



## EXECUTIVE COUNCIL CHAMBERS

14 October 2019

John Luke  
fyi-request-11244-f9ae69fe@requests.fyi.org.nz

Reference: OIA-2019/20-0149

Dear John Luke

**Official Information Act request: Commemorative Medal - Process and Discussion  
Re: A New Commemorative Medal**

Thank you for your Official Information Act 1982 (the Act) request received on 17 September 2019. You requested:

*“...I understand New Zealand has issued two commemorative medals in the past, New Zealand 1990 Commemoration Medal and New Zealand Suffrage Centennial Medal 1993.*

*Are the government in the process of issuing next commemorative medal? Are there any discussion within this government or previous government that they wanting to issue another commemorative medal?*

*Also, I would like to know what is the process of issuing commemorative medal, who can proposed it and after receiving the proposal, what is the decision making process?...”*

There is no present intention to issue a commemoration medal such as the New Zealand 1990 Commemoration Medal and the New Zealand Suffrage Medal 1993. As you are likely aware, these medals are special and one-off awards.

The Prime Minister has policy responsibility for the overall New Zealand Royal Honours system and the Cabinet Office supports her in this role. From time to time, the Prime Minister will give in-principle agreement on the establishment of a new Honour. This can be in response to suggestions from the public, officials from government departments, or other Ministers. There is often significant policy development carried out by relevant agencies and the Cabinet Office prior to suggesting a proposal to the Prime Minister. The Cabinet Office also provides independent advice on any proposals.

After the Prime Minister has agreed in-principle to the establishment of a new Honour, the following process is followed:

- a. the Cabinet Office works with Parliamentary Counsel, and any associated government agencies, to develop a draft Royal Warrant and regulations. Any new Royal Honours are instituted by Royal Warrant and governed by regulations signed by the Governor-General;
- b. the New Zealand Herald of Arms develops a design for the new medal in consultation with agencies;

- c. the Prime Minister seeks informal approval from the Queen;
- d. the Prime Minister seeks formal approval from the Queen (Royal Warrant signed);
- e. the Prime Minister countersigns the Warrant and recommends that the Governor-General signs the regulations;
- f. the Prime Minister recommends the Governor-General revises the "Order of Wear" to incorporate the new medal;
- g. promulgation of the Warrant and regulations, and announcement of the new medal.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

Yours sincerely



Michael Webster  
**Clerk of the Executive Council**