

Elected Members' Childcare Policy

ORGANISATIONAL POLICY

POLICY REFERENCES

<input type="checkbox"/> Sponsor:	Chief Operating Officer
<input type="checkbox"/> Effective date:	5 July 2021
<input type="checkbox"/> Internal review due:	Reviewed at three yearly intervals prior to the Local Authority elections
<input type="checkbox"/> Legal compliance:	<input type="checkbox"/> Local Government Members (2019/20) Determination 2019 <input type="checkbox"/> Remuneration Act 1977 <input type="checkbox"/> Clause 6 and 7A(1) and (5) of Schedule 7 of the Local Government Act 2002 <input type="checkbox"/> Local Electoral Act 2001
<input type="checkbox"/> Associated Documents/References	CS01 Sensitive Expenditure Policy EM05 Elected Members' Allowances and Recovery of Expenses Policy
<input type="checkbox"/> Policy Number	EM06
<input type="checkbox"/> Approved by Chief Executive	N/A
<input type="checkbox"/> Approved by Council	Full Council meeting 31 October 2019 Report No RCN19-10-13

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1. Purpose

The purpose of this policy is to support the implementation of the optional childcare allowance provided for by the Remuneration Authority. The purpose of the allowance is to remove a potential barrier to involvement in local government by assisting wider representation, by making a Council contribution to the eligible childcare costs of the elected member.

2. Definitions

Claim year - a year commencing 1 July and ending on 30 June in the following year.

Eligible child – a child who is under 14 years of age at the time the expense is incurred and who has an elected member as a parent or legal guardian or the elected member is the person who usually has the responsibility for the day to day care of the child (other than on a temporary basis).

Family member of the elected member is defined as - a spouse, civil union partner, or de facto partner; or a relative, that is another person connected with the member within two degrees of a relationship, whether by blood relationship or by adoption.

Elected Member – a person who is declared to be elected to the Council or a Community Board in the Tasman District under the Local Electoral Act 2001.

3. Application

This policy applies to elected members of the Council and Community Boards within the Tasman District, and eligible childcare costs as defined from time to time in the related Remuneration Authority determination.

4. Policy

4.1 The Council will reimburse elected members for a contribution towards eligible childcare costs where these payments are incurred to enable elected members of the Council, the Motueka Community Board and the Golden Bay Community Board to undertake the following activities:

- (a) *attendance* at Council, or Committee meetings or Community Board meetings where the elected member is either a member of the Committee, or is a Council appointee to the Committee; and
- (b) *attendance* at Council or Community board workshops to discuss items of Council/Board business; and
- (c) *attendance* at meetings of Committees and bodies formally recognised by the Council, where the elected member is formally appointed to the committee or body by the Council.
- (d) *attendance* at meetings and events that are part of a formal Council community engagement programme.

4.2 These provisions do not apply:

- a) where the elected member's attendance is in their capacity as a trustee or director of a council controlled organisation or council controlled trading organisation.

- b) to 'live in' staff including au pair workers.
- 4.3 Reimbursement will only be for the actual and reasonable costs for child care services incurred and on the production of an invoice or receipt. If partial reimbursement has been received from another source that must be deducted when making a claim.
- 4.4 The maximum value for reimbursement is to be \$15 per hour (plus GST if applicable), per eligible child, and must comply with the following:
- a) the child is under 14 years of age;
 - b) payments made to a family member or a person ordinarily residing with the member are not eligible for reimbursement;
 - c) evidence of payments made and received are to be appended to any expense claim.
- 4.5 The maximum annual allowance per elected member is capped at \$12,000p.a. (pro-rata for part years) or \$6,000 p.a. per qualifying child whichever is the lower amount.
- 4.6 The claim for reimbursement may include the time taken by the elected member to travel by the most direct route reasonable in the circumstances to the meeting or workshop, provided this is also the time the child care began/finished.
- 4.7 Claims for reimbursement are to be filed no later than seven days following the end of the month in which the expense was incurred. Late claims submitted after three months will not be eligible except in extraordinary circumstances.
- 4.8 Reimbursement of all claims will be through the payroll system in conjunction with elected member remuneration.
- 4.9 This allowance is subject to withholding tax which will be deducted from the payment. The taxation treatment of any claim will at all times comply with the requirements and determinations of the Inland Revenue Department.
- 4.10 Claims will be reviewed by the Finance Manager and authorised in accordance with the operative delegations in the delegation register.

Approved by: **Mike Drummond, Group Manager Finance**

Date of approval: **5 July 2021**