

**TE WHAKATAKOTO PETIHANA KI TE  
AROARO O TE WHARE O NGĀ MĀNGAI**



**Te Tari o te Manahautū o te Whare Māngai**

**2005**

## **Ngā kōrero mō te pukapuka iti nei**

I hangaia te pukapuka iti nei ki te āwhina i taua hunga e takatū petihana ana hei whakaputanga ki te aroaro o te Whare Māngai. Kei roto e mea ana me pēhea tētahi petihana te takatū e ai ki ngā huarahi kua whakatakotoria e ngā Ture Ārahi o te Whare Māngai (arā, ngā ture ki te huarahi) kia āta kitea ai ka whakaaetia te petihana.

Whakamārama ai hoki te pukapuka iti i te take i whakaputaina ai te petihana, ā, ka ahatia hoki te petihana whai atu ana i te whakaputanga.

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## Te whakamōhiotanga mō ngā petihana

### He aha tētahi petihana?

*He tono kua hainatia  
kia kawea e te Whare  
he mahi*

He tuhinga tētahi petihana ki te Whare Māngai anake nā te tangata kotahi, nā te tinimaha rānei i haina, ā, e tono ana kia kawea e te Whare he mahi mō tētahi take kaupapa here, take ture rānei e pā ana ki te katoa, he amuamu ā-rohe, motuhake rānei me whakatikaina.

### Ko wai ka āhei ki te whakatakoto petihana?

*Ahakoā ko wai te  
tangata ka āhei ia ki  
te haina petihana*

Ahakoā ngā tau o tētahi, ka āhei ia ki te whakatakoto petihana ki te Whare Māngai tae atu hoki ki ngā kaporeihana me ngā tōpū rānei ehara i te kaporeihana engari e mōhiotia ana he rōpū whakahaere rātou.

### Me whakatakoto petihana anō hoki koe?

*Ka āhei koe ki te  
whakatakoto petihana  
i te wā e pau mitimiti  
ana he rongōā i tua  
atu*

Waiho rawa ko te whakatakoto petihana ki te Whare te mahi whakamutunga māu. Ki te kore he rongōā i tua atu i te wātea, ki te pau mitimiti rānei ētahi atu rongōā ā-ture kātahi anō te huarahi mōu ki te whakatakoto petihana ki te Whare ka wātea atu.

## Ngā kīanga i whakamahia i roto i te pukapuka iti nei

<b>Te kaiwhakatakoto petihana matua</b>	<p>Ko te takitahi, ko te tangata rānei tēnei māna e whakatakoto he petihana mō tētahi rōpū whakahaere. Ko te tikanga ko ia te mea whakafīmata, whakarite petihana rānei, otirā, te mea tonu atu ai te komiti whiriwhiri kia whakawhiwhia e ia ētahi atu pārongo mō te petihana.</p> <p>Me āta titiro kei te mārama te kitea atu o te tangata nei i roto i te petihana. Ki te pukapuka iti nei, ko koe te kaiwhakatakoto petihana matua.</p>
<b>Te tonu</b>	<p>He kōrero poto e whakamārama ana i te mahi e hiahia ana te kaiwhakatakoto petihana kia kawea e te Whare Māngai.</p>
<b>Te whārangi uwahi</b>	<p>Te wāhanga o te petihana e tohu ana ko wai te kaiwhakatakoto petihana matua, te mema Pāremata kei te tautoko, ā, kei roto hoki te tuhinga mō te tonu (puka OC 1).</p>
<b>Ngā whārangi hainatanga</b>	<p>Ngā whārangi e whakaatu ana kei te haere te petihana ki a wai (ko te Whare Māngai tēnei), e whakaatu ana i te tonu o te petihana, ā, e hoatu wāhi ana hoki mō ngā hainatanga ā tōna wā e kohia ai (puka OC 2).</p>
<b>Ngā rongoā ā-ture</b>	<p>Ngā huarahi i raro i te ture e wātea ana ki tētahi kaiwhakatakoto petihana ki te whakatika amuamu tae atu ki ngā ketuketunga a te hunga tiaki mana tangata.</p>
<b>Te mema Pāremata kei te tautoko</b>	<p>Te mema Pāremata e whakaae ana māna tō petihana e whakaputa, ā, i raro i tērā kītanga hoki, te mea haina i te whārangi uwahi.</p>
<b>Te Tari o te Manahautū</b>	<p>Ngā ringa tuhi o te Whare Māngai. Te hunga mā rātou ngā petihana e tiroiro i te taha o ngā Ture</p>

