

# Takutai moana financial assistance scheme

## 'Reasonable costs' guidance

### About this guidance

The Takutai moana financial assistance scheme provides a contribution to the cost incurred by applicants who seek recognition of customary interests under the Act.

All expenditure to progress a takutai moana application must be on eligible costs and it must be fair and reasonable. All reimbursement requests must have sufficient supporting information such as invoices, timesheets, receipts where applicable. This document provides guidance on what fair and reasonable expenditure looks like. This 'Reasonable costs' guidance must be read alongside the Activities list for activity-based and court workstreams'.

If your planned expenditure falls outside the guidelines, you must contact to the Funding Team ([fundingtakutai@tearawhiti.govt.nz](mailto:fundingtakutai@tearawhiti.govt.nz) or 0800 866 222) **before** incurring costs to ensure they can be met by the scheme.

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### Travel and hui-related costs

The scheme covers travel-related costs for court proceedings and hui as outlined below.

#### Hui

The scheme will cover travel-related costs for hui for up to three representatives per application, including the project manager or project coordinator.

#### Exclusions

- Costs of travel to somewhere that is a usual place of work.

#### Court proceedings

The scheme covers travel-related costs for court proceedings for:

- the applicant (for the days they are participating)
- legal counsel
- expert and other witnesses (for the days they are giving evidence).

The scheme can also cover travel-related costs for a support person for any of the active participants in a court case or attending a hui. This must be agreed with the Funding Team **before** you commit to or incur any costs.

#### Travel

The scheme covers reimbursement for **either** travel time **or** travel costs, but not both. The claim cannot be charged on top of any other payment for any other activity that takes place at the same time.

#### Travel time

Travel time can be charged at 55% of each individuals hourly rate.

#### Travel costs

Travel related expenditure includes:

##### Air travel

Travellers are encouraged to book in advance to get the best possible fare. **Pre-approval** from Te Arawhiti is needed for any international travel that may be required in exceptional circumstances, **before** you commit to or incur any cost.

##### Road travel

The scheme covers the following road travel for activities to progress your takutai moana application:

- The cost of a vehicle suitable for the travel you need to do if you need to hire a vehicle.
- 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.

#### 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.



## Accommodation

If overnight accommodation is required, the scheme will cover the cost of staying in a hotel/motel/or similar up to a maximum of \$210 per person, per night (including GST) for Auckland and Wellington and up to a maximum of \$190 per person per night (including GST) for the rest of New Zealand.

Accommodation costs can fluctuate due to supply and demand, seasonality and particularly around major sporting/cultural events or concerts. If your quoted accommodation rate is greater than \$210, you must [contact the Funding Team](#) **before** you commit to or incur any cost.

### Exclusions

- Mini-bar expenses.
- Any in-room media purchases.

## Staying with family or friends

If 'informal' accommodation is used, the financial assistance scheme covers a contribution up to \$50 (GST inclusive) per person for stays of up to three nights. For longer stays with family and friends, you must contact the Funding Team **before** you commit to or incur any costs.

## Meals

The scheme covers up to three meals a day for time working away from home/usual workplace while undertaking activities to progress a takutai moana application as follows:

- Breakfast – \$30
- Lunch – \$20
- Dinner – \$50

Costs above are inclusive of GST

### Exclusions

- Alcohol and mini-bar expenses
- Meals provided through marae or informal accommodation – these are included in koha/accommodation gift contributions.

## Koha

The scheme covers koha that you may give in the process of progressing your takutai moana application. This could include koha towards venue, kai or accommodation costs. If you would like to know about applying for koha please [contact the Funding Team](#).

## Venue hire

The scheme covers the costs of venue hire needed for meetings/hui/wananga that support progressing an application.

## Catering

The table below outlines maximum catering costs for meeting/hui/wananga that support progressing an application.

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

### Exclusions

- Alcohol

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## Professional services rates

The following tables give an overview of the types of tasks you can expect to be undertaken by the various professional services you will need to progress your takutai moana application. Rates are provided for:

- legal professionals
- historians/researchers
- project managers/coordinators.

Hourly rates provided for each of these services are a guideline.

For court activities there is also guidance on the expected number of hours for various court-related activities.

Rates or hours that fall outside of these guidelines **require approval** from the Funding Team **before** you commit to or incur any cost (e.g., contract for services signed with a third party).

### Note

All rates in this guidance are based on a combination of actual costs incurred by applicants to date, consideration of market rates and government expenditure policies for matters such as travel and accommodation.



## Legal professionals

Job level	Hourly rate exc GST	Role description	Types of task
Senior Associate/ Solicitor/Barrister	\$250–350	This role is largely focused on: <ul style="list-style-type: none"> <li>• drafting legal documents and legislative interpretation with a policy focus</li> <li>• reviewing work produced by associates</li> <li>• contributing to the supervision of tasks and junior staff outputs</li> </ul>	<ul style="list-style-type: none"> <li>• Provides legal advice</li> <li>• Oversees junior staff and undertakes review of documents for court</li> <li>• Strong strategy focus to resolve ambiguities to support the application</li> </ul>
Solicitor/Associate	\$150–250	This role usually operates under the supervision of a senior associate or partner. This role is responsible for: <ul style="list-style-type: none"> <li>• making legal recommendations</li> <li>• assisting with day-to-day activities in the administration of the client’s application</li> </ul>	<ul style="list-style-type: none"> <li>• Assists senior lawyers to prepare court documents</li> <li>• Provides legal and administrative support</li> <li>• Researches the law and relevant statutes to assist in court strategy</li> </ul>
Junior (including law clerk, paralegal)	Up to \$150	This role has a strong focus on: <ul style="list-style-type: none"> <li>• drafting documents</li> <li>• managing client engagement</li> <li>• due diligence tasks associated with a client’s file</li> </ul>	<ul style="list-style-type: none"> <li>• Manages and sets up client files</li> <li>• Undertakes due diligence</li> <li>• Assesses legal precedents</li> <li>• Drafts documents</li> <li>• Witnesses’ affidavits</li> </ul>

Note: The level of lawyer should be appropriate for the legal task. In limited circumstances, the services of a King’s Counsel (KC) may be appropriate. If you need the services of a KC, you must engage with the Funding Team **before** you commit to or incur any cost.

### Court preparation time

#### *Case management and judicial conferences*

Up to five hours of court preparation time (total) per legal team member per hearing.

#### *Interlocutory hearings*

Up to 15 hours of court preparation time (total) per legal team member.

#### *Substantive and appeal hearings*

Up to 80 hours of court preparation time (total) per legal team member.

Note: Time to prepare common bundle is funded in addition to the above.

### Time in court

Up to 50 hours per week for senior members of the legal team and 40 hours per week for junior members, including review time outside of hearing hours.

Note: Work can be undertaken by more than two members of a legal team, but the total hours should not exceed 90 hours.

### Size of legal team

Billed hours should equate to no more than two members of a legal team per application within the limits on hours specified above.



## Historians and researchers

Job level	Hourly rate exc GST	Role description	Types of tasks
<b>HISTORIAN</b>			
Senior	Up to \$150	Senior historians will: <ul style="list-style-type: none"> <li>conduct research and analysis by obtaining historical data from various sources</li> <li>assess the authenticity of the various data from sources</li> <li>undertake analysis and produce a final report to support an application</li> </ul>	<ul style="list-style-type: none"> <li>Gathers and collates data from books and archives to analyse and support the applicant</li> <li>Traces historical events to assess accuracy of personal accounts</li> <li>Conducts interviews to obtain personal accounts</li> </ul>
Junior	Up to \$50	The junior historian will: <ul style="list-style-type: none"> <li>assist the senior historian with gathering information from different sources (books, articles and fieldwork)</li> <li>prepare report content</li> <li>conduct an initial assessment of archives, reports, personal accounts before submission to the senior historian</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes the administrative side of things such as setting up hui</li> <li>Undertakes the initial assessment of an account and notes its validity and advises the historian on initial findings</li> <li>Collating all the data obtained from various sources to ensure that the senior historian has all the information at hand to conduct analysis</li> </ul>
<b>RESEARCHER</b>			
Senior	Up to \$150	A senior researcher will: <ul style="list-style-type: none"> <li>lead the engagement with different stakeholders and obtain their account of information</li> <li>gather data and undertake a comparison of different resources to ensure accuracy of the final report to support the application</li> </ul>	<ul style="list-style-type: none"> <li>Leads research strategy</li> <li>Develops the research plan</li> <li>Undertakes and conducts analysis on the material obtained</li> <li>Produces reports and outputs</li> </ul>
Junior	Up to \$50	A junior researcher will: <ul style="list-style-type: none"> <li>support the senior researcher's work through data collection, fieldwork and collation of documents</li> <li>provide support for research and evaluation activities, including drafting reports.</li> </ul>	<ul style="list-style-type: none"> <li>Verification of the material obtained for senior researcher analysis</li> <li>Initial report drafting</li> <li>Undertaking an initial assessment of materials to assess validity for senior researcher use</li> </ul>



## Project Management and Administration

Role	Hourly Rate exc GST	Role Description	Types of Tasks
Project Manager	\$100 - \$150	<p>The role of the project manager is to plan, execute and oversee the project. They are responsible for:</p> <ul style="list-style-type: none"> <li>Tracking milestones and timelines to ensure deadlines are met</li> <li>Managing project administration, planning, budgeting, reporting and meeting deliverables</li> <li>Overseeing the entire project to ensure all parties are carrying out their work in accordance with the project plan</li> <li>Managing project scope and its cost management</li> </ul>	<ul style="list-style-type: none"> <li>Set up and run hui</li> <li>Monitoring budget and timesheets</li> <li>Liaising with TA on a range of matters to ensure timeliness and efficiency</li> <li>Contacting witnesses to liaise with them to produce accounts</li> <li>Recording action points from meetings</li> <li>Managing relationships with other applicant project management teams</li> </ul>
Project Administration	\$45-\$75	<p>Project coordinators or administrators support the project manager to oversee the project. They will provide administrative support to enable the effective management of the project</p>	<ul style="list-style-type: none"> <li>Setting up teleconferences between parties</li> <li>Collating and filing files documentation</li> <li>Ensuring invoices and documents are submitted on time</li> <li>Managing an effective triage system of requests</li> <li>Note taking</li> </ul>

