# Guidance on using this template

This template is to be used for appointments for the signature of the Administrator of the Government. (For appointments for the signature of the Governor-General, follow [this link](https://dpmc.govt.nz/publications/template-administrator-government-appointment-documents)).

For a template for Executive Council items, follow [this link](https://dpmc.govt.nz/publications/template-executive-council-advice-sheet-goatskin).

This template comprises:

* an ‘advice sheet’, recommending the appointment;
* an instrument for making the appointment.

The documents must be printed onto heavyweight buff paper, and must be of a high standard (without spelling mistakes or typographical errors).

*Before* submitting the documentation, the Minister signs the advice sheet and fills in the date in the top right-hand corner of that document.

*After* the Administrator of the Government has signed both documents, the Minister counter-signs the instrument and dates the document in the area “issued this … day of …”. (This serves to indicate the date the Minister acknowledged the appointment.)

Notes for officials preparing the documentation:

* an appointment comes into effect the moment the instrument is signed by the Administrator of the Government, unless there is a specified start date for the appointment set out in the instrument. The term of appointment on the advice sheet and on the instrument, therefore, should specify a commencement date using such phrases as “commencing on” and “ending on”. Please note that the word “on” means the term will apply on the specified date, whereas the word “from” means that the term will apply from the day after the specified date. When setting the date, be aware of any statutory requirements in the empowering legislation for your entity. The Crown Entities Act 2004, for example, requires that appointees to independent Crown entities be informed of their appointment before their term commences;
* the term ‘appoint’ is used for both new appointments and reappointments;
* the italicised directions in the templates do not print, so do not need to be deleted.

If you have questions about this documentation, please contact the APH Secretary in the Cabinet Office.



Wellington, / /

[Her/His] Excellency the Administrator of the Government is respectfully advised to appoint,

pursuant to section [the relevant legislative provision/s]

**[Full legal name of the appointee in bold]**

as [position] of the [entity] for a term [insert].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Minister’s name (eg Hon Jane Smith)]

[Minister’s portfolio (eg Minister for Examples)]

Appointed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator of the Government

 / /



**Appointment of** **[position] of the** **[entity]**

Administrator of the Government

Pursuant to section [the relevant legislative provision/s],

I, the Right Honourable Dame Helen Winkelmann, Administrator of the Government, hereby appoint:

**[Full legal name of appointee in bold]**

as [position] of the [entity] for a term [enter details of the term and start date of the appointment - e.g., “of three years commencing on 1 March 2019”].

Given under the hand of [Her/His] Excellency the Administrator of the Government and issued this [day of month] day of [month] [year].

[Minister’s name (eg Hon John Smith)]

[Minister title (eg Minister for Examples)]