Ārahi me ōna whakaritenga (arā, ngā ture o te Whare Māngai), ā, te hunga āwhina i ngā mema o te komiti whiriwhiri ki te kōkiri i te petihana.

**Te Hunga Tiaki Mana Tangata**

Ka taea e te Tari o ngā Kaitiaki Mana Tangata te ketuketu, te arotake ngā whakataunga, ngā tūtuhutanga, ngā ture rānei e pā ana ki ngā take whakahaere tari Kāwanatanga, rōpū hoa whakahaere, mana whakahaere ā-rohe hoki. Ka kaha hoki koe ki te tiki tohutohu i te pae tukutuku [www.ombudsmen.govt.nz](http://www.ombudsmen.govt.nz), i ngā tari o ngā Kaitiaki Mana Tangata rānei i Te Whanga-nui-a-Tara, i Tāmaki-makau-rau, i Ōtautahi, mā te tuhi rānei ki te Tari o ngā Kaitiaki Mana Tangata, Pouaka Poutāpeta 10-152, The Terrace, i Te Whanga-nui-a-Tara mehemea tētahi take kei raro i te mana o te hunga tiaki Mana Tangata e noho ana.

## Me pēhea tētahi petihana te takatū

### Te whakataka kupu tono mō te petihana

*Te arotake rongoā ā-  
ture kei te wātea*

Tirohia ngā huarahi katoa i ngā wā e tika ana mō te whakatika hē me te whakatata atu hoki ki te hunga tiaki mana tangata. Kāore he petihana e whakaaetia ki te kore e pau mitimiti i a koe o rongoā ā-ture, ā, mehemea mā ngā kōti, mā tētahi taraipiunara kē rānei te take e kōkiri. Ka pā tēnei aukatinga mehemea kei a koe te tika i raro i te ture ki te pīra, mehemea rānei kei te hāmenetia koe e te ture.

*Te whakataka kupu  
tono*

Me pēnei rawa ngā tono, arā:

- ki roto i te reo Pākehā, i te reo Māori rānei
- me hūmārika, me ngāwari te reo
- me tono atu ki te Whare Māngai kia kawea e ia tētahi tino mahi
- me kua he kōrero kotiti i roto.

*Te tiroiro i te tono*

Me whakapā atu ki te Tari o te Manahautū ki te āta tiroiro kāore he petihana i roto e rite ana te tono ki tētahi kua whakaaroarohia kēngia i tēnei kaupeka tonu o te Pāremata. (Whakapā atu: mā te waea i te nama waea ☎ (04) 471 9999, mā te tuhi ki Te Manahautū o te Whare Māngai i te Whare Pāremata, i Te Whanga-nui-a-Tara, me tuku īmēra ki [Petitions@clerk.parliament.govt.nz](mailto:Petitions@clerk.parliament.govt.nz))

### Te takatū whārangi uwahi mō te petihana

*Te haina i te  
whārangi uwahi*

Hainatia te whārangi uwahi (tiroiro ki te puka OC 1) me te hōmai i tō kāinga noho kia pai ai te tuku karere atu mō te petihana.

Mehemea nā tētahi tokapū te petihana, nā tētahi manatōpū kore rānei, mā tētahi kiriārahi whaimana pea o te tōpū te whārangi mua o te petihana e haina.

