



Incident Capability and Payments Alignment Project

The Incident Capability and Payments Alignment (ICPA) project aims to review and realign the way our organisation responds to complex and long-duration incidents. This includes reviewing our capacity requirements for these incidents, implementing improved mechanisms to attract the right capability – including through reviewed payment policies, and ensuring our volunteers are engaged in a way reflective of our volunteerism strategy and sector principles.

Background

The interim long duration event (LDE) policies M1-9 POP and M2-1a have expired and are being revised following review. The original intent of these policies was to enable surge capacity for events needing extensive resourcing over a sustained duration through recognising the inconvenience and extra costs (such as lost wages for volunteers or additional childcare costs) incurred by being deployed away from home for several days. Taken together, these policies set up mechanisms for

- 1) assembling taskforces to be deployed to these events and
- 2) for reimbursing those in the taskforce for their inconvenience and additional costs. The reimbursement was as a flat rate payment, made as an honorarium to volunteers or an allowance to employees, to simplify claims.

The way these policies were originally implemented means that intent has not been realised – the taskforce mechanism has not been used and there is confusion around payment eligibility.

For information on how M1-9 POP Long duration events allowance and honorarium policy and associated processes are to be interpreted please go to the Long duration events allowance and honorarium policy page below.



[\(/projects-and-programmes/incident-capability-and-payments-alignment/faqs/\)](/projects-and-programmes/incident-capability-and-payments-alignment/faqs/)

FAQs

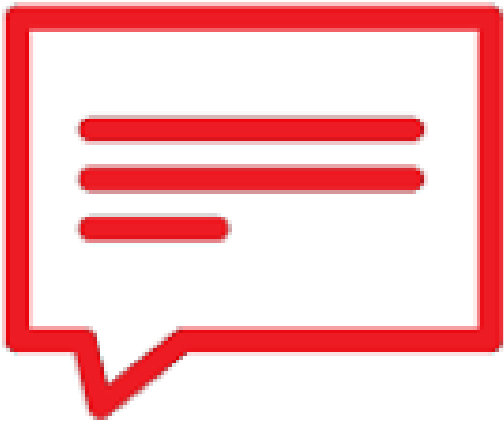
Questions and answers about ICPA.



[\(/projects-and-programmes/incident-capability-and-payments-alignment/long-duration-events-allowance-and-honorarium-policy/\)](/projects-and-programmes/incident-capability-and-payments-alignment/long-duration-events-allowance-and-honorarium-policy/)

Long duration events allowance and honorarium policy

This page provides information on how M1-9 POP Long duration events allowance and honorarium policy and associated processes are to be interpreted.



[\(/projects-and-programmes/incident-capability-and-payments-alignment/previous-updates-and-background/\)](#)

Previous updates and background

Read previous updates and background to the project.



[\(/projects-and-programmes/incident-capability-and-payments-alignment/governance-and-project-team/\)](#)

Governance and project team

These are the groups involved in the project.



Long duration events allowance and honorarium policy

To move us towards the original policy intent and ensure national consistency until the revised policies are in place [this is underway], from 23 December 2025 the terms of [M1-9 POP Long duration events allowance and honorarium policy \(/documents/m1-9-pop-long-duration-events-allowance-and-honorarium-policy/\)](/documents/m1-9-pop-long-duration-events-allowance-and-honorarium-policy/) and associated processes are to be interpreted as follows:

Declaring an LDE [changed]

Interpretation

1. District on-call Commander recommends a [declaration \(/documents/long-duration-event-declaration-form/\)](/documents/long-duration-event-declaration-form/) (new form)¹ to the Region on-call Commander.
2. On-call National Commanders' Group (NCG) member considers and approves/does not approve the declaration of an LDE.
3. District on-call Commander communicates the decision.
4. District on-call Commander notifies [the declaration \(/documents/long-duration-event-declaration-form/\)](/documents/long-duration-event-declaration-form/).

NB: Responsibility for managing incident finances remain with the declaring District for the duration of the event.

1. Note: this is a proof of concept under review with final policy.

Payment eligibility start time

Interpretation

Where an LDE is declared, LDE payment eligibility starts after 24 hours of the event, measured from the incident start time recorded in ICAD.

NB: An LDE can be declared at any point. If the declaration is made more than 24 hours after an incident/event starts, payment eligibility is retroactive (i.e. still 24 hours after the start of the incident, not 24 hours after the declaration).

Documentation required

Interpretation

Attendance at an LDE must be documented by completing a Daily Time Record (DTR) or equivalent.

Refer to [Fill out a Daily Time Record \(DTR\) \(/documents/guideline-using-daily-time-records/\)](/documents/guideline-using-daily-time-records/) for the information required.

