

AUSTRALIA

Services Trust Funds Act 1947

**Royal Australian Navy
Relief Trust Fund**

**Annual Report by the Trustees for the period
1 July 2020 to 30 June 2021**

The Hon Andrew Gee, MP

Minister for Veterans' Affairs and Defence Personnel
Parliament House
Canberra ACT 2600

Dear Minister

The Trustees of the Royal Australian Navy Relief Trust Fund present the *Annual Report 2020–21* for the year ended 30 June 2021. The report is to meet the requirements of section 46 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and as such includes both annual performance statements and annual financial statements.

Yours sincerely

A handwritten signature in black ink, appearing to be 'SL Glassock', written in a cursive style.

SL Glassock, CSC
Commodore, RAN
Chair of Trustees
Royal Australian Navy Relief Trust Fund

30 July 2021

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ROYAL AUSTRALIAN NAVY RELIEF TRUST FUND
ANNUAL REPORT FOR PERIOD 1 JULY 2020—30 JUNE 2021

INTRODUCTION

The Trustees, as the Accountable Authority, of the Royal Australian Navy Relief Trust Fund (the Fund) are responsible for the preparation, and providing a copy to the responsible Minister, of this Annual Report on the operations of the Fund for the period 1 July 2020 – 30 June 2021 (the period) under section 46 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

The Trustees of the Fund present the Annual Report for the period.

ENABLING LEGISLATION AND PURPOSE

The Fund was established by the *Services Trust Funds Act 1947* (STF Act). The STF Act provides that the Trustees shall apply the Fund to providing benefits for members of the Australian Defence Force (ADF) who have served in, or in association with, the Royal Australian Navy (RAN) and to the dependants of such members.

As part of enabling legislation for the Fund to provide a broader range of benefits, in 2013 the Trustees established the ‘Keeping Watch’ program within the Fund to provide for the comfort or welfare of a person who is currently appointed or enlisted as a Permanent or Reserve member of the RAN. The Fund has received Deductible Gift Recipient status for the ‘Keeping Watch’ program.

The Trustees administer the Fund to assist current and former members of the Australian Defence Force (ADF) who have served in, or in association with, the RAN and to the dependants of such members (eligible persons). The Fund seeks to use available assets to deliver significant value to eligible persons in a timely, relevant, and meaningful manner.

ORGANISATIONAL STRUCTURE

Responsible Minister

The Fund operates within the Defence Portfolio and is responsible to the Minister for Veterans’ Affairs and Defence Personnel (the Minister).

The Minister may, by instrument in writing published in the Gazette, authorise the Trustees to administer other property. The responsible Minister did not authorise the Trustees to administer other property during the period.

Ministerial directions and government policy orders

There were no Ministerial Directions made, or Government Policy Orders issued, to the Fund during the period.

Significant non-compliance issues with finance law

Section 17BE(h) of the PGPA Rules require that Commonwealth entities' annual reports must include a statement of any significant non-compliance issues that relate to the finance law that were reported to the responsible Minister under paragraph 19(1)(e) of the PGPA Act during the reporting period. During the reporting period, there was one related entity transaction disclosed in Note 3.2 that was provided in contravention of the STF Act.

The Accountable Authority

The Trustees of the Fund are the Accountable Authority and are appointed by the Minister.

The Trustees are not employees of the Fund and the Fund does not provide the Trustees with any form of remuneration for their service to the Fund. All Trustees are involved in the management and administration of the Fund and are therefore considered executive members of the Accountable Authority.

During 2020-21 financial year the Board met four times and these meetings were held in Canberra.

A summary of attendance for the Trustees of the Fund is listed in the following table:

Name	Position Held	Total number of meetings held	Number of meetings attended
CDRE S. Glassock	Chair of Trustees	4	4
CMDR C. Ween	Deputy Chair	4	3
CMDR S. Harris	Trustee	4	4
CAPT K. Ryan*	Trustee	4	1
LEUT L. Houlahan	Trustee	4	4
CMDR M. Lee	Trustee	4	3
CPO A. Kerr	Trustee	4	4

* Attended all meetings during the period following appointment, one of one meeting

Trustees at end of period

As at 30 June 2021 the Trustees of the Fund, their qualifications and experience, and meeting attendance are as follows:

