



21 March 2016

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 dated 11 February requesting, pursuant to the Official Information Act 1982 ("Act"), certain documents and information related to Unitec's services agreement with Concentrix.

Our responses to your requested items are as follows:

1. Any legal opinion relating to the legality of sole-source provision of services by Unitec

Our response to this item assumes that the request intended to refer to the provision of services "to" Unitec not "by" Unitec. Please let us know if our assumption is incorrect.

No formal, written legal opinion on the provision of services to Unitec was sought by or provided to Unitec.

2. The agenda of all senior leadership team meetings for the period 1 May to 15 December 2015

These are attached.

3. The agenda of all Unitec Council meetings for the period 1 May to 15 December 2015

These are attached.

4. The date and mechanism whereby the outsourcing to Concentrix was formally approved

On 2 November 2015 Council gave its approval in principle to implement the Student Services Blueprint outcome document; the approval also stated that any implementation was subject to management giving full consideration to all relevant feedback and with the proviso that that consideration did not lead to any material changes to the proposal.

5. The decision paper considered at the [approval meeting]

This is attached and comprises a Student Services Blueprint and a briefing memorandum. Certain schedules and data have been removed or redacted from the briefing memorandum pursuant to sections 9(2)(b)(ii), 9(2)(i) and 9(2)(j) of the Act.

Yours faithfully

UNITEC INSTITUTE OF TECHNOLOGY



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