

### Notes to and forming part of the Financial Statements

	30 June 2009	30 June 2008
	\$'000	\$'000

#### Note 40C: Net Income and Expense from Financial Liabilities

##### Financial Liabilities - At Amortised Cost

Interest Expense	(27,517)	(22,455)
<b>Net Loss Financial Liabilities - At Amortised Cost</b>	<b>(27,517)</b>	<b>(22,455)</b>
<b>Net Loss from Financial Liabilities</b>	<b>(27,517)</b>	<b>(22,455)</b>

#### Note 40D: Fair Value of Financial Instruments

	Carrying Amount 2009 \$'000	Fair Value 2009 \$'000	Carrying Amount 2008 \$'000	Fair Value 2008 \$'000
<b>Financial Assets</b>				
Cash at Bank	4,099	4,099	2,651	2,651
Cash on Hand	16	16	16	16
Short Term Investments	158,551	158,551	52,703	52,703
Receivables for Goods and Services (Net)	18,233	18,233	29,141	29,141
Finance Lease Receivable	159,736	178,467	158,795	158,795
<b>Total</b>	<b>340,635</b>	<b>359,366</b>	<b>243,306</b>	<b>243,306</b>
<b>Financial Liabilities</b>				
Government Loans	425,000	440,284	400,000	392,515
Trade and Other Payables	44,411	44,411	36,550	36,550
Revenue in Advance	20,314	20,314	24,601	24,601
Dividends	47,344	47,344	44,279	44,279
<b>Total</b>	<b>537,069</b>	<b>552,353</b>	<b>505,430</b>	<b>497,945</b>

The fair value of government loans is calculated by the Australian Office of Financial Management. The loans are valued by calculating the net present value of all future contracted payments at the relevant interest rate.

## Notes to and forming part of the Financial Statements

### Note 40E: Credit Risk

Credit risk arises from the financial assets of DHA, which comprise cash and cash equivalents and trade and other receivables. Exposure to credit risk arises from potential default of the counter party, with a maximum exposure equal to the carrying amount of these instruments. Exposure at balance date is addressed in each applicable note.

DHA does not hold any credit derivatives to offset its credit exposure.

DHA trades only with recognised, creditworthy third parties, and as such collateral is not requested nor is it policy to securitise its trade and other receivables. All customers who wish to trade on credit terms are subject to credit verification procedures.

In addition, receivable balances are monitored on an ongoing basis with the result that DHA's exposure to bad debts is not significant.

There are no significant concentrations of credit risk within DHA and financial instruments are spread amongst a number of financial institutions to minimise the risk of default of counterparties.

The following table illustrates DHA's gross exposure to credit risk, excluding any collateral or credit enhancement

	2009 S'000	2008 S'000
<b>Financial Assets</b>		
Cash at Bank	4,099	2,651
Cash on Hand	16	16
Short Term Investments	158,551	52,703
Receivables for Goods and Services (Net)	18,233	29,141
Finance Lease Receivable	159,736	158,795
<b>Financial Liabilities</b>		
Government Loans	425,000	400,000
Trade and Other Payables	44,411	36,550
Revenue in Advance	20,314	24,601
Dividends	47,344	44,279

### Credit quality of financial instruments past due or individually determined as impaired

	Not Past Due Nor Impaired	Not Past Due Nor Impaired	Past Due or Impaired	Past Due or Impaired
	2009 S'000	2008 S'000	2009 S'000	2008 S'000
<b>Financial Assets</b>				
Trade Receivables	17,963	28,513	270	628
<b>Total</b>	<b>17,963</b>	<b>28,513</b>	<b>270</b>	<b>628</b>

## Notes to and forming part of the Financial Statements

### Note 40E: Credit Risk (continued)

#### Ageing of financial assets that are past due but not impaired for 2009

	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ days \$'000	Total \$'000
Receivable for Goods and Services (Net)	3	36	-	231	270
<b>Total</b>	<b>3</b>	<b>36</b>	<b>-</b>	<b>231</b>	<b>270</b>

#### Ageing of financial assets that are past due but not impaired for 2008

	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ days \$'000	Total \$'000
Receivable for Goods and Services (Net)	18	-	166	444	628
<b>Total</b>	<b>18</b>	<b>-</b>	<b>166</b>	<b>444</b>	<b>628</b>

### Note 40F: Liquidity Risk

DHA manages liquidity risk by maintaining an appropriate level of marketable securities on hand to meet outgoing commitments in the event of failure to receive any revenue from the normal course of business and ensuring capacity exists to borrow under the Cash Advance Facility based upon annual cash flow forecasts prepared by DHA Finance.

