

# Annexure A

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## PREMISES AND TARGET GROUP DEFINITIONS

*This Annexure:*

- lists the premises subject to this Agreement and describes them by Accommodation Type, Property Type, Construction Type and Target Group (see Part 1); and
- defines the characteristics of each Target Group (see Part 2).

*Relevant parts of the Agreement:*

- Agreement Schedule – Item 3
- Clauses 1.1, 6.3 and 25



## ANNEXURE A - PART 2: TARGET GROUP DESCRIPTION

Target Group Name	Criteria
General	Persons who are eligible for public housing according to the criteria set out in the Office of Housing Allocations Policy and Procedures Manual (as varied, amended and updated from time to time).
AIDS and HIV	Persons who fall within the General target group and who have also been medically diagnosed with HIV or AIDS.
Short Term Memory Deficit	Persons who fall within the General target group and who have also suffered a traumatic brain injury and as a result have been medically diagnosed with a short term working memory deficit.
Clients exiting Transitional Housing	Persons who fall within the General target group and who are also currently housed in accordance with the Office of Housing Transitional Housing Program.
Singles	Persons who fall within the General target group and who are also aged 25 years or more and are without children.
Disability - general	Persons who fall within the General target group and who also have a disability within the meaning of that word under the <i>Disability Act 2006</i> .
Intellectual Disability	Persons who fall within the General target group and who also have an intellectual disability within the meaning of that term under the <i>Disability Act 2006</i> .
Developmental Disability	Persons who fall within the General target group and who also have an developmental disability within the meaning of that term under the <i>Disability Act 2006</i> .
Physical Disability	Persons who fall within the General target group and who also have a disability within the meaning of that word under the <i>Disability Act 2006</i> which is of a physical nature.
Sensory	Persons who fall within the General target group and who also have a disability within the meaning of that word under the <i>Disability Act 2006</i> which is of a sensory nature.
Mental Health	People who fall within the General target group and who also have a mental illness within the meaning of that term under the <i>Mental Health Act 1986</i> .
Drug and Alcohol	Persons who fall within the General target group and who also have a drug or alcohol dependency.
Single Parent Families	Persons who fall within the General target group and who are also single and who have children.

Families	Couples (whether married or in a relationship) who fall within the General target group and who also have children.
Indigenous	Persons who fall within the General target group and who are also of Aboriginal or Torres Strait Islander descent or who have a cultural affinity with Aboriginal or Torres Strait Islander people.
NESB	People who fall within the General target group and who were also born outside Australia and have a first language other than English.
Elderly	People who fall within the General target group and who are also aged 75 or more.
Homeless	People who fall within the General target group and who are also without permanent housing or who are exiting from the Office of Housing Crisis Housing Program.
Youth	Persons who fall within the General target group and who are also aged between 15 and 24 years (inclusive) and are without children.

## Annexure B

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### VARIATION TO DEFINITION OF PREMISES

*This Annexure:*

- Provides the standard form by which properties are removed or added to the definition of Premises in Annexure A of the Agreement.

*Relevant parts of the Agreement:*

- Clause 25

**DEED OF VARIATION OF AGREEMENT**

1. From the date specified below, the Director and the Agency agree that the Agreement will be amended to:

1.1. include the premises specified in the Schedule to this Deed as "additional premises" (**Additional Premises**) in Annexure A of the Agreement; and

1.2. remove those premises specified in the Schedule to this Deed as "removed premises" (**Removed Premises**) from Annexure A of the Agreement

2. From the date specified below and for the remainder of the Term under the Agreement:

2.1. the terms of the Agreement will apply to the Additional Premises; and

2.2. the terms of the Agreement will cease to apply to the Removed Premises.

