

He Mahere

Te Whakapononga mō Te Kāwanatanga ā-ipurangi

Hūrae 2003

Te Rōpū Kāwanatanga ā-ipurangi
Te Kōmihana mō Ngā Tari Kāwanatanga



Te Whāinga Poto

Ko tēnei pukapuka te mahere Whakapononga ā-Ipurangi mō ngā mahi hoahoa me ngā mahi mātai whakamua ka kawea e te Rōpū Kāwanatanga ā-ipurangi i te taha o ngā tari me te hunga tino whai pānga, i mua i ngā marama tuatahi o 2004.

Ko tā te mahere nei:

- he hora te horopaki mō te whakapononga ā-ipurangi;
- he tātaki i ngā mahi kaupapa here kua oti tae mai ki tēnei wā;
- he whakarāpopoto i ngā whakatau o te Rūnanga Matua o Te Kāwanatanga mō te whakapūmau mana i te ipurangi i te marama o Hune 2003; ā
- he whakaahua i te taura ā-ariā mō te whakapononga kōrero i te ipurangi.

Kupu Whakataki

Whakapononga i te ipurangi

Kia taea mai ai ētahi ratonga Kāwanatanga, me matua whakaatu koe ko wai koe. He mea nui hoki kia mōhio koe kei te kōrero koe ki tētahi tino tari whakahaere kāwanatanga tūturu. Ko te hātepe ka whaia mō te whakaatu i a koe, me te whakaoti i te motuhenga o taua tari, ka kīia ko te whakapononga. E rapu ana te Rōpū Kāwanatanga ā-ipurangi i ētahi huarahi, e rata ai te iwi whānui o Aotearoa, ki te whakapononga i te tangata, i te tari rānei kia taea ai ngā momo ratonga kāwanatanga, e tika ana kia whakaponongatia, mā roto i te ipurangi.

Ko te take e whakaarotia ai te whakapononga tētahi mea nui rawa atu

“Kia tae ki te marama o Hune 2007, ka noho ko ngā kāwei me ngā hangarau ipurangi tētahi wāhi nui o te horanga o ngā parongo, o ngā ratonga me ngā hātepe o Te Kāwanatanga.”¹

I tēnei wā me mātua whakapononga ko wai rawa te tāngata, kātahi anō ka urutomo ki tētahi hautoru o ngā ratonga kāwanatanga. Kei te piki ake te maha o ngā ratonga kāwanatanga e horaina ana mā roto i te ipurangi. Ko te kūwaha o te Kāwanatanga - www.govt.nz - mā konei ka ārahina koe ki te 1,000 ratonga, neke atu, e horaina ana e ngā tari whakahaere-ā kāwanatanga matua rānei, ā-rohe rānei. Tā te mea he maha kē atu ngā ratonga tari whakahaere a te kāwanatanga ka kawea mā te ipurangi ā ngā tau e heke mai nei, he mea nui kia toitū tonu te matatapu o te tangata, kia tiakina hoki ngā korero mō te tangata kia tapu tonu.

Ka taea e koe te whakamahi i te nuinga o ngā ratonga ipurangi i tēnei wā, ahakoa kāore kau ō whakapononga, me te whakapā atu ki te tini o ngā pārongo ka wātea noa mai i te ipurangi. Kei roto i tēnei karangatanga ko ngā pūrongo arotake kura, pūrongo hauora, ngā pārongo mō te noho haumaruru me ngā haora tuwhera o te whare pukapuka o tō tāone. Ahakoa rā, hei hora i ētahi atu momo ratonga Kāwanatanga i te ipurangi, me mātua whakarite tikanga e aua tari whakahaere kia tino mōhio ai kei te tukua ēnei ratonga – mā roto i te ipurangi – ki te tangata tika. Ka taea tēnei mā te uiui ā kōnae, kia tino whakapūmautia ai ko Mea tonu tēnei kua whakapā mai me te kī mai ko Mea ia, ā, kia mōhio ai ka noho matatapu tonu ngā kōrero mōna. Ko tētahi tikanga hoki o te whakapononga kōrero i te ipurangi, ka taea e koe te āta titiro kia mōhio ai koe āe, ko te wāhi e whakamahia ana e koe ko te pae tukutuku mō ngā tari whakahaere kāwanatanga o Aotearoa.

Koinei te tikanga o te **whakapononga ā-ipurangi**.

¹ E-government mission (see <http://www.e-government.govt.nz/docs/e-gov-strategy-june-2003>).

Ētahi taurira o te whakapononga o ia rā

Ehara tēnei i te tikanga hou, te āta whakaatu i koe kia whakaponongatia, kia taea ai ngā pārongo me ngā ratonga.

