



2008-06-17

## The Queen's Service Order

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 whom these Presents shall come, Greeting!

Whereas by a Warrant under the Seal of New Zealand dated 13 March 1975, We were pleased to institute and create a new Civil Order of Distinction, styled and designated "The Queen's Service Order" and containing 2 sub-divisions, the first "For Community Service" and the second "For Public Services", and did make, ordain, and establish Statutes for the governance of the same, reserving to Ourselves, Our Heirs and Successors, full power of annulling, altering, abrogating, augmenting, interpreting or dispensing with those Statutes or any part thereof, by a notification under the Sign Manual of the Sovereign of the Order:

And Whereas by a Warrant under the Seal of New Zealand dated 15 October 1981, We were pleased to make certain alterations to the Statutes under Our Warrant of 13 March 1975:

And Whereas it appears to Us expedient to discontinue the 2 sub-divisions and to make new provisions for Our Order:

We, therefore, in pursuance of the powers vested in us, do hereby—  
First, alter Our Warrant of 13 March 1975 by omitting the words "which shall contain two sub-divisions, whereof the first shall be 'For Community Service' and the second 'For Public Services' "; and

Second, annul the Statutes under Our Warrant of 13 March 1975 and in substitution thereof, do make, ordain, and establish the following Statutes.

**1 Style and designation**

The Order shall be styled and designated "The Queen's Service Order".

**2 Membership**

- (1) The Order shall consist of the Sovereign, a Principal Companion, and one level of membership, styled "Companions".
- (2) Companions shall be composed of Ordinary, Extra, Additional, and Honorary Companions.

**3 Sovereign**

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

**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.

**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.

**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.

**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.

## **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.

## **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.

## **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.

## **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.

## **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.

**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.

**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.

**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.

**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*.

**17 The Queen's Service Medal**

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

**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.

**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.

**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.

**21 Post-nominal letters: QSM**

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

**22 Allocations: QSM**

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

**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.

**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.

**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.

**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.

**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*.

**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".

**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.

**30 Naming of badge**

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

**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.

**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".

**33 Naming of medal**

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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

#### **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.

#### **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.

#### **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.

**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.

**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.

**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.

**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.

**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.

**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.

Given at Our Court of Saint James's and issued under the Seal of New Zealand, this 9th day of May 2007.

By Her Majesty's Command.

Helen Clark,  
Prime Minister of New Zealand.

Anand Satyanand,  
Principal Companion of  
The Queen's Service Order.

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Issued under the authority of the Acts and Regulations Publication Act 1989.  
Date of notification in *Gazette*: 24 May 2007.

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**Notes****1 General**

This is a reprint of The Queen's Service Order. The reprint incorporates all the amendments to The Queen's Service Order as at 17 June 2008, as specified in the list of amendments at the end of these notes.

Relevant provisions of any amending enactments that have yet to come into force or that contain relevant transitional or savings provisions are also included, after the principal enactment, in chronological order.

**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/legislation/reprints.shtml>  
or Part 8 of the *Tables of 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)*

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