3. For the purpose of this Deed:

**Director** means the Director of Housing, being a body corporate constituted under the *Housing Act 1983*;

**Agreement** means the agreement between the Director and the Agency dated *[#insert date of Agreement]*; and

**Agency** means *[#insert name of Agency]*.

Executed as a Deed on the                      day of                      200

**Executed by the Director**

The **CORPORATE SEAL** of the                      )  
**DIRECTOR OF HOUSING** was hereto                      )  
affixed on the ..... day of ..... )  
200.... in the presence of:..... )

.....  
Signature of witness

.....  
Name of witness (block letters)

.....  
Signature of authorized person

.....  
Name of authorized person (block letters)

**Executed by the Agency**

**THE COMMON SEAL** of [*#insert name and ACN* ] )  
*of Agency* was affixed in the presence of                      )  
authorised persons:                      )

..... Director

..... Full name

..... Usual address

..... Director (or Company Secretary)

..... Full name

..... Usual address





# Annexure C

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## TENANCY MANAGEMENT

*This Annexure:*

- sets out the information which must be contained in every Tenancy Register (see Part 1); and
- contains the Maximum Rent Formula (see Part 2).

*Relevant parts of the Agreement:*

- Clause 1.1
- Clause 6
- Clause 20.1

## **ANNEXURE C - PART 1: TENANCY REGISTER**

The Agency must maintain a Tenancy Register which contains the following information (which includes the information required under the annual CSHA survey):

1. a unique identifier for each Sub-Tenant;
2. the date of birth of each person residing in the property tenanted to the Sub-Tenant;
3. the Target Group to which each Sub-Tenant belongs;
4. whether the Sub-Tenant fell within the "Greatest Need\*" category on the date immediately prior to the date on which the Sub-Tenant was granted a Sub-Lease by the Agency;
5. the "Household Composition"\*\*\* for the property occupied by each Sub-Tenant;
6. whether a Sub-Tenant has a first language other than English;
7. whether the Sub-Tenant considers that they are of Aboriginal or Torres Strait Islander descent or if they have a cultural affinity with Aboriginal or Torres Strait Islander people;
8. the total weekly income of each Sub-Tenant and the source of that income;
9. the rent payable by each Sub-Tenant;
10. the number of standard Sub-Tenants and the number of intensive Sub-Tenants;
11. the identity (if known) of any third party engaged by the Sub-Tenant to provide additional support services to the Sub-Tenant in connection with the Sub-Lease or the Agency's occupation of the Premises;
12. the commencement date of the Sub-Lease and, where relevant, the date it was terminated;
13. details of the circumstances of the expiry or termination of any Sub-Lease, including details of the place to which the Sub-Tenant relocated after expiry or termination;
14. the type of accommodation occupied by the Sub-Tenant prior to the commencement of the Sub-Lease; and
15. any other information reasonably requested by the Director.

## Definitions

**For the purpose of item 4 above,** the "Greatest Need Category" means persons who fall within one of the Target Groups set out in Part 2 of Annexure A and who are subject to one or more of the following circumstances:

- they were homeless;
- their life or safety was at risk in their accommodation;
- their health condition was aggravated by their housing;
- their housing was inappropriate to their needs; or
- they had very high rental housing costs.

**For the purpose of item 5 above,** "Household Composition" means the occupant composition of the property which has been sub-let to the Sub-Tenant and which can be described as one of the following:

- "single person composition" being a property which is occupied by the Sub-Tenant alone;
- "sole parent family with children aged less than 16 years composition" being a property which is occupied by the Sub-Tenant (who is a sole parent) and their children (who are under 16 years old);
- "couple only composition" being a property which is occupied by the Sub-Tenant and their partner (whether married or unmarried);
- "couple with children aged less than 16 years composition" being a property which is occupied by the Sub-Tenant and their partner (whether married or unmarried) and their children (who are under 16 years old);
- "family composition" being a property which is occupied by a Sub-Tenant and their partner (whether married or unmarried) and their children (whether under or over 16 years old);
- "family and non-related members composition" being a property which is occupied by a Sub-Tenant and their partner (whether married or unmarried) and their children (whether under or over 16 years old) as well as non-related persons;
- "group composition" being a property which is occupied by a Sub-Tenant and one or more adults which are not related to each other; or
- "unknown composition" being a property occupied by a Sub-Tenant and other unknown parties.

