

OC250343

08 May 2025

Tēnā koe

I refer to your email dated 10 April, requesting the following under the Official Information Act 1982 (the Act):

Your questions are answered in turn below:

1. The total amount spent by your department on Microsoft Office licences or subscriptions for the most recent financial year (1 July to 30 June)

From 1 July 2023 to 30 June 2024, the total spend on Microsoft Office licences was \$242,356

2. A brief description of what this cost covers (e.g. number of users, types of licences, etc.).

Name	Licences
Microsoft 365 E1	1
Microsoft 365 E5	335

3. A list of Microsoft products or services (e.g. Outlook, Teams, OneDrive, SharePoint, Azure) currently in use within the organisation.

Outlook, Teams, Teams Rooms, OneDrive, SharePoint, Azure, Microsoft Defender, Copilot 365, Microsoft Office, Visio, Exchange, Planner, OneNote, Loop, Edge, Forms, and Delve.

4. The number of staff or users currently covered by Microsoft licensing.

As at 08 May 2025, 271 staff and users were covered by Microsoft licensing

5. Whether any core business systems (e.g. document management, internal comms, project management, data storage) are hosted or run through Microsoft platforms (such as SharePoint, Azure, or Teams).

- The Ministry's intranet is hosted in SharePoint
- Internal communications are managed through Teams

- Email is managed through Exchange
- Files are hosted in SharePoint, OneDrive and Azure.

6. Details of any enterprise agreements or long-term contracts with Microsoft, including the duration and renewal dates.

The Ministry has a three-year Microsoft licensing agreement 01 October 2024 – 30 September 2027. We are able to review and adjust our license numbers annually.

7. Whether there are any significant non-Microsoft alternatives used in the organisation (e.g. Google Workspace, Zoom, Slack, Dropbox), and if so, for what purpose.

- **Zoom** – is used as an alternative for Microsoft Teams meetings in some situations (e.g. for joining meetings when hosted by other organisations).
- **Slack** – is used by a small number of staff for the purpose of communication and sharing code snippets.
- **OpenText Content Management** – is our document management system.

You have the right to seek an investigation and review of this response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website www.ombudsman.parliament.nz

The Ministry publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry's website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā



Hilary Penman
Manager, Ministerial & Executive Services