

Takutai Moana Financial Assistance Scheme

Activity workstream: Reasonable cost guidance and activities

From 1 July 2024

About this guidance

The Takutai Moana Financial Assistance Scheme (the Scheme) contributes to the costs incurred by applicants seeking recognition of customary interests under the Act.

This guidance refers to the costs under the Activity workstream of the Scheme, which relate to work done in the progression of takutai moana applications.

Costs relating to preparation for and attendance at a High Court hearing fall under the Court workstream. Please refer to the [Court workstream guidelines](#) for more information.

Who is eligible? Funding is available for iwi, hapū or whānau groups who have made an application under the Takutai Moana Act 2011 or Ngā Rohe Moana o Ngā Hapū o Ngāti Porou Act 2019.

What funding is available?

From 1 July 2024, all Activity funding requires **pre-approval** from Te Arawhiti based on the applicant's budgeted workplan. Without this approval Te Arawhiti cannot guarantee reimbursement for costs incurred.

Te Arawhiti expects that the total amount of Activity funding available for distribution in 2024/25 will be limited compared to previous years.

What if I have not received pre-approval? If you expect to complete mahi between 1 July 2024 and 30 June 2025 and have submitted a budgeted workplan to Te Arawhiti but have not yet received pre-approval to incur costs, please contact us at takutaimoana@tearawhiti.govt.nz or 0800 866 222.

How to apply?

Before eligible groups can access Activity funding, they must submit a budgeted workplan for approval by Te Arawhiti before committing to or incurring costs. Only after approval has been provided in writing can requests for funding be submitted.

After you receive approval of your budget in writing, you may make requests for reimbursement by completing an [Activity Funding Request Form](#).

Funding is provided via a reimbursement model. Any reimbursement requests **must** be made within 6 months of the mahi being carried out and the cost being incurred.

Any requests for reimbursement for expenses under the Activity workstream that are not submitted for reimbursement within 6 months cannot be funded by the Scheme.

Incurring Activity workstream costs

Fair and reasonable expenditure

All expenditure claimed must be eligible costs to progress a takutai moana application, and considered fair and reasonable. This document provides guidance on what fair and reasonable expenditure looks like in relation to the Activity workstream.

The Activity Funding workstream is divided into four sub-workstreams:

- Administration
- Relationships
- Research
- Recognition

Activities that help to progress an application are eligible for funding. This might include:

- Project planning and project-management costs
- Gathering and preparing evidence
- Carrying out historical research
- Travel, hui
- Legal advice (outside of hearing costs covered in the Court workstream)

A list of funded activities and those excluded from the Scheme can be found in Table 4 and 5 of this document. If your planned expenditure or mahi falls outside the guidance of this document, please highlight this in your budgeted workplan along with any rationale for inclusion as an eligible cost.

Rates

All rates in this guidance are based on a combination of actual costs incurred by applicants to date, Legal Aid rates, consideration of market rates, and government expenditure policies for matters such as travel and accommodation. Any expenses that fall outside these guidelines require approval from the Funding Team as part of the budget/workplan approval process before committing to or incurring any cost (including, for example, a contract for services signed with a third party).

Updates to the guidance

To ensure the ongoing financial sustainability of the Scheme, Te Arawhiti may be required to reconsider and update the policy outlined in this guidance. Notifications of changes to the policy will be made in advance of their coming into effect.

Hourly Rates

The Scheme provides reimbursement for time and attendance at the hourly rates outlined below. It is expected work carried out is charged at the appropriate level. Rates or hours that fall outside of these guidelines require pre-approval from the Funding Team as part of the budget/workplan before expenses are committed (e.g. contract for services signed with a third party) or actually incurred.