Chair: Commodore Shane Glassock, CSC, RAN - Appointed 08 April 2019
 Experience / Qualifications: Master of Science and Master of Maritime Studies and 32 years' experience as a member of the RAN

Deputy Chair/Trustee: Commander Christina Ween, RAN - Appointed 01 March 2018
 Additional Responsibilities: Deputy Chair from 28 June 2019 ongoing
 Experience / Qualifications: Master of Military and Defence Studies, Bachelor of Science (Honours), Chartered member of the Chartered Institute of Logistics and Transport, Member of the Australian Institute of Company Directors, 28 years' experience as a member of the RAN

Trustee:	Commander Susan Harris, CSM, RAN - Appointed 29 February 2016
Additional Responsibilities:	Secretary from 28 June 2019 ongoing
Experience / Qualifications:	Masters of Business (Human Resources), Masters of Management Studies (Governance), Graduate of the Australian Institute of Company Directors, Certified Practitioner Australian HR Institute, Bachelor of Arts, 27 years' experience as a member of the RAN
Trustee:	Captain Katrina Ryan, RAN - Appointed 24 April 2021
Experience / Qualifications:	Master of Science in Management (Manpower Systems Analysis), Master of Business Administration, Bachelor of Science (Hons), and 31 years' experience as a member of the RAN
Trustee:	Lieutenant Loretta Houlahan, RAN - Appointed 03 September 2019
Additional Responsibilities:	Risk, Compliance and Governance from 28 June 2019 ongoing
Experience / Qualifications:	Bachelor of Science (Honours), Master of Science, Master of Laws (Juris Doctor), Graduate of the Australian Institute of Company Directors and admitted as a Lawyer in 2015. Experience in science and private legal practice and 5 years' experience as a Legal Officer in the RAN
Trustee:	Commander Mark Lee, RAN - Appointed 03 September 2019
Experience / Qualifications:	Master of Business Administration (MBA), Master of Management (Operations and Logistics) Graduate Certificate of Professional Accounting, Chartered Member of the Logistics and Transport Institute of Australia, Certified Professional Logistician, Chartered Institute of Logistics and Transport, Graduate of the Australian Institute of Company Directors, Certified Risk Management Assurance, Institute of Internal Auditors, Justice of Peace (NSW), 26 years' experience as a member of the RAN
Trustee:	Chief Petty Officer Andrea Kerr, CSM, RAN - Appointed 03 September 2019
Experience / Qualifications:	Master of Human Resource Management (Organisational Change Management specialisation), Graduate Certificate Business (Public Sector Management), 25 years' experience as a member of the RAN

Previous Trustees during the period

During the period, one Trustee resigned. Reasons included additional responsibilities with increased workload due to operational service requirements. The details of the Trustee, their qualifications and experience, and meeting attendance are as follows:

Trustee:	Commander Adrian Kemp, RAN
Additional Responsibilities:	Communications from 28 June 2019 ongoing
Experience / Qualifications:	Master of Military and Defence Studies, Bachelor of Arts in history, 19 years as a media practitioner and 21 years' experience as a member of the RAN
Meeting Attendance:	Resigned on 24 April 2021 - attended two of the three meetings prior to resignation

Administrative support, structure and locations

The Fund's Principal Office is located in Canberra in the Australian Capital Territory. The Principal Office is staffed with two full-time personnel (one Australian Public Servant (APS) and one RAN permanent member). A member of the RAN in each Ship and Establishment wherever located is appointed as a representative of the Fund. The Fund's representative at the Ship and Establishment, having received the application, forwards it the Principal Office for processing and decision by the Trustees or their delegated representative at the Principal Office.

The average staffing levels for the Fund during the period are shown in the table below:

	Location State	Male	Female	Total
Employment Status		Ongoing	Ongoing	
30 June 2021	ACT	1	1	2
30 June 2020	ACT	1	1	2

PERFORMANCE

Overview of the Funds Operations

The Trustees utilise the Fund's general-purpose assets, provide benefits for eligible persons through the provision of general purpose interest-free loans of up to \$7,000, special interest-free loans of up to \$5,000, Christmas loans of up to \$1,500 and, in some situations, cash grants for members experiencing unexpected financial hardships or bereavement. A principles-based system is applied in deciding if a member is permitted to borrow money from the Fund for general purpose loans and special loans. The Fund is economically viable for loans and grants; however, the Fund relies on periodic contributions from the RAN Central Canteens Fund (RANCCF) to continue to maintain the level of grants and interest-free loans.

