

## Honoraria Policy

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May 2018, January 2019, July 2019, 9 August 2019

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### Principles

1. Payments of honoraria or fees to participants in the NZRAB's activities:
  - shall be consistent with Cabinet Office Circular Fees framework
  - 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
  - must be claimed within three months of when the claimed-for event, meeting or activity took place.
  - shall be rounded up to the dollar where fees are not set by the Minister.
  - 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 Committee<sup>1</sup> 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 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.

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

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, assessor or work group members do work for the Board apart from the work described above, payment shall be on the basis of what is fair and reasonable for actual time spent. The rate shall be as set for attending meetings as applicable to the office that the person holds.
12. Board members may not act as paid consultants to the Board.
13. Where a person has recently ceased to be a Board member and needs to complete work he or she was doing as a Board member, subject to claim the former board member shall be paid a fee equivalent to the fee he or she would have received as a Board member/office holder doing the same work.

#### **Investigating and Disciplinary Committees**

14. The Chair of the Investigating Committee shall receive the same payment as Board Committee Chairs for an initial review of a complaint.
15. Chairs of Investigating Committees and Disciplinary Committees shall receive the same payments as Board Committee Chairs for initial attendance and preparation for Investigating Committee and Disciplinary Committee hearings.
16. The Chair of the Investigating Committee and the Disciplinary Committee shall receive the same payment as Board Committee Chairs for writing a report of the Committees' finding and recommendations to the Board.
17. 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.
18. Persons undertaking reviews of individual cases shall receive payment for their time at the same rate as for persons attending Board meetings.

#### **Qualifications and Experience Assessment Panel (QEAP)**

19. QEAP members shall receive honoraria for each qualifications and experience assessment done, which shall be 40 per cent of the payment made to a registration assessor per assessment, as set in Schedule 1 of this policy.

### **Degree Accreditation**

20. The members of the New Zealand Degree Accreditation Procedure Management Panel shall receive the same honoraria as the Deputy Chair receives for ad hoc activities.

### **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, which shall be 75 per cent of the honoraria paid to Board members for attending a one day meeting.
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 receive an additional payment of half a day for preparation time for those Initial Registration applications that require a professional conversation and those Continuing Registration applications that require an interactive assessment.

### **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 in half day increments.
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	572	Day	Set by minister	Claim in half day blocks
Chair	Meeting Preparation	572	Day	up to duration of meeting	Claim in half day blocks
Chair	Meeting - Phone based	286	1/2 day	1/2 Day only	no preparation time
Chair	E-meeting	nil			
Chair	Ad hoc duties	572	Day	Previously authorised (para 7)	Claim in half day blocks
Chair	Board Training	572	Day	Up to 1 day only	Claim in half day blocks
Chair	General Duties	572	month		
Chair	Travel more than 3hrs on day other than meeting day	286	1/2 day	1/2 Day only	
Deputy	Meeting – Attend	482	Day	Set by minister	Claim in half day blocks
Deputy	Meeting Preparation	482	Day	up to duration of meeting	Claim in half day blocks
Deputy	Meeting - Phone based	241	1/2 day	1/2 Day only	no preparation time
Deputy	E-meeting	nil			
Deputy	Ad hoc duties	482	Day	Previously authorised (para 7)	Claim in half day blocks
Deputy	Board Training	482	Day		Claim in half day blocks
Deputy	General Duties	241	month		
Deputy	Travel more than 3hrs on day other than meeting day	241	1/2 day	1/2 Day only	
Member	Meeting – Attend	385	Day	Set by minister	Claim in half day blocks
Member	Meeting Preparation	385	Day	up to duration of meeting	Claim in half day blocks
Member	Meeting - Phone based	192.50	1/2 day	1/2 Day only	no preparation time
Member	E-meeting	nil			
Member	Ad hoc duties	385	Day	Previously authorised (para 7)	Claim in half day blocks
Member	Board Training	385	Day		Claim in half day blocks
Member	General Duties	nil			
Member	Travel more than 3hrs on day other than meeting day	192.50	1/2 day	1/2 Day only	

**Committee - excluding Investigation and Disciplinary**

<b>Position</b>	<b>Fee Type</b>	<b>\$</b>	<b>Rate</b>	<b>Reasoning</b>	<b>Explanation</b>
Board Chair	Meeting – Attend	572	Day	Set by minister	Claim in half day blocks
Board Chair	Meeting Preparation	572	Day	up to duration of meeting	Claim in half day blocks
Board Chair	Meeting - Phone based	286	1/2 day	1/2 Day only	no preparation time
Board Chair	E-meeting	nil			
Board Chair	Ad hoc duties	572	Day	Previously authorised (para 7)	Claim in half day blocks
Board Chair	Committee Training	572	Day		Claim in half day blocks
Board Chair	General Duties	Nil			
Board Chair	Travel more than 3hrs on day other than meeting day	286	1/2 day	1/2 Day only	Claim in half day blocks
Deputy Board Chair	Meeting – Attend	482	Day	Set by minister	Claim in half day blocks
Deputy Board Chair	Meeting Preparation	482	Day	up to duration of meeting	Claim in half day blocks
Deputy Board Chair	Meeting - Phone based	241	1/2 day	1/2 Day only	no preparation time
Deputy Board Chair	E-meeting	nil			
Deputy Board Chair	Ad hoc duties	482	Day	Previously authorised (para 7)	Claim in half day blocks
Deputy Board Chair	Committee Training	482	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	241	1/2 day	1/2 Day only	Claim in half day blocks
Chair	Meeting – Attend	572	Day	Set by minister	Claim in half day blocks
Chair	Meeting Preparation	572	Day	up to duration of meeting	Claim in half day blocks
Chair	Meeting - Phone based	286	1/2 day	1/2 Day only	no preparation time
Chair	E-meeting	nil			
Chair	Ad hoc duties	572	Day	Previously authorised (para 7)	Claim in half day blocks
Chair	Board Training	572	Day	Relevant to chaired Cttee	Claim in half day blocks