Any reimbursement requests for services based on hourly rates must be supported by timesheets which reflect the invoice. The timesheets need to include the dates, the mahi completed, the time taken, and the hourly rate charged. Please note we have a sample timesheet template on our website: [Timesheet Template](#)

Project manager and administration

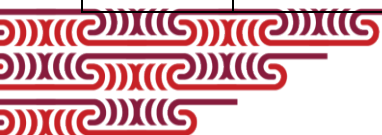
Table 1: Project Management Roles and Hourly Rates

Role	Hourly Rate (excl. GST)	Role Description
Project Manager	\$100-\$150	Tasked to plan, execute and oversee the project, project managers will: <ul style="list-style-type: none"> Track milestones and timelines to ensure deadlines are met Manage and monitor project administration, planning, budgeting, timesheets, reporting and meeting deliverables Oversee the entire project to ensure all parties are carrying out their work in accordance with the project plan Manage project scope and cost Manage relationships with other applicant project management teams Set up and run hui Contact witnesses to liaise and produce accounts Record action points from meetings Liaise with Te Arawhiti on a range of matters to ensure timeliness and efficiency
Project Administrator	\$45-\$75	Supporting the project manager to oversee the project, coordinators or administrators will: <ul style="list-style-type: none"> Set up teleconferences between parties Collate and file documentation Ensure invoices and documents are submitted on time Manage an effective triage system of requests Take notes or minutes

Historians and Researchers

Table 2: Research Roles and Hourly Rates

Role	Hourly rate (exc GST)	Role description
Historian		
Senior	Up to \$150	Senior historians will: <ul style="list-style-type: none"> Conduct research and analysis by obtaining historical data from various sources Assess the authenticity of that data Undertake analysis and produce a final report to support an application Gather and collate data from books and archives Trace historical events to assess accuracy of personal accounts Conduct interviews to obtain personal accounts
Assistant	Up to \$50	The assistant historian will: <ul style="list-style-type: none"> Assist the senior historian with gathering information from various sources (books, articles, fieldwork, etc.) Prepare report content Conduct an initial assessment of archives, reports, personal accounts before submission to the senior historian Undertake the administrative side of things such as setting up hui Undertake the initial assessment of an account to note its validity and advise the historian on initial findings Collate data obtained from various sources to ensure that the senior historian has all the information at hand to conduct analysis



Researcher		
Senior	Up to \$150	<p>A senior researcher will:</p> <ul style="list-style-type: none"> • Lead the engagement with different stakeholders and obtain their account of information • Gather data and undertake a comparison of different resources to ensure accuracy of the final report to support the application • Lead the research strategy • Develop the research plan • Undertake and conduct analysis on the material obtained • Produce reports and outputs
Assistant	Up to \$50	<p>An assistant researcher will:</p> <ul style="list-style-type: none"> • Support the senior researcher's work through data collection, fieldwork and collation of documents • Provide support for research and evaluation activities, including drafting reports • Verification of the material obtained for senior researcher analysis • Initial report drafting • Undertake initial assessment of materials to assess validity for senior researcher use

Travel time

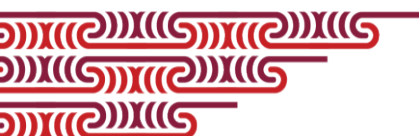
Reimbursement for required travel time will be at a **maximum rate** of \$63.00 per hour (excluding GST).

Exclusions

- Travel to a usual place of work
- Travel where the return travel time is less than one hour, or the return distance is less than 50km
- Walking time

Legal services

For legal advice and services to progress your claim, outside of the costs associated with preparation for and attendance at a court hearing. Please refer to the approved legal rates in the [Court workstream guidance](#).



Disbursements

Travel related

Where travel is required, it is encouraged bookings are made in advance to get the best possible price. The scheme covers the following Travel related Expenses:

- Rental and petrol costs of vehicle appropriate for the required travel
- Mileage at **standard IRD rates** for travel by private vehicle.
- Parking costs where travel to a venue other than a normal place of work is needed.
- Taxis/rideshare where needed.
- Public transport as needed.
- Flights
- For a support person for active participants attending a hui. This must be agreed with the Funding Team in advance.