Te rēhita ki tētahi whare pukapuka

Kia taea ai te tango pukapuka me ērā atu rauemi i te whare pukapuka o tō tāone, me mātua whiwhi kāri whare pukapuka koe. I ētahi atu takiwā, mā tō kāri whare pukapuka e whakarite urutomonga ā-ipurangi ki ngā ratonga whare pukapuka, pēnei i te taunaha pukapuka. Ina tono koe ki tētahi kāri whare pukapuka, i te nuinga o te wā me whakakī tētahi pukatono, me hoatu hoki ki te kaitiaki whare pukapuka, me ētahi atu taunakitanga motuhake (inā koa, he pūrongo pēke) hei whakaatu i tō wāhi noho. Hei taunaki tēnei, āe, e noho ana koe i taua takiwā, ā, e whai mana ana koe ki te whakapā atu ki ngā ratonga o te whare pukapuka.

Te whakahaere pūtea pēke i te pae tukutuku (mā te ipurangi). Kei te piki haere tonu te tokomaha o te hunga o Aotearoa e whakamahi ana i te ipurangi hei whakahaere pūtea pēke.

He tino mahi ngāwari, e taea ai e koe te whakahaere i ō moni ina hiahia koe. Kia taea ai e koe te whakahaere pūtea pēke mā te ipurangi, me mātua kōrero ki tō pēke, mō te whakawātea i a koe kia whakapā atu ki ō pūtea pēke me ōna rātonga mā te Ipurangi. Mō te nuinga o ngā pēke me tino whakaatu koe ko wai rawa koe, ko te huarahi i te nuinga o te wā he whakaputa pārongo whaiaro mōu, tae atu ki ngā āhuetanga o ō pūtea. Mō te nuinga o ngā pēke, kia tino mōhio rātou ko wai koe, ka tukua e koe tētahi nama tangata pupuri pūtea, arā, he ID, me tētahi hiporete wā poto hei whakamahi kia taea ai te whakapā atu ki ngā ratonga i te pae tukutuku o te pēke i te kuhunga tuatahi ki taua pae. Tukua ai ēnei pārongo ki tō kāinga i te nuinga o te wā. Ka whakamaharatia koe kia kōwhiria e koe tāu ake hiporete, mō ngā rā kei te tū mai, i tō hononga tuatahi ki te pae tukutuku haumarua a te pēke.

Te tono i tētahi uruwhenua

E wātea ana ngā tāngata katoa o Aotearoa kia tono mō tētahi uruwhenua nō Aotearoa ake. He tino taonga te uruwhenua, nā reira me mātua tuku taunakitanga ko koe tonu tēnei kua whakapā mai. Mō tēnei mahi te tono ki tētahi uruwhenua, me mātua whakakī tētahi pukatono me te tini o ngā pārongo whaiaro. Me whakauru ki tō tono tētahi kape o tō tiwhikete whānautanga, me tētahi tiwhikete raraunga hei taunaki i tō raraunga nō Aotearoa. Ko tā ngā pukatono he whakahau kia whakakiia ētahi wāhi whakapūmau i tō tuakiri e tētahi tangata (tō “kaitaunaki”) e mōhio ana ki a koe. Me haina hoki e taua kaitaunaki tō whakaahua, hei whakamotuhenga tuarua i a koe. Hei whakapononga katoa ēnei tikanga i tō tono.

Ngā mātāpono

I ēnei tau kua mahue ake nei, i te mahi te Rōpū Kāwanatanga ā-ipurangi i te taha o te whānuitanga o ngā rōpū me ngā tari whakahaere tūmatanui, kia mōhiotia ai he aha pea te pānga o tēnei mea te whakapononga ā-ipurangi mō ngā tāngata o Aotearoa e mahi tahi ana ki ngā tari Kāwanatanga. Kua tirohia e mātou ko ēhea o ngā ratonga i horaina e ngā tari whakahaere a te kāwanatanga i Aotearoa e whakahau ana, ka whakahau pea ā tōna wā rānei, i te whakaponongatanga ā-ipurangi. Kua oti hoki te rangahau e mātou ngā tauira o tāwāhi mō te kāwanatanga me ngā ratonga umanga.

Ka āhei anō hoki koe te kōrero pukapuka mō ēnei mahi i te pae tukutuku mō te kāwanatanga ā-ipurangi (www.e-government.govt.nz/authentication/). Nā ēnei mahi, ka whakaritea e te Rūnanga Matua o Te Kāwanatanga i te marama o Aperira 2002 tētahi kāpuinga mātāpono kaupapa here, hei ārahi i te whanaketanga o te whakapononga ā-ipurangi.

