

OIR: 2324/898

20 May 2024



Tēnā koe ,

Request for Information under the Local Government Official Information and Meetings Act 1987 (the Act) (the LGOIMA)

Thank you for your email of 24 April 2024 asking a number of questions regarding the “**electronic office products and software usage within Kapiti Coast District Council**”.

Please note that information has been withheld under section 7(2)(j) of the LGOIMA in order to ensure Council’s ongoing cyber security. In Council’s view the reasons for withholding these details are not outweighed by public interest considerations in section 7(1) favouring their release.

Your questions are answered in turn below:

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

As explained in our email of 31 October 2023, this information will be collated once we have completed the response to your other questions and will be provided within 20 working days of the date of this letter. This is on the basis that the information did not yet exist at the time your request was made.

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

Printers, scanners, end user devices.

Please note that any information provided in response to your request may be published on the Council website, with your personal details removed.

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

The Kāpiti Coast District Council uses Microsoft Office 365 services for email communication.

4. Does Kapiti Coast District Council utilise Microsoft Teams for collaboration and communication?

Yes.

5. Approximately how many licenses of Microsoft Office 365 and Microsoft Teams does Kapiti Coast District Council possess?

There are approximately 400-450 licences held for both Microsoft Office 365 and Microsoft Teams.

6. Does Kapiti Coast District Council have self-hosted database servers?

Yes.

7. If yes, please provide details for all self-hosted database products utilised by Kapiti Coast District Council for daily operations.

Microsoft products are utilised for daily operations. Further information is withheld under section 7(2)(j) of the LGOIMA to prevent the disclosure or use of official information for improper gain or improper advantage.

8. Does Kapiti Coast District Council utilise offsite storage and/or databases if so, who is the service provider?

Yes. Further information is withheld under section 7(2)(j) of the LGOIMA to prevent disclosure or use of official information for improper gain or improper advantage.

9. Please provide details for all database products utilised by Kapiti Coast District Council.

Microsoft Database and Warehouse products are utilised.

10. What is the current number of staff supporting the Kapiti Coast District Council IT infrastructure?

Two staff support the IT infrastructure.

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to info@ombudsman.parliament.nz, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi,



Mark de Haast
Group Manager Corporate Services
Te Kaihautū Ratonga Tōpū