



10 December 2015

Mr Vincent Reid
FYI Website

By email: fyi-request-3417-379f769c@requests.fyi.org.nz

Dear Sir

Official Information Act Request

We refer to your email to Dr Rick Ede dated 26 November requesting, pursuant to the Official Information Act, certain documents and information related to Unitec's services agreement with Concentrix. This has been passed to the writer to assess the request, respond with Unitec's decision, and facilitate the compilation of all materials to be released.

We note that the scope of your request is quite wide-ranging and will require a significant amount of staff time to compile and to make the necessary redactions as suggested in your email.

As an institution in the public sector we have an obligation of prudent financial management. We are unable to recover any costs from commercial trading activities. Accordingly, we have decided to make the requested information available, with redactions necessary to avoid disclosure of commercially sensitive data, and to make a charge in order to recover our reasonable costs.

We have made an assessment of the time which we estimate will be required to gather and prepare the information for release. Our estimate is that it will take someone up to 2 full weeks, say 75 hours, to do this. Our standard charge-out rate for the staff person, who will need to be more skilled and senior than someone who normally undertakes mere clerical functions, is \$70.00 (plus GST). Therefore, the charge is estimated to be \$5,250.00 (plus GST). This is a maximum charge; we shall keep a record of actual hours spent which, if less than 75 hours, will result in a lower charge.

Would you please advise whether you are prepared to accept this charge. When we hear from you we shall then begin the process of compilation, although we shall not release the information until our invoice for the charge has been paid.

As you may know, you have a right under the Act to seek a review by an Ombudsman of the estimated charge.

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Yours faithfully
UNITEC INSTITUTE OF TECHNOLOGY

A handwritten signature in black ink, appearing to read 'Richard Browning', written in a cursive style.

Richard Browning
Legal Counsel
rbrowning@unitec.ac.nz