He mātāpono kaupapa here mō te whakapononga ā-ipurangi

Noho haumarū o te kōrero

- me whakanoho mai he tikanga tiaki i ngā pārongo a te iwi, a te Karauna hoki.

Te Tika

- he whakarite tikanga kia noho ai te kaupapa whakapononga e whakaarotia ana hei kaupapa tika ki te hunga tērā pea ka whakapā mai, he kaupapa e aronui ana ki ngā hiahia rerekē o te tangata, ki ngā hiahia hou ka ara ake i ngā paearu o te ahumahi rorohiko e puta ake ana, he kaupapa hoki e kore ai e whakatūria he maiorou hou i raro i ana whakahaere.

Ko te tiaki i te matatapu

- he whakarite kia tiakina te matatapu o te tangata i raro i ngā tikanga hou mō te whakapononga ā-ipurangi.

Ko te kaupapa Kāwanatanga-torowhānui

- me whakatūtika ngā āwangawanga o te iwi nui tonu me ngā tari whakahaere i tētahi taha, me ngā hua o te whakaōrite i tētahi taha, otirā me hora whakaritenga e tika ai te utu, mō ngā painga ka puta.

He haratau ngā whakaritenga

- kia kua e tiketike rawa te āhua o ngā rāwekeweke hou, inā hoki te āhua pāpaku o ngā mahi whakapononga mō te tini o ngā hokohoko kāwanatanga ki te tangata [G2P].

Whakaae noa

- me whakarite tikanga kia āhei ai te iwi whānui ki te whakapononga i a rātou, otiia kia taea e rātou te mahi noa iho i ā rātou hokonga i waho i te ipurangi mehemea koirā te hiahia, ā, kia kua hoki e whakararua me ka pērā kē te mahi. Ahakoa rā tēnei, e kore e taea e te tangata te mahi i ngā hokonga matatapu ā-ipurangi 'G2P', ki te kore e whāia ngā tikanga whai mana mō te whakapononga.

He mātāpono whakatinana mō te whakapononga ā-ipurangi

Aronui ki te kaitango

- me whakapau kaha kia kitea he tikanga haratau, ngāwari ki te tango, iti noa te whakararu ā-noho.

He tikanga tūturu tonu

- me hora tikanga tūturu tonu, engari kia āhua tāwariwari, kia taea ai te whakauru i ngā rerekētanga, i ngā momo hokonga maha o tēnei wā, me ērā ka kitea ā ngā rā kei te heke mai.

Te taea o te utu me te whakawhirinaki atu

- me āta whakarite kia noho he tikanga haratau ka taea te utu, ka taea hoki te whakawhirinaki atu mā te iwi nui tonu, me ngā tari whakahaere a te kāwanatanga.

Hangarau kūpapa

- me whakarite kia whiriwhiria te matahuhuatanga o ngā whiringa hangarau, ā, i ngā wā katoa e taea ai kia kua hoki e 'kāwhakina ngā painga e te kaihoko atu'.

He kaupapa kaupare i te mōrearea

- he whakarite kaupapa i runga i te tūturutanga o te whakaponu mō te pupuri i te tuakiri me ngā pārongo whaiaro.

Te hāngai ki te ture

- kia hāngai tonu te tikanga ki ngā ture whai pānga, tae atu ki ngā ture mō te matatapu me nga whāinga tika o te tangata.

Kia ū ki ngā tikanga pūmau o te ture

- ko ngā whakawhitinga i waenganui i ngā taha e rua me here ki ngā tikanga pūmau o te ture.

Kāore e taea te wewete

- Me āta whakaaro mō ngā tikanga whakakāhore i te wetekanga mō ngā hokonga e tika ana, hei mea tēnei e kauparea rawatia ai ngā mahi a ngā kaihoko e hoki mai ana ki te whakakāhore i tā rātou whakaae ki te hoko.

Kia ōrite ngā tikanga ki ētahi atu mahi pēnei

- kia āhua rite tonu ngā whakaritenga whakapononga ki ērā atu mahi pēnei e kawea ana ināiane, kāpā ia ngā wāhanga, nā te āhua o te hokonga ka tino rerekē te mōrearea.

Ngā Mātāpono mō te Hoahoa

Ko ēnei mātāpono te kahupapa i whāia mō ngā hoahoa ariā i mahia ai e te Rōpū Kāwanatanga ā-ipurangi i ngā marama whakamutunga o 2002. E whā rawa ngā whiringa i whakaritea, hei whakaahua i ngā tino huarahi e noho ōrite ai te whakapononga ā-ipurangi. Ko ēnei tauira ā ariā i wetekina kia kitea ai ngā pānga ki te iwi nui tonu, ki ngā tari whakahaere a te kāwanatanga hoki e hora ratonga nei mā te Ipurangi. I rapua hoki he kōrero mai i te iwi nui tonu kia mōhiotia ai ko tēhea te pūnaha whakapononga ngāwari ki te tangata.

