

17 March 2009 (updated 4 March 2010)

Honoraria Policy

Principles

1. Payments of honoraria or fees to participants in the NZRAB's activities:
 - shall be consistent with Cabinet Office Circular CO (06) 08 6 November 2006
 - can not recompense contributors fully for the value of their time
 - are derived from ministerial direction in terms of fees paid to the Board Chair and Board members and general public service practice
 - shall be as per the NZRAB Internal Fee Schedule, attached.

Board and Committee meetings

2. Fees paid for attendance and preparation for Board and Board Committee¹ meetings shall be measured in half day blocks for the actual time spent.
3. Payments for preparation for attending Board and Board Committee meetings shall be at the same rate as for actual attendance, up to an equivalent to the time spent attending the meeting (e.g. for a one-day meeting, one day's preparation time shall also be paid). Drafting Board or Committee papers by Board or Committee members is **not** included in this payment, and is addressed in "ad hoc duties".
4. Non-Board members who are members of Board Committees, either as Chair or as ordinary members, shall receive the same payments

¹ Board Committees are committees appointed under section 55 of the Registered Architects Act 2005.

as the Board Chair or Board members receive when serving on Board Committees.

5. Payment for Board or committee meetings held by conference call shall be for a ½ day inclusive of the 'meeting' and preparation. There shall be no payment for participation in an email-based Board or committee meeting.

Other duties

6. Payment of fees for other Board and Committee roles shall be on the following basis:
7. Board chair
1 day per month for general duties as chair.
For attending meetings with outside parties on behalf of the Board, payment shall be as per policies 2 & 3.
8. Board deputy chair
1/2 day per month for general duties as deputy chair.
For attending meetings with outside parties on behalf of the Board, payment shall be as per policies 2 & 3.
9. Board Committee chairs
2 days per year (July to June, pro rata) for general duties as chair.
For attending meetings with outside parties on behalf of the Board, payment shall be as per policies 2 & 3.
10. Payments for attending training events shall be as per attendance at Board or Committee meetings by that office holder.

Ad hoc activities

11. Where Board, Committee, assessors or work group members do work for the Board apart from the work described above, payment shall only occur if it has been authorised by the **Board Fees Committee** before hand. Examples include developing Board policy, preparing Board submissions or position papers etc. The amounts paid shall be on the basis of the time spent and the rate set for attending meetings as applicable to the office that the person holds.
12. The Board Fees Committee shall comprise the Chair, Deputy Chair and the CEO.
13. In advance of the work being carried out, the Board Fees Committee shall identify and record the work required to be done, the Board or Committee member who will do the work, and where possible a time allowance for that work.

Where fixing a time allowance is not possible, the Committee shall allocate a maximum time allowance that can be paid over a set

period (e.g. 2 days over the next two months). Payment shall **not** be made for time incurred in excess of the time allowance over that period unless the Board Fees Committee meets in advance of the time allowance being exceeded and agrees to a revised time allowance.

At the end of that period, the Committee shall consider the need for, and the time allowances for, future periods in the same manner.

14. In unusual or urgent situations, if work as described above is done without prior clearance by the Board Fees Committee, the Committee can authorise payment as per this policy, at its discretion.

Where either the Chairman or the Deputy Chair is to be tasked to undertake the work, they shall abstain from the decision.

15. Where the Chair and the Deputy Chair are both working on an ad hoc activity another Board member shall be seconded onto the Board Fees Committee to determine if the Chair and the Deputy Chair shall each be made a payment.
16. Payment for undertaking initial registration equivalency assessments shall be on the basis of the time spent at the same rate as for attendance at Board meetings.
17. Board members may not act as paid consultants to the Board, as per Cabinet Office Circular CO (06) 08, 6 November 2006, section 59.

Investigating and Disciplinary Committees

18. Chairs of Investigating Committees and Disciplinary Committees shall receive the same payments as Board Committee Chairs for attendance and preparation for Investigating Committee and Disciplinary Committee hearings.
19. Other members of Investigating Committees and Disciplinary Committees shall receive the same payments as Board Committee members for attendance and preparation for Investigating Committee and Disciplinary Committee hearings.
20. Persons undertaking reviews of individual cases shall receive payment for their time at the same rate as for persons attending Board meetings.

Assessors

21. Assessors shall receive a payment per assessment for initial or continuing registration, and the same payment for attending a moderation meeting or a day's training.
22. Assessors who provide lectures or presentations to assessors training sessions shall receive a payment per presentation equivalent to the attendance payment.
23. Assessors shall **not** receive a payment for preparation time.

Work Groups etc

24. The Board Chair, Deputy Chair, Board members and Assessors attending ad-hoc meetings of work groups, task forces or other groups, apart from Board Committees or Investigating and Disciplinary Committees, shall receive the same attendance payment per day as for the office that they hold and other persons attending shall be paid the same daily fee as assessors.
25. Work group participants shall **not** receive a payment for preparation time.