In addition, the Trustees utilise the assets donated to the Keeping Watch program to provide grants for the comfort or welfare of a person who is in financial need and currently appointed or enlisted as a Permanent or Reserve member of the RAN. The Trustees continue to work to ensure the long-term viability of the Keeping Watch program by seeking to grow the asset base, while ensuring the assets are appropriately used.

Overall Financial Position

The Fund's Audited Financial Statements, including the independent Audit Report, are at Appendix A.

A comparison of the assets and liabilities for the Fund for the years ended 30 June 2021 and 30 June 2020 is as follows:

<i>The Fund's Assets</i>	<i>At 30 June 2021</i> \$	<i>At 30 June 2020</i> \$
Invested and Working Capital	2,516,827	2,112,733
Loans and Other Receivables	3,419,622	3,606,351
Intangibles	20,724	28,427
Total Assets	5,957,173	5,747,511
Supplier Payables	13,183	23,413
Total Liabilities	13,183	23,413
Net Assets	5,943,990	5,724,098

Summary of Benefits Provided

The following benefits were provided by the Fund during the period:

Loans

During the period, 1,772 loans were made compared to 2,051 in the previous period (1 July 2019 – 30 June 2020) and, as a result, the total amount of the loans decreased from \$9.1m in the previous period to \$7.6m.

The breakdown of loans made in the year ended 30 June 2021 and 30 June 2020 is as follows:

<i>Nature</i>	<i>Loans Made</i>		<i>Percentage of Cases</i>	
	Year ended 30 June 21	Year ended 30 June 20	Year ended 30 June 21	Year ended 30 June 20
General Purpose Loans	1,282	1,612	72.35	78.60
Trainee Loans	9	9	0.51	0.43
Special Loans	13	17	0.73	0.83
Christmas Loans	468	413	26.41	20.14
TOTALS	1,772	2,051	100.00	100.00

Expenditure on loans in the years ended 30 June 2021 and 30 June 2020 was as follows:

<i>Nature</i>	<i>Year</i>	
	Year ended 30 June 21 \$	Year ended 30 June 20 \$
General Purpose Loans	6,848,595	8,489,068
Other Loans	63,431	76,664
Christmas Loans	693,305	612,740
TOTALS	7,605,331	9,178,472

Grants

During the period 26 grants (17 from funds held in Keeping Watch and 9 from other funds held by the Fund) totalling \$72,302 were made to assist serving members and their dependants.

This included eight bereavement grants to assist with covering short-term expenses ahead of Defence entitlements being accessed. A donation was also made to the Jalasenastri (Navy Officer Wives Association) of 2nd Fleet Command (Pangkoarmada II) on behalf of the sailors and officers of the Royal Australian Navy in support of the families KRI Nanggala-402 lost at sea.

Implication of COVID-19

There were no major disruptions to the operation of the Principal Office due to the COVID-19 pandemic. Continuity planning, including working from home arrangements for Trustees and staff were maintained through access to Defence remote access technology.

As a result of COVID-19 the number of loans provided during the period decreased by 13.60% as compared to previous year resulting in decreased total value of loans (total value of loans decreased by 17.14%).

As an additional measure, the Fund introduced a mid-year reduced admin fee interest free loan based on the standard Christmas loan product. The intent being to assist those seeking a short holiday or dealing with unexpected costs. A total of 170 loans were provided to a value of \$251,515.00.

The ability to vary or suspend repayment of a loan for a specified period where instances of financial hardship had occurred due to unforeseen and/or compelling reasons, was agreed in principal by the trustees, however was not required during the period. The trustees remain ready to assess each request individually.

The RAN Central Canteens Board continued to provide strong support for the Fund through regular grants, made possible through canteen sales.

Annual Performance Statement

In the 2020/21 Corporate Plan for the Royal Australian Navy Relief Trust Fund, the Trustees reaffirmed that the intended result of the Fund was to provide benefits to eligible persons in a timely, relevant, and meaningful manner.