Ka whiria e Rūnanga Matua o Te Kāwanatanga ngā hua o te tātaritanga me ngā hua i puta i ngā kōrerorerotanga ki te iwi whānui i te marama o Hune 2003, i tāna whakatau kia whakarewaina ngā mahi hoahoa i tētahi tikanga whakapononga kāwanatanga-torowhānui. Hei wāhi o tāna whakatau, ka tatū i te Rūnanga Matua o Te Kāwanatanga kia arotahi ngā mahi hoahoa ki tētahi tikanga mana whāiti, he iti nei ngā whakawhitinga mōhiotanga, ā, ko te matatapu me te noho haumaruru o te kōrero ētahi whāinga nunui.

Ka whakahau te Rūnanga Matua o Te Kāwanatanga Matua kia kapi ngā ratonga ipurangi katoa i raro i ngā mahi hoahoa me ngā mahi mātai whakamua, ina tauhokohoko te tangata ki te tari whakahaere kāwanatanga, me te mate kia whakaponongatia ko wai rawa tētahi tangata. Ko te hua o tēnei, me tikanga whai take mō ngā tāngata e noho tūturu ana ki Aotearoa, mō ērā hoki kei konei mō te wā poto, me ērā atu tāngata i tāwāhi e tangotango nei i ngā ratonga kāwanatanga o Aotearoa. Tētahi, kia whai take anō hoki te tikanga mō ngā tāngata e urutomo mai ana ki ngā ratonga o te kāwanatanga mō ngā take ngaio, take kaupakihi rānei, me ērā tāngata e whaiwhai ana i ngā ratonga mō ngā take whaiaro.

Ka āhei anō hoki koe te kōrero pukapuka mō te whakatau a te Rūnanga Matua o Te Kāwanatanga i te pae tukutuku mō te kāwanatanga ā-ipurangi, (tirohia www.e-government.govt.nz/authentication/).

He ariā hoahoa mō te whakapononga ā-ipurangi

Kei raro i te tauira hoahoa i whiria e te Rūnanga Matua o Te Kāwanatanga ēnei ariā hoahoa e whai ake nei:

- kia taea e te iwi whānui te kōwhiri noa, mehemea ka whakaae rātou kia urutomo ki ngā ratonga e whakaponongatia ai rātou mā roto i te Ipurangi (ko te mātāpono whakaae noa);
- kia noho wehe tonu te whakaponongatanga (te whakapūmau i te tuakiri o te tangata) i te whakamanatanga (te whakawātea i ngā ratonga);
- kāore rawa te tauira kāwanatanga torowhānui e whakahau kia mahia he kāri whakaatu tuakiri ā-motu, he tiwhikete ā-konae, te whakawhitinga rānei i ngā raraunga ā-ira tangata i te wā o te hokonga (e hāngai ana tēnei ki ngā mātāpono mō te whakapononga pēnei i te hangarau kūpapa, te taea o te utu, me te rata o te tangata);
- ehara i te mea ka whakakāhoretia atu ko ngā nama i hangaia mō ngā tari o nāiane, inā koa, ngā nama o Te Tari Tāke, me ngā nama o Te Rārangi Hauora ā-Motu;
- ka riro tonu mā ngā tari tuku ratonga tonu e whakatau te whāinga tika o te tangata ki tētahi ratonga, e kore e riro mā te tari whakapononga tēnei mahi. Te tikanga kia noho ko te mahi a te tari whakapononga ko te tuku, me te whakapūmau i ngā āhuetanga kōkuhu i whakaaturia ai, me te whata atu i aua tikanga tuakiri, i horaina atu ai i te rehitatanga tuatahi;
- ko ētahi hokonga te tikanga kia nui kē atu te noho haumarū i ētahi atu. Nā konei, ka pēnei tonu te mahi a ētahi tari hora ratonga, arā ka haere ēnei mahi pakari ngā tikanga whakauruuru, pēnei me te tono ā-kanohi kitea, kia āhei ai koe ki ēnei momo ratonga. Inā koa, te tono mō tētahi raihana pū;
- ko ētahi hokonga te tikanga kia iti iho te noho haumarū i ētahi atu. Inā koa, te noho ki ngā pārongo whānui mō ngā ratonga kāwanatanga pēnei i te tono i ngā mātārere o tētahi tari whakahaere. Nā konei, kāore te whakaponongatanga e hiahiaitia mō ētahi hokonga; ā,
- mā te Security in the Government Sector (SIGS) e hora te anga mō te noho haumarū, hei reira ka tino arotahitia te noho matatapu o te kōrero, te motuhenga, te kore e taea te wewete, te ngākau pono me te wātea ki te katoa.

