



15 February 2018

File Ref: 36696

Tēnā koe

OIA: Te Puni Kōkiri Annual Reports

Thank you for your Official Information Act request, received on 23 January 2018. You requested specific information relating to the design and printing costs of our Ministry's annual reports over the last three years.

The design and printing of the Ministry's annual reports is undertaken externally, as Te Puni Kōkiri does not have the relevant specialist skills or resources to undertake these activities.

The table below outlines the companies and associated costs incurred in producing our annual reports over the last three years. I have also attached the relevant documents to support these costs.

Te Puni Kōkiri Annual Reports	2014/15	2015/16	2016/17
Company engaged	Mark Wotton Design	Scenario Communications	Mark Wotton Design
Total design costs (excluding GST)	\$14,984	\$20,027	\$18,166
Printing Company engaged	Bluestar	Bluestar	Bluestar
Total printing costs (excluding GST)	\$1,867	\$2,977	\$3,035
Number of annual reports printed	100	140	160

To save costs Te Puni Kōkiri does not distribute its annual report to external stakeholders, apart from the statutory copies required by Parliament' Bills Office (30), Audit New Zealand (4) and the National Library (2). Our preference is to encourage our stakeholders to refer to our annual reports on our web site.



We do however ensure that hard copies of our annual reports are available in our reception areas at our offices throughout New Zealand and for adhoc requests for hard copies of our annual reports, such as Parliamentary Select Committees.

This fully covers the information you requested. You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

Ngā mihi

A handwritten signature in black ink, appearing to read 'Guy Beatson', with a long horizontal flourish extending to the right.

Guy Beatson
Manahautū Tuarua a Te Puni Mahinga Rautaki Whakahaere | Deputy Chief Executive,
Strategy and Organisational Performance

DIRECTED TO : Te Puni Kōkiri

ATTENTION : Todd Cleaver

DATE : 30.9.2015

INVOICE NUMBER : 675832

D E S C R I P T I O N

Te Puni Kōkiri - Annual Report 2015 (August and September work)

TPK contacts : Ken Collins and Frank Thomas

Liaison and Client Servicing

- | | | |
|----|--|----------|
| 1. | Project briefing, meeting, ongoing liaison & consultations (includes phone and email consultations) | \$675.00 |
| 2. | Client servicing, administration, backing up files etc | \$350.00 |

Design and Artwork

- | | | |
|-----|---|------------|
| 3. | Collating & preparing sent material for use in finished artwork, setting, tables & graphs, plus check/add macrons | \$375.00 |
| 4. | Design and style to follow brand guidelines - setup new document and artwork files | \$250.00 |
| 5. | Front cover design concepts, plus insides and dividers - image searches, image library liaison, download etc | \$450.00 |
| 6. | Imagework - converting files to CMYK, retouching, clean up and colour adjustments where required | \$215.00 |
| 7. | Finished artwork, layout and setting (100 pages of varying complexity), plus basic tables, plus changes | \$3,525.00 |
| 8. | Finished artwork, layout and setting of complex tables (particularly financials) | \$1,875.00 |
| 9. | Design, layout, artwork and setting of charts, diagrams, maps and TPK at a glance page | \$1,900.00 |
| 10. | Print out & check document setting, amendments/refinements, re-check, prepare PDF proof, send | \$380.00 |

Production and Printing

- | | | |
|-----|---|----------|
| 11. | Ongoing liaison with Printlink regarding production, page length, printing and deadlines/delivery etc | \$75.00 |
| 12. | Expenses, materials, lasers etc | \$162.00 |

Changes and Amendments

- | | | |
|-----|--|----------|
| 13. | 1st full proof text and tables changes (8.25 hours x \$80 per hour), checking, plus PDF proofs and sending etc | \$660.00 |
| 14. | Major changes to 'TPK at a glance' page, plus map on that spread (complete new map redraw) - 6hrs | \$480.00 |
| 15. | Extra liaison and consultations due to changes | \$115.00 |
| 16. | Extra expenses, materials, lasers etc due to changes | \$21.00 |

Sub Total	\$11,508.00
G.S.T.	\$1,726.20
TOTAL	\$13,234.20

*If there are any queries please do not hesitate to call.***Telephone & facsimile :** +64 4 803 3103 | **Email :** mark@markwottondesign.co.nz

Please forward remittance to :Mark Wotton Design,
12 Lawson Place,
Mt Victoria,
Wellington 6011,
New Zealand.Payment is due on the 20th of the month following the date of the invoice.
A receipt will not be issued unless requested.**DETAILS FOR DIRECT CREDIT :****Account :** Mark Wotton Design | **Bank :** Bank of New Zealand
Account Number : 02-0560-0084409-00



