

Dear,

I refer to your official information request we received on 24 April 2024 requesting the following:

"I am writing to request information under the Official Information Act 1982 regarding the electronic office products and software usage within Kaikōura District Council.

- 1. Please include all correspondence including domain names in resolving this request.*
- 2. Please provide a list of the electronic office products utilised by Kaikōura District Council for daily operations.*
- 3. Does Kaikōura District Council use Microsoft Office 365 and/or an in-house mail server for email communication?*
- 4. Does Kaikōura District Council utilise Microsoft Teams for collaboration and communication?*
- 5. Approximately how many licenses of Microsoft Office 365 and Microsoft Teams does Kaikōura District Council possess?*
- 6. Does Kaikōura District Council have self-hosted database servers?*
- 7. If yes, please provide details for all self-hosted database products utilised by Kaikōura District Council for daily operations.*
- 8. Does Kaikōura District Council utilise offsite storage and/or databases if so, who is the service provider?*
- 9. Please provide details for all database products utilised by Kaikōura District Council.*
- 10. What is the current number of staff supporting the Kaikōura District Council IT infrastructure?"*

Release of information

The information you have requested is as below.

- 1. Please include all correspondence including domain names in resolving this request.*

Kaikōura District Council has not generated any correspondence to resolve this request.

- 2. Please provide a list of the electronic office products utilised by Kaikōura District Council for daily operations.*

We are withholding this information under Section 7 (2)(j) of LGOIMA – prevent the disclosure or use of official information for improper gain or improper advantage.

- 3. Does Kaikōura District Council use Microsoft Office 365 and/or an in-house mail server for email communication?*

Kaikōura District Council use Microsoft Office 365 and Exchange Online.

- 4. Does Kaikōura District Council utilise Microsoft Teams for collaboration and communication?*

Yes

- 5. Approximately how many licenses of Microsoft Office 365 and Microsoft Teams does Kaikōura District Council possess?*

We are withholding this information under Section 7 (2)(j) of LGOIMA – prevent the disclosure or use of official information for improper gain or improper advantage.

Does Kaikōura District Council have self-hosted database servers?

Yes

6. *If yes, please provide details for all self-hosted database products utilised by Kaikōura District Council for daily operations.*

Kaikōura District Council use Microsoft SQL Server and MySQL. Any further information is withheld under Section 7 (2)(j) of LGOIMA – prevent the disclosure or use of official information or improper gain or improper advantage.

7. *Does Kaikōura District Council utilise offsite storage and/or databases if so, who is the service provider?*

Kaikōura District Council use Cloud Backup, Website and Cloud ERP. Any further information is withheld under Section 7 (2)(j) of LGOIMA – prevent the disclosure or use of official information or improper gain or improper advantage.

8. *Please provide details for all database products utilised by Kaikōura District Council.*

Kaikōura District Council use Microsoft SQL Server and MySQL.

9. *What is the current number of staff supporting the Kaikōura District Council IT infrastructure?"*

5 FTE staff shared service with Hurunui District Council.

NOTE:

Only products that require specific database configuration and setup have been included in the list.

Cloud products/services that (likely) use a vendor-maintained database have not been included as there is no direct access to the database available to Council.

For security, specific details about products are not disclosed.

Publication of responses to LGOIMA requests

Please note: our LGOIMA responses may be published on the Kaikōura District Council website a month after they have been responded to, with requesters' personal details withheld. If you have any concerns about this please contact the Official Information team on officialinformation@kaikoura.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 or freephone 0800 802 602.

Yours sincerely,



Will Doughty
Chief Executive Officer