



20 FEB 2018

Thank you for your email of 23 January 2018 to the Ministry of Education requesting the following information:

- *Was the design of your ministry's annual reports for the last three financial years designed internally within your ministry or designed externally outside of your ministry? If designed externally, which company or contractor did your ministry engage and at what cost? Please include receipts, if possible.*
- *How many physical copies of the annual reports from each of the last three financial years were printed? Please include a breakdown. To whom were they distributed to? Which printing company was engaged to print the reports for each of the last three financial years and at what cost to the ministry? Please include receipts, if possible.*

Your request has been considered under the Official Information Act 1982 (the Act).

The Ministry's Annual Report summarises the Ministry's activities over the past year and provides details about the progress against the priorities set in our four year plan. These documents are available on our website at: www.education.govt.nz/ministry-of-education/publications/.

The Ministry's Annual Reports for 2015/16 and 2016/17 were designed in-house. The Ministry's Annual Report for 2014/15 was designed externally by Tangerine Design Ltd. The cost for design, typesetting and print management was \$14,755.40 (GST exclusive).

The table below shows the number of reports printed, print company and print cost by financial year. Please note the cost only includes printing costs.

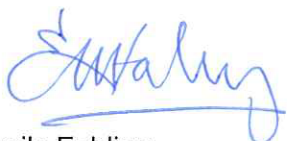
	2016/17	2015/16	2014/15
Total copies	200	200	200
Provided to:			
• Parliament	30	30	30
• Internal staff	59	86	Records not retained but similar to later years.
• External & requests*	111	84	
Print company used	Blue Star Group Ltd	Blue Star Group Ltd	Blue Star Group Ltd
Print cost (GST exclusive)	\$4,844.31	\$4,849.14	\$4,796.51

* External and requests relates to providing initial copies to Minister's offices, monitoring agencies (Auditors, Treasury, SSC), libraries and then making copies available in response to internal and external requests.

Please note, the Ministry now proactively publishes OIA responses on our website. As such we may publish this response on our website after five working days. Your name and contact details will be removed.

If you are unsatisfied with my response, you have the right to ask an Ombudsman to review it. You can do this by writing to info@ombudsman.parliament.nz or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Emily Fabling
Deputy Secretary
Strategy, Planning and Governance