



NGAI TE AHI
TRUST

ANNUAL REPORT

2013 – 2014

Published November 2014

**Annual Report as presented at the Annual General Meeting held at Hairini Marae,
Tamahika Street, Hairini, Tauranga on Saturday 1 November, 2014 at 10am**

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Contact Details

Trust Management

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Tauranga

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Tauranga

Position	Name	Email	Phone
Chairperson	Anthony Ririnui	anthony.ririnui@asb.co.nz	021909304
Vice Chair	Matemoana McDonald	matemoana@gmail.com	0277345341
Trustee	Erle Reweti	erle@eol.co.nz	021809247
Trustee	Avy Gardiner	Avy.Gardiner@ranginui.co.nz	544 3488
Trustee	Aroha Luttenberger	nateahi@xtra.co.nz	5789812
Administrator/ Secretary	Irene Walker	administrator@ntast.co.nz	579 -0900 0221762099

Expressions of thanks to people and organisations

Whānau, Hapū

Hairini Marae Management

Hairini Marae Trust

Hapū whānau

Local Authority

Tauranga City Council

External Agencies and Consultants

Brett Keno, Independent Investment Advisor

BDO Accountants

Messrs Ernst Young Auditors

Messrs Holland Beckett Maltby, Barristers and Solicitors

Waka Digital ITS Consultants

Chairperson's Report

Tēnā koutou kātoa.

Ki ngā kaumātua, kuia, pakeke, tamariki hoki o Ngāi Te Ahi, tēnei te mihi ki a koutou kātoa kua tae a tinana mai ki tēnei huihuinga a tau o Ngāi Te Ahi Trust. No rēira tēnā koutou katoa.

I welcome you today to the second Annual General Meeting of the Ngai Te Ahi Trust. It is my pleasure to present the Trust's Annual Report for the year ended 30 June 2014.

In its second term of office, the Trust has continued to work with the various stakeholders to secure our Treaty settlement, despite its challenges.

I am pleased to inform you that we have achieved the return of rental income from our shared early release properties with Ngati Ruahine. We have also established a co-management entity called Te Urumingi Limited with Ngāti Ruahine to jointly manage these properties. The transfer of ownership of these properties to Te Urumingi Limited will take place the 3rd of November 2014.

We have revised our Strategic Plan to reflect more accurately the Trusts pathway moving forward. The strategic plan lists our objectives to be achieved over the next term of office. I am pleased to inform you that two of the six objectives were completed and that the remaining four are intended to be achieved over the next 12 months.

Our having effective communications with our whānau is at the forefront of where we want to head over the next year. The Trust will engage on a more regular basis with our whanau. As part of implementing our Communication Strategy we completed our website which we will launch today. The website will enable the Trust to communicate on a more regular basis to whānau both far and near and to provide regular updates of what is happening on our Marae.

As part of our Trust advancement a workshop was held to create our Statement of Investment Policies and Objectives (SIPO) facilitated by Investment Planner/Advisor and whānaunga, Brett Keno. This workshop allowed the Trustees to broaden its financial acumen and to set boundary guidelines on future investments the Trust may look to consider.

We are currently working with the iwi post settlement governance entity, Ngā Hapū o Ngāti Ranginui Settlement Trust over the sale lease back properties of Tauranga Boys College and Tauranga Primary School. Discussions over the purchase funding for these properties is still in progress.

The Tauranga Moana Iwi Collective (TMIC) is still progressing. It is anticipated that the TMIC Deed of Settlement is signed next year with legislation following shortly after.

As an objective of our strategic plan, the Trust will continue to work with the hapū to implement the Ngāi Te Ahi Hapū Management Plan and will look to liaise with the marae, hapū, whanau to progress actions within the plan.

I would now like to take this opportunity to thank the Trustee and our administrator for the commitment to advancing the work of the Trust. I would also like to acknowledge the support received from our professional service providers.

In closing I would like to express to the whānau that I have made the difficult decision to resign from the Trust due to whānau commitments of my young family and especially the addition with my new baby daughter. In the two years I have spent on the Trust I have grown my own learning portfolio which I am confident will add value in my working life and with my whānau. I wish all the best to the Trust and know that the Ngati Te Ahi Trust will continue to grow in strength.

