



25 October 2017

Hon. Chris Hipkins
Minister of State Services
Parliament Buildings
Wellington

Dear Minister,

Congratulations on your appointment as Minister of State Services. I look forward to working with you to ensure the Public Service and the State Services support you to implement your policies and achieve your objectives over the next period of Government.

To assist you to move into your role as Minister of State Services we have prepared two short briefings, both attached to this letter.

The first – **New Zealand's State Services: Briefing to the Incoming Minister** – provides a summary of the role of the Minister of State Services, outlines matters that will need your attention in your first 100 days in office, and outlines the role of the State Services Commission and my role as State Services Commissioner.

The second – **The Spirit of Service: Briefing to the Incoming Government** – outlines what the Public Service's leaders consider it will take for the Public Service to operate more effectively and make a bigger difference for New Zealand and New Zealanders. It describes the reforms we have been leading in the Public Service to get better outcomes and improved services, and what it will take to finish the job. It also covers issues to do with trust and confidence and the integrity of the Public Service. This briefing has the collective support of the Public Service chief executives.

My staff and I are keen to engage with you as early as possible so that we can be of greatest assistance in implementing the Government's programme. We have prepared briefing material on the programme as we understand it and we are ready to start the policy and implementation work necessary to give effect to the Government's priorities.

We are also ready to engage with you on some of the bigger issues that we see in the State Services portfolio including those set out in the second briefing.

I am available to discuss any aspect of the State Services or your priorities for the portfolio at any time. Your office has my contact details.

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I have asked the Deputy State Services Commissioner, Debbie Power, to take responsibility for working with you and your staff to assist with the set up your Ministerial Office. Debbie will make herself available to your staff today. She can be contacted on ^{9(2)(a) privacy} or by email at ^{9(2)(a) privacy}

Once again, congratulations on your appointment. The State Services portfolio is a key role in the Cabinet. I very much look forward to working with you and your staff over this next term of Government.

Yours sincerely,



Peter Hughes
State Services Commissioner
Head of State Services