

21 February 2018



Dear [REDACTED]

**Official Information Request**

**Our ref: SSC2018/0008**

I refer to your official information request dated 23 January 2018 where you have requested:

*Was the design of your office's annual reports for the last three financial years designed internally within your office or designed externally outside of your office? If designed externally, which company or contractor did your office 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 office? Please include receipts, if possible.*

In response to your request, in the last three financial years the State Services Commission (SSC) has designed its annual report internally, therefore there are no costs associated with the design of the report. SSC contracted Bluestar Group (Printlink) to print the annual reports.

Below is a table that outlines for the last three financial years, the costs associated with the production of the SSC annual report, the number of copies produced and how they were distributed.

| Year | Cost (GST exclusive) | Number of physical copies produced | Distribution list                                  |
|------|----------------------|------------------------------------|--|
| 2017 | \$569.91             | 50 copies                          | 30 copies for Parliament<br>20 copies for in-house |
| 2016 | \$689.56             | 60 copies                          | 30 copies for Parliament<br>30 copies for in-house |
| 2015 | \$1,256.85           | 75 copies                          | 30 copies for Parliament<br>45 copies for in-house |

Please also find attached copies of the invoices from Bluestar Group for the 2015, 2016, and 2017 financial years.

If you wish to discuss this decision with us, please feel free to contact [Ministerial.Services@ssc.govt.nz](mailto:Ministerial.Services@ssc.govt.nz).

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](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) on the State Services Commission's website.

Yours sincerely



Rachel Bruce  
**Deputy Commissioner**  
**State Services Commission**

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

Facsimile 0800 101 494

For: The Treasury  
 Central Agencies Shared Services -  
 Finance  
 For the Treasury  
 PO Box 3724  
 Wellington 6140  
 New Zealand

**TAX INVOICE**  
**8162195**

Attention: Geraldine Bruin

| Customer | Order Number | Quote Number | Our Reference | Inv.Date | GST No.    | Page |
|----------|--------------|--------------|---------------|----------|------------|------|
| TREASURY | 84           | 807268       | 595874        | 26Oct15  | 79-382-477 | 1    |

**Project Title:** G.3 SSC Annual Report 2015 (DIGITAL)

**Description** 77 page plus Cover  
 Spine 4.75mm

**Copy Source** Print ready PDF file supplied

**Material** Cover: 250gsm Satin Matt ArtText: 115gsm Impress Satin Matt Art

**Ink** Cover: Colour plus Matt Lamination x Colour (DIGITAL) to match PMS 519 as close as possible  
 Text: Colour throughout (DIGITAL) to match PMS 519 as close as possible

**Proofs** Digital Mockup - by 3.00 pm 13th October please

**Binding** PUR perfect bind with drawn on cover

**Pack/Delivery** Bulk pack in BSW cartons to two Wellington address:  
 - 30 copies to the Bills Office  
 - 45 copies to No. 2 The Terrace

**Quantity:** 75

|          |            |
|----------|------------|
| Prepress | \$37.50    |
| Printing | \$1,219.35 |

**Subtotal** \$1,256.85

**Goods & Services Tax** \$188.53

**Total** \$1,445.38

Payment is due 20th of the month following the date of this invoice unless by prior arrangement.  
 Claims registered only if made within 14 days from invoice date.

Please forward this invoice to your Accounts section for payment  
 Bank account details for direct credit 02-0108-0291380-000

33-43 Jackson Street  
 Petone, Wellington  
 Private Bag 39 996  
 Wellington  
 Telephone: 0800 504 704  
 Email: workswgtn@bluestargroup.co.nz

For: The Treasury  
 Central Agencies Shared Services -  
 Finance  
 For the Treasury  
 PO Box 3724  
 Wellington 6140  
 New Zealand

**TAX INVOICE**  
**8417347**

Attention: Jaynia Steel

| Customer | Order Number | Quote Number | Our Reference | Inv.Date | GST No.    | Page |
|----------|--------------|--------------|---------------|----------|------------|------|
| TREASURY | 38           | 892263       | 662001        | 4Oct16   | 79-382-477 | 1    |

**Project Title:** G.3 SSC Annual Report 2016

**Description:** 66 page plus cover

**Copy Source:** Print ready PDF file supplied - In Dropbox  
**Material:** Cover: 250gsm Satin Matt ArtText: 115gsm Impress Satin Matt  
**Ink:** Cover: 2 colour plus Matt Lamination x 2 colour (DIGITAL) to match PMS 519 as close as possible  
 Text: CMYK throughout (DIGITAL) to match PMS 519 as close as possible  
**Proofs:** Digital Mockup - Required by 11:30am Thursday 6/10  
**Binding:** PUR perfect bind with drawn on cover  
**Pack/Delivery:** Bulk pack in BSW cartons to two Wellington address:  
 - 30 copies to the Bills Office  
 - 30 copies TBC

**Quantity:** 60

|                                 |                     |
|---------------------------------|---------------------|
| Prepress                        | \$37.50             |
| Printing                        | \$652.06            |
| <b>Subtotal</b>                 | <b>\$689.56</b>     |
| <b>Goods &amp; Services Tax</b> | <b>\$103.43</b>     |
| <b>Total</b>                    | <b>NZD \$792.99</b> |

Payment is due 20th of the month following the date of this invoice unless by prior arrangement.  
 Claims registered only if made within 14 days from invoice date.

Please forward this invoice to your Accounts section for payment  
 Bank account details for direct credit 02-0108-0291380-000



For: The Treasury  
 Central Agencies Shared Services -  
 Finance  
 For the Treasury  
 PO Box 3724  
 Wellington 6140  
 New Zealand

33-43 Jackson Street  
 Petone, Wellington  
 Private Bag 39 996  
 Wellington  
 Telephone: 0800 504 704  
 Email: workswgtn@bluestargroup.co.nz

**TAX INVOICE**  
**8714826**

Attention: Gavin Hamilton

| Customer | Order Number | Quote Number | Our Reference | Inv.Date | GST No.    | Page |
|----------|--------------|--------------|---------------|----------|------------|------|
| TREASURY | 38           | 984295       | 738194        | 2Oct17   | 79-382-477 | 1    |

**Project Title:** G.3 SSC Annual Report 2017

**Description:** 48 pages plus cover

Spine 7mm

**Copy Source:** Print ready PDF file supplied - pages 1 and 2 of PDF are the OFC and IFC pages back cover is blank

**Material:** Cover: 260gsm Crescendo 1SBText: 120gsm Offset

**Ink:** Cover: CMYK plus Matt Lamination x CMYK (DIGITAL)Text: CMYK throughout (DIGITAL)

**Proofs:** Full Mockup Digital Proof reqd by 1pm Thursday 12/10

**Binding:** PUR perfect bind with drawn on cover

**Pack/Delivery:** Bulk pack in BSW cartons to two Wellington address:  
 - 30 copies to the Bills Office  
 - 20 copies to Treasury

**Quantity:** 50

|          |          |
|----------|----------|
| Prepress | \$59.50  |
| Printing | \$510.41 |

**Subtotal** \$569.91

**Goods & Services Tax** \$85.49

**Total** NZD \$655.40

Payment is due 20th of the month following the date of this invoice unless by prior arrangement.  
 Claims registered only if made within 14 days from invoice date.

Please forward this invoice to your Accounts section for payment  
 Bank account details for direct credit 02-0108-0291380-000