

## 4.11. Levels of Service Increases Travel-Time Allowance

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(Report prepared by M Porter/D Heiford)

D050-003-05

### Purpose of report

1. To report back to Council on the cost of the implementation of the Travel-Time Allowance for Councillors.

### Executive Summary

2. Any reimbursement of the Travel-Time Allowance would be outside of current budget levels and would require an increase in rates.
  3. It is estimated that a budget in the vicinity of \$8,000 would be required for this allowance.
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### RECOMMENDATION

**No recommendation pending discussion be Council.**

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### Background/Context

4. At the Council meeting on 15 December 2022, Council discussed the Elected Members' Allowances and Reimbursement Policy and adopted a Policy with the proviso:  
*That staff prepare a paper on the Travel-Time Allowance for the Council Meeting (budget meeting) on 2 March 2023.*
5. Council indicated that they wished to have a better understanding of the cost implications of this allowance, if it was adopted.

### Travel-Time Allowance

6. The Remuneration Authority states that members (but not the Mayor) are entitled to claim an allowance (\$40 per hour) for time travelled within New Zealand on local authority business, provided Council agrees to adopt a travel-time allowance policy; the journey is by the quickest form of transport reasonable in the circumstances; the travel time exceeds one hour; and the travel time does not exceed nine hours (including the first hour which is not covered) within a 24 hour period.
7. The allowance is available each day for any business on behalf of Council or between the member's residence and the District Administration Building.
8. This allowance is not available for overseas travel.
9. Council has never adopted this allowance. If Council did adopt this, it would be up to the member to claim.

### Comment

10. Staff have attempted to quantify how much could be claimed on a yearly basis, as any reimbursement for Travel-Time would be outside of current budget levels and would require an increase in rates.
  11. Based on "normal" travel to and from the office (in perfect conditions, but subject to weather, road works etc), only two Councillors would qualify for this allowance to attend meetings at the Council Office (over 1 hour return travel). One Councillor travels just over 2 hours return to get to the office from home, with the other around 1 hour 40 minutes.
  12. Other Councillors may qualify depending on what other travel is required on any particular day, but would not in "normal" circumstances.
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13. Councillors potentially can attend 45 Council, Standing Committee or Council Briefings a year.
14. There are also a number of Sub-Committees, Working Groups, Forums etc that attendance is required at. This is estimated at 25 to 30 meetings.
15. There will be other times that Councillors claim the travel-time allowance.

**Costing**

16. It is estimated that a budget in the vicinity of \$8,000 would be required for this allowance.
17. Staff will only be able to refine the costings after a period of the travel-time allowance being claimed.

Author	Mike Porter, Democratic Services Manager
Authoriser	Dean Heiford, Manager Economic, Community and Support Services