Chair	General Duties	1144	2 days/year		Claim in half day blocks
Chair	Travel more than 3hrs on day other than meeting day	286	1/2 day	1/2 Day only	Claim in half day blocks
Member	Meeting – Attend	385	Day	Set by minister	Claim in half day blocks
Member	Meeting Preparation	385	Day	up to duration of meeting	Claim in half day blocks
Member	Meeting - Phone based	192.50	1/2 day	1/2 Day only	no preparation time
Member	E-meeting	nil			
Member	Ad hoc duties	385	Day	Previously authorised (para 7)	Claim in half day blocks
Member	Committee Training	385	Day	Relevant to Cttee	Claim in half day blocks
Member	General Duties	nil			
Member	Travel more than 3hrs on day other than meeting day	192.50	1/2 day	1/2 Day only	Claim in half day blocks

Position	Fee Type	\$	Rate	Reasoning	Explanation
Member Architect Services Advisory Panel (Pre complaint)	Ad hoc duties	385 Hourly rate <b>Architect Services Advisory Panel (ASAP)</b> 48.125	Day	Set by board (9 8 19) to match IC/P member ad hoc rate	

#### Investigating Committee/Panel

Position	Fee Type	\$	Rate	Reasoning	Explanation
Chair <sup>2</sup>	Meeting - Attend	572	Day	Set by board to match board committee rate	Claim in half day blocks
Chair	Meeting Preparation	572	Day	up to duration of meeting	Claim in half day blocks
Chair	Initial complaint review	572	Day		Claim in half day blocks
Chair	Case report writing	572	Day		Claim in half day blocks
Chair	Meeting - Phone based	286	1/2	1/2 Day only	no preparation time

<sup>2</sup> Unless covered by contractual arrangements.

			day		
Chair	E-meeting	nil			
Chair	Ad hoc duties	572	Day	Previously authorised (para 7)	Claim in half day blocks
Chair	Committee Training	572	Day	Relevant to chaired Cttee	Claim in half day blocks
Chair	General Duties	1144	2 days/year		Claim in half day blocks
Chair	Travel more than 3hrs on day other than meeting day	286	1/2 day	1/2 Day only	Claim in half day blocks
Member	Meeting – Attend	385	Day	Set by minister	Claim in half day blocks
Member	Meeting Preparation	385	Day	up to duration of meeting	Claim in half day blocks
Member	Meeting - Phone based	192.50	1/2 day	1/2 Day only	no preparation time
Member	E-meeting				
Member	Ad hoc duties	385	Day	Previously authorised (para 7)	Claim in half day blocks
Member	Board Training	385	Day		Claim in half day blocks
Member	Travel more than 3hrs on day other than meeting day	192.50	1/2 day	1/2 Day only	
Investigating Committee Technical Advisor	Writing reports or attending IC/Ps or DHs	385	Day	Set by Board	Claim in half day blocks

#### Qualifications and Experience Assessment Panel (QEAP)

Position	Fee Type	\$	Rate	Reasoning	Explanation
QEAP member	Qualifications and Experience Assessment	116		Set by Board	Payment per assessment
QEAP Panel Convenor	Assessment coordination and reporting	58		Set by Board	Additional payment per assessment

#### Degree Accreditation

Position	Fee Type	\$	Rate	Reasoning	Explanation
New Zealand	Manage degree accreditation in NZ	385	Day	Set by Board	Claim in half day blocks

Degree Accreditation Procedure Management Panel					
Chair (practising architect)	NZ Accreditation Review Panel	482	Day	Set by Board	Claim in half day blocks
Member (practising architect)	NZ Accreditation Review Panel	385	Day	Set by Board	Claim in half day blocks

### Assessment Activity

Position	Fee Type	\$	Rate	Reasoning	Explanation
Convenor/ Deputy Convenor	Providing advice to potential applicants	192.50	Half day	Set by Board	Cumulative
Convenor/ Deputy Convenor	Ad hoc duties	385	Day	Set by Board	
Assessor	Assessment Assessment preparation	289 +144.50	Assessment	Set by Board	
Assessors	Preparation for assessment which doesn't then proceed either with or without that assessor	144.50		Set by Board	
Assessor	Moderation	289	Moderation	Set by Board	
Assessor	Training - Attend	289	Day	Set by Board	
Assessor	Presentation - give	289	Presentation	Set by Board	
Assessor	Competence Review – desk top	289	Half day	Set by Board	
Assessor	Competence Review - interactive	289	Assessment	Set by Board	
Training Coordinator	Planning (meetings and preparation)	482	day	Set by Board	



**Work  
Groups**

Position	Fee Type	\$	Rate	Reasoning	Explanation
Board Chair	Meeting - attend only	572	day	Same as board meeting	Claim in half day blocks
Deputy Chair	Meeting - attend only	482	day	Same as board meeting	Claim in half day blocks
Board Member	Meeting - attend only	385	day	Same as board meeting	Claim in half day blocks
Persons excluding Board & Committee Members	Meeting - attend only	289	day	Matching Assessors' base rate	
Persons excluding Board & Committee Members	Travel more than 3hrs	145	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	74c	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 (06) 08: Fees Framework for Members of Statutory and Other Bodies Appointed by the Crown.