	Mehemea te tōpū i whakamanatia i waho o Aotearoa, mā tētahi rōia whaimana pea te whārangi mua o te petihana e haina.
<i>Te tuhi i te tono</i>	Kia mārama tonu te tuhi, te patopato rānei i te tono o te petihana ki runga i te whārangi uwahi.
	<b>Te takatū whārangi hainatanga me te kohikohi hainatanga</b>
<i>Te takatū whārangi hainatanga</i>	Me āta titiro kei te haere ia whārangi hainatanga ki te Whare Māngai (titiro ki te puka OC 2) mā te tuhi, mā te patopato rānei i ngā kupu ‘Ki te Whare Māngai’ ki runga i ia whārangi hainatanga. Tuhia te tono o te petihana ki raro iho i taua rārangi kia rite anō ki tērā i runga i te whārangi uwahi. Ka āhei hoki koe ki te whakahua ingoa ake me te kāinga noho ki reira ngā whārangi kua hainatia pōhitia atu ai.
<i>Ngā ture hainatanga mō runga whārangi</i>	Ka kohia ana ngā hainatanga i runga whārangi: <ul style="list-style-type: none"> <li>• me kaua noa iho e whakaurua mai e te hunga haina o rātou kāinga noho</li> <li>• mehemea anake he tangata kua hauātia rānei, mā te tangata tonu te petihana e haina (mehemea kei te haina he tangata mō tētahi atu kua hauātia, me whakaaturia tēnei i te taha o te hainatanga)</li> <li>• me taketake tonu mai ngā hainatanga (kauā e whakaahuatia, e waea whakaahuatia, e pūmatawai ā-hikotia, e pania, e ahatia mai rānei ki runga whārangi petihana).</li> </ul>
	<b>Ngā petihana kāore i tika</b>
<i>Ētahi āhuatanga e kore ai he petihana e whakaaetia</i>	Kei raro atu ngā āhuatanga o tō petihana kāore e whakaaetia e te Whare, e kōkiringia rānei e tētahi komiti whiriwhiri.
<i>Tuhia tonutia ki te Whare</i>	Tuhia tō petihana kia haere tika tonu ai ki te Whare. Ehara ngā petihana ki te Kāwana Tianara, ki tētahi Minita o te Karauna, ki ētahi atu tōpū, ki

tētahi tangata rānei i te petihana pāremata, ā, nā te pērātanga kua kore e whakaaetia.

*Ngā take mā te hunga tiaki mana tangata*

Mehemea ka taea e te hunga tiaka mana tangata te take te ketuketu, me tino tonu koe ki te Tari o Ngā Kaitiaki Mana Tangata i te tuatahi.

*Me pau mitimiti i te tuatahi ngā rongoā ā-ture*

Kāore he petihana e whakaaetia ki te kore e pau mitimiti i a koe o rongoā ā-ture, ā, mā ngā kōti, mā tētahi taraipiunara kē rānei te take e whai ake. Ka pā tēnei aukatinga mehemea kei a koe te tika i raro i te ture ki te pīra, mehemea rānei kei te hāmenetia koe e te ture.

*Me rerekē rawa atu ki ngā petihana o mua kua whakaaroaro kēngia e te Whare*

Mehemea he rite te take o te petihana ki tētahi o mua atu, ā, kua whakaaroaro kēngia i tēnei kaupeka tonu o te Pāremata, kāore te petihana e whakaaetia. Ka whakaaetia anaketia pea ki te wātea mai he taunakitanga whai kiko, he taunakitanga hōu hoki whai atu ana i te whakaaroarohanga o te petihana o mua.

## Te whakaputa petihana

### Te wāhi ki ngā mema Pāremata

*Whakaputa petihana  
ai ngā mema  
Pāremata ki te Whare*

Ka reri ana tō petihana, me tonono atu ki te mema Pāremata o tō rohe ki te whakarite wā mōna ki te whakaputa i te petihana.