Travel and other costs

26. Travel time shall **not** be paid, except where a person has to travel for three hours or more on a different day from the day required for the meeting etc, payment to be for a half day.
27. Associated costs such as flights, taxis and the like shall be reimbursed on the basis of reasonable actual costs and the provision of receipts.
28. Recompense for the use of personal vehicles for Board business and for the provision of private accommodation shall be as set by the State Services Commission for public servants.

Schedule 1

NZRAB Internal Fees schedule

Board - excluding committees

Position	Fee Type	\$	Rate	Reasoning	Explanation
Chair	Meeting – Attend	550	Day	Set by minister	Claim in half day blocks
Chair	Meeting Preparation	550	Day	up to duration of meeting	Claim in half day blocks
Chair	Meeting - Phone based	275	1/2 day	1/2 Day only	no preparation time
Chair	E-meeting	nil			
Chair	Ad hoc duties	550	Day	Previously authorised (para 7)	Claim in half day blocks
Chair	Board Training	550	Day	Up to 1 day only	Claim in half day blocks
Chair	General Duties	550	month		Claim in half day blocks
Chair	Travel more than 3hrs on day other than meeting day	275	1/2 day	1/2 Day only	
Deputy	Meeting – Attend	460	Day	Set by minister	Claim in half day blocks
Deputy	Meeting Preparation	460	Day	up to duration of meeting	Claim in half day blocks
Deputy	Meeting - Phone based	230	1/2 day	1/2 Day only	no preparation time
Deputy	E-meeting	nil			
Deputy	Ad hoc duties	460	Day	Previously authorised (para 7)	Claim in half day blocks
Deputy	Board Training	460	Day		Claim in half day blocks
Deputy	General Duties	230	month		
Deputy	Travel more than 3hrs on day other than meeting day	230	1/2 day	1/2 Day only	
Member	Meeting – Attend	370	Day	Set by minister	Claim in half day blocks
Member	Meeting Preparation	370	Day	up to duration of meeting	Claim in half day blocks
Member	Meeting - Phone based	185	1/2 day	1/2 Day only	no preparation time
Member	E-meeting	nil			
Member	Ad hoc duties	370	Day	Previously authorised (para 7)	Claim in half day blocks
Member	Board Training	370	Day		Claim in half day blocks
Member	General Duties	nil			
Member	Travel more than 3hrs on day other than meeting day	185	1/2 day	1/2 Day only	

Committee - Excluding Investigation and Discipline

Position	Fee Type	\$	Rate	Reasoning	Explanation
Board Chair	Meeting – Attend	550	Day	Set by minister	Claim in half day blocks
Board Chair	Meeting Preparation	550	Day	up to duration of meeting	Claim in half day blocks
Board Chair	Meeting - Phone based	275	1/2 day	1/2 Day only	no preparation time
Board Chair	E-meeting	nil			
Board Chair	Ad hoc duties	550	Day	Previously authorised (para 7)	Claim in half day blocks
Board Chair	Committee Training	550	Day		Claim in half day blocks
Board Chair	General Duties	nil			
Board Chair	Travel more than 3hrs on day other than meeting day	275	1/2 day	1/2 Day only	Claim in half day blocks
Deputy Board Chair	Meeting – Attend	460	Day	Set by minister	Claim in half day blocks
Deputy Board Chair	Meeting Preparation	460	Day	up to duration of meeting	Claim in half day blocks
Deputy Board Chair	Meeting - Phone based	230	1/2 day	1/2 Day only	no preparation time
Deputy Board Chair	E-meeting	nil			
Deputy Board Chair	Ad hoc duties	460	Day	Previously authorised (para 7)	Claim in half day blocks
Deputy Board Chair	Committee Training	460	Day		Claim in half day blocks
Deputy Board Chair	General Duties	nil			
Deputy Board Chair	Travel more than 3hrs on day other than meeting day	230	1/2 day	1/2 Day only	Claim in half day blocks
Chair	Meeting – Attend	550	Day	Set by minister	Claim in half day blocks
Chair	Meeting Preparation	550	Day	up to duration of meeting	Claim in half day blocks
Chair	Meeting - Phone based	275	1/2 day	1/2 Day only	no preparation time
Chair	E-meeting	nil			
Chair	Ad hoc duties	550	Day	Previously authorised (para 7)	Claim in half day blocks
Chair	Board Training	550	Day	Relevant to chaired Cttee	Claim in half day blocks
Chair	General Duties	1100	2 days/year		Claim in half day blocks
Chair	Travel more than 3hrs on day other than meeting day	275	1/2 day	1/2 Day only	Claim in half day blocks

Committee - Excluding Investigation and Discipline (Continued)

