
POLICY: Application for Whale Bone / Whale Tohora (Teeth) from Te Ātiawa o Te Waka-a-Māui Trust

Purpose

1. Te Ātiawa o Te Waka-a-Māui Trust (the Trust) is committed to the protection and appropriate management of its taonga and cultural heritage.
2. This policy outlines procedures for dealing with applications by members to receive Whale bone / Teeth (Tohora) held by Te Ātiawa o Te Waka-a-Māui Trust.

Scope

3. This policy and guidance is for the use of Trustees, Trust staff, associated personnel, and may be used as guidance for the Trust's subsidiaries, other Trust Entities and others involved in, or impacted by a request and/or the granting of Whale bone / Teeth (Tohora) from Te Ātiawa o Te Waka-a-Māui Trust.
4. This policy is to be read in conjunction with the Te Ātiawa Iwi Environmental Management Plan and relevant legislation including the *Trade in Endangered Species Act 1989*, *Protected Objects Act 1975* and the *Heritage New Zealand Act 2014*.
5. The Trust Chair and CEO have responsibility for ensuring adherence to this guidance and the procedures outlined for its implementation.

Policy statements

6. For the purposes of this policy 'taonga' is taken to include cultural artefacts, whalebone / teeth of cultural significance to Te Ātiawa o Te Waka-a-Māui.
7. The Trust will maintain robust records and procedures relating to the acquisition by the Trust, application by members to obtain from the Trust whalebone / teeth, and will from time to time publish information or guidance to ensure the effective implementation of this policy.

Allocation Process

8. Where enquiries are made to the Trust for the allocation of whalebone/teeth, the following process must be applied:
- a. Enquiry received and registered by the Trust Office.
 - b. Enquiry checked against criteria [as stated on the Application Form].
 - c. If the criteria are met an application form is provided for completion (appendix 1)
 - d. The completed form is checked for accuracy and compliance
 - e. The completed and verified application form is submitted to the Trust Board for consideration
 - f. The applicant is notified of the Boards decision as soon as practicable
 - g. Where an approval for allocation is made, the details of the recipient are accurately recorded in the whalebone register.

Whalebone Register

9. When an allocation of whalebone/teeth is made, the Whalebone register must be updated with:
- i. Recipient's name, address and contact details
 - ii. A full description of the whalebone given to the recipient
 - iii. The date and place of the change of ownership
 - iv. The place where the recipient will be keeping the whalebone
 - v. The purpose for receiving the whalebone
 - vi. The intended use of the whalebone
 - vii. Signatures of both the issuing staff member and recipient
 - viii. The completed and approved application form
 - ix. The date on which the Trust approved the gifting.

Monitoring and review

10. The CEO is responsible for maintaining the policy, and it will be regularly monitored and reviewed to confirm that it remains relevant to the Trust's business and requirements.
11. Recommended next review date: August 2020

Policy approval

12. This policy was approved at the Trustees meeting of 24th August, 2019.



24/8/19

Archdeacon Emeritus Harvey Ruru QSM
Chair
Te Ātiawa o Te Waka-ā-Māui Trust

Appendices

1. Application for whalebone/teeth from Te Ātiawa o Te Waka-a-Māui Trust
2. Important Information

Document Information and Version Control

Policy name	Application for Whale bone / Teeth (Tohora)	
Policy Type	Board Policy	
Policy Owner	Chairperson of the Board	
Date of Approval	24 th August, 2019	
Distribution List	Trustees; Operations; Website	
Date of Next Review	2020 August	
Document History	Version	Author
	1.0	EA



Te Ātiawa o Te Waka-a-Māui Trust
72 Beach Road, Waikawa Marina
Waikawa, Picton 7220
PO Box 340, Picton 7250
Toll Free Ph : 0800 284 292
Ph : (03) 573 5170
Email : office@teatiawatrust.co.nz
Website : www.teatiawatrust.co.nz

Application for Whale bone / Teeth (Tohora) from Te Ātiawa o Te Waka-a-Māui Trust

Please complete the details below:

1. Name of Applicant and Registration No:

2. Contact Address:

3. Contact Phone:

4. Contact Email:

5. Size of whale bone required along with species of whalebone/teeth required.

6. Quantity required: (measurements, amount, teeth or jaw bone etc.)

5. What is the bone/teeth to be used for?

Provide details of the end product and purpose. Eg: Recognition of services to Te Ātiawa or Marae; special celebration.