## ANNEXURE C- PART 2: MAXIMUM RENT FORMULA

The Maximum Rent Formula varies depending on whether the Sub-Tenant is eligible for Commonwealth Rent Assistance at the time of commencement of the Sub-Lease.

1. **The maximum rent payable by a Sub-Tenant eligible to receive CRA on the commencement date of the Sub-Lease is the amount which is the lower of:**

- 1.1 the amount which is the sum of:
  - 1.1.1 (Assessable Income + 44% of Family Tax Benefits) - 3 X Threshold Rent; and
- 1.2 the amount which is the sum of:
  - 1.2.1 25% of Assessable Income + 11% of Family Tax Benefits + Maximum CRA; and
- 1.3 where the property the subject of the Sub-Lease is:
  - 1.3.1 not a Shared Property, the amount which is equal to the property rent determined by the Director and notified to the Agency from time to time; and
  - 1.3.2 a Shared Property, the amount which is equal to the property rent determined by the Director and notified to the Agency from time to time divided by the number of current Sub-Leases of parts of that property;

where:

**Assessable Income** has the meaning given to that term in the Office of Housing Rental Rebate Policy and Procedures Manual, as amended from time to time by the Director;

**Family Tax Benefits** has the meaning given to that term in the Office of Housing Rental Rebate Policy and Procedures Manual, as amended from time to time by the Director;

**Maximum CRA** means the maximum amount of Commonwealth Rent Assistance to which the Sub-Tenant would be entitled to on the commencement date of the Sub-Lease; and

**Threshold Rent** is the relevant weekly rent threshold for sub-tenants eligible to receive CRA as defined by Centrelink and notified by the Director to the Agency and amended from time to time.

2. **The maximum rent payable by a Sub-Tenant who is ineligible to receive CRA on the commencement date of the Sub-Lease is the amount which is the lower of:**

- 2.1 the amount which is the sum of 25% of Assessable Income + 11% of Family Tax Benefits; and
- 2.2 where the property the subject of the Sub-Lease is:
  - 2.2.1 not a Shared Property, the amount which is equal to the property rent determined by the Director and notified to the Agency from time to time; and

2.2.2 a Shared Property, the amount which is equal to the property rent determined by the Director and notified to the Agency from time to time divided by the number of current Sub-Leases of parts of that property;

where:

**Assessable Income** has the meaning given to that term in the Office of Housing Rental Rebate Policy and Procedures Manual, as amended from time to time by the Director; and

**Family Tax Benefits** has the meaning given to that term in the Office of Housing Rental Rebate Policy and Procedures Manual, as amended from time to time by the Director.

# Annexure D

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## COMMUNITY CAPACITY BUILDING

*This Annexure:*

- sets out the information which must be included in each CCB Project Plan (see Part 1); and
- sets out the information which must be included in each CCB Project Report (see Part 2)

*Relevant parts of the Agreement:*

- Clause 1
- Clauses 19.3 & 20.1.5

## **ANNEXURE D - PART 1: CCB PROJECT PLAN**

Each CCB Project Plan must contain the following information:

1. the Annual CCB Budget and the calculations carried out in accordance with Annexure E Part 1 to arrive at that Annual CCB Budget;
2. a CCB Project (or more than one CCB Project) of a total cost to the Agency of an amount of no less than the identified Annual CCB Budget;
3. a detailed description of the proposed project;
4. a detailed description of the purpose and/or objectives of the proposed project;
5. a list of those people who will be involved in delivering the proposed project;
6. a description of the proposed project milestones and a detailed timeline for delivery of the proposed project;
7. an itemised breakdown of the anticipated costs of implementing the CCB Project;
8. project cash flows and cost projections;
9. a description of how the project will satisfy one of the purposes set out in clause 19.2.2 of the Agreement (e.g. How will the project build community capacity?);
10. planned project activities; and
11. any other information reasonably requested by the Director in relation to the proposed project.