DIRECTED TO : Te Puni Kōkiri

ATTENTION : Todd Cleaver

DATE : 30.10.2015

INVOICE NUMBER : 677832

D E S C R I P T I O N

Te Puni Kōkiri - Annual Report 2015 - October Work - Final

TPK contacts : Ken Collins and Frank Thomas

Liaison and Client Servicing

- | | | |
|----|--|----------|
| 1. | Ongoing liaison & consultations (includes phone and email consultations) | \$250.00 |
| 2. | Client servicing, administration, backing up files etc | \$75.00 |

Production and Printing

- | | | |
|-----|---|----------|
| 3. | Preparing files for printing, output laser proofs/guides, detailed checking, last changes, plus sending everything to printer | \$425.00 |
| 4. | Print & supplier liaison, plus timelines and scheduling | \$125.00 |
| 5. | Production supervision and liaison, plus detailed checking of printers proofs, plus check 2nd round of printers proofs | \$375.00 |
| 6. | Press passing (includes travel to and from the printer in Petone) | - |
| 7. | Printing (TPK dealing direct) | - |
| 8. | Reference expenses, materials, A3 colour lasers etc | \$117.00 |
| 9. | Prepare E-Library CD cover and label, print out and apply, plus burn CD and deliver | \$50.00 |
| 10. | Prepare WEB PDF for Parliament and send | \$40.00 |
| 11. | Prepare special WEB PDF for TPK website and send | \$40.00 |

Changes and Amendments

- | | | |
|-----|---|------------|
| 12. | Ongoing changes to text and tables (16.15 hours x \$80 per hour), checking, plus PDF proofs and sending etc | \$1,292.00 |
| 13. | Continuing changes to 'TPK at a glance' page - 4.25hrs | \$340.00 |
| 14. | Extra liaison and consultations due to changes | \$290.00 |
| 15. | Extra expenses, materials, lasers etc due to changes | \$57.00 |

Sub Total	\$3,476.00
G.S.T.	\$521.40
TOTAL	\$3,997.40

If there are any queries please do not hesitate to call.

Telephone & facsimile : +64 4 803 3103 | **Email :** mark@markwottondesign.co.nz

Please forward remittance to :

Mark Wotton Design,
12 Lawson Place,
Mt Victoria,
Wellington 6011,
New Zealand.

Payment is due on the 20th of the month following the date of the invoice.
A receipt will not be issued unless requested.

DETAILS FOR DIRECT CREDIT :

Account : Mark Wotton Design | **Bank :** Bank of New Zealand
Account Number : 02-0560-0084409-00

QUOTE NUMBER 804592

1 October 2015

Te Puni Kokiri
 Te Puni Kokiri House
 143 Lambton Quay
 Wellington 6011
 New Zealand
 Fax: 04 819 6069

33-43 Jackson Street
 Petone, Wellington
 Private Bag 39 996
 Wellington

Telephone 04 576 5114
 Facsimile 0800 101 494
 www.bluestargroup.co.nz

Attention: Ken Collins

Re: TPK Annual Report 2015

96 pages, plus Cover

Spine = 6.25mm

50 x copies must go to the Bills Office
 50 x copies at least must be delivered

Copy Source Print ready PDF supplied by Mark Watton Design
Material Cover: 300 gsm Matt Art
 Text: 130 gsm Matt Art
Colour Cover: CMYK x CMYK; Text: CMYK - throughout
Proofs Full digital Mockup
Binding Fold, collate, PUF perfect bind with drawn on cover
Packing Bulk pack in BSW cartons Thursday 15th October **Please mark each box with EMBARGOED**

Finished Size	A4 Portrait (297 x 210)		
Quantity	100	150	200
Prepress	5.00	5.00	5.00
Printing	1,862.15	2,660.25	3,460.12
Total (Ex GST):	\$1,867.15	\$2,665.25	\$3,465.12

Please note prices are exclusive of GST. I trust that these prices meet with your approval and await your further instruction.

Yours sincerely

Therese Lukitau

Therese Lukitau
 Account Manager
 04 576 5114

This quote remains valid for 30 days from the date it is given.
 Any quote may be withdrawn by Blue Star at any time by notice to the customer.
 Unless specified this quote does not include any client alterations or disbursements.
 This quote is subject to Blue Star's Terms and Conditions of Trade.

