

**EMPLOYMENT
NEW ZEALAND**

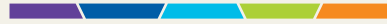
He aratohu poto ki te takawaenga raruraru mahi



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

New Zealand Government

EMPLOYMENT NEW ZEALAND



Whakakape: He tirohanga whānui tēnei tuhinga o ētahi o ngā tika me ngā here iti rawa e hāngai ana i raro i te ture ki ngā kaituku mahi me ngā kaimahi, atu i te 1 o Paengawhāwhā 2019. Kāore i a Hīkina Whakatutuki te kawenga mō ngā hua o ngā mahi ka whāia i runga i ēnei mōhiotio kei tēnei tuhinga, tae atu ki ngā hapa, ngā mahuetanga rānei.

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Nau mai

Me aha mēnā kei te raruraru koe i te mahi?

I whakamātau koe ki te kōrero ki tō rangatira, tō kaimahi, tō hoa rānei, engari kei reira tonu te raruraru. I hūhunu te pana i a koe, ki ō whakaaro rānei i mate koe ki te wehe i te mahi, nā te pānga nui o te ahotea o ēnei raruraru mahi ki a koe. Kāore pea i te tika te āhua o ō kaimahi ki tērā e tūmanakohia ana koe.

Ka taea e koe te tiki āwhina mai i tā mātau ratonga takawaenga a Employment New Zealand. E whakahaerehia ana tēnei ratonga e Hīkina Whakatutuki (MBIE). Ka taea e ā mātau kaitakawaenga te āwhina ngā kaituku mahi me ngā kaimahi ki te rapu i tā rātau ake rongoā ki ngā raruraru whanaungatanga mahi.

He aha te takawaenga?

He tikanga **haumarū**, **tūao** me te **matatapu** te takawaenga e taea ai e ngā kaituku mahi me ngā kaimahi te kōrerorero mō ō rātau mahi mā te āwhina a tētahi tangata motuhake (he kaitakawaenga), ā, ka ngana ki te rapu i tā rātau ake rongoā.

He aha te mahi a te kaitakawaenga?

- he whakamārama me pēhea te kōrerorero ā-haumarū nei a ngā taha e rua mō ō rātau raruraru
- he āwhina i ngā taha e rua kia mārama ai ki te tirohanga a tēnā, a tēnā ka kimi ai i tētahi whakataunga e rata ai ki a rāua anō
- he tuhi i te rongoā i whakaaetia mai i te takawaenga hei "Whakaaturanga o te Whakataunga" (kirimana ā-ture).

Ko wai ka āhei ki te tono mō tētahi mahi takawaenga?

Ko te hunga e raruraru ana i te mahi, tae atu ki ngā kaiheke, ngā ākongā, te hunga kei runga kōkota mahi wā poto, ngā kaikirimana me ngā māngai.

E hia te utu?

Kāore he utu o te takawaenga.

Me pēhea taku tono mō te takawaenga?

1. Me tiro mēnā kua whakaae tētahi taha kei roto i te raruraru (tērā atu taha) kia uru ki te Takawaenga.
2. Mēnā ka whakaae ia, ka taea te tono ki **www.employment.govt.nz/request-mediation**, haere rānei ki www.employment.govt.nz ka rapu i te 'Request Mediation' ka whakakī i te puka tuihono.
3. Hei whakarite ka taea ō hiahia te whakatutuki, me whakamōhio mai mēnā he tikanga ahurea, whakaritenga hauā rānei āu kia whai whakaarohia ina whakaritea ana te takawaenga.



4. Me tāpiri mai ngā tuhinga tautoko ki tō tono, mēnā kei a koe ētahi. Kei roto pea i tēnei ko tētahi kirimana mahi, ngā ĩmēra, ō pūtake mō te tono i tētahi hui takawaenga, me ngā tuhinga o ngā hui i roto pea koe.
5. I muri i te tuku i te puka, ka whakapā atu te rōpū ratonga takawaenga ki a koe ki te whakarite i tētahi rā, wā hoki mō te hui takawaenga.
6. Mēnā kāore tērā atu taha i te hiahia ki te haere atu ki te hui takawaenga, ka taea e koe te tono ki te Employment Relations Authority kia whakatauhia ō raruraru. Haere ki www.era.govt.nz mō ētahi atu kōrero.

Me aha ahau i mua i te hui takawaenga?