## **ANNEXURE D - PART 2: CCB PROJECT REPORT**

Each CCB Project Report must contain the following information:

1. a detailed statement of the costs of the relevant CCB Project, including a cash flows statement, a balance sheet and evidence of those costs;
2. a copy of the relevant CCB Project Plan;
3. a description of whether, in the reasonable view of the Agency, the purpose and/or objectives of the CCB Project were achieved;
4. a description of the timeline in which the CCB Project was carried out; and
5. any other information reasonably requested by the Director.



# Annexure E

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## FINANCIAL STATEMENTS

*This Annexure:*

- sets out the Annual CCB Budget Calculation Guidelines (see Parts 1 and 2);
- sets out the standard form for the Four Weekly Financial Summary and Statement (see Part 3);
- sets out the standard form for the Annual Financial Statement (see Part 4);
- sets out the standard form for the Annual Financial Audit Statement (see Part 5);  
and

*Relevant parts of the Agreement:*

- Clause 1.1
- Clause 19.1
- Clause 20

The Annual CCB Budget = (PRR – PVA) – (AMFF + MA + TMC), where:

<b>PRR</b>	=	<p><b>Predicted Rent Revenue</b>, being an amount equal to:</p> <p>(a) the rent which would be received by the Agency if the Sub-Tenants currently in occupation at any part of the Premises paid to the Agency the maximum rent allowable under Clause 6.4 for the whole of the relevant period; plus</p> <p>(b) in respect of any part of the part of the Premises which is not currently in occupation by a Sub-Tenant (but excluding any bedroom which is not a Tenantable Room), the maximum rent estimated by the Director which would be received by the Agency if those parts of the Premises were occupied by Sub-Tenants above for that rent for the whole of the relevant period.</p>
<b>PVA</b>	=	<p><b>Predicted Vacancies and Arrears</b>, being an amount equal to (##insert percentage which represents projected vacancies and arrears) of the PRR.</p>
<b>AMFF</b>	=	<p><b>Asset Management Fund Fee</b>, being an amount equal to the Asset Management Fund Fee currently payable by the Agency under the Agreement.</p>
<b>MA</b>	=	<p><b>Maintenance Allowance</b>, being:</p> <p><i>Where Maintenance Option 1 applies:</i> an amount equal to the Maintenance Fund Fee currently payable by the Agency under the Agreement.</p> <p><i>Where Maintenance Option 2 applies, the sum of:</i></p> <p>(a) an amount equal to the number of Stand Alone properties multiplied by the relevant amount specified in Table 1A in Part 2 of Annexure E; plus</p> <p>(b) an amount equal to the total number of bedrooms within Rooming House properties (but excluding any bedroom forming part of the Premises which is not a Tenantable Room) multiplied by the relevant amount specified in Table 1B in Part 2 of Annexure E; plus</p> <p>(c) an amount equal to the number of Stand Alone properties multiplied by the relevant amount specified in Table 2A in Part 2 of Annexure Part E; plus</p> <p>(d) an amount equal to the total number of bedrooms within Rooming House properties (but excluding any bedroom forming part of the Premises which is not a Tenantable Room) multiplied by the relevant amount specified in Table 2B in Part 2 of Annexure E.</p>
<b>TMC</b>	=	<p><b>Tenancy Management Costs</b>, being an amount equal to the sum of:</p> <p>(a) the number of Standard Sub-Tenants occupying Self Contained properties multiplied by the relevant amount specified in Table 3 in Part 2 of Annexure E; plus</p> <p>(b) the number of Intensive Sub-Tenants occupying Self Contained properties multiplied by the relevant amount specified in Table 3 of Part 2 in Annexure E; plus</p> <p>(c) the number of Standard Sub-Tenants occupying Shared properties multiplied by the relevant amount specified in Table 3 in Part 2 in Annexure E; plus</p> <p>(d) the number of Intensive Sub-Tenants occupying Shared properties multiplied by the relevant amount specified in Table 3 in Part 2 of Annexure E.</p>