Invoice

Te Puni Kokiri
PO Box 3943
Wellington

Attention: Frank Thomas
Date: 31 August 2016
Tax Invoice: I001403
Job No: TPK2015

Description: Annual Report 2016 (Progress Charge)

Amount

Account/project management - includes project briefing, meetings, ongoing liaison managing the project	\$1,152.00
Administration - includes client servicing, backing up files	\$120.00
Concept development - includes front cover concepts, searching for images, adapting financial spreads & tables etc to new brand template, divider concepts based on new brand guidelines, adapting/incorporating new brand development to other areas of the Annual Report and presenting these for sign off before setting the finished document	\$1,600.00
Design and layout - collating and preparing sent material, design and style to follow brand guidelines, design and layout of complex tables, diagrams and graphs	\$1,260.00
Disbursements - materials, lasers, full sets of laser proofs (100+ page document), couriers etc	\$137.00
Subtotal	\$4,269.00
GST	\$640.35
Total	\$4,909.35

Notes:

Unless stated otherwise payment is due on the 20th of the month following invoice. Ownership of goods does not pass until full payment has been received. Any queries relating to this invoice must be made within 7 days of receipt of this invoice.

Scenario Communications Limited
Level 1, 154 Victoria Street, PO Box 11
Wellington 6142, New Zealand

GST No. 61-517-774
Bank Details: ASB Bank, 12-3141-0162074-00

Invoice

Te Puni Kokiri
PO Box 3943
Wellington

Attention: Frank Thomas
Date: 30 September 2016
Tax Invoice: I001432
Job No: TPK2015

Description: Annual Report 2016 - Progress Invoice

	Amount
Account/project management - includes meetings, ongoing liaison, managing the project	\$448.00
Account/project management - changes and amendments	\$1,445.00
Administration - includes client servicing, backing up files	\$120.00
Design and layout - collating and preparing sent material, design and style to follow brand guidelines, design and layout of complex tables, diagrams and graphs	\$1,980.00
Design and layout amends - changes and amendments	\$180.00
Digital artwork - finished artwork, setting and layout, setting and laying out of tables	\$5,100.00
Digital artwork amends - changes and amendments, plus PDF proofs	\$3,120.00
Image work - includes retouching/cleaning up images where required, preparing images for final output, image work on/for features and/or graphs and info graphics	\$315.00
Proof reading - includes proofing and checking changes	\$750.00
Image hireage - front cover image (other half of cost on Minister's Report)	\$265.00

Notes:

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Scenario Communications Limited
Level 1, 154 Victoria Street, PO Box 11
Wellington 6142, New Zealand

GST No. 61-517-774
Bank Details: ASB Bank, 12-3141-0162074-00

Disbursements	\$270.00
- materials, lasers, full sets of laser proofs (100+ page document), couriers etc	
Disbursements	\$178.00
- materials and lasers from changes and amendments	
Subtotal	\$14,171.00
GST	\$2,125.65
Total	\$16,296.65

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Notes:

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Scenario Communications Limited
Level 1, 154 Victoria Street, PO Box 11
Wellington 6142, New Zealand

GST No. 61-517-774
Bank Details: ASB Bank, 12-3141-0162074-00

www.scenario.co.nz

Invoice

Te Puni Kokiri
PO Box 3943
Wellington

Attention: Frank Thomas
Date: 31 October 2016
Tax Invoice: I001457
Job No: TPK2015

Description: Annual Report 2016 - Final Invoice

	Amount
Account/project management - includes ongoing liaison, ongoing changes, meetings, sending proofs	\$470.00
Digital artwork - preparing files for print, making parliamentary and TPK website PDFs, sending	\$115.00
Digital artwork amends - ongoing changes, making PDF proofs or printing out, also includes switching pages around	\$365.00
Print management - ongoing liaison with Printlink, timings, delivery, checking proofs, sending back changes	\$220.00
Proof reading - includes checking changes	\$225.00
Disbursements - materials and lasers, includes output of report on quality paper	\$192.00
Subtotal	\$1,587.00
GST	\$238.05
Total	\$1,825.05

Notes:

Unless stated otherwise payment is due on the 20th of the month following invoice. Ownership of goods does not pass until full payment has been received. Any queries relating to this invoice must be made within 7 days of receipt of this invoice.