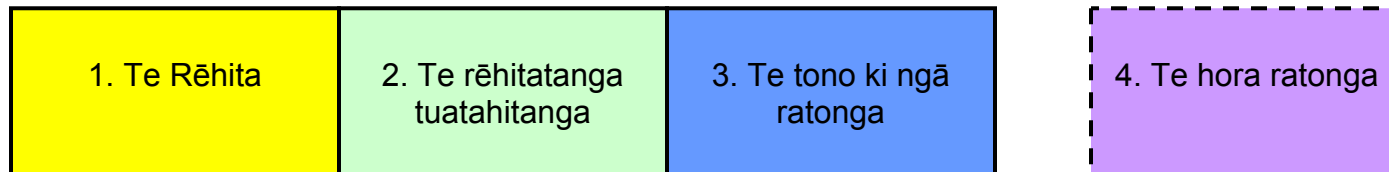
Ko te Taura Ariā

Ko tēnei mea te taura ariā tētahi whakaahua tiketike tonu o tētahi pūnaha me ōna tikanga, me ōna huringa. Kāore hoki e whakamāramatia ngā pekanga kētanga o ngā pūnaha me ngā tukanga e tika ana hei whakatinana i te taura.

Kei te taura ariā mō te whakapononga ā-ipurangi nei ka whakaahuatia ētahi tikanga tōkeke tonu, e whakaatu ai te tangata i a ia i te ipurangi, ina hiahia ia ki ngā ratonga kāwanatanga. He mea nui kia maumahara koe ko te whakapononga ā-ipurangi hei whakapūmau ko wai te tangata whakapā mai ki tētahi ratonga, ehara i te mea kei te whakamanaia te tukunga o aua ratonga ki a ia.

Kei te hoahoa i raro nei ngā hātepe e whā o te taura ariā mō te whakapononga ā-ipurangi.