Ngā mihi

Anthony Ririnui

Chair,

Ngāi Te Ahi Trust

Governance

Role:	Name:	Meetings attended:	Teleconference meetings:	Governance (2014) Assessment Attended:	Governance (2014) Training Attended:
Chairman	Anthony Ririnui	16/18	1/1	0/0	1/1
Vice Chair	Matemoana McDonald	16/18	1/1	0/0	1/1
Trustee	Erle Reweti	17/18	1/1	0/0	1/1
Trustee	Aroha Luttenberger	16/18	1/1	0/0	1/1
Trustee	Avy Gardiner	17/18	1/1	0/0	1/1
Secretary/Administrator	Irene Walker	17/18	0/1	0/0	1/1

Trust Responsibilities

RESPONSIBILITIES OF THE TRUST

The purpose and responsibilities, outlined in the trust deed, for the Ngāi Te Ahi Trust are to:

- 1) Receive all benefits, moneys or property due, payable or transferable to the Ngāi Te Ahi Hapū
- 2) Hold the Trust Fund and administer the Trust Fund and the liabilities of the Ngāi Te Ahi Trust as trustees on behalf of all persons of Ngāi Te Ahi Hapū descent
- 3) Manage prudently the affairs, business activities, relationships, assets and liabilities of the Ngāi Te Ahi Trust
- 4) Distribute benefits directly or indirectly to the Beneficiaries upon any basis which the Ngāi Te Ahi Raupatu Settlement Trust may decide
- 5) Support and promote community development based programmes for health, education, religion, relief of poverty, employment that improve and enhance the social, cultural, environmental and economic wellbeing of Ngāi Te Ahi beneficiaries in Tauranga Moana
- 6) Promote that the principles of the Treaty of Waitangi are adhered to when dealing with the Crown and its agencies together with territorial authorities, and
- 7) Support the environmental enhancement, protection and access for tangata whenua and the general public to Mauao (Mount Maunganui), Tauranga harbour and its many tributaries.

COMMITMENT THROUGH ACTION

The Ngāi Te Ahi Trust is committed to:

- Upholding the mana and reputation of Ngāi Te Ahi through action
- Supporting, building and revitalising Ngāi Te Ahi hapū tikanga, kawa, history, culture and identity
- Managing and growing Ngāi Te Ahi assets and capital base in a careful and sustainable manner to benefit future Ngāi Te Ahi generations
- Working in unison with other Ngāi Te Ahi institutions including the Hairini marae committee, the Women's committee and the hapū committee.
- Communicating about Ngāi Te Ahi Trust activity, plans and progress on a frequent basis to Ngāi Te Ahi whanau and individuals

We are guided by our Deed of Trust and our strategic planning documents.

Together and through the services of a paid part-time administrator, we handle the day to day operations and activities that include:

- Payment of running costs, project development, general maintenance and equipment purchases
- Preparing to oversee the co-management of our early release commercial properties with Ngāti Ruahine
- Being a co-partner in the Puwhenua Forest joint venture
- Liaising with the Nga Hapū o Ngāti Ranginui Raupatu Settlement Trust for the return of settlement assets to the Trust.
- Building strong relationships and communications with the Trust's internal and external stakeholders
- Supporting the implementation of the Ngāi Te Ahi Hapū Management Plan

Roles undertaken by Trust members 2013 – 2014

<p><u>Anthony Ririnui (Chairperson)</u> Chairing all trust meetings and representing Trust at external hui</p> <p>Completed</p> <p>Completion of Governance systems - Strong Infrastructure in place.</p> <p>Reporting on Trust business</p>	<p>Supporting the activities of the Trust Overseeing the return of rentals from early settlement commercial properties with Ngā Hapū o Ngāti Ranginui Settlement Trust</p> <p>Co-Signing with Ngāti Ruahine for the transfer of early settlement commercial properties and lead the engagement with our legal partner with the establishment of the limited partnership joint venture.</p> <p>Overseeing operations of Policies and Procedures, Trust Charter, Strategic Plan, Annual Report, Risk Management Plan, Stakeholder Relationship Management Plan in place and operational</p> <p>Kānohi ki te kānohi at monthly Hui a hapū. A role shared with the Vice Chair.</p>
<p><u>Matemoana McDonald (Vice Chairperson)</u> <u>Assisting and standing in for the Chair as required.</u></p> <p><u>Liaising with the hapū whānau on the implementation of the Ngāi Te Ahi Hapū Management Plan</u></p>	<p>Representing the Trust at the Iwi PSGE meetings. Reporting back to the monthly hui a hapū to provide progress of the Trust.</p> <p>Implementation Plan for the Ngāi Te Ahi HMP. In discussion with hapū whānau over co-ordination of Wānanga to occur in the new year. Co-ordinating the initiation of the restoration programme for the Marae.</p>
<p><u>Erle Reweti (trustee)</u> Liaised and Co-Facilitated</p>	<p>Discussion paper to review Trust's Office Accommodation and Trust employment requirements.</p> <p>With Ngāti Ruahine over the establishment of the limited partnership joint venture. Appointed as Chair of the Te Urumingi Limited Partnership.</p>
<p><u>Aroha Luttenberger (trustee)</u></p>	