Scenario Communications Limited
Level 1, 154 Victoria Street, PO Box 11
Wellington 6142, New Zealand

GST No. 61-517-774
Bank Details: ASB Bank, 12-3141-0162074-00

QUOTE NUMBER 893419

11 October 2016

Te Puni Kokiri
 Te Puni Kokiri House
 143 Lambton Quay
 Wellington 6011
 New Zealand
 Fax: 04 819 6069

Attention: Frank Thomas

33-43 Jackson Street
 Petone, Wellington
 Private Bag 39 996
 Wellington
 Telephone: 04 576 5114
 Email: workswgtn@bluestargroup.co.nz
 Website: www.bluestargroup.co.nz

Re: TPK Annual Report 2016

Quantity: 100 copies - Perfect bound; 10 copies - wire bind

124 pages, plus Cover

Spine =

Copy Source	Print ready PDF supplied by Mark Watton. Saved in Therese's Dropbox
Material	Cover: 300 gsm Matt Art Text: 100gsm Sapphire Offset
Colour	Cover: CMYK x CMYK; Text: CMYK - throughout
Proofs	1 x Full digital Mockups required ASAP
Binding	Fold, collate, Perfect bind with draw on cover = 100 copies Wire bind - black at left = 10 copies
Packing	Bulk pack in BSW cartons. Mark each carton - embargoed - delivery into client LATEST AM 17th October
Finished Size	A4 Portrait (297 x 210)
Quantity	110
Prepress	5.00
Printing	2,193.19
Total (Ex GST)	\$2,198.19

Please note prices are exclusive of GST. I trust that these prices meet with your approval and await your further instruction.

Yours sincerely

Therese Lukitau

Therese Lukitau

Account Manager
 04 576 5114
 This quote is valid for 30 days from the date it is given.
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QUOTE NUMBER 899172

2 November 2016

Te Puni Kokiri
Te Puni Kokiri House
143 Lambton Quay
Wellington 6011
New Zealand
Fax: 04 819 6069

Attention: Frank Thomas

33-43 Jackson Street
Petone, Wellington
Private Bag 39 996
Wellington

Telephone: 04 576 5114
Email: workswgtn@bluestargroup.co.nz
Website: www.bluestargroup.co.nz

Re: TPK Annual Report 2016_Reprint

124 pages plus Cover

Copy Source	Based on straight reprint no changes
Material	Cover: 300 gsm Matt Art Text: 100gsm Sapphire Offset
Colour	Cover: CMYK x CMYK; Text: CMYK throughout
Proofs	Not required
Binding	Fold, collate, Perfect bind with drawn on cover
Packing	Bulk pack in BSW cartons and deliver to 1 x Wellington address
Finished Size	A4 Portrait (297 x 210)
Quantity	30
Printing	778.92
Total (Ex GST):	\$778.92

Please note prices are exclusive of GST. I trust that these prices meet with your approval and await your further instruction.

Yours sincerely

Therese Lukitau

Therese Lukitau
Account Manager
04 576 5114

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DIRECTED TO : Te Puni Kōkiri

ATTENTION : Todd Cleaver

DATE : 30.9.2017

INVOICE NUMBER : 702858

DESCRIPTION

Te Puni Kōkiri - Annual Report 2017 (September Work - Progress)

Liaison and Client Servicing

- | | |
|---|------------|
| 1. Project briefing, meetings, ongoing liaison & consultations, plus project management | \$1,200.00 |
| 2. Client servicing, administration, backing up files etc | \$360.00 |

Concepts and Design

- | | |
|---|------------|
| 3. Front cover concepts, plus design new inside spreads and dividers look and feel - present for sign off | \$1,440.00 |
| 4. Image searches, image library liaison, download etc for design concepts - (TPK supplied images) | - |
| 5. Design concepts for special infographics, features, tables and links | \$1,320.00 |

Artwork and Setting

- | | |
|--|------------|
| 6. Collating and preparing sent material for use in finished artwork and setting, plus check/add macrons | \$300.00 |
| 7. Setup new document and artwork files, design and style to follow brand guidelines | \$240.00 |
| 8. Imagework - converting files to CMYK, retouching, clean up and colour adjust where required | \$215.00 |
| 9. Finished artwork, layout and setting 130 pages of varying complexity, plus basic tables | \$3,900.00 |
| 10. Finished artwork, layout and setting of complex tables - particularly financials | \$1,800.00 |
| 11. Finished artwork, layout and setting of charts, diagrams, infographics and maps etc | \$1,440.00 |
| 12. Finished artwork, layout and setting of extra 18 pages of varying complexity, including some tables | \$540.00 - |
| 13. Print out & check document setting, amendments/refinements, re-check, prepare proof, send/present | \$360.00 |
| 14. Expenses, materials and colour lasers | \$223.00 - |