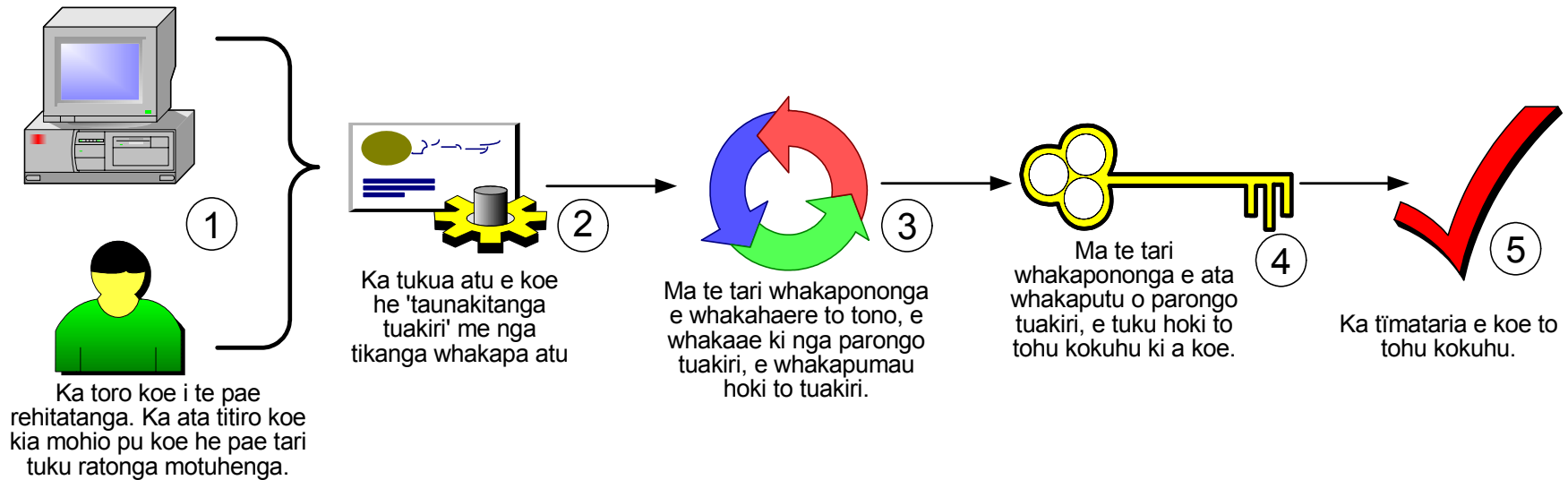
Whakapononga i te ipurangi



1. Te Rēhita

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- 2
- 3
- 4

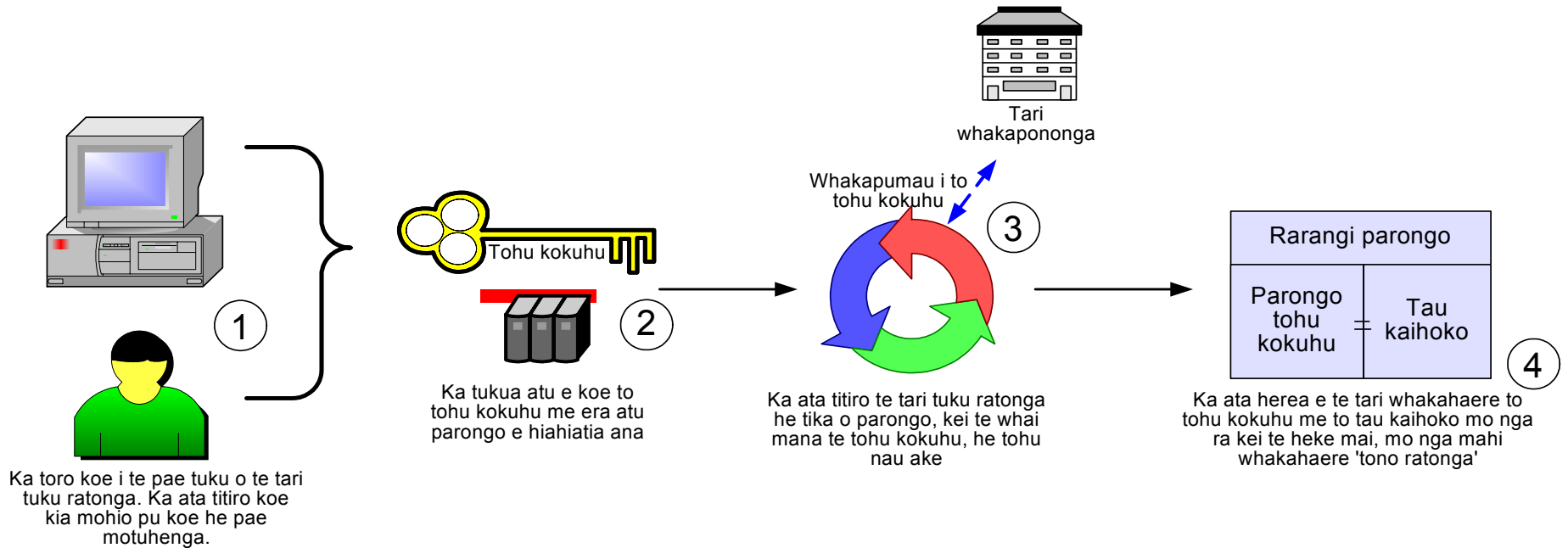
Ko te hātepe tuatahi ka whakamāramatia ake nei i te taurira whakapononga ā-ipurangi, ko te rēhita mō tētahi tohu kōkuhu. He kotahi anō tēnei mahi, hei tō tononga tuatahi kia whai wāhi koe ki ngā ratonga kāwanatanga i te ipurangi.



2. Te rēhitatanga tuatahitanga



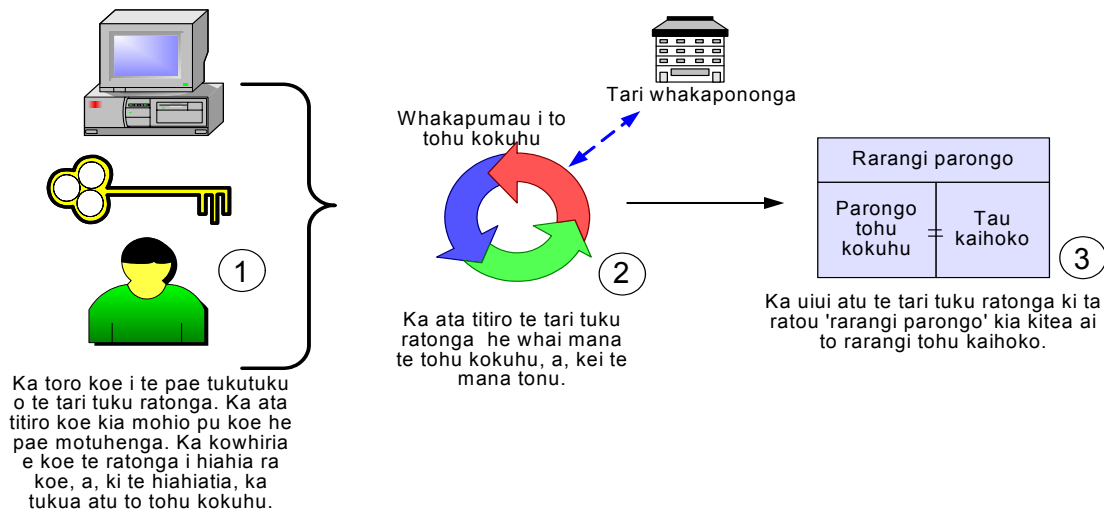
Kia riro i a koe tō tohu kōkuhu whakapononga, ka taea e koe te whakamōhio i ngā ratonga e kōrero tahi nā koe mō tō āhuatanga motuhake. Ka whiwhi koe i ētahi “tau kaihoko” rerekē mō tēnā tari whakahaere, mō tēnā tari whakahaere, i whakapāngia atu ai e koe. Ka riro mā ia tari whakahaere e paihere tō tohu kōkuhu ki te tau kaihoko kua puritia e rātou, ina kōrero rātou ki a koe.