#### Maturities for financial liabilities 2009

	On demand \$'000	Within 1 year \$'000	1 to 2 years \$'000	2 to 5 years \$'000	> 5 years \$'000	Total \$'000
<b>Financial Liabilities</b>						
Government Loans	-	135,000	130,000	130,000	30,000	425,000
Trade and Other Payables	-	44,411	-	-	-	44,411
Revenue in Advance	-	20,314	-	-	-	20,314
Dividends	-	47,344	-	-	-	47,344
<b>Total</b>	<b>-</b>	<b>247,069</b>	<b>130,000</b>	<b>130,000</b>	<b>30,000</b>	<b>537,069</b>

#### Maturities for financial liabilities 2008

	On demand \$'000	Within 1 year \$'000	1 to 2 years \$'000	2 to 5 years \$'000	> 5 years \$'000	Total \$'000
<b>Financial Liabilities</b>						
Government Loans	-	65,000	335,000	-	-	400,000
Trade and Other Payables	-	36,550	-	-	-	36,550
Revenue in Advance	-	24,601	-	-	-	24,601
Dividends	-	44,279	-	-	-	44,279
<b>Total</b>	<b>-</b>	<b>170,430</b>	<b>335,000</b>	<b>-</b>	<b>-</b>	<b>505,430</b>

## Notes to and forming part of the Financial Statements

### Note 40G: Market Risk

DHA manages interest rate risk by ensuring that both investments and borrowings mature commensurate with cash flow requirements to minimise repricing risk arising from changes in interest rates. DHA also ensures an appropriate mix of maturities across the yield curve to avoid concentration of maturities on any given date and higher volatility inherent in longer dated investments.

Interest rate risk refers to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. DHA's exposure to interest rate risk arising from fluctuations in interest rates is nominal due to interest rates applicable to cash, borrowings and finance leases being fixed.

The table below details the interest rate sensitivity analyses of the entity at the reporting date, holding all other variables constant.

	Risk variable	Change in risk variable %	Effect on	
			Profit and loss 2009 \$'000	Equity 2009 \$'000
Interest Rate Risk	Interest	0.75	-	-

	Risk variable	Change in risk variable %	Effect on	
			Profit and loss 2008 \$'000	Equity 2008 \$'000
Interest Rate Risk	Interest	0.75	-	-

Interest rate sensitivity analysis has been calculated on a "reasonably possible" basis. The rate of 75 basis points was determined using both statistical and non-statistical analyses. The statistical analysis has been based on the cash rate for the past five years issued by the Reserve Bank of Australia (RBA) as the underlying data set. The information was revised and adjusted for reasonableness under the current economic circumstances.

## Notes to and forming part of the Financial Statements

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### **Note 41: Subsequent Events**

DHA received an equity injection of \$161,000,000 on 1 July 2009. This equity injection forms part of the NB-ESP program.

There have been no other events post 30 June 2009 which would have a material impact on the financial statements or operations of the DHA business.

### **Note 42: Contingent Liabilities and Assets**

#### **Quantifiable Contingencies**

The Schedule of Contingencies in the Financial Statements reports a number of contingent liabilities which arise as a result of DHA's interest in the Lyons Joint Venture, including guarantees made directly to financing organisations and statutory authorities in respect of the joint venture. The amount disclosed represents the aggregate amount of such guarantees. The extent to which an outflow of funds will be required is dependent on the future operation of the joint venture being more or less favourable than currently expected. No financial liabilities are expected to arise from provision of the guarantees.

#### **Remote Contingencies**

DHA in April 2006 and December 2006 entered into a contract with a major Australian bank to sell a substantial number of properties and to lease them back for periods ranging from 9 to 12 years, with further extensions available at the option of DHA. In selling the properties, DHA has made certain warranties concerning the quality of properties sold. The Directors of DHA are not aware, as at the date of this report, of any liability to the purchaser in respect of warranties given.

## Statutory reporting compliance index

The following table shows compliance with the *Commonwealth Authorities and Companies (Report of Operations) Orders 2005* issued by the Minister for Finance and Administration on 30 June 2005.