Changes and Amendments

- | | |
|---|----------|
| 15. September 20 - changes, plus liaison and new proofs | \$590.00 |
| 16. September 25 - changes, plus liaison and new proofs | \$285.00 |
| 17. September 26 - changes, plus liaison and new proofs | \$575.00 |
| 18. September 27 - changes, plus liaison and new proofs | \$60.00 |
| 19. September 28 - changes, plus liaison and new proofs | \$35.00 |
| 20. September 29 - changes, plus liaison and new proofs | \$40.00 |
| 21. Extra materials and colour lasers | \$74.00 |

Sub Total	\$14,997.00
G.S.T.	\$2,249.55
TOTAL	\$17,246.55

If there are any queries please do not hesitate to call.

Telephone & facsimile : +64 4 803 3103 | Email : mark@markwottondesign.co.nz

Full v1

Please forward remittance to :

Mark Wotton Design,
12 Lawson Place,
Mt Victoria,
Wellington 6011,
New Zealand.

Payment is due on the 20th of the month following the date of the invoice. A receipt will not be issued unless requested.

DETAILS FOR DIRECT CREDIT :

Account : Mark Wotton Design | Bank : Bank of New Zealand
Account Number : 02-0560-0084409-00



DIRECTED TO : Te Puni Kōkiri

ATTENTION : Todd Cleaver

DATE : 31.10.2017

INVOICE NUMBER : 705858

DESCRIPTION

Te Puni Kōkiri - Annual Report 2017 (October Work - FINAL)

Production and Printing

1. Ongoing liaison with Printlink regarding production, page length, printing and deadlines/delivery etc	\$240.00
2. Preparing files for printing, detailed checking, plus sending everything to printer	\$360.00
3. Production supervision, detailed checking of printers proofs	\$380.00
4. Printing (TPK dealing direct) - digital	-
5. Prepare PDF for TPK website	\$60.00

Changes and Amendments

6. October 3 - changes	\$30.00
7. October 4 - changes	\$42.00
8. October 17 - changes	\$185.00
9. Murray - ongoing changes plus preparing files for print the 2nd time, liaison and sending files	\$1,815.00
10. Extra expenses, materials and lasers due to changes	\$57.00

Sub Total	\$3,169.00
G.S.T.	\$475.35
TOTAL	\$3,644.35

If there are any queries please do not hesitate to call.

Telephone & facsimile : +64 4 803 3103 | Email : mark@markwottondesign.co.nz

Please forward remittance to :

Mark Wotton Design,
12 Lawson Place,
Mt Victoria,
Wellington 6011,
New Zealand.

Payment is due on the 20th of the month following the date of the invoice.
A receipt will not be issued unless requested.

DETAILS FOR DIRECT CREDIT :

Account : Mark Wotton Design | Bank : Bank of New Zealand
Account Number : 02-0560-0084409-00

QUOTE NUMBER 985094

16 October 2017

Te Puni Kokiri
 Te Puni Kokiri House
 143 Lambton Quay
 Wellington 6011
 New Zealand
 Fax: 04 819 6069

33-43 Jackson Street
 Petone, Wellington
 Private Bag 39 996
 Wellington
 Telephone: +64 4 576 5114
 Email: workswgtn@bluestargroup.co.nz
 Website: www.bluestargroup.co.nz

Attention: Frank Thomas**Re: E47 AR- TPK Annual Report 2017**

Quantity: 150 copies - Perfect bound + 10 copies Black Wire Bind

144 pages, plus Cover

Copy Source	Print ready PDF supplied by Mark Wotton
Material	Cover: 300gsm Matt Art Text: 130gsm Silk Matt
Colour	Cover: Colour x Colour Text: Colour - throughout
Proofs	2 x Full digital Mockups required ASAP Wed 11th Oct
Binding	Fold, collate, Perfect bind with drawn on cover - 150 copies Black Wire Bind - 10 copies
Packing	Deliver: 30 Perfect Bound Books - Bills Office 120 Perfect Bound Books and 10 x Wire Bound Books too: TPK - Wellington
Finished Size	210 wide x 297 deep
Quantity	160
Prepress	
Printing	3,035.20
Total (Ex GST):	\$3,035.20

Please note prices are exclusive of GST. I trust that these prices meet with your approval and await your further instruction.

Yours sincerely

Therese Lukitau

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 This quote does not include any client alterations or disbursements.
 This quote is subject to Blue Star's Terms and Conditions of Trade.
 +64 27 475 6517