



23 June 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 17 May requesting, pursuant to the Official Information Act 1982 ("Act"), further documents and information related to Unitec's services agreement with Concentrix.

As previously advised, we have decided to make the information available to you. This is attached and is provided subject to the following comments:

1. Minutes of Executive Leadership Team Meetings for 25 June 2015 and 17 July 2015

These are provided without redaction.

We also include a Memorandum from Meredith Morgan. The Proposal for Change document referred to that was part of the discussion is substantially the same as that provided under the Council minutes.

2. Minutes of Council Meetings for 25 May 2015 and 27 July 2015

We are providing the minutes for the parts of the meetings which were in open forum.

Although we are not providing the minutes for the closed sessions which were confidential (which includes the entire meeting held on 27 July), we attach all parts of those confidential minutes that relate to the change proposal or outsourcing to Concentrix.

Please note that, although the minutes of 25 May refer to papers presented by Meredith Morgan, extensive checking indicates that, in fact, no such papers were prepared or presented.

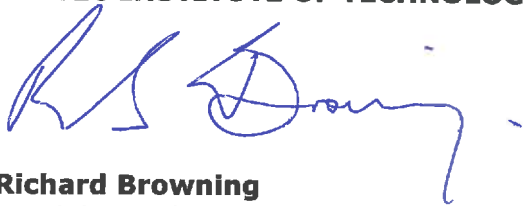
We do attach, however, a Memorandum (and the Proposal for Change document) presented to the 27 July meeting. This has been redacted where we consider it is necessary to protect the information, where disclosing it would be likely to unreasonably prejudice Unitec's commercial position (s9(2)(b)(ii)), or necessary to enable Unitec to carry on commercial activities, without prejudice (s9(2)(i)), or necessary to enable Unitec to carry on negotiations, without prejudice (s9(2)(j)) of the Act.

3. Minutes of the Blueprint Steering Group Meetings between 1 May 2015 and 15 December 2015

These are provided without redaction.

Yours faithfully

UNITEC INSTITUTE OF TECHNOLOGY

A handwritten signature in blue ink, appearing to read 'Richard Browning', with a stylized flourish at the end.

Richard Browning
Legal Counsel
rbrowning@unitec.ac.nz