**In Part 1 of Annexure E:**

1. a reference to a Stand Alone property, a Rooming House property, a Self Contained property and a Shared Property is a reference to a property identified as such in Part 1 of Annexure A (as it may be amended or varied from time to time in accordance with the Agreement);
2. a reference to the number of Tenatable Rooms at a property is a reference to the number of rooms identified as such within a Shared Property or a Rooming House Property in Part 1 of Annexure A (as it may be amended or varied from time to time in accordance with the Agreement);
3. a reference to the relevant amounts specified in the tables set out in Part 2 of Annexure E is a reference to those tables as they may be adjusted in accordance with the Agreement;
4. a reference to the number of Standard Sub-Tenants is a reference to the estimated number of Sub-Tenants to be granted a Sub-Lease by the Agency during the relevant year who do not require fortnightly contact by the Agency. The estimated number for the relevant year will be agreed in writing between the Director and the Agency prior to the Commencement Date of this Agreement and on or prior to the anniversary of each Commencement Date during the Term; and
5. a reference to the number of Intensive Sub-Tenants is a reference to the estimated number of Sub-Tenants to be granted a Sub-Lease by the Agency during the relevant year who do require fortnightly contact by the Agency. The estimated number for the relevant year will be agreed in writing between the Director and the Agency prior to the Commencement Date of this Agreement and on or prior to the anniversary of each Commencement Date during the Term.

**ANNEXURE E - PART 2: ANNUAL CCB BUDGET CALCULATION TABLES**

**1. MAINTENANCE ALLOWANCE BENCHMARKS**

**Table 1A: Stand Alone properties**

Property Size	Brick Veneer	Strata	Weather board
1 BR	\$1,316	\$1,119	\$1,645
2 BR	\$1,426	\$1,212	\$1,782
3 BR	\$1,536	\$1,306	\$1,919
4 BR	\$1,645	\$1,399	\$2,056
5 BR	\$1,700	\$1,445	\$2,126
≥6 BR	\$548 per room		

**Table 1B: Rooming House Properties**

Self-Contained Room	Room Only
\$713	\$548

**2. MAINTENANCE MANAGEMENT BENCHMARKS**

**Table 2A: Stand Alone Properties**

Number of Stand Alone Properties	Cumulative Benchmark Amount
1 - 49	\$585
50 - 99	\$485
100 - 199	\$390
200 - 499	\$295
500+	\$195

**Table 2B: Rooming House Properties**

Number of Bedrooms	Cumulative Benchmark Amount per bedroom
1 - 49	\$255
50 - 99	\$215
100 - 199	\$175
200 - 499	\$140
500+	\$100

**3. TENANCY MANAGEMENT BENCHMARKS**

	Self Contained	Shared
Standard TM	\$1,316	\$1,645
Intensive TM	\$1,645	\$1,975

**Maintenance Management Cost calculation example:**

**Example:** under the terms of the Agreement, an Agency is let 55 Stand Alone properties and 5 Rooming House properties. 3 of the Rooming House properties have 15 bedrooms each and the other 2 have 10 bedrooms each. Accordingly, in total, the Agency is let 55 Stand Alone properties and 65 bedrooms situated within 5 Rooming House properties.

The Maintenance Management Cost for the purpose of Part 1 of Annexure Part E will be calculated as follows:

<b>Stand Alone properties</b>	49 properties multiplied by \$585 (being the cumulative benchmark amount for between 1 and 49 properties as set out in Table A)	\$28,665.00
	<i>plus</i>	
	6 properties multiplied by \$485 (being the cumulative benchmark amount for between 50 and 99 properties as set out in Table A)	\$2,910.00
	<i>plus</i>	
<b>Rooming House properties</b>	49 bedrooms multiplied by \$255 (being the cumulative benchmark amount for between 1 and 49 properties as set out in Table B)	\$12,495.00
	<i>plus</i>	
	16 bedrooms multiplied by \$215 (being the cumulative benchmark amount for between 50 and 99 bedrooms as set out in Table B)	\$3440.00
<b>TOTAL</b>		<b>\$47,510.00</b>

