



G21 Support to the Ravensthorpe Hopetoun Future Fund Board

Policy Objective

To clearly define the Shire of Ravensthorpe's administrative and financial support as Trustee to the Ravensthorpe Hopetoun Future Fund.

Policy

Support to the Ravensthorpe Hopetoun Future Fund

The Shire President and Chief Executive Officer are appointed to the Ravensthorpe Hopetoun Future Fund as confirmed in the Trust Deed (clause 9.4(b)(2)&(3)).

The Shire of Ravensthorpe as Trustee will hold the Ravensthorpe Hopetoun Future Fund (RHFF) Trust Fund and the income from the Trust Fund. The Trust Fund constitutes a trust fund under section 6.9 of the *Local Government Act 1995* (WA), and despite section 6.9(4) of that Act, the Shire of Ravensthorpe agrees that it will not, even after the Trust Fund has been held on trust for ten (10) years, transfer the Trust Fund to a municipal fund.

The Shire of Ravensthorpe must keep or cause to be kept proper accounts in respect of all receipts and payments on account of the Trust Fund and of all dealings connected with the Trust Fund and will be in keeping with the requirements of the *Local Government Act 1995* and associated regulations.

The Shire of Ravensthorpe will not charge any fee or be paid any remuneration for acting as Trustee or administering the Trust Fund.

In accordance with the Trust Deed, the Shire of Ravensthorpe, must provide free of charge to the Trust support and services, including the funding of costs and expenses associated with that support and services, required by the Trust and the Board to administer the Trust Fund, including without limitation:

- (a) preparation of financial statements and audit in accordance with statutory requirements and the requirements of this deed;
- (b) provision of a venue for meetings of the Board and all other costs incurred in connection with such meetings other than any travel or meeting attendance costs or expenses incurred by, or meeting attendance fee or allowance payable to, by a member of the Board;
- (c) secretariat services to the Trust, including handling of inward and outward correspondence, phone enquiries and the provision of a web page;
- (d) services and support, including advertising, selection and notification costs, associated with the soliciting of ideas for projects from the community that the Trust may fund;
- (e) any taxation administration necessary to have the Trust endorsed as exempt from income tax under Division 50 of the ITAA97, and thereafter to ensure the Trust remains compliant with all taxation laws, including income tax and GST; and
- (f) any administration necessary to implement changes to the Board in the event of resignation or removal of any member.

Reimbursement of Expenses to Board Members

With the exception of the President and Chief Executive Officer of the Shire of Ravensthorpe, Board members will be reimbursed the expenses necessarily incurred by them in respect to the following:

Travel Expenses

Board members shall only claim travelling to the destination from their normal place of employment and/or residence and return, in respect to the following journeys:

- (a) to attend Board meetings,



VERSION 15.1

(b) to attend Board Community presentations.

The rate of reimbursement of a vehicle kilometre rate being paid in accordance with the Australian Taxation Office determination.

Claim forms as deemed appropriate by the Chief Executive Officer are to be provided to Board Members for completion and forwarded to the Executive Manager Corporate and Community Services.

All expenses incurred under this section shall be paid from the Ravensthorpe Hopetoun Future Fund.

Chairperson Meeting Reimbursement

In addition to reimbursement of travelling expenses the Board Chairperson shall be paid a voluntary Chairperson meeting reimbursement of \$500 per meeting attendance as authorised by the Chief Executive Officer. The Chairpersons meeting reimbursement shall be limited at \$3,000 per annum.

All expenses incurred under this section shall be paid from the Ravensthorpe Hopetoun Future Fund.

Additional costs

As outlined in the Deed the Shire of Ravensthorpe shall support the Ravensthorpe Hopetoun Future Fund by way of the following support;

- Board meeting meals and refreshments.
- Secretariat support (including Board papers and minute taking).
- Annual and specific purpose Audit Fees.
- Legal Fees in managing the Deed.
- Advertising and promotional material for the Fund.

All expenses incurred under this section shall be paid from the Shire of Ravensthorpe adopted budget.

DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer		Decision Maker: Council
Compliance Requirements: Appropriate Annual Budget Allocations		
Legislation: s6.9(4) [Trust Fund] of the Local Government Act 1995 (WA)		
Industry:	Australian Charities and Not for Profits Commission - The Trustee for Ravensthorpe Hopetoun Future Fund. (Including Governing Document) https://www.acnc.gov.au/charity/3344d12635e9845312d09ae2096dc2f5#overview Australian Taxation Office – Cents per kilometre method https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/	
Organisational:		
Document Management: Ravensthorpe Hopetoun Future Fund Deed and any subsequent Deeds of Variation.		
Risk Rating: Medium	Review Frequency: 2 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 21/07/2020 Item 13.2	Comprehensive Policy Register Review
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments