



WHIITIKI
WHAKATIKA
Te Whānau Māori

Rangatira & Mātanga Koha Policy

Purpose

The purpose of this policy is to set out the framework upon which koha for rangatira and mātanga who support Whiitiki Whakatika is determined, approved and actioned.

The purpose of remunerating rangatira is to appropriately recognise their responsibility as kaitiaki of the Whiitiki Whakatika kaupapa, protecting the mauri and integrity of Whiitiki Whakatika, acknowledging their accountability to whānau, hapū and iwi, and valuing the depth of experience and mātauranga.

The purpose of remunerating mātanga is to acknowledge their generosity and trust in sharing generations of mātauranga tuku iho pertaining to whakapapa, te taiao, and an ā-wairua realm which they bring to the kaupapa.

The purpose of remunerating rangatahi local champions is to support inter-generational transfer of knowledge and ensure rangatahi perspective and participation in wānanga. This investment reinforces Ngā Whaitua Hiranga Māori o Te Niwha, and the intergenerational contribution for this research programme.

Ngā mātāpono

Ngā mātāpono of Whiitiki Whakatika apply across all facets of the work programme. Particular reference is given to

MANA – Where the kaikōrero (contributor to the rangahau) shall always be respected.

MAURI – To approach the kaikōrero with humility and in turn ensure that the mana and rights of participants and whānau are always upheld, honest and in an ethical manner.

MANAAKITANGA – Acknowledge our responsibility to behave with generosity and respect, and in a manner that is consistent with enhancing the wairua and mana of past, present and future generations.

MANAWANUI – Encourages the kairangahau to “do the right thing in the right way”.



MAHI NGĀTAHI – Encourages connection between kairangahau, kaikōrero and kaitautoko to the wider environment and an awareness of reciprocal responsibilities.

MĀRIRE – Acknowledges the unique responsibilities that kairangahau have to ensure the space of interaction and engagement is respectful, intentional and conducted with care.

MĀRAMATANGA – Acknowledges the multifaceted roles and responsibilities of kairangahau within their whānau, hapū and iwi and to carry out their roles in a transparent, honest and ethical manner.

This policy will be applied in a manner that is fair, reasonable and transparent and will align with the needs of the Whiitiki Whakatika kaupapa as well as complying with all legal obligations.

Policy Scope

This policy is intended to apply to sitting fees and honorariums paid in recognition of on-going contribution to the leadership and governance of Whiitiki Whakatika or guest technical expertise and contribution to a wānanga or hui.

This policy is not intended to bypass the standard procurement and contract management protocols if these protocols are more appropriate to the scope and management of the contribution.

Implementation

Fees

The fees will be reviewed by a working group across Tongikura Ltd and Te Niwha and will be presented for approval at a Tākere Nui hui which has representation from the motu.

When reviewing fee levels, the working group is to give consideration to the following factors:

- Affordability within the funding available
- Fee movements in the Public Service Commission Fee Framework which may apply
- The work program requirements specific to each role



Requirements	Roles
Job size, responsibilities and time commitment	Chair (if applicable)
Skills, experience, competencies and accountabilities	Academic Advisory panel
Complexity of issues	Tākere Nui member
Public interest & profile	Working Group
Any short-term intensive programs planned which will require additional commitment	Mātanga
	Practitioner

The current fee structure is in [Appendix One](#).

Process

Fees will be paid on a per hui basis and are inclusive of an allowance for preparation and follow up actions for each hui. The Finance Team will activate the payment process upon receipt of the approved hui attendance log. The log must clearly show who attended the hui, and confirmation on whether it was a full day or half day hui. The payment schedule will be approved under normal financial delegations. Payment of fees for registered individuals will be made within 10 working days of receipt of the minutes by the Finance Team.

Expenses

Where appropriate, travel, accommodation and meals will be arranged by the Whiitiki Whakatika Kaupapa Management Office.

When reasonable travel costs are incurred by rangatira in connection with attending designated hui they will be fully reimbursable up to the limits set in the Travel & Entertainment and Petty Cash & Expense Claims policies. Reimbursement requests shall be approved under normal financial delegations.

If a private motor vehicle is to be used for transport to or from a hui, a mileage reimbursement may be paid in advance of the hui on request of the rangatira providing they are registered. Mileage will be reimbursed at the same rate as staff and the distance will be calculated based on the home location of the rangatira and the location of the hui.



Tax Treatment & Payment Procedure

Tax treatment of the Rangatira Fee will depend on personal circumstance. Further tax information can be found here: <https://www.taxtechnical.ird.govt.nz/general/articles/2021/ga-21-01>.

The payment procedure for rangatira fees will differ depending on the tax treatment of the payment specific to that individual. The Finance Team will provide guidance during the registration process as to the most appropriate payment procedure. The registration requirements can be found at [Appendix Two](#).

Employment Status

Rangatira and mātanga are not employees of Tongikura Ltd or the Whiitiki Whakatika kaupapa. Their role as rangatira does not alter their individual employment status prior to the appointment (e.g. self-employed, employee, not employed).

Consulting

Rangatira may be paid a fair and reasonable fee for any consultancy work they carry out in addition to their rangatira duties. Such work must be undertaken under a Contract for Service within the work program and approved in accordance with the Delegations of Authority. A Conflict of Interest must also be declared.

Reporting

The number of hui attended and value of fees paid to each rangatira is to be recorded and readily available on request. Attendance at Whiitiki Whakatika Tākere Nui hui or wānanga is to be reported on quarterly to Tākere Nui for transparency.

Related Internal Documents

The following internal policy, guidance and planning documents should be referred to when implementing this policy:

- Guiding Principles
- Delegations of Authority
- Annual Plan (including budget and hui schedule)
- Conflict of Interest Policy
- Terms of Reference and Roles & Responsibilities for each rōpu
- Travel & Entertainment Expenditure Policy

Date of Approval	
Version	1.0
Approver	Tongikura Ltd on behalf of Whiitiki Whakatika
Policy Steward	Kaupapa Management Office
Next Review	N/A

Appendix One – Fee Structure

Role	Half Day Rate	Full Day Rate
Tākere Nui Chair (if applicable)	By agreement	By agreement
Mātanga	\$500.00	\$1000.00
Tākere Nui Member championing Wānanga & Engagements	\$500.00	\$1000.00
Working Group or Advisory (Hauora Forum/Academic Advisory)	\$500.00	\$1000.00
Practitioner	\$500.00	\$1000.00
Rangatahi Rangahau champion	\$250.00	\$500.00



Appendix Two – Administrative Processes

1. Registration

KMO provides TOR and membership for Rangatira or Practitioner entitlement to Finance Team

Finance Team with support of Project Manager to contact each individual for Registration.

If payment is to an individual.....

If payment is to an entity (employer, company, sole trader)

Registration documents required:

- Basic details
- IR330C Form
- COE or TTR Certificate (if applicable)
- Evidence of Bank Account

Payment procedure will be to issue a record in the correct form and value on completion of the wānanga or hui.

Must also comply with all related policies.

Set-up in Xero Expenses Module

KMO to advise Finance Team on any changes to membership as they occur. A database of active & non-active members will be kept by the KMO.



2. Expense Reimbursement (for registered individuals only)

Rangatira or Practitioner to submit receipt to KMO.

KMO to submit expense claim (including receipt) in Xero and notify Finance Team.

Finance Team to arrange for review, approval and payment of expense claim. Target payment within 10 working days of expense being submitted.

3. Advance Payment of Mileage (for registered individuals only)

KMO to check with Rangatira or ~~Mātanga~~ when making travel arrangements as to whether an advance of mileage is required. If yes, KMO to obtain confirmation of Rangatira or Practitioner request for advance (text or email is sufficient).

KMO to submit mileage claim in Xero and notify Finance Team including confirmation of hui date. Ideally claims will be submitted 10 working days in advance of the hui.

Finance Team to arrange for review, approval and payment of mileage claim. Target payment of at least 5 working days in advance of hui date.

4. Payment of Rangatira / Mātanga Fee (for registered individuals only)

KMO to send approved minutes or Smartsheets record to Finance Team at accounts@whitikiwhakatika.com. The records must clearly show who attended the hui

Finance Team to compile the payment schedule for Rangatira Fees for the hui, also confirming membership against existing docs.

Finance Team to arrange for review, approval and payment. Target payment within 10 working days of record being submitted.

5. Payment of Rangatira / Mātanga Fee (for non-individuals)

KMO to send approved minutes to Finance Team. The minutes must clearly show who attended the hui, confirmation on whether it is eligible for full day or half day fees.

Individual to raise an invoice, including sitting fee and reimbursements for reasonable travel costs incurred.

Reimbursements to comply with Petty Cash & Expense Claims Policy

Finance Team to arrange for review, approval and payment in accordance with Standard payment terms.