**4. ASSET MANAGEMENT FUND FEE BENCHMARKS**

<b>Rooming House</b>	<b>Other Properties</b>
\$1,088 per room	\$1,842 per property

**ANNEXURE E – PART 3: FOUR WEEKLY FINANCIAL SUMMARY AND FINANCIAL STATEMENT**

**(A) FOUR WEEKLY FINANCIAL SUMMARY**

*Each Financial Summary must be accompanied by a Financial Statement in the form of a financial acquittal statement from an authorised officer of the Agency which certifies that the funds specified in the Financial Summary were used by the Agency for the purposes set out in the Financial Summary and that the Financial Summary is true and correct.*

AGENCY DETAILS
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CONTROL ACCOUNT NO.	
COMMUNITY HOUSING AGENCY	
POSTAL ADDRESS	
TOWN & POSTCODE	

CONTACT PERSON	
PHONE NUMBER	
E-MAIL ADDRESS	

STATEMENT PERIOD	FROM	TO
------------------	------	----

TOTAL PROPERTY RENTS	\$
----------------------	----

RENT PAYABLE	\$
--------------	----

RENT COLLECTED	\$
----------------	----

ARREARS BALANCE	\$
-----------------	----

ASSET MANAGEMENT FUND FEE FOR PERIOD	\$
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MAINTENANCE MANAGEMENT FUND FEE FOR PERIOD	\$
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*This table will be provided to the Agency in Excel format or printable from CODA.*

**(B) FOUR WEEKLY FINANCIAL STATEMENT**

NAME OF HOUSING AGENCY					
POSTAL ADDRESS					
TOWN & POSTCODE					
CONTACT PERSON & PHONE NO.					
STATEMENT PERIOD		FROM		TO	

PROP ID	ADDRESS			STATUS	INCOME TYPE	START	END	WEEKLY PROP RENT	PERIOD PROPERTY RENT	WEEKLY RENT PAYABLE	PERIOD RENT COLLECTED	BALANCE
	NO.	STREET	TOWN/ SUBURB									
<b>TOTAL</b>									<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

*This table will be provided to the Agency in Excel format or printable from CODA.*

**ANNEXURE E - PART 4: ANNUAL FINANCIAL STATEMENTS (WHICH INCLUDES THE ANNUAL CASH INDICATORS STATEMENT)**

	From To \$	From To \$
<b><u>Income Statement</u></b>		
Recurring Revenues (e.g.. Government Grants)		
Non-Recurring Revenues (e.g. Capital Grants, Asset Sales)		
Employee benefits expense		
Depreciation and amortisation expenses		
Lease expenses		
Borrowing costs expense		
Other expenses		
Net Surplus/(Deficit)		
<b><u>Balance Sheet as at Period End</u></b>		
<b><u>Current Assets</u></b>		
Cash & Cash equivalents		
Receivables		
Non-current assets classified as held for sale		
Other current assets		
Prepayments		
Inventories		
Deferred Tax Assets		
<b>Total Current Assets</b>		
<b><u>Non Current Assets</u></b>		
Receivables		
Other financial assets		
Available for sale financial assets		
Property, plant and equipment		
Investment Properties		
Pension Asset		
Intangibles		
<b>Total Non-Current Assets</b>		
<b>Total Assets</b>		
<b><u>Current Liabilities</u></b>		
Payables		
Unearned Income (including government grants in advance)		
Interest bearing liabilities		
Liabilities directly associated with non-current assets held for sale		
Short term Provisions e.g. Annual Leave, Sick Leave, vested LSL)		
<b>Total Current Liabilities</b>		
<b><u>Non Current Liabilities</u></b>		
Payables		
Pension Liability		
Interest bearing liabilities		
Long-term provisions e.g. Long Service Leave		
<b>Total Non Current Liabilities</b>		
<b>Total Liabilities</b>		
<b>NET ASSETS</b>		



**Equity**

Contributed equity

Reserves

Retained earnings/(losses)