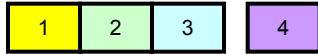
3. Te tono ki ngā ratonga



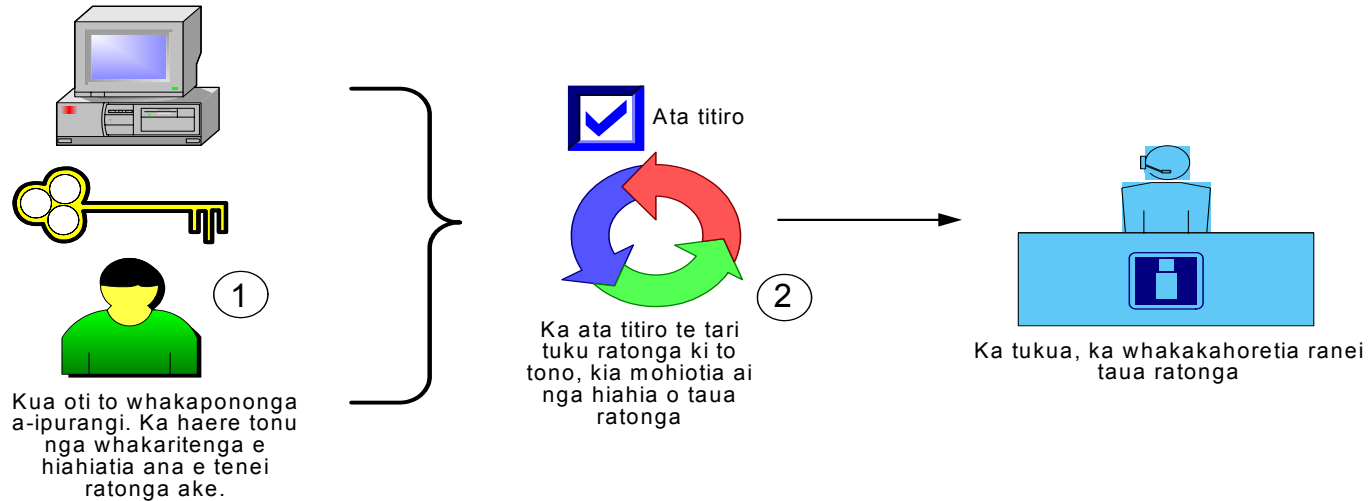
I mua i te whakawāteatanga mai o tētahi ratonga kāwanatanga ki a koe mā te ipurangi, kia mārama pū taua tari whakahaere ko koe tēnā e whakapā mai nā. Ka inoi ratou ki a koe kia tukua mai tō tohu kōkuhu, ā, ka tirohia te whāinga mana. Kia oti tēnei mahi, me rapu anō te tari whakahaere i te tau kaihoko i āta herea e koe ki tō tohu kōkuhu, i mua.



4. Te hora ratonga



Ka whakamahia e te tari tuku ratonga ā rātou ture kia kitea ai mehemea kua whai mana koe kia whiwhi koe i ngā ratonga e tono nā koe.



Ētahi atu kōrero

Te Kaupapa Whakapononga ā-Ipurangi

Ka āhei anō hoki koe te pānui i ētahi atu kōrero, me ētahi atu pārongo mokamoka, me ngā kōrero tino hou mō ēnei āhuatanga, i te pae tukutuku mō te kāwanatanga ā-ipurangi, (tirohia www.e-government.govt.nz/authentication/).