<p>Advised and co-drafted</p> <p>Advice and peer review</p>	<p>Advising on Cultural and Economic component of HMP.</p> <p>Of Trust's Strategic Plan and Implementation Plan for the Ngāi Te Ahi HMP.</p> <p>Providing cultural advice on matters of tikanga to Trust as Senior member of the Trust</p>
<p><u>Avy Gardiner (Trustee)</u></p> <p>Liaised</p>	<p>With Ngāti Ruahine over the establishment of the Te Urumingi Limited Partnership.</p> <p>Completed the Risk Management Policy</p> <p>Overseeing Puwhenua partnership and arrangements</p> <p>Overseeing the Risk Management Register</p>
<p><u>Irene Walker (Operations/Administrator)</u></p> <p>Oversees</p> <p>Conduit</p> <p>Facilitation</p> <p>Liaising and Co-ordinated</p> <p>Co-Drafting, implementation</p> <p>Communications/Branding</p>	<p>Minutes of Trust Meetings/Financial reports, administration and accounts</p> <p>Between Accountant, Auditors and the Trust for financial reporting</p> <p>Completed lease arrangements and documents</p> <p>Meetings with external stakeholders</p> <p>Training workshops for trustees</p> <p>Liaising with chair on Policies and Procedures, Communication Strategy & Plan, Stakeholder Relationship Plan, HMP, Code of Ethics Plan, Risk Management Plan</p> <p>With WakaDigital & 23 Ika</p>

Governance Achievements to date:

The Trust has been operating according to its Charter and operational policies and procedures. It has completed its Risk Management Policy and will create a Risk Management Register. The Trust completed the majority of its policies in 2013 and now focuses on implementation.

Trust Governance Assessment

The Trust worked with a sufficient level of performance over the last financial year as it progressed through the various internal and external processes to acquire the return of the settlement packages. The roles and responsibilities of the trustees set out in the Roles and Responsibilities Chart shows the work carried out and achieved by the Trust.

Governance Challenges

Effective sharing of responsibilities

- Having a part-time contractor to perform the Trust's operational responsibilities has once again proved invaluable. In the next financial year the Trust will need to evaluate the increase in work being required of the contractor and how this should be addressed.
- Trustees are in full time employment and this presents challenges in being able to provide support and extra work for the part time contractor.
- Some trustees are also challenged with having to attend extracurricular meetings outside those of the Trust because of family commitments and meeting the expectations of the hapū whānau to be seen at these meetings.

Transparency and Accountability

- The Trust has worked well this financial year to work together collaboratively and to make good progress in effectively addressing matters to progress the Trust business.
- Conflicts of Interests have been adequately addressed and the Code of Ethics has been adopted.

Remuneration Policy for Trustees

The Remuneration policy was adopted and trustees are now remunerated for meeting fees. The Trust has an Expenses Policy to cover trustee personal expenses but this has not been used to date.

The Trust sought professional advice to obtain an appropriate level of remuneration but decided to adopt its own level of payment which was well below what was being suggested. Trustees received \$100 before tax per Trustee meeting and the Chair \$150 before tax per Trustee meeting and for a maximum of one meeting per month.

Contractors

Names and roles of the operations and independent contractors.

Role:	Name:
Administration	Irene Walker
Accounts	Irene Walker (Administrator), Anthony Ririnui (signatory), Matemoana McDonald (signatory), Avy Gardiner (signatory)
Accountant	Wiwini Hakaraia, Ernest Young Accountants
Auditor	Michael Lim, BDO, Tauranga
Legal	Simon Collett, Messrs Holland, Beckett, Maltby
Financial Investment Advisor	Still to be appointed

Operations and Contractor Responsibilities

The operations and independent contractors continue to handle the day to day operations of all trust activities including payment of running costs and contractor payments.

