

language is power = dictate the content to someone who can write it up so meaning is clear.



Ngatikahu ki Whangaroa Trust Board

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11 August 2014

Office of Treaty Settlement
Wellington
David Tapsell

(What is his title eg The Right Honourable...)

Re Progress to date regarding

→ Formal centre

Kia ora David

→ Brief synopsis of what was in it

Thank you for your update however in regards to anything Te Aukiwa might have to say the Board does not have any confidence in them at all due to ^{the fact that despite} work and effort in making arrangements to meet with them and they cancel out at the last minute.

Next paragraphs

This appears to be the way they wish to handle things when they are ready regardless of the amount of work and organizing NKKWTB Trust has done to accommodate them.

However, too emotive - write in formal, plain language.

The Trust as the Mandated Body is concerned when you say it is a good sign of progress on their behalf, when NKKTB have been waiting for ever in order to move on and complete our claim. If ^{who?} they are as genuine as they say in wanting to make progress, then let's get on with it as action speaks stronger than just words.

use a direct quote here

sent. structure makes argument difficult to follow

We respect the fact that you are also doing your level best to keep things rolling by agreeing to meet with Te Aukiwa, but the plain simple Truth is they can't be trusted but if you can make it happen then let's hear what they have to say. The Board has a fairly good idea of what they want and what their answers will be, hence the miss trust and the big question mark, why are we meeting at all.

too vague = be specific lack of

Not clear what you want

A lot of our Trust Board members are becoming more and more frustrated with the ongoing ^{non} action of Te Aukiwa to move things on and are signalling returning to the AIP agreement and dealing with any outlying problems that arise or are in place.

move towards a resolution write in full

Vague Divide into sentences

At our last Trust Board meeting on Saturday 19 July 2014 at Otangaroa Marae, one of the Trustees whom we believe is in direct conflict with the Trust Board and Te Aukiwa, ^{has} stated in front of the Board, that information from the Te Aukiwa ^{lawyer} Moana to the effect that OTS will be paying her legal fees.

state in full

Meaning not clear are you objecting?

NKKWTB has asked this question before and have been told that it is incorrect; this is what we are talking about when we say to whom we trust. Can you please confirm in writing to this Trust Board that the Lawyer Moana Tuwhare representing Teaukiwa is not being paid by OTS.

for the settlement

Too informal

Furthermore we also had Beneficiaries at the meeting who made it absolutely clear that it is not just the matter of Stoney Creek that the Te Aukiwa group is seeking, it is the Thompson and Clarke Blocks as well, and they will fight to ensure its outcome.

Name people

In addition to the above issue,

Make argument stronger with another short sentence.

specific details as to concerns

state technically now long

sentences lose meaning as far as long

write as Ngatikahu

state in full

* Layout of a formal letter

Paragraph 1 → Why you are writing this letter on behalf of who

Parag 2 → Specifically, → what your concerns ~~are~~ are (with detailed examples)

MAY be divided into X2-3 paragraphs each on a separate issue

Firstly,
Secondly,
Thirdly, ...
Addition, ...

~~Para 3~~ → What you want done about it [by when?] Proposed solution

Para 4 → Thank you in advance, for any consideration you give to this issue. I look forward to hearing from you.

It is important to write your concerns out in full (otherwise you undermine the significance of this)

... for the following reasons:

Firstly, on a number of occasions, the Ngatikaha ... have made arrangements to do me with ... but they cancelled each 'hui' at the last minute

Secondly, ...

Make sure you propose what you want done (suggest solutions)

In closing a couple of points I would like to make.

1. When will the crown be issuing eviction notices to the occupation of the house on the Thompson Block?
2. What is the projected time for the Board to take on the lease of Thompson and Clarke?
3. Is there any progress with the Otara Urupa 1.6 ha and Waipouritaka Urupa 1.6 ha for Kaitangata?

I hope to hear from you again.

your conclusion should summarise your key points
 Not bring up new points
 Kia pai tou ra

Separate paragraph
 I look forward to hearing from you within (what time-frame)

David Manuel

Te Heamana o Ngatikahu Ki Whangaroa Trust Board

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