### **Commonwealth Authorities and Companies Act 1997 Schedule 1 – reporting requirements**

SECTION	REPORTING REQUIREMENT	PAGE REFERENCE
s.1(a)	Report of operations	5–7
s.1(b)	Financial statements	84–129
s.1(c)	Auditor-General's report	85–86
s.2(3)	Directors' resolution on financial statements	87

### **Commonwealth Authorities and Companies (Report of operations) Orders 2005 Division 2 – General information about operations and activities**

SECTION	REPORTING REQUIREMENT	PAGE REFERENCE
Enabling legislation and responsible Minister		
s.8(a)	Enabling legislation	66
s.8(b)	Ministerial responsibility	69
Organisational structure		
s.9	Organisational structure	75
s.9	Location of major activities and facilities	<i>Inside back cover</i>
Review of operations and future prospects		
s.10(1)(a)(i)	Performance measured against statutory objectives	14, 28, 42, 52, 58
s.10(1)(a)(ii)	Performance measured against the Corporate Plan	6, 14, 28, 42, 52, 58
s.10(1)(a)(iii)	Performance measured against principal outputs and contributions	15, 28, 42, 52, 58
s.10(1)(b)	Factors, events or trends, including risks and opportunities	8–83
s.10(c)	Significant events under s.15 of the CAC Act	8–9
s.10(d)(i)	Principal outputs	15, 28, 42, 52, 58
s.10(d)(ii)	Major investing and financing activities	57–63, 83–129
s.10(d)(iii)	Key financial and non-financial performance indicators	14, 28, 42, 52, 58
s.10(e)	Significant changes in state of affairs or principal activities	5–7
s.10(f)(i)(ii)(iii)	Significant developments since the end of the financial year	<i>Nil to report</i>
Judicial decisions and reviews by outside bodies		
s.11(a)	Judicial decisions and administrative tribunal decisions	79 ( <i>nil to report</i> )
s.11(b)	Reports on operations by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman.	78–80
s.11(b)	Independent Audit Report	85–86

SECTION	REPORTING REQUIREMENT	PAGE REFERENCE
Effects of Ministerial directions		
s.12(1)(a)(i) (ii)(iii)	Directions issued by the Minister, during or since the end of the financial year, or continuing from previous financial years	69
s.12(b)(i)(ii)(iii)	Government policies under section 28 of the CAC Act	69
Disclosure requirements for Government Business Enterprises		
s.13(1)(a)(i)	Significant changes in overall financial structure and condition	<i>Nil to report</i>
s.13(1)(a)(ii)	Material events causing financial information not to be indicative of future results	<i>Nil to report</i>
s.13(b)	Dividends paid or recommended	60
s.13(c)(i)(ii)	Community service obligations	10–11

### Commonwealth Authorities and Companies (Report of operations) Orders 2005 Division 3 — Specific information

SECTION	REPORTING REQUIREMENT	PAGE REFERENCE
Directors		
s.14(1)(a)	Directors details	72–74
s.14(1)(b)	Board meeting attendance	71
Statement on governance		
s.15(1)	Governance practices	65–81
s.15(2)	Board committee details	70
s.15(3)(b)	Reviewing board performance	71
s.15(3)(d)	Risk management	78
s.15(3)(e)	Ethical standards	46
Indemnities and insurance premium officers		
s.16(1)(a)(b)	Indemnity for officers or premiums paid	79

### Commonwealth Authorities and Companies (Report of operations) Orders 2005 Division 4 — Miscellaneous

SECTION	REPORTING REQUIREMENT	PAGE REFERENCE
Other statutory requirements		
s.18	Commonwealth Disability Strategy	80
s.74 ( <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i> )	Occupational Health and Safety	48
s.8(1) ( <i>Freedom of Information Act 1982</i> )	Freedom of information	79
s.516A ( <i>Environment Protection and Biodiversity Conservation Act 1999</i> )	Environmental sustainability development	19–20

As a statutory authority, DHA is not required to fulfill the *Requirements for Departmental Annual Reports* approved by the Joint Committee of Public Accounts and Audit under subsections 63(2) and 70(2) of the *Public Service Act 1999*, however in an effort to improve transparency this has also been undertaken.