**Total Equity**


**Other Required Information**

Cash held for restricted purposes (including money held in trust)

\*1

Capital Grants

\*

Unapplied grant revenues

\*

Cash backing for employee entitlements (e.g. LSL, defined benefit plans)

\*2

Fair value gains/losses to income statement on defined benefit plans

\*3

Fair value gains/losses to income statement on investments

\*4

Method applied to account for defined benefit plan gains/losses


(\*) Information not contained on the face of the financial statements

1. Where cash balance is included in total current assets
2. This is an estimate of how much the long service leave and defined benefit provisions shown in your Balance Sheet are backed by cash reserves.
3. This reflects the quantum of non-cash fair value gains/losses on defined benefit plans booked to the income statement in accordance with AASB 119
4. This is the quantum of non-cash fair value gains/losses on investments booked to the income statement in accordance with AASB 139

## ANNUAL CASH INDICATORS STATEMENT

\* When total cash receipts are in excess of \$200,000 for an incorporated association, then audited financial statements must be prepared (Associations Incorporation Act) and the DHS Annual Financial Indicators Statement and Audit Report should be prepared instead of this Annual Cash Indicators Statement.

**Agency:**

Total Cash at start of the year

**A) Cash Receipts and Payments (for the year ended)**

**Cash Receipts** <sup>(1)</sup>

DHS ordinary grant	
Specific purpose funding (e.g. DHS capital grant)	
Fees	
Other	
<b>Total cash receipts *</b>	

**Cash Payments** <sup>(1)</sup>

Salaries and wages	
Rent	
Other (e.g. program expenses, consumables)	
Specific purpose expenditure (e.g. capital works)	
<b>Total cash expenditure</b>	
<b>NET CASH SURPLUS / (DEFICIT)</b>	

**B) CASH BALANCES AS AT 30th June**

Bank account balance(s) <sup>(2)</sup>	
Amounts Included in Bank account balance(s)	
Short-Term Liquid Investments	
Bank overdraft (if any)	
Cash held for staff provisions (e.g. LSL and defined benefit plans)	
Reserved funds <sup>(3)</sup>	
Provision for Employee Benefits	
Un-earned Income (including government grants in advance)	

1. Capital purchases, DHS capital grants, cash raised and/or expended specifically for purchase of equipment are listed separately under specific purpose funding/expenditure as shown.
2. Summed total of cash balances as shown on all bank statements.
3. This should include any amounts that are committed to other expenditure (e.g. cash raised specifically for purchase of equipment).

**ANNEXURE E - PART 5: ANNUAL FINANCIAL AUDIT STATEMENT (INCLUDING THE AGENCY CERTIFICATION CERTIFICATE AND AUDIT REPORT)**

**AGENCY CERTIFICATION  
Manager's Annual Certificate**

We certify that (the Agency) has complied with the terms and conditions of the Housing Provider Framework Lease and Property Management Agreement dated \_\_\_\_\_

We certify that (the Agency) is a financially viable Agency and can continue to carry out its obligations under the above Agreement.

We certify that (the Agency) is/is not (cross out not applicable) required to produce audited financial statements and has adhered to the relevant incorporation governing legislation in respect of financial account preparation and lodgement and any other requirements as specified by the relevant governing legislation.

We certify that the attached Financial Accountability Requirements Statement for the year ended: \_\_\_\_\_

- fairly presents the financial position for the year as required by the Department of Human Services;

*and where the Agency is required to produce audited financial statements:*

- the statements have been extracted from the accounting records of the Agency which have been prepared on the basis of accounting policies consistent with applicable Australian Accounting Standards (AAS) and/or Australian Accounting Standards Board (AASB); and
- are GST exclusive for the Statement of Financial Performance.