Personnel eligible for payment

Interpretation

Only some personnel are eligible for LDE payments under M1-9 POP. Eligibility has two parts – to receive payment, an individual must meet **both** parts.

1) Eligible roles

Only those performing eligible roles may receive LDE payments. The eligible roles listed in [M1-9 SCb Long duration events eligible roles schedule \(/documents/m1-9-scb-long-duration-events-eligible-roles-schedule/\)](/documents/m1-9-scb-long-duration-events-eligible-roles-schedule/).

AND

2) Eligible groups

Eligible groups are:

- Volunteers
- Employees who are members of FECA
- Employees who are members of PSA

Employees who attend LDEs as a volunteer are to be treated as employees.

Instructions on how to tell which group an individual belongs to are in [this Guideline \(/documents/guideline-interim-long-duration-event-payments/\)](/documents/guideline-interim-long-duration-event-payments/).

Volunteers with legacy rates

Interpretation

Volunteers with legacy rates must choose whether to receive the LDE honorarium OR their legacy rates for the duration of the event – they cannot 'mix and match'.

- For example, if a volunteer attends on Days 1, 2 and 3, they cannot receive legacy rates for Day 1, then an LDE honorarium for Days 2 and 3.
- Their options in this example are:
 - Nothing for Day 1 and LDE honorarium for Days 2 and 3, or
 - Legacy rates for Days 1, 2 and 3.

Districts are to keep a record of the choice made.

Personnel location

Interpretation

- Personnel **must be present at the incident ground** to be eligible for the LDE allowance or honorarium.

- Employees located elsewhere (e.g. a coordination centre) are to receive the terms and conditions of their employment agreement or other applicable policies (e.g. [M1-4 POP Coordination centres policy \(/documents/m1-4-pop-coordination-centres-policy/\)](#)).

Minimum attendance

Interpretation

Per the current policy wording, there is no minimum attendance requirement.

Districts and IMTs are expected to manage resourcing responsibly and effectively.

Payment term

Interpretation

- One allowance / honorarium per completed shift
- Maximum one allowance / honorarium per person per 24 hours

Tax

Interpretation

LDE payments are taxable – they will be paid out net of tax and other deductions (e.g. child support, student loan).

LDE payments replace other entitlements

Interpretation

Employees receive either the LDE allowance OR their entitlements under their employment contract that are above normal salary/wages (e.g. TOIL, OT, meal allowance, on-call allowance), not both.

Where volunteers have legacy rates, they receive either the LDE honorarium OR their legacy rates, not both. See 'Volunteers with legacy rates' above.

Payment claims process

Interpretation

See [Guideline - Interim Long duration event \(LDE\) payments v0.7.1 \(/documents/guideline-interim-long-duration-event-payments/\)](#). This has been updated to reflect the clarifications made in this memo.

Claims for LDE honoraria and allowances are only to be made using the LDE workbook (see Guideline).

No claims are to be made via Home Base or Campaign Timesheets. IMT Finance should check workbook claims for potential timesheet claims for the same event and decline any timesheet claims identified.

Payment endorsement and approval

Interpretation

1. Data entry by IMT Finance.
2. Workbook review by District leadership Team.
3. Endorsement by LDE Incident Controller.
4. Approval by LDE District Manager.

Payments are to be authorised at the correct financial delegation levels. If required payment approval at NCC level.

Payments will be audited by NHQ.

How to treat personnel not eligible for LDE payments

Interpretation

Anyone attending an LDE who:

- does not perform an eligible role
OR
- is not in an eligible group
OR
- is located away from the incident ground

is **not** eligible to receive an LDE payment under the LDE policies. Depending on the specifics, they may be eligible for payments under other policies, such as [M1-4 POP Coordination Centres policy](/documents/m1-4-pop-coordination-centres-policy/) (</documents/m1-4-pop-coordination-centres-policy/>).

Otherwise, they should claim their normal terms and conditions (e.g. TOIL, OT), using their normal claim process. These claims should be approved by the District Manager for the District where the LDE occurred and charged to the LDE.

TOIL claims

Where an employee claims TOIL for attending an LDE outside of their own District, the LDE Incident Commander should consult that employee's District Manager before endorsing any TOIL claim.