# Acronyms and abbreviations





ACCOM	Accommodation
ACS	Australian Customs Service
ADF	Australian Defence Force
ADO	Australian Defence Organisation
AFR	Application for relocation
ANAO	Australian National Audit Office
APS	Australian public service
AWA	Australian workplace agreement
BAC	Board Audit Committee
BDOM	Breakdown of marriage
BPW	Better practice workshops
BRL	Basic recreation leave
CA	Chief of Army
CA	Collective agreement
CAC	Commonwealth Authorities and Companies
CAF	Chief of Air Force
CCS	Choice contribution scheme
CDF	Chief of Defence Force
CN	Chief of Navy
COO	Chief operating officer
CPA	Certified practising accountant
CRA	Complaint resolution agency
CRM	Customer relationship manager
CRO	Client relations officer
CSI	Customer satisfaction index
CSIG	Customer service infrastructure group
CSM-R	Client service manager – relocations
DA	Disturbance allowance
DCA	Direct credit authorisation
DCA	Deputy Chief of Army
DCAF	Deputy Chief of Air Force
DCH	Defence Choice Housing
DCN	Deputy Chief of Navy
DCO	Defence Community Organisation
DE	Directorate of Entitlements
DEO	Direct entry officers
DETMAN	Determinations manual
DFA	Defence Families of Australia
DHA	Defence Housing Australia

DHF	Defence housing forecast
DHP	Director of housing policy
DHR	Defence housing requirement
DHRM	Defence housing relocation managers
DoD	Department of Defence
DOC	Domiciliary Operations Committee
DPE	Defence personnel executive
DRC	Defence Relocation Centre
DSNSG	Defence Special Needs Support Group
DVA	Department of Veteran's Affairs
EBIT	Earnings before interest and tax
EEO	Equal employment opportunities
EER	Energy efficiency rating
EL	Executive level
EOI	Expression of interest
FAQs	Frequently asked questions
FCP	Fraud control plan
FLO	Family Liaison Officer
FOI	Freedom of information
FRA	Fraud risk assessment
FMOs	Finance Minister's orders
FTE	Full-time equivalent
FWSN	Families with special needs
GBE	Government Business Enterprise
GRE	Group rank entitlement
GRS	Group rent scheme
HMC	Housing Management Centre
HMG	Housing management guidelines
HMI	Housing management instructions
IMP	Information management plan
INDMAN	Industrial manual
IOS	Interoperability operation system
IPMS	Integrated property management system
IT	Information technology
ITS	Information technology services
ISDN	Integrated switch digital network
KPI	Key performance indicator
L&D	Learning and development
LAN	Local area network

LWOP	Leave without pay
MFR	Military financial regulations
MQ	Married quarter
MSO	Military support officer
MWD	Member with dependants
MWD(U)	Member with dependants (unaccompanied)
MWOD	Member without dependants
MWOD +5	Member without dependants with five years service who can apply for RA approval
NatHERS	National house energy rating system
NFR	Naval financial regulations
NHCP	New housing classification policy
OBS	Off balance sheet
OH&S	Occupational health and safety
OM	Operations manager
ORA	Optional rent allowance
PACMAN	Payments and conditions manual
PBE	Portfolio baseline exercise
PC	Property consultant
PCC	Property completion certificate
PMS	Property management system
POA	Power of attorney
PP&E	Property plant and equipment
PPC	Property project committee
PPD	Principle policy document
PVI	Pre-vacation inspection
PWC	Public works committee
RA	Rent allowance
RAAF	Royal Australian Air Force
RAC	Relocations and accommodations cycle
RAN	Royal Australian Navy
RB	Rent band
RBChoice	Rent band choice
RBO	Realised benefit outcome
RC	Relocation consultant
RDFWA	Regular Defence Force Welfare Association
RLV	Realised land value
RMS	Residential management system
ROA	Return on assets
ROI	Return on investment

RPM	Real price movement
SA	Service agreement
SCG	Staff Consultative Group
SES	Senior executive service
SHR	Strategic human resources
SLB	Sale and leaseback
SOP	Standard operating procedure
SR	Service Residence
SVA	Shareholder value added
TAA	Temporary accommodation allowance
TAASA	Temporary accommodation allowance serviced apartment
TAF	Tenant acknowledgement form
TAPS	Tenancy and property system
TMS	Tenant management system
TOLL F&E	Toll furniture and effects
WEF	With effect date
WLS	Work level standards

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## DHA Directory

### National Customer Service Line

**1800 249 711**  
between 8.00am and 5.00pm  
Australian EST Monday to Friday

### Emergency Relocations Hotline

**Toll free: 1800 626 698**  
(24-hour hotline when in transit)

### Maintenance Line

**Toll free: 1300 366 615**  
(General maintenance:  
8.30am–4.30pm/Emergency  
maintenance: 24 hours)

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info@dha.gov.au

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Email: sales@dha.gov.au

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