Mehemea he pātai motuhake tāu hei whakautu mā mātou, ĩmēra mai ki a mātou ki authentication@ssc.govt.nz tuhi mai rānei ki a mātou i:

Ki a: Authentication Project Team
Te Rōpū Kāwanatanga ā-ipurangi
Te Kōmihana mō Ngā Tari Kāwanatanga
Pouaka Poutāpeta 329
Te Whanga-nui-a-Tara

Mō matou

Ko te Rōpū kāwanatanga ā-ipurangi tētahi wāhanga o Te Kōmihana mō Ngā Tari Kāwanatanga. Hei hautū tēnei rōpū i te mahi ārahi, whakarite hoki i ngā kaupapa kāwanatanga ā-ipurangi. E mahi tahi ana ki ngā tari whakahaere o te kāwanatanga kia tutuki ai ngā wawata o te Kāwanatanga mō te kāwanatanga ā-ipurangi.

Ka āhei anō hoki koe te pānui i ētahi atu kōrero mō te rōpū kāwanatanga ā-ipurangi, (www.e-government.govt.nz) mō Te Kōmihana mō Ngā Tari Kāwanatanga hoki, i (www.ssc.govt.nz) i te ipurangi.

Glossary

Whakapononga	He whakamana ā-ture, he whakamana rānei, he whakapūmau i te whāinga mana rānei.
Tari Whakahaere Whakapononga	Te tari whakahaere, ngā tari whakahaere rānei ka riro mā rātou e whakapūmau te tuakiri o te tangata whakapā mai, me te tuku ki a rātou tētahi tohu kōkuhu, hei whakamahi mā rātou ina tono ki ngā ratonga i te ipurangi. Ehara i te mea ko te tari whakapononga te tari tuku ratonga i ngā wā katoa.
Whakamanatanga	Ko te mana tuku i te wātea o tētahi ratonga ipurangi, ētahi ratonga ipurangi rānei, ki tētahi tangata.
Tohu kōkuhu	Tētahi tikanga whakaatu i a koe, ka taea te whakamahi i te ipurangi kia mōhiohia ai, ko koe tonu te tangata e whakahua mai nā koe i tōna ingoa. Me mātua whakapononga tō tuakiri, kātahi anō ka tukua he tohu kōkuhu ki a koe.
(Ngā) ratonga-ipurangi	Tētahi ratonga kāwanatanga, tukua ai mā te ipurangi (inā koa mā te ipurangi) ki tētahi tangata, e tētahi tari tuku ratonga. Ko ētahi ratonga ipurangi anake ka whakahau me mātua whakapononga te tangata i runga i ngā tikanga o te tari.
Te Rēhita	Ko te hātepe whakamana i te tuakiri o tētahi tangata, kia tukua ai he tohu kōkuhu ki a ia, kia taea ai te whakapononga mō ngā ratonga-ipurangi.
Tari Whakahaere Kāwanatanga	Tētahi kupu matawhānui, kei raro i tēnei karangatanga ko ngā tari, ko ngā whakahaere a te Karauna, me ērā atu whakahaere katoa i raro i te rāngai Kāwanatanga. Ko ngā tari tuku ratonga me te Tari Whakapononga, he tari whakahaere Kāwanatanga.
Te tuakiri	Tētahi rārangi āhuatanga, huia katoatia hei whakaata i tētahi tangata.
Te whakapononga	Tētahi hātepe mō te whakatairite i ngā kōrero tuakiri ki tetahi tangata.
Tangata	He tangata ora
Whakaae noa	Kia kōwhiri koe kia uru koe ki tētahi mahi, pēnei i tetahi ratonga-ipurangi.
Hiporete	Tētahi kupu, rerenga kupu rānei, ko koe anake kei te mōhio ki aua kupu, ka taea te whakamahi kia whakawāteatia mai ētahi ratonga kāwanatanga i te ipurangi. Kia whakapūmautia rā anō tō tuakiri e te tari whakapononga, kātahi anō koe ka whiwhi i tētahi hiporete.
Pārongo Whaiaro	He pārongo mō tētahi tangata ka taea te tautuhi.
Tūranga	Ko ngā tūranga rerekē i raro i te ture ka taea te noho e tētahi tangata (inā koa, he tangata takitahi, he kaitiaki, te aha, te aha)
Tari tuku ratonga	Ko te tari Kāwanatanga ka kawea e ia ngā ratonga ipurangi ki tētahi tangata.
He pārongo tuku-ratonga	Ētahi atu pārongo (i tua atu i te āhuatanga kōkuhu) e hiahia ana e te tangata kia taea ai e rātou te whakapā atu ki tētahi ratonga-ipurangi.
He tau ā-tari tuku rātonga	Tētahi tau nō te kaihoko, puritia ai e tetahi tari tuku ratonga (inā koa, he tau IRD)
Whakapūmau	He tikanga i te hātepe rēhita, kia tino mōhiohia pū ko Mea tonu tēnei tangata kua whakapā mai, me te kī mai ko Mea ia.