Whakaputaina ai te petihana e tētahi mema Pāremata mā tana mau atu ki te Manahautū.

Kāore te tikanga o te whakaputa petihana i te kī e whakaae ana te mema ki tōna whakamaunga atu.

I raro i te ture, kāore te mema e herea ki te whakaputa petihana.

Me tino haina te mema whakaputa petihana i te whārangi uwahi (titiro ki te puka OC 1).

### Te wāhi ki te Manahautū o te Whare

*Ka āta tirohia ngā  
petihana e te  
Manahautū*

I te wā e mauria atu ana ngā petihana ki te Manahautū e ngā mema, kua āta tirohia e ia. Ka ū ana tō petihana ki ngā ture me ngā tikanga o te Whare, kua whakaputaina. Ki te kore e ū, kua whakahokia ki te mema.

### I te wā e whakaputaina ana he petihana ki te Whare

*Ka tohaina ngā  
petihana ki tētahi  
komiti, ka pānuitia  
hoki i roto i te Whare*

Ka whakaputaina ana he petihana, kua tohaina ki te komiti whiriwhiri tika.

Ko te tikanga, ko te pānuitanga o ngā petihana te mea tuatahi o ngā take i ia rā hui o te Whare whai atu ana i te 2 o ngā hāora i te ahiahi. Ka pānuitia hoki e te Manahautū o te Whare te ingoa o te kaiwhakatakoto petihana matua, me tētahi whakamārama poto e pā ana ki ia petihana tonono. Kāore e tautohetia.

## Ka ahatia tō petihana

### Te whakaaroarohanga a te komiti whiriwhiri

*Ka rapu tāpaetanga hoki pea ngā komiti*

Ka tohaina ana tō petihana ki tētahi komiti whiriwhiri kua tahuri taua komiti ki te kōwhiri me aha rātou. Ka whakatau pea kia rapua he pārongo kē i tua atu (arā, he tāpaetanga) mai i a koe. Ka haere atu pea te tono ki a koe kia whakawhiwhia he pārongo e pā ana ki tētahi ake tino āhua o te petihana. Me tino tuhi mai koe i tō tāpaetanga. Ka āhei anō hoki he komiti ki te tono ki ngā tari Kāwanatanga me ētahi atu e whai pānga ana kia tukua atu e rātou he tāpaetanga.

*Ka whakarongo tāpaetanga ā-waha hoki pea ngā komiti*

Ka whakarongo taunakitanga ā-waha anō hoki ngā komiti whiriwhiri. Ki te hiahia koe kia rongohia, me mārara tonu te whakaatu mai i tēnei i te wā e whakatakoto ana i tētahi tāpaetanga ā-tuhi. Māu anō ou ake whakapaunga haere e utu me ngā whakapaunga i tua atu hoki mō te whakatakoto tāpaetanga.

*Kei te wātea atu he āwhina mō te whakatakoto tāpaetanga*

Kei te wātea he tārua o te pukapuka iti *Te Whakatakoto Tāpaetanga ki te Aroaro o tētahi Komiti Whiriwhiri Take Pāremata* i te Tari o te Manahautū, i te pae tukutuku [www.parliament.nz](http://www.parliament.nz) rānei.

*Me haere ngā uiui ki te hēkeretari*

Me haere ngā uiui mō te whakaaroarohanga a te komiti whiriwhiri i tētahi petihana ake ki te hēkeretari o te komiti.

### Te pūrongo mō tētahi petihana ki te Whare

*Ka āhei he komiti ki te whakatakoto tūtohutanga*

He huhua ngā kōwhiringa kei te wātea ki te komiti whiriwhiri i te wā e whakatakoto pūrongo ana mō tētahi petihana ki te Whare. Ka uru atu ēnei:

- he pūrongo me ngā tūtohutanga
- he pūrongo kāore he tūtohutanga

- mehemea he petihana i whakaaroarotia i te taha o tētahi atu mea e pā ana ki ngā take, ka manakohia pea e te komiti, ka raua hoki te petihana mō taua mea ki roto i tana pūrongo.