Position	Fee Type	\$	Rate	Reasoning	Explanation
Member	Meeting – Attend	370	Day	Set by minister	Claim in half day blocks
Member	Meeting Preparation	370	Day	up to duration of meeting	Claim in half day blocks
Member	Meeting - Phone based	185	1/2 day	1/2 Day only	no preparation time
Member	E-meeting	nil			
Member	Ad hoc duties	370	Day	Previously authorised (para 7)	Claim in half day blocks
Member	Committee Training	370	Day	Relevant to Cttee	Claim in half day blocks
Member	General Duties	nil			
Member	Travel more than 3hrs on day other than meeting day	185	1/2 day	1/2 Day only	Claim in half day blocks

Committee – Investigation and Discipline Only

Position	Fee Type	\$	Rate	Reasoning	Explanation
Board Chair	Meeting - Phone based	275	1/2 day	1/2 Day only	no preparation time
Board Chair	E-meeting	nil			
Board Chair	Ad hoc duties	550	Day	Previously authorised (para 7)	Claim in half day blocks
Board Chair	Committee Training	550	Day		Claim in half day blocks
Board Chair	General Duties	nil			
Board Chair	Travel more than 3hrs on day other than meeting day	275	1/2 day	1/2 Day only	Claim in half day blocks
Deputy Board Chair	Meeting - Attend	460	Day	Set by minister	Claim in half day blocks
Deputy Board Chair	Meeting Preparation	460	Day	up to duration of meeting	Claim in half day blocks
Deputy Board Chair	Meeting - Phone based	230	1/2 day	1/2 Day only	no preparation time
Deputy Board Chair	E-meeting	nil			
Deputy Board Chair	Ad hoc duties	460	Day	Previously authorised (para 7)	Claim in half day blocks
Deputy Board Chair	Committee Training	460	Day		Claim in half day blocks
Deputy Board Chair	General Duties	nil			
Deputy Board Chair	Travel more than 3hrs on day other than meeting day	230	1/2 day	1/2 Day only	Claim in half day blocks
Chair	Meeting - Attend	550	Day	Set by board to match board committee rate	Claim in half day blocks
Chair	Meeting Preparation	550	Day	up to duration of meeting	Claim in half day blocks
Chair	Meeting - Phone based	275	1/2 day	1/2 Day only	no preparation time
Chair	E-meeting	nil			
Chair	Ad hoc duties	550	Day	Previously authorised (para 7)	Claim in half day blocks
Chair	Committee Training	550	Day	Relevant to chaired Cttee	Claim in half day blocks
Chair	General Duties	1100	2 days/year		Claim in half day blocks
Chair	Travel more than 3hrs on day other than meeting day	275	1/2 day	1/2 Day only	Claim in half day blocks

Committee - Excluding Investigation and Discipline Only

Position	Fee Type	\$	Rate	Reasoning	Explanation
Member	Meeting - Attend	370	Day	Set by board to match board committee rate	Claim in half day blocks
Member	Meeting Preparation	370	Day	up to duration of meeting	Claim in half day blocks
Member	Meeting - Phone based	185	1/2 day	1/2 Day only	no preparation time
Member	E-meeting	nil			
Member	Ad hoc duties	370	Day	Previously authorised (para 7)	Claim in half day blocks
Member	Committee Training	370	Day	Relevant to Committee	Claim in half day blocks
Member	General Duties	nil			
Member	Travel more than 3hrs on day other than meeting day	185	1/2 day	1/2 Day only	Claim in half day blocks

Assessment Activity

Position	Fee Type	\$	Rate	Reasoning	Explanation
Assessor	Assessment	200	Assessment	Set by Board	
Assessor	Moderation	200	Moderation	Set by Board	
Assessor	Training - Attend	200	Day	Set by Board	
Assessor	Presentation - give	200	Presentation		
Assessor	Equivalence Assessment	370	day		
Training Co-Ordinator	Planning	550	day	Meetings and Preparation as agreed	

Work Groups

Position	Fee Type	\$	Rate	Reasoning	Explanation
Board Chair	Meeting - attend only	550	day	Same as board meeting	Claim in half day blocks
Deputy Chair	Meeting - attend only	460	day	Same as board meeting	Claim in half day blocks
Board Member	Meeting - attend only	370	day	Same as board meeting	Claim in half day blocks
Persons excluding Board & Committee Members	Meeting - attend only	200	day	Matching Assessors' base rate	
Persons excluding Board & Committee Members	Travel more than 3hrs	100	1/2 day	1/2 day only	

Re-imbursement of Expenses

Status	Fee Type	\$	Rate	Reasoning	Explanation
All persons on authorised NZRAB business	Use of personal vehicles for NZRAB business	62c	km	Matching rate of public servants	
All persons on authorised NZRAB business	Private accommodation while on NZRAB business	68.15	day	Matching rate of public servants	
All persons on authorised NZRAB business	Meals while on NZRAB business			Actual and reasonable. Receipts required	Matching public service practice

For re-imbursement of expenses, see Cabinet Office Circular CO (09) 5: Fees Framework for Members of Statutory and Other Bodies Appointed by the Crown.