Trust Profile

In October 2012 the Trust Profile is still used to clarify the Trust's purpose and its roles and responsibilities together with that provided in the Trust's Charter. The profile actions also form the basis of which the Trust focuses its Strategic plans.

Trust Charter

The Trust Charter developed to map how the Trust manages itself and the work that it does continues to be used as the Trust's navigator. It sets out the Trust's Structure and identifies the different groups it will work with to achieve the Trust's goals and objectives.

The Charter can be amended by a resolution passed at an Annual General meeting of the Trust. The Charter is kept in the Trust Office and is available for inspection if requested by any beneficiary.

Policies and Operating Procedures Report

The Trust has completed and adopted all its policies and operating procedures.

The Trust is developing its Investment policies having recently completed its SIPO policy.

Code of Ethics

The Trust's recently adopted Code of Ethics now provides the framework of our Trust's governance standards and best practices.

The framework sets out how the Ngāi Te Ahi Raupatu Settlement Trust expects its Trust, members, agents and staff to conduct their relationships.

We are confident that the Ngāi Te Ahi Trustees will follow this code when dealing with all our stakeholders.

There are no breaches of the Code of Ethics to be reported at this Annual General Meeting.

Risk Management Report

Risk Management Practices:

The Trust is currently in the process of creating its Risk Management Register.

The Risk Management Register will be updated on a monthly basis and reported back to the Trust's monthly meetings.

The Risk Management Register will identify potential risks, how the Trust would address these risks, what it will do to respond and who will be responsible for managing the risks, and a set timeframe.

This Register will be made available for any beneficiary to view.

The Trust will consistently review its policies and procedures to ensure it supports the Risk Management Register.

Communications Strategy and Plan report

In its second term of office the Trust has maintained close relationships with the Marae and hapū entities by attending the monthly hui-a-hapū held at the Hairini marae to provide regular reports back to the whānau who attend these meetings. The Trust intends to use its newly developed website to keep whānau informed and up to date.

Over the next twelve months the Trust will look to maintain this relationship and to build on its relationships with internal and external stakeholders.

Website and Branding

External contractors, 23IKA (Waikato) and WakaDigital (Tauranga) were engaged to develop and enhance the Trust's communication strategy with the development of the website and promotional profile of Ngāi Te Ahi.

Website link: www.ngaiteahi.co.nz

Branding

Branding material and promotional resources have been created to profile the Trust. It will profile a professional image and enhance the communications with all those who engage with Ngāi Te Ahi whānau whānui.

- Website
- Business Cards
- Business Letters/Stationery
- Development of Logo

 <p>Designed by Pohe Luttenberger for the Ngāi Te Ahi Kapahaka rōpū for the Raupatu Hearings held at Hairini. 2000</p>	 <p>Designed by Wararahi McDonald for the Raupatu Claims, 2000 – Te Manu Mehemea rising from the ashes to meet our challenge of our claim</p>
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NEW TOHU



PROMOTIONAL BRANDING



CORPORATE BRANDING

The image was inspired by 23IKA Ltd, from the original design created by Corey Kuka (Moana Moko) – Taking flight, progressing forward

Stakeholders Relationship Report

The Stakeholder Relationship Plan was the focus of developing our website and especially to be able to accommodate building better relationships with our whānau in the first instance. In the new year we are looking to co-ordinating Wānanga on our marae and hope to create opportunity for our whānau living away to come home and rekindle ties. We also hope this will entice whānau home to contribute in the restoration of our marae.

The Trust will continue use the Stakeholder Relationship plan alongside its implementation actions for other plans being actioned by the Trust.

Crisis Management Report

The Trust completed its Crisis Management Policy.

The policy provides guidance on how the Trust will deal with any crisis that befalls upon the Trust and who will be responsible.

Any beneficiary may view the Policy on request.

Investment Strategy Report

The Trust has adopted its Statement of Investment and Policy Objectives earlier this year after our workshop was held to create our Statement of Investment Policies and Objectives (SIPO) facilitated by Investment Planner/Advisor Brent Keno.

The Trust is also looking to appoint a Financial/Investment advisor to assist the Trust in choosing the most viable options and opportunities to grow the assets of the Trust.

Financial Report