**SIGNED BY THE CHAIRPERSON/CEO/PRESIDENT**

\_\_\_\_\_  
Full name of Chairperson, Chief Executive Officer or President  
Position  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date  
\_\_\_\_\_

**SIGNED BY THE CHIEF ACCOUNTING OFFICER/TREASURER**

\_\_\_\_\_  
Full name of Principal Accounting Officer or Treasurer  
Position  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date  
\_\_\_\_\_

**AUDIT REPORT  
INDEPENDENT AUDITOR'S REPORT  
TO THE DEPARTMENT OF HUMAN SERVICES**

**Scope**

We have audited the attached Financial Statement/s comprising of Annual Financial Indicators Statement and Certificate for the year ended \_\_\_\_\_. The Agency's directors/management are responsible for the preparation and presentation of the financial statement/s and the information it/they contain/s.

The Statement/s has/have been prepared for the Director of Housing to show accountability for the grants received and not for any purpose other than that for which it was prepared. We have conducted an independent audit of the statement/s in order to express an opinion on them/it as required by the Director of Housing.

Our audit has been conducted in accordance with applicable Australian Auditing Standards and/or standards prescribed by the Australian Accounting Standards Board to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included an examination, on a test basis, of evidence supporting the amounts disclosed in the financial statements. These procedures have been undertaken to form an opinion as to whether, in all material respects, the statements are presented fairly in accordance with the requirements of the Director of Housing.

The audit opinion expressed in this report has been formed on the above basis.

**Audit Opinion**

In our opinion, the attached financial statement, as listed below, of

(i) presents fairly the transactions for the year ending 30/6/20\_\_\_\_\_

of \_\_\_\_\_

as required by the Director of Housing; and

(ii) have been extracted from the financial records of \_\_\_\_\_

which have been prepared on the basis of accounting policies consistent with applicable Australian Accounting Standards.

**Firm Name**

\_\_\_\_\_  
(and seal if applicable)

**Signature**

\_\_\_\_\_

**Partner name** \_\_\_\_\_

Member of CPA / ICA / NIA (Circle relevant organisation)

**City** \_\_\_\_\_

**Date** \_\_\_\_\_

# Annexure F

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## MAINTENANCE

*This Annexure:*

- sets out the standard form Maintenance Report

*Relevant parts of the Agreement:*

- Clause 1
- Clause 20.1

## **ANNEXURE F - MAINTENANCE REPORT**

Each Maintenance Report must contain the following information:

1. a description of the maintenance carried out by or on behalf of the Agency during the relevant period per property;
2. a description of the actual expenditure on maintenance during the relevant period per property;
3. a description of any maintenance task commenced but not completed on the date of the report per property;
4. details of all funds held by the Agency on the date of the report for the purpose of ongoing maintenance costs;
5. a list of contractors used during the period;
6. number of quality inspections carried out and the number of rectification notices issued as a result of the inspections; and
7. number of condition report inspections carried out in the period.

# Annexure G

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## CORPORATE GOVERNANCE REPORT AND MANAGEMENT ENVIRONMENT REPORT

*This Annexure:*

- sets out the information which must be contained in each Corporate Governance Report (see Part 1); and
- sets out the information which must be contained in each Management Environment Report (see Part 2).

*Relevant parts of the Agreement:*

- Clause 20.1.

## **ANNEXURE G– PART 1 – CORPORATE GOVERNANCE REPORT**

The report applies only to Agencies who are not Registered Agencies.

Each Corporate Governance Report must contain the following information:

1. most recent Strategic and Business Plans (in a form to be provided to the Agency by the Director);
2. information in relation to the composition of the Board of the Agency, including the qualifications and experience of those people who sat on the Board during the relevant period;
3. information in relation to the composition of those people who fulfilled key management positions – including the qualifications and experience of those people who fulfilled key management positions during the relevant period; and
4. progress against strategic/business plans.

## **ANNEXURE G – PART 2 – MANAGEMENT ENVIRONMENT REPORT**

Each Corporate Governance Report must contain the following information:

1. major changes in key management positions;
2. major changes to financial and management reporting systems;
3. major contingent liabilities, such as litigation;
4. funding being withdrawn from another government funding body or program;
5. number of complaints received from clients (assumes that a complaints reporting mechanism is in place); and
6. changes of location of office.