

# Implementing Te Tiriti o Waitangi checklist

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## Ngaa Patai / Questions

- Do you have a "Te Tiriti o Waitangi Policy"?
- Why do you want to implement Te Tiriti o Waitangi?
- Does your organisation recognise Te Tiriti o Waitangi as the founding document of New Zealand?
- What do you want to achieve?
- Who will benefit? How will you know?
- Who are the Iwi / Hapu in your area? Do you have a relationship with them?
- How can you make the implementation meaningful within your organisation?
- What are the costs of implementation? Training, recruitment etc?
- What are the costs to the organisation of not implementing the Te Tiriti o Waitangi?
- How can we ensure our recruitment practices reflect out Te Tiriti o Waitangi values?

## Whakatauranga tikanga / Organisational Culture

- Is Te Tiriti o Waitangi reflected as a value of the organisation?
- Does your work environment reflect the aspirations of Maori? How will you know?
- Staff meetings – do you have karakia / blessings and waiata at all staff meetings and Powhiri?
- Are all staff at ease with this value? How will you know?
- Is a kaumatua present at staff meetings or at the board level?

## Whakatauranga mahi / Decision making

- Is there Maori representation on your governance?
- Are the aspirations and interests of Maori reflected in the development of services?
- Are Maori full participants in all levels of the organisation?

## Ngaa kaupapa whangai totika /

### Policy development and good practice:

- Is the Te Tiriti o Waitangi reflected in other policies and documents?
- Is there any reference of Te Tiriti o Waitangi in your trust deed or constitution?

## Ngaa rawe tangata e tupua /

### Human resources and workforce development:

- How do you reflect Te Tiriti o Waitangi in ads, job descriptions, interviews?
- How will you incorporate Te Tiriti o Waitangi into the interview process?
- Have Maori sitting on the interview panel.
- Do staff have opportunities for tikanga, and Te Tiriti o Waitangi training support?
- How can Maori career pathways be supported?

### Hokonga painga / Marketing:

- Website, pamphlets / brochures / posters, letterheads, business cards, presentations.
- Do you have a "Te Tiriti o Waitangi statement" to place on the above material?
- Do you have a Maori translation of your organisations name or vision / mission statements?
- Do you have any Maori artwork or photographs of Maori on your brochures etc?
- Do you have a kaumatua to help you with these translations?

### Mahi tahi / Collaboration:

- Do you have a relationship with local Iwi and Local Maori providers?

### Ngaa tohutanga pukapuka / Recommended reading:

- "Te Tiriti O Waitangi and Community Development" by Mairehe Tankersley

### Ngaa tohotanga rorohiko / Recommended websites:

www.nzhistory.net.nz  
 www.treatyofwaitangi.govt.nz/treaty/  
 http://aotearoa.wellington.net.nz/back/project.htm  
 www.treatyofwaitangi.net.nz/  
 www.waitangi-tribunal.govt.nz/treaty/  
 www.waitangi.net.nz/



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# IT security risk assessment

In this edition, I've included a checklist that you can use to carry out a basic risk assessment of your IT system. The checklist is not a scientific test; it's a basic tool that I've developed from my experience in the IT industry.

IT Security Risk Assessment. Tick the box that applies to your system:	Yes	No	Don't know
1. Did you have a successful backup last night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you know whether all relevant data was backed up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you store your backups in a secure location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have backup copies off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you know whether the storage media is reliable and what its life expectancy is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. When did you last replace your backup media?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you regularly test restore from your backups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do your computers run on Windows 2000 SP4, XP, Linux or Apple OSX?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have a policy for internet and email use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have adequate content filtering to protect vulnerable people using the internet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have data access control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you store all your data in a central and secure location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you use complex passwords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you change your passwords often?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you have screen savers that are password locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Have the accounts and passwords of previous staff been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Does anyone access your system from outside your office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you have a firewall on the network?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you have your application software updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Do you have your operating system software updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you have anti-virus software installed that is updated daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Does your system have protection against spam and spyware?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Is your wireless network configured with encryption, filters, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. If your server it physically secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Do you have your server and other critical components powered by UPS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Is your UPS controlled by monitoring software?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Have you tested the UPS recently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your IT system is in reasonable shape if you have 19 or more “yes” ticks. Less than 19 “yes” ticks means that you should take action to address the gaps. If you have more than five “don't know” ticks, it probably indicates that either the wrong person performed the test or that training is required.

Social Services Waikato offers the Waikato's only IT advisory service dedicated to the community and voluntary sector.

**Contact me, Robert Brewis, on (07) 838 1583 or 021 222 0194 or by email at [robert@com-trust.org.nz](mailto:robert@com-trust.org.nz) about the security of your IT system or for any other ICT support.**