Related documents

Policies

[M1-9 POP Long duration events allowance and honorarium policy \(/documents/m1-9-pop-long-duration-events-allowance-and-honorarium-policy/\)](/documents/m1-9-pop-long-duration-events-allowance-and-honorarium-policy/)

[M2-1a POP Domestic deployment taskforce interim policy \(/documents/m2-1a-domestic-deployment-task-force-interim-policy/\)](/documents/m2-1a-domestic-deployment-task-force-interim-policy/)

Schedules

[M1-9 SCa Long duration events payments schedule \(/documents/m1-9-sca-long-duration-events-payments-schedule/\)](/documents/m1-9-sca-long-duration-events-payments-schedule/)

[M1-9 SCb Long duration events eligible roles schedule \(/documents/m1-9-scb-long-duration-events-eligible-roles-schedule/\)](/documents/m1-9-scb-long-duration-events-eligible-roles-schedule/)

Who to contact

Clare Markham, Business Analyst by email to clare.markham@fireandemergency.nz (<mailto:clare.markham@fireandemergency.nz>) or on Teams.

Last modified: 12. January 2026

Long duration events allowance and honorarium

Introduction

When to use

This interim policy sets out payment entitlements that apply to Fire and Emergency New Zealand volunteers and employees (personnel) deployed to long duration events (LDEs), as defined in this interim policy, under the [M2-1a POP Domestic deployment taskforce interim policy](#).

Contents

This interim policy contains the following content:

[About this interim policy](#)

[Long duration event \(LDE\)](#)

[Payment entitlements](#)

[Terms and conditions](#)

[Related information](#)

About this interim policy

Purpose

The aims of this interim policy are to:

- define an LDE
- recognise and compensate personnel fairly for attending LDEs when deployed as part of a Domestic Taskforce and minimise pay inequalities at LDEs
- provide clarity and assurance regarding payment entitlements for attending LDEs as part of a Taskforce

Who it applies to

This interim policy applies to Fire and Emergency personnel attending an LDE and those deployed as part of the Domestic Taskforce and performing roles listed in the [M1-9 SCb Long duration events eligible roles schedule](#).

Long duration event

Definition

In this interim policy, a **long duration event (LDE)** is an incident of any nature that:

- is longer or is expected to be longer than 24 hours
and
- has been formally declared an LDE by an Assistant National Commander or on-call Region Executive. The National Commander, Deputy National Commanders and the National Commanders Group representative also have authority to formally declare an LDE.

Note: Declaration of an LDE does not automatically trigger deployment of additional personnel from across or outside the affected District.

Payment entitlements

Eligibility

Payment eligibility begins 24 hours after the incident commences (providing the incident has been formally declared an LDE).

Fire and Emergency personnel who attend an LDE and perform roles listed in the [M1-9 SCb Long duration events eligible roles schedule](#) are entitled to payment as listed below:

If they...	then they...
deployed under M2-1a POP Domestic deployment taskforce interim policy	are entitled to payments specified in M1-9 SCa Long duration events payments schedule
were already attending at the incident when it was declared an LDE	may, at the discretion of the National Commander, receive payments specified in M1-9 SCa Long duration events payments schedule

Personnel who attend an LDE and perform roles other than those listed in the [M1-9 SCb Long duration events eligible roles schedule](#) are **not** covered by this interim policy, but may receive payments in accordance with the terms and conditions of their employment or volunteer agreement and/or policies applicable to their circumstance, such as [M1-4 POP Coordination Centres policy](#).

Note: Personnel **must not** self-deploy. To be eligible for payment under this interim policy, you must be deployed under [M2-1a POP Domestic deployment taskforce interim policy](#) or, at the discretion of the National Commander, already attending at the incident when it was declared an LDE.

Nature of payments

For each completed shift (max. one per 24 hour period) following the first 24 hours of an LDE, personnel deployed to that LDE will receive, per the [M1-9 SCa Long duration events payments schedule](#):

- Volunteers: a daily honorarium, which is in lieu of a family/whānau support allowance and reimbursements for loss of employment income or dependent care costs.
In addition to being a token of appreciation for their service, and a recompense for the inconvenience, this honorarium is a payment to compensate volunteers for the loss of opportunity (including loss of income) and associated expenses incurred by attending an LDE (such as additional dependent care costs) without the administrative burden of filing individual claims. That is, the honorarium is not provided for the purpose of volunteers obtaining financial gain or profit.
- Employees: a daily allowance, which is in addition to their base salary, but in lieu of overtime and all other penalty rates and provisions contained in their employment agreement.

Both honorarium and allowance are flat daily rates for all roles listed in [M1-9 SCb Long duration events eligible roles schedule](#), regardless of rank or role performed.

For the purpose of this interim policy:

- permanent and fixed-term employees who are also volunteers are considered employees
- casual employees who are also volunteers are considered volunteers.

Terms and conditions

Payment period	Payment eligibility continues until the LDE is declared closed or you return home, whichever is earlier.
Record of attendance	The start and finish time of each work shift at an LDE, including travel time, must be recorded in a Daily Time Record (DTR) and signed off by personnel with relevant delegation.
Lodging claims	Claims are lodged by the Incident Finance function, which may include support from a deployee's home, District or other Business Services Coordinator.
Terms of payment	Payment terms for personnel deployed under this interim policy are set out in the M1-9 SCa Long duration events payments schedule .
Applicable policy	Personnel attending an LDE as part of the Domestic Taskforce will be subject to the terms and conditions under the M2-1a POP Domestic deployment taskforce interim policy current at the time of the LDE. This interim policy is part of the interim ICPA solution and changes can be made at the discretion of Fire and Emergency.

Related information

How do I

[Claim business expense](#)

Fill out a Daily Time Record (DTR) ^{coming soon}

Schedules

[M1-9 SCa Long duration events payments schedule](#)

[M1-9 SCb Long duration events eligible roles schedule](#)

Policies

[M2-1a POP Domestic deployment taskforce interim policy](#)

[Volunteer claim for loss or damage of personal effects](#)

Reference

[Collective agreements](#)

Document information

Owner	DCE Service Delivery Design
Steward	National and International Response Manager
Last reviewed	27 May 2024
Review period	Yearly

Record of amendments

Date	Brief description of amendment
May 2024	Initial version

Long duration events payments

Introduction

When to use	This schedule sets out payments for Fire and Emergency New Zealand volunteers and employees (personnel) attending declared long duration events (LDEs) under the M2-1a POP Domestic deployment taskforce interim policy .
Review	These payments relate to the interim solution for the Incident Capability and Payments Allowance (ICPA) Project and will be reviewed at the discretion of Fire and Emergency.

Interim schedule of LDE payments

Limitation of applicability	Application of payments set out in this schedule relate to the deployment of domestic taskforces under M2-1a POP Domestic deployment taskforce interim policy .				
Shift	Any period of time in attendance at the LDE during a 24 hour period. This includes travel time.				
Payments	Payments are made at a flat rate (per 24 hour period) regardless of rank or role(s) performed while attending an LDE. All payments are subject to: - a completed and approved Daily Time Record (DTR); and - tax and other applicable deductions. (For more information for volunteers, refer to the Long duration events tax guide for volunteers.)				
Travel time	Travel time includes: - daily travel to and from an incident site; and - travel from home or home station to an LDE at the beginning of deployment and back to home location at the end of deployment.				
Terms of payment	Payment will be made to personnel deployed under M2-1a POP Domestic deployment taskforce interim policy on the next available pay run after all required approvals are received (i.e. when both DTRs and timesheets are signed off).				
Honorarium amount for volunteers	<table> <tr> <th>Method</th><th>Amount per calendar day (before tax)</th></tr> <tr> <td>Daily honorarium</td><td> Equivalent to Senior Firefighter Grade 2 Driver Rate 2 (overtime Sunday day shift) Honoraria are in lieu of all other provisions contained in all volunteer agreements and other policies. </td></tr> </table>	Method	Amount per calendar day (before tax)	Daily honorarium	Equivalent to Senior Firefighter Grade 2 Driver Rate 2 (overtime Sunday day shift) Honoraria are in lieu of all other provisions contained in all volunteer agreements and other policies.
Method	Amount per calendar day (before tax)				
Daily honorarium	Equivalent to Senior Firefighter Grade 2 Driver Rate 2 (overtime Sunday day shift) Honoraria are in lieu of all other provisions contained in all volunteer agreements and other policies.				

Payment amounts for employees	Method	Payment amount per calendar day (before tax)
	Daily allowance	Non-public holidays Equivalent to Senior Firefighter Grade 2 Driver Rate 2 (overtime Sunday day shift) Public holidays Equivalent to Senior Firefighter Grade 2 Driver Rate 2 (overtime Sunday day shift). This allowance will then be added to the base salary and the total multiplied by 1.5. Plus, an alternative day annual leave will apply. Payments are in lieu of all other non-statutory provisions and penalty rates contained in all individual and collective employment agreements and other policies.

Related information

How do I

[Claim business expense](#)

Guide

[Long duration events tax guide for volunteers](#)

Forms & tools

RF221 Daily time record (see p. 51 of [Rural fire incident management forms and templates](#) (August 2018))

RF250 Daily vehicle time record (see p. 54 of [Rural fire incident management forms and templates](#) (August 2018))

Schedule

[M1-9 SCb Long duration events eligible roles schedule](#)

Policy

[M2-1a POP Domestic taskforce deployment interim policy](#)

[M1-9 POP Long duration events allowance and honorarium interim policy](#)

Document information

Owner	DCE Service Delivery Design
Steward	National and International Response Manager
Last reviewed	27 May 2024
Review period	Yearly

Record of amendments

Date	Brief description of amendment
May 2024	Initial version