



Title: End of Year Stakeholder Function

Date: 23 November 2022 **Security Level:** UNCLASSIFIED

Minister: Hon Chris Hipkins, Minister for the Public Service

Report No: [2022/0291]

Purpose This report provides details about the Te Kawa Mataaho Public Service Commission End-of-Year Celebration and your role in the event.

Date of event Wednesday 30 November, 5.30 – 7.30pm

Location Level 10, Reserve Bank Building, No 2 The Terrace, Wellington

Audience Approximately 150 stakeholders are attending. The guest list aims to celebrate and recognise the key contributors that have helped the Commission deliver great outcomes for New Zealand, while balancing a need to ensure our brand and messages are supported by our wider stakeholder community.

Background The Te Kawa Mataaho Public Service Commission End-of-Year Celebration is held at the end of each calendar year to celebrate and thank the Commission's key stakeholders.

Your role You are scheduled to attend the end of year celebration from 5.30 – 6.00pm. The Public Service Commissioner, Peter Hughes, will meet you on arrival.
It is proposed that you give a short five-minute speech reflecting on the year, thanking the Commission staff and stakeholders for their support and work.

Attachments To support your role there are the following attachments:

1. Runsheet
2. Suggested talking points
3. Attendee list

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EVENT RUNSHEET



Te Kawa Mataaho
Public Service Commission



End of Year Celebration Function – Minister for the Public Service

Date of Event	Wednesday 30 November 2022, 5.30 – 7.30pm
Location	Level 10, Reserve Bank Building, No 2 The Terrace, Wellington
Your role	<p>You are scheduled to attend the end of year celebration from 5.30 – 6.00pm.</p> <p>Minister Hipkins, please arrive at 5.30pm. The formalities will start at 5.45pm and conclude at 6.00pm. Following this there will be refreshments until 7.30pm.</p> <p>It is proposed that you speak for approximately 5-minutes at 5.48pm. Peter Hughes, Public Service Commissioner will speak following you.</p>
Running order	<p>5.30pm Please arrive at the Reserve Bank Building, 2 The Terrace, you will be meet on arrive by Peter Hughes, Public Service Commissioner who will be direct you to Level 10.</p> <p>5.45pm Formalities begin.</p> <p>5.45pm Mihi whakatau and waiata Led by Rauru Kirikiri and Te Kawa Mataaho waiata group</p> <p>5.48pm There will be a short welcome from Peter Hughes Public Service Commissioner. Following this you will be invited to speak. Please make your way to front of the room, there will be a microphone available to use.</p> <p>5.48pm Minister for the Public Service - speech (5 mins)</p> <p>5.53pm At the conclusion of your speech, you may return to the audience. Peter Hughes, Public Service Commissioner will then speak.</p> <p>5.54pm Public Service Commissioner – speech (5 mins)</p> <p>5.59pm Video – Public Service Day Awards</p> <p>6.00pm Closing karakia and waiata Led by Rauru Kirikiri and Te Kawa Mataaho waiata group</p> <p>6.00pm Depart, you will be farewelled by Peter Hughes, Public Service Commissioner.</p> <p>Should your schedule allow, you are welcome to stay on for refreshments.</p>