How to claim these expenses: For all travel expenses excluding mileage, a sufficient receipt is required to support the reimbursement request (please note an eftpos receipt is not sufficient). Mileage can be included in invoiced expenses, but must be clearly marked as mileage and include details of the starting and finishing points, along with the number of kilometers claimed.

Exclusions

- Fines or penalties received while driving either a private or a hire vehicle.
- Any insurance excess payable in the event of an insurance claim.
- Overseas Flights
- GST on mileage
- Priority seating, re-booking of flights and carbon offset fees.

Accommodation and kai

If overnight travel is necessary, a maximum amount of \$275.75 (excluding GST) \$317.39 (including GST) per person per day is available to reimburse accommodation and meal costs.

Where overnight accommodation is **not** required, a maximum amount of \$100.00 (excluding GST) / \$115 (including GST) per day is available to reimburse **meal** costs. Please note:

- Expenses that will not be reimbursed include:
- Alcohol, minibar and snack bar costs
- Any other non-accommodation/kai hotel costs (e.g. gym/spa usage)

How to claim these expenses: For all accommodation and kai costs, a sufficient receipt is required to support the reimbursement request (please note an eftpos receipt is not sufficient). Where a receipt relates to more than one expense (e.g. a supermarket shop, accommodation or dinner for two eligible individuals), appropriate detail must be provided for clarity, e.g. how many people (including their name and/or role), the amount claimed (if less than the total receipt), and/or the days it covers (in the case of multiple meals). The days for which accommodation and meals are claimed must be clearly recorded.

Staying with family or friends

If 'informal' accommodation is used, the financial assistance scheme covers koha of up to \$50 per night per witness towards kai/accommodation costs. The koha (and related transaction fees if applicable) can be claimed as a disbursement and must be within the kai and accommodation guidelines as above.

Please provide the details of who the koha is for, who is staying, and the dates of stay. Use of pre-paid cards is permitted, with a receipt provided as proof.

Hui expenses

Eligible expenses relating to Hui, Meetings or wānanga are as follows:

- Hire costs for a venue
- Catering Costs – Table 3 outlines the maximum the Scheme can contribute to catering costs:

Length	Type of catering	Max cost per head
0–2 hours	Hot drinks and biscuits	\$5
2–4 hours	Morning/afternoon tea	\$10
4–8 hours	Lunch or dinner	\$20
Multi-day	As needed	\$55/day

Costs above are exclusive of GST

Exclusion for catering costs: Alcohol

- Travel Costs for up to 3 representatives to attend a hui

Exclusion for travel costs: Costs of travel to somewhere that is a usual place of work; Travel where the return travel time is less than one hour, or the return distance is less than 50km

- Printing of documents up to \$0.10 per page (excluding GST) \$0.12 per page (including GST)

How to claim these expenses: A sufficient receipt with clarity on what is being requested is required to support the reimbursement request. For catering costs, details on the hui and headcount must also be provided e.g. "Kai for 10 people at hui about X on date."

Koha

The scheme covers koha that you may give in the process of progressing your takutai moana application, any koha provided must be within the Scheme's guidelines.

How to claim these expenses: Please provide the details of who and what the koha is for. Use of pre-paid cards is permitted, with a receipt provided as proof.



Appendix: Table 4 contain a non-exhaustive list of activities that are covered by the financial assistance scheme.