I mua o te rā takawaenga me whakarite:

- › kei a koe tētahi tuhinga poto e whakamārama ana i tō take
- › kei a koe ngā tuhinga hira katoa (hei tauira, ngā whakaaetanga mahi, ngā whakaaturanga wā me te utu, ngā reta me ngā ĩmēra)
- › ka whakaaroaro koe ka pēhea tō kōrero mō ngā take me ētahi atu kōrero e hiahia ana koe ki te whakaputa. Mā te tuhi ka āwhina pea i a koe kia maumahara ki ēnei mea katoa
- › kei te tino mārama koe ki te whakataunga e whakapono ana koe he tika mōu.

Ehara i te mea me mau kākahu whakapaipai koe, me haere noa mai koe me ō kākahu o ia rā.

Ko wai te hunga ka āhei ki te haere ki te hui takawaenga?

Ko te hunga ka āhei ki te haere atu ki te hui takawaenga ko te hunga e hiahia ana ki te whakarite i te raruraru mahi (ngā taha). Tērā pea ko te kaituku mahi me tētahi kaimahi, ko ētahi kaimahi e rua rānei. Ka āhei ngā taha e rua ki te heri mai i tētahi kaitautoko, rōia, māngai uniana, tētahi o te whānau, he kaitautoko rānei.

He rite anō te takawaenga ki te haere ki te kōti?

Kāo. Kāore te hui takawaenga e ōrite ana ki ngā whakahaere a te kōti. He rite tonu te hui takawaenga ki tētahi hui e kōrerorero ai ngā taha e rua me te kaitakawaenga mō ngā raruraru, ā, ka ngana ki te rapu i tētahi rongoā me pēhea te whakatau i ēnei raruraru.

Me whai rōia ahau?

Kei a koe te tikanga mēnā kei te hiahia koe ki te heri mai i tētahi māngai. Kei a koe te tikanga mēnā ka haere mai koe ko koe anake. Engari, mēnā he uaua te take, ka taea e ngā māngai, pērā i ngā kaitaunaki, uniana, whakahaere tuku mahi, rōia mahi rānei te āwhina i a koe ki te whakatakoto i tō take – pērā i te whakaemi i ō kōrero meka, me ngā kōrero a te ture e pā ana ki ō motika me ō paiherenga.

Me utu pea koe i ētahi māngai. Ko te tikanga kāore he utu o ngā māngai uniana.

Ka aha i te rā o te takawaenga?

1. Ka whiwhi koe i tētahi reta whakaūnga mō te rā, te wā me te wāhi o tō hui takawaenga. Ina tae koe ki reira, ka heria koe ki tētahi rūma motuhake. Ka whakamōhio mai te kaitakawaenga ko wai ia, me te whakarite kei te pai koe. Ka wehe kē tāna kōrero ki tēnā taha, ki tēnā taha.
2. Ina reri koe, tērā atu taha me te kaitakawaenga, ko te tikanga ka hui tahi koutou katoa ki roto i te rūma kotahi (engari ia mēnā kāore koe i te hiahia). Mā te kaitakawaenga e tīmata. Arā, ka tuku wāhanga kia whai wāhi ia taha ki te kōrero mō ngā raruraru mai i tāna tirohanga, ā, ka whakatakoto i tana hiahia mō te whakatau i te raruraru.
3. Ka oti te kōrero a tēnā taha, a tēnā taha, ka āhei rāua ki te kōrero tahi, ā, ka whakahaerehia tēnei e te kaitakawaenga. Ka whakatenatena te kaitakawaenga i ngā taha e rua kia whakaaroarohia me pēhea te whakarite i te raruraru.
4. Ko tētahi wāhanga o ēnei whakahaere ka kōrero motuhake te kaitakawaenga ki tēnā taha, ki tēnā taha. He matatapu ēnei kōrerorero i waenga i te kaitakawaenga me ia taha.
5. Ka āwhina te kaitakawaenga i ngā taha e rua kia whakaaroarohia tētahi rongoā tika, ā, me ngā mutunga iho pea ka taea ki te kore e whakatauhia i te hui takawaenga.
6. Ka hīkina e te kaitakawaenga ngā kōrerorero kia whakatā ai kia taea ai te whakaaroaro mō ngā kōrero kua puta me ngā ara ki a rāua, kia kōrero motuhake rānei ki ngā māngai, kaitautoko rānei.

Ko wai ka kōrero?

Ko koe, ko tērā atu taha me te kaitakawaenga ka kōrero. Ko te tikanga kāore ngā kaitautoko e kōrero ana i te wā e hui tahi ana engari ka whitake pea i roto i ngā wāhanga tūmataiti. I te nuinga o te wā ko ngā māngai ngā kaikōrero o ā rātau kiritaki engari ko ngā tino whakaaro nui ka ahu mai i ngā taha e rua kē.

E hia te roa o te hui takawaenga?

