



Te Kahui Atawhai O Te Motu Inc

Information Technology Survey

SECTION A: ORGANISATION PROFILE

Tell us about your organisation

1. Name of Organisation: _____

2. When was your organisation established: _____

3. Name of contact person for this survey: _____

4. Contact Phone Number: _____ 5. Email _____

6. Position held by contact person: _____

7. Date this survey was completed: ____/____/2005

8. How many paid staff work for your organisation? *(Please indicate numbers)*

a. Full time¹: _____ b. Part time²: _____ c. Casual: _____

9. How many volunteer staff work for your organisation? *(Please indicate numbers)*

a. Full time: _____ b. Part time: _____ c. Casual: _____

10. How many paid and volunteer staff are: *(Please indicate numbers)*

	Paid Staff:	Volunteer Staff:
a. Front line staff ³ :	_____	_____
b. Management staff ⁴ :	_____	_____

11. How many governance members⁵ do you currently have? _____

¹ Full time employment: employed for 30 paid hours per week or more.

² Part time employment: employed for less than 30 paid hours per week.

³ Front line staff includes administrators, field staff, support service staff and/or similar roles.

⁴ Management staff includes supervisors, programme coordinators, unit managers, heads of department, senior managers, CEO, and/or similar roles.

⁵ Governance includes trustees, directors and/or similar roles.

SECTION B: INFORMATION TECHNOLOGY

Tell us about your information technology access, capability and capacity

12. How many of the following does your organisation have?

- a. Laptops & Notebooks: _____
- b. Desktop computers⁶: _____
- c. Thin Clients⁷: _____

13. Of these, how many are Internet Ready?⁸

- a. Laptops & Notebooks: _____
- b. Desktop computers: _____
- c. Thin Clients: _____

14. Does your organisation use Microsoft Office⁹? (Please tick one)

- a. Yes b. No

15. What method of internet connection do you use? (Please tick one)

- a. Dial up¹⁰ b. Broadband¹¹ c. Cable¹² d. Wireless¹³ e. Other (please specify) _____

16. In your opinion, do you believe the following groups of people have adequate access to internet ready computers? (Please tick one)

- a. Front line staff: a. Yes b. No
- b. Management staff: a. Yes b. No
- c. Governance members: a. Yes b. No

17. How many paid staff currently have individual work email addresses¹⁴?

(Please tick one)

- a. 100% b. 90 -99% c. 75 – 89% d. 50 – 74% e. less than 50%

⁶ A desktop has the system unit (tower) sitting on (or under) the desk.

⁷ A thin client is a computer that generally does not have its own hard drive and must be connected to a network server in order to work.

⁸ An internet ready computer is one that is set up with a cable connection to a phone jack, a modem and an internet service provider.

⁹ Microsoft Office typically includes Microsoft Access, Excel, Outlook, PowerPoint and Word.

¹⁰ Dial up is an internet connection using a telephone dial up system, with a minimum 56k modem.

¹¹ Broad Band allows the user faster internet access is (1mgeabite per second).

¹² Cable is only used by Telstra Clear customers in Wellington or Auckland.

¹³ Wireless internet connection requires the user to have a radio dish or antenna.

¹⁴ A work email address is an email address that is used primarily for work, rather than personal purposes.

Section B: Information Technology *Continued*

18. On average how much time is spent each week by the following groups of people to access the internet to either use the email or search websites for work purposes? (Please tick one for each group of people)

Less than 2 hours per week	2-5 hours per week	6-10 hours per week	More than 10 hours per week
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- a. Front Line Staff:
- b. Management:
- c. Governance:

19. Do your staff and governance members require internet training¹⁵?

- a. Yes
- b. No

20. If yes, what internet training do they require:

Please rank your answers in terms of priority (1) being the lowest priority to (3) being the highest priority

Topic	Description	Priority Ranking
a. How to successfully navigate the internet	<ul style="list-style-type: none"> • Defining search criteria, identifying and using different search engines • Interactive e-communication options such as chat rooms and discussion forums 	<i>e.g. Ranking=2</i>
b. Information Technology policies and procedures	<ul style="list-style-type: none"> • Security • Intellectual Property • Implementing organisational policies 	<i>e.g. Ranking=3</i>
c. Features of Microsoft Outlook 2003	<ul style="list-style-type: none"> • Calendars • Appointments • Contacts • Receiving/sending mail, inserting attachments 	<i>e.g. Ranking=1</i>

d. Please define any other internet training your staff and governance members may require.

¹⁵ For the purposes of this survey, internet training is defined as:
 (1) World-Wide-Web, Internet, or Web training; and
 (2) Email training only.

SECTION C: TE KAHUI ATAWHAI

21. Does your organisation currently receive Te Kahui Atawhai's monthly newsletter? *(Please tick one)*

- a. Yes b. No

22. Would you prefer to receive Te Kahui Atawhai's monthly newsletters by mail or by email? *(Please tick one)*

- a. Mail b. Email

23. How often have you accessed Te Kahui Atawhai's website, www.tekahuiatawhai.maori.nz? *(Please complete)*

- a. In the last week: _____ times
b. In the last month: _____ times
c. In the last year: _____ times

24. Under normal circumstances, why would you access Te Kahui's website?

25. How can Te Kahui Atawhai encourage members to access their website?

26. In your opinion, how should Te Kahui Atawhai promote its website to its members?

27. Please access the Te Kahui Atawhai Website at www.tekahuiatawhai.maori.nz and rate the following: *(Please tick one)*

	Very Poor	Poor	Neither Poor Nor Good	Good	Very Good
a. Ease of navigation					
b. Information is up to date					
c. Information is relevant to your organisation					
d. All the features you'd expect to find on this website are available					
e. All the information you'd expect to find on this website is available					

28. How can Te Kahui Atawhai use the website to improve its communication with members?

29. What sort of information would you expect to find on Te Kahui Atawhai's website that is not there?

**THANK YOU FOR YOUR PARTICIPATION.
WE VALUE YOUR INPUT AND
WE APPRECIATE THE TIME YOU TOOK TO COMPLETE THIS SURVEY.**

This form can be returned by:

Mail in the prepaid envelope to:

**THS & Associates Ltd
PO Box 13 083
HAMILTON**

Fax to: 07-859-1278

Email to: survey@thsassociates.com (if you complete the survey form online at www.tekahuiatawhai.maori.nz)