Table 4: Non-exhaustive list of eligible activities	
Administration The following describes a range of funded administrative activities and costs associated with progressing your takutai moana application	Who This column provides guidance on who would normally carry out this activity
Communicating with the applicant group about application progress (eg reporting on progress of project plan/activities under project plan)	Project manager/administrator
Managing travel, accommodation and venue bookings as needed for application related meetings/court hearings etc	Administrator
Preparing project plans and budgets	Project manager/administrator
Organising meetings with Te Arawhiti (including venue/travel costs)	Administrator
Appointing, contracting and managing historians, researchers etc. including ongoing meetings, phone calls etc	Project manager/administrator
Time to plan for formal hui	Project manager/administrator
General legal advice needed to progress application	Lawyer
Meetings/discussions with Te Arawhiti about funding, other than initial meeting about how the group can be funded	Multiple
Finance administration (eg claiming funding from Te Arawhiti (only if billed by a third party for the service)	Project manager/administrator
Relationships Internal and external relationships are critical to progressing an application and the scheme covers the costs incurred to maintain these. The 'reasonable costs' guidance should be considered when planning relationships activity or claiming any costs in this workstream.	Who This column provides guidance on who would normally carry out this activity
Actual costs of formal hui (venue, catering, travel, accommodation etc)	
Professional facilitator costs if needed	Professional facilitator
Time for experts to attend hui, including project manager (eg historian, researcher, lawyer)	Multiple
Actual costs for experts to attend hui (travel, accommodation etc)	
Actual costs associated with advertising hui	
Research Research is a critical part of an application and to being able to meet the PCR tests under the Takutai Moana Act (ie proving the applicant group has customary interests in the application area that have been exercised since 1840, without substantial interruption and in accordance with tikanga. This includes information about contemporary use and occupation). Costs associated with this research can be reimbursed.	Who This column provides guidance on who would normally carry out this activity
Reviewing Crown research reports (only relevant to Crown Engagement pathway)	Historian/researcher
Supporting/assisting researcher/historian by reviewing documents	Project manager/coordinator
Historical research – time to undertake research (eg site visits (including actual costs of site visits))	Historian/researcher
Historical research – time to write, produce and print final reports	Historian/researcher
Actual costs of producing final reports (eg printing, binding)	Actual and Reasonable
Other costs associated with research (eg travel, accommodation etc)	With the guidelines
Traditional evidence gathering – time and associated costs	Researcher
Undertaking research interviews	Researcher/lawyer/legal executive
Reviewing third-party evidence	Lawyer
Translation costs – te reo Māori to English only	Translator
Producing maps	Cartographer/GIS expert



Recognition Once an application has been determined, either by the High Court or by the Minister, there are a number of steps to recognise that determination. The following tasks relating to recognition of PCR or CMT are covered by the scheme. Note: once PCR/CMT has been determined and formalised, there is no further funding available. Activities relating to exercising the rights conferred by the determination are not funded.	Who This column provides guidance on who would normally carry out this activity
Establishing an entity to hold PCR/CMT if needed	Project manager/coordinator
Finalising the recognition agreement	Project manager/coordinator
Legal advice and activity relating to recognition processes (eg reading judgments, communicating with applicant group etc)	Lawyer
Communicating outcome of court processes to applicant group	Lawyer
Drafting recognition order	Lawyer
The following activities/costs relating to recognition are not covered by the scheme: Activities undertaken in relation to exercising rights and obligations of a CMT group or PCR/PCA group, for example: <ul style="list-style-type: none"> • Working with regional/district/city councils • Preparing planning documents • Exercising RMA permission right • Exercising conservation permission right • Responding to coastal policy statements 	

Table 5: Exclusions (non-exhaustive)
The following activities/costs are not covered by the Activity Workstream of the scheme: <ul style="list-style-type: none"> • Receiving general legal advice – time spent in meetings with legal counsel discussing application • Capital costs (eg computers, printers, binders, office furniture) • General office costs (overheads) (eg power, phone, broadband, equipment leasing, office consumables, including costs incurred at home or administration fees) • Monitoring and responding to RMA consent applications in the application area • Applicant attendance or travel/accommodation costs for hui, unless attending in another capacity such as project manager or researcher • Attending site visits – time for applicant group members to accompany expert – only the expert is funded • Applicant receiving training on Kōrero Takutai to support map production • Translation costs – English to te reo Māori • Travel, accommodation, attendance at general takutai moana information hui (eg an engagement or funding information roadshow) • Lawyer or applicant time to comment on Te Arawhiti policy changes (eg engagement strategy/funding scheme)