Ko te tikanga kei te takiwā o te toru ki te whā haora te roa o ngā hui takawaenga kanohi ki te kanohi engari pea ka pau te rā i ētahi take uaua ake.

Me pēhea te tino whai hua mai i te hui takawaenga?

Me takatū:

- › ki te whakarongo ki ngā whakaaro o tērā atu taha me te mōhio anō nāna āna kōrero, ahakoa kāore koe i te whakaae atu ki ana kōrero
- › ki te whakamārama i tō taha o te take
- › kia pono, kia ngākau tuwhera mō ngā mea i pā mai
- › kia titiro ki te take mai i tērā taha, ā, me tuwhera ō whakaaro ki te whakatau i te take.

Ka aha i muri i te hui takawaenga?

Mēnā ka tau he whakaaetanga

Ka tuhia e te kaitakawaenga ngā kōrero i whakaaetia tahitia e ngā taha e rua, ā, koinā te Whakaaturanga o te Whakataunga. Ina waitohua e ngā taha e rua me te kaitakawaenga, ka noho matatapu tēnei tuhinga, ka herea ngā taha e rua, he whakataunga whakamutunga, ā, ka taea e te kōti te whakaū.

Ka tukuna e te kaitakawaenga tētahi tārua o te tuhinga ki a koe hei whakahoki atu māu. Me mātua whakatutuki i tēnā taha, i tēnā taha ngā mea i whakaaetia e rāua i te waitohutanga o te tuhinga.

Ka taea e au te whakamōhio atu ki ētahi atu mō te hui takawaenga, mō te whakaaturanga o te whakataunga rānei?

Kāo, kāore koe i te āhei ki te whakaatu i ngā mea i kōrerohia i roto i te hui takawaenga, ā, me ngā mea i whakaaetia i roto i te Whakaaturanga o te Whakataunga ki ētahi atu tāngata. He matatapu te takawaenga.

Mēnā ka huri ōku whakaaro ā muri ake

Ko te Whakaaturanga o te Whakatauranga, i waitohua e te kaitakawaenga te whakamutunga. Kāore koe i te āhei ki te haere ki te kōti ki te huri ō whakaaro. Me mātua whakarite kei te tino mārama koe ki ngā mea e whakaaetia ana e koe i mua i tō waitohu i te whakaaetanga.

Ki te takahia e tētahi taha te whakaaetanga

Ki te kore e oti i tētahi taha ngā mea i roto i te Whakaaturanga o te Whakataunga (hei tauira, kāore i whakatutukihia te utu, kāore rānei e noho matatapu te otinga) ka taea e tērā atu taha te tono ki te Employment Relations Authority, te Kōti Mahi rānei ki te whakahau i tērā atu taha ki whakatutuki i tāna i whakaaetia ai e ia. Ka taea hoki e koe te whakapā atu ki te kaitakawaenga ka tono ki a ia kia kōrero atu ki tērā atu taha kia whakatutukihia e ia tāna i whakaaetia ai.

Mēnā kāore e whakaae ngā taha e rua ki tētahi rongōā

Ko tā ngā taha e rua ka:

- › tono ki te kaitakawaenga pea kia tukuna he **tūtohutanga**. Mēnā kāore e whakahētia te tūtohutanga e tētahi taha (i mua i tētahi wā whāiti i whakaritea), ka noho hei whakataunga whakamutunga, paihere, ā, ka taea te whakaū, tērā rānei
- › tono ki te kaitakawaenga pea kia tukuna he **whakataunga**. Ko te whakataunga he whakamutunga, he paihere, ka taea te whakaū
- › tono ki **ERA** (Employment Relations Authority) mō tētahi whakataunga mō ngā raruraru. He utu tā te ERA mō tā rātau ratonga. Hei tiro i ngā utu onāiane me ngā mōhiohio ko wai ka āhei ki te tono ki te ERA haere ki **www.era.govt.nz/forms-and-fees**

NGĀ WHAKAMĀRAMA:

1. Mēnā he rerekētanga, ka oti rānei he whakataunga i waenga i a kōrua ko tērā taha, me **mātua** whakapā **wawe** atu ki te Ngā Ratonga Takawaenga.
2. Mēnā he pātai āu haere ki **www.employment.govt.nz**, waea rānei ki tā mātau Pokapū Ratonga i 0800 20 90 20, ā, ka āwhinatia atu koe.
3. Ka taea anō e koe te tiki mōhiohio mō ō motika mahi, te ERA me te Kōti Mahi mā te haere ki **www.employment.govt.nz**. He rauemi ā mātau mō ngā motika mahi me ngā kawenga kei roto i ngā reo maha.

