46: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

47 Precedence of Principal Companion and Companions

- (1) The Principal Companion of the Order shall take precedence over all Companions, and on ceasing to be Principal Companion shall take precedence among other Companions according to the date of his or her appointment as a Companion of the Order.
- (2) Companions of the Order "For Community Service" or "For Public Services", appointed under Our Warrants dated 13 March 1975 and 15 October 1981, shall continue to take precedence among other Companions according to the date of their appointment as a Companion of the Order.

Clause 47: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

48 Order of wear

It shall be competent for Us, Our Heirs and Successors, to determine from time to time, the precedence and the order of wear of the Badge of the Order and associated Medal in relation to Our other Orders of Chivalry, Orders, Decorations, and Medals that have been or may be conferred in Our Realm of New Zealand.

Clause 48: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

49 Investitures

- (1) It shall be competent for Our Principal Companion of the Order to perform in Our Name, and on Our behalf, the ceremony of investing those persons admitted to the Order with the Badge of their dignity and those persons awarded the Medal of the Order.
- (2) It further shall be competent for Our Principal Companion of the Order—
 - (a) to authorise some distinguished person to perform in Our Name, and on Our behalf, the ceremony of investing persons admitted to the Order with the Badge of their dignity or those persons awarded the Medal of the Order; or
 - (b) to permit the ceremony of investiture to be dispensed with.

Clause 49: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

50 Seal of Order

The Seal of the Order shall consist of a representation of the Sovereign's Badge with the inscription "The Seal of The Queen's Service Order, Te Waitoho o te Tohu Whakanui Ratonga a te Kuini" and all instruments of the Order, except this Warrant, shall be sealed by and with the same.

Clause 50: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

51 Power reserved to alter Statutes

We reserve to Ourselves, Our Heirs and Successors, full power of annulling, altering, abrogating, augmenting, interpreting, or dispensing with this Our Warrant or any part thereof, by a notification under the Sign Manual of the Sovereign of the Order.

Clause 51: inserted, on 25 May 2007, by The Queen's Service Order (SR 2007/115).

Given under the Seal of Our Realm of New Zealand at Our Court at Saint James's, this 13th day of March One thousand Nine Hundred and Seventy-five, in the Twenty-fourth Year of Our Reign.

By Her Majesty's Command,
[Seal]

W E Rowling.

Issued under the authority of the Acts and Regulations Publication Act 1989.
Date of notification in *Gazette*: 31 July 1975.

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Notes

1 *General*

This is a reprint of the Statutes of the Queen's Service Order. The reprint incorporates all the amendments to the warrant as at 25 May 2007, as specified in the list of amendments at the end of these notes.

Relevant provisions of any amending enactments that contain transitional, savings, or application provisions that cannot be compiled in the reprint are also included, after the principal enactment, in chronological order. For more information, see <http://www.pco.parliament.govt.nz/reprints/>.

2 *Status of reprints*

Under section 16D of the Acts and Regulations Publication Act 1989, reprints are presumed to correctly state, as at the date of the reprint, the law enacted by the principal enactment and by the amendments to that enactment. This presumption applies even though editorial changes authorised by section 17C of the Acts and Regulations Publication Act 1989 have been made in the reprint.

This presumption may be rebutted by producing the official volumes of statutes or statutory regulations in which the principal enactment and its amendments are contained.

3 *How reprints are prepared*

A number of editorial conventions are followed in the preparation of reprints. For example, the enacting words are not included in Acts, and provisions that are repealed or revoked

are omitted. For a detailed list of the editorial conventions, see <http://www.pco.parliament.govt.nz/editorial-conventions/> or Part 8 of the *Tables of New Zealand Acts and Ordinances and Statutory Regulations and Deemed Regulations in Force*.

4 Changes made under section 17C of the Acts and Regulations Publication Act 1989

Section 17C of the Acts and Regulations Publication Act 1989 authorises the making of editorial changes in a reprint as set out in sections 17D and 17E of that Act so that, to the extent permitted, the format and style of the reprinted enactment is consistent with current legislative drafting practice. Changes that would alter the effect of the legislation are not permitted. A new format of legislation was introduced on 1 January 2000. Changes to legislative drafting style have also been made since 1997, and are ongoing. To the extent permitted by section 17C of the Acts and Regulations Publication Act 1989, all legislation reprinted after 1 January 2000 is in the new format for legislation and reflects current drafting practice at the time of the reprint.

In outline, the editorial changes made in reprints under the authority of section 17C of the Acts and Regulations Publication Act 1989 are set out below, and they have been applied, where relevant, in the preparation of this reprint:

- omission of unnecessary referential words (such as “of this section” and “of this Act”)
- typeface and type size (Times Roman, generally in 11.5 point)
- layout of provisions, including:
 - indentation
 - position of section headings (eg, the number and heading now appear above the section)
- format of definitions (eg, the defined term now appears in bold type, without quotation marks)
- format of dates (eg, a date formerly expressed as “the 1st day of January 1999” is now expressed as “1 January 1999”)

- position of the date of assent (it now appears on the front page of each Act)
- punctuation (eg, colons are not used after definitions)
- Parts numbered with roman numerals are replaced with arabic numerals, and all cross-references are changed accordingly
- case and appearance of letters and words, including:
 - format of headings (eg, headings where each word formerly appeared with an initial capital letter followed by small capital letters are amended so that the heading appears in bold, with only the first word (and any proper nouns) appearing with an initial capital letter)
 - small capital letters in section and subsection references are now capital letters
- schedules are renumbered (eg, Schedule 1 replaces First Schedule), and all cross-references are changed accordingly
- running heads (the information that appears at the top of each page)
- format of two-column schedules of consequential amendments, and schedules of repeals (eg, they are rearranged into alphabetical order, rather than chronological).

5 *List of amendments incorporated in this reprint
(most recent first)*

The Queen's Service Order (SR 2007/115)