(NOTE: if to be used as koha, please provide recipients name, and contact details: - address, phone, email)

6. Will the worked bone/teeth be on sold or will the carver charge for his/her time spent working whale bone/teeth taonga?

7. Name of the person who will work the taonga?

8. Where will the taonga be worked?

9. Where will the taonga be housed when the work is completed?

10. Is there a time limit for this request?

11. Is this application supported by an Iwi Trust, Marae, or Kaumātua? If so, please provide detail.

12. Contact people for further information are:

Te Ātiawa Trust Privacy of Information:

The security of your personal information is important to us. This information will be used for the sole purpose of your application, which will include providing it to sanctioned persons endorsing the application.

Signature of Applicant : _____

Date of Application : _____

Completed application to be forward to :

Te Ātiawa o Te Waka-a-Māui Trust
PO Box 340
Picton 7250
Phone : 03 573 5170
Email : office@teatiawatrust.co.nz

Availability Disclaimer:

There maybe times when the desired item is not available due to lack of supply, however the Trust will endeavour to keep the applicant informed as to when/or if, items become available.



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Application for Whale bone / Teeth (Tohora) from Te Ātiawa o Te Waka-a-Māui Trust

IMPORTANT INFORMATION

Are you eligible to apply?

1. To be eligible to apply you must be a registered member of Te Ātiawa o Te Waka-a-Māui (and/or Te Ātiawa Manawhenua Ki Te Tau Ihu Trust).
2. If the Whale bone / Teeth (Tohora) is to be a koha, then the recipient must be a registered member of Te Ātiawa o Te Waka-a-Māui (and/or Te Ātiawa Manawhenua Ki Te Tau Ihu Trust).

What do you need to know to apply?

3. You can apply at any time throughout the year. (Note: Your preferred item may not always be available.)
4. Applications are considered at Trust Board meetings held in the third week of each month, so completed forms must be with the Trust office at least one month prior to a Trust Board meeting.
5. Applications must be delivered to the Trust office either by email office@teatiawatrust.co.nz, or can be hand delivered, couriered or posted to:

Te Ātiawa o Te Waka-a-Māui Trust

72 Beach Road, Waikawa Marina, Waikawa (for hand delivery and courier)

PO Box 340, Picton 7250 (for postal delivery)

6. Only one application per person, per financial year will be granted.
7. Application forms must be completed in full with all requested information included. Incomplete forms will not be considered.
8. You will be notified in writing within three weeks of a decision by the Trust.
9. The information you provide in your application will be held by the Trust and may be used for statistical purposes.

10. All decisions made by the Trust, are final, and will not be subject to correspondence entered into regarding decisions made.

If your application is successful, what next.

11. Whale bone / Teeth (Tohora) must be picked up personally from the Trust Office.
12. The letter from the Trust must be provided at the time of pickup.
13. The applicant will be invited to select their preference from the selection available.
14. Upon selection the unique reference number will be recorded on the record register along with the signature of the applicant. Once selected and signed for the item can not be changed.
15. A Certificate of Authenticity from the Trust will be made available proving ownership.

CITIES Disclaimer.

What is CITIES?

CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival.

Be advised that the item you have applied for and received is viewed by New Zealand and other countries as covered under CITIES. If you choose to take the item out of New Zealand then you risk having it seized permanently.

To understand fully what is required regarding Permits to move items out of New Zealand and back into New Zealand the Trust strongly recommends that you visit the below Department of Conservation website.

<https://www.doc.govt.nz/about-us/international-agreements/endangered-species/permits>

The Te Ātiawa o Te Waka-a-Māui (and/or Te Ātiawa Manawhenua Ki Te Tau Ihu Trust) will not be held responsible if you choose to ignore this advice or do not have the correct CITIES paperwork should you decide to take the item out of New Zealand.