Ki te kore he taunakitanga a te komiti, kua kore hoki he mahi i tua atu mō tō petihana.

*Ka tae atu he whakaatu ki a koe*

I te wā e whakatakotoria ana te pūrongo mō tō petihana ki roto i te Whare, ka tae atu te whakaatu a te hēkeretari o te komiti ki a koe e pā ana ki te hua i puta ake i te whakaaroarohanga a te komiti.

#### **Te tukunga o te pūrongo ki te Kāwanatanga**

*Te mahi mō ngā petihana me oti i te Kāwanatanga*

He tuku pūrongo komiti whiriwhiri ki te Kāwanatanga me ngā tūtohunga i roto. He tuhi pūrongo e whakamārama ana he aha he mahi māna kia tinana ai ngā tūtohutanga mehemea tētahi i whakaritea. He tuhi pūrongo i roto i te 90 rā mai i te whakaputanga o te pūrongo a te komiti whiriwhiri. He whakaputa pūrongo a te Kāwanatanga hei pepa pāremata ki te Whare. Ka tāhia hoki, ka wātea anō hoki i runga i te pae tukutuku a te pāremata.

#### **Ka mutu ana he kaupeka Pāremata, ka ahatia te petihana?**

*Ka mōnehu ngā petihana*

Ka mutu ana ia kaupeka Pāremata, kua mōnehu ngā take katoa kei mua i te aroaro o te Whare tae atu ki ērā hoki kei mua i tētahi komiti whiriwhiri. Mehemea kei mua tō petihana i tētahi komiti whiriwhiri, kua mōnehu anō hoki tērā. Mā te Pāremata hōu te whakatau kia whakahokia mai tō petihana. Ki te mōnehu he petihana, ki te kore rānei e whakahokia mai, kua mahi anō pea koe ki te whakaputa petihana kē atu mō te take.

### **Ētahi atu pārongo**

*Kei te wātea ētahi atu pārongo*

Kei te Tāpiritanga 3 he whakarāpopotonga mō te hātepe petihana pēnei i te whakaahua. Ki te hiahia koe i ētahi atu pārongo i tua atu mō ngā huarahi mahi, waea atu i runga i te nama waea ☎ (04) 471 9999 ki te Kiriārahi Petihana, Tari o te Manahautū o te Whare Māngai.

*Ngā tānga kei runga pae tukutuku*

Tāhia ai te whānuitanga o ngā rauemi mō te Pāremata e te Tari o te Manahautū. Kei runga i te pae tukutuku [www.parliament.nz](http://www.parliament.nz).

## Tāpiritanga 1

(Puka OC 1)

Whārangi uwahi – he takotoranga pea hei whai ake māu

### Ki te Whare Māngai

*Te petihana a* \_\_\_\_\_  
(INGOA) (ME MĀRAMA KOA NOA TE TĀ MAI)

*o* \_\_\_\_\_  
(KĀINGA NOHO) (ME MĀRAMA KOA NOA TE TĀ MAI) (TE HAINATANGA)

*me te* \_\_\_\_\_ *kē o ētahi atu*  
(WHAKAURUA TE HIA KĒ)

**E tono aroha kau atu ana:**

***Kia***

## Tāpiritanga 2

(Puka OC 2)

Ngā whārangi hainatanga – he takotoranga pea hei whai ake māu

### Ki te Whare Māngai

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(HE WHAKARĀPOPOTONGA MŌ TE TONO)

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*Me haere mai i te taha o te puka OC 1 nei tēnei puka, tētahi whārangi rite rānei. Tuhia ki te Whare Māngai me te hōmai anō i te ingoa, i te kāinga noho hoki o tētahi, kia pai ai te tuku kōrero atu ki a ia mō te petihana.*

### Tāpiritanga 3