Feedback from recipients of benefits, Commanding Officers, Personnel Officers and others who are involved in managing and/or administering recipients of Fund benefits indicates that the Fund is providing meaningful and relevant benefits to eligible personnel in a timely manner.

Furthermore, feedback indicates that the Fund should continue to raise awareness about its products and services through communications spanning a variety of formats. The Full Annual Performance Statement is at Appendix B.

Significant Activities and Changes Affecting the Fund during the period

There have been no significant activities or changes that have occurred during the reporting period that have affected or may affect the Fund and its operations.

Outlook for Future

The key objective for the Fund is to manage its financial operations in a manner that will provide a moderate cash growth in order to continue to provide relevant products to eligible personnel. The Trustees of the Fund review the products regularly to ensure that these meet the contemporary needs of RAN members. Achievement of this strategy will be met by, active management of the administrative fees, ongoing review of loan amounts and cash flow of the Fund to ensure sufficient cash reserves are available to service the demand for loan and grant products.

OTHER MATTERS

Main Corporate Governance Practices

The *Public Governance, Performance and Accountability Act 2013* (PGPA Act) obliges all Commonwealth officials to apply sound governance practices and procedures in their day-to-day work.

Governance is the set of responsibilities and practices, policies and procedures exercised by the Trustees to provide strategic direction and ensure that objectives are achieved, risks are managed and resources are used responsibly and with accountability. The key governance documents include:

- a. ***RANRTF Corporate Plan.*** The Corporate Plan sets out the Fund's purpose, as required by the PGPA Act, and describes the activities to be undertaken and intended deliverables. The plan provides a four-year outlook, is updated annually and published in the public domain.
- b. ***RANRTF Annual Report, including Annual Performance Statements.*** The Fund's annual report is a principal formal accountability mechanism between the Fund and the Minister, and is a requirement of the PGPA Act. The annual report provides an important historical record of what the Fund did during the period.
- c. ***Accountable Authority Instructions (AAIs).*** The AAIs enable the Trustees, as the accountable authority to meet their general duties by setting out appropriate controls and directions for officials, especially in relation to the proper use and management of the public resources for which they are responsible (section 15 of the PGPA Act), and maintaining an appropriate system of internal controls including measures for ensuring that officials comply with the finance law (section 16 of the PGPA Act).
- d. ***Risk Management Plan (RMP).*** The Fund adopts Commonwealth and Defence best practice for risk management and fraud control to meet obligations to members, the RAN and the Australian Government. The RMP outlines the Trustees' approach and oversight of risk management of the Fund in alignment with the *RANRTF Corporate Plan* and provides:
 - i. transparency of risk management within the Fund,
 - ii. a structure to draw out accountabilities and responsibilities of risk within the Fund, and
 - iii. a collective framework that articulates accountabilities and responsibilities for risk shared with other entities.

Day-to-Day Operations of the Fund

The Principal Office staff manage the day-to-day operations of the Fund. In the first instance, loan applications are checked by the Ship or Establishment representative and then forwarded to the Principal Office. The Principal Office staff then validate the application in accordance with the Business Rules, and return for correction if not in accordance with the requirements. Special Loans require additional supporting documentation and are processed by the Principal Office then referred to the Board of Trustees for consideration.

On an as required basis, a sample audit is conducted to validate that the loans are being used for the intended purpose. Ad hoc audit activities are undertaken based on an assessment of the likelihood of misuse and the monitoring of loan applications by the Principal Office and the Trustees.

The Trustees and Principal Office staff conduct briefings to courses for Ship and Establishment representatives, Commanding Officers and Executive Officers to ensure that they are aware of their responsibilities in administering the activities of the Fund. In addition, the Trustees are available to answer queries and provide advice to Commanding Officers when dealing with unusual situations which may be assisted by the provision of a loan or grant.

Audit Committee

During the reporting period, the Audit Committee continued its audit function as required by the PGPA Act. Under the Audit Committee Charter, the RANRTF Audit Committee comprises no less than three (3) members and no more than five (5) independent members appointed by the Board and meets not less than quarterly per year. The Audit Committee's main responsibilities include:

- a. Providing confidence in the credibility and reliability of performance statements, financial statements, and other financial information released to other interested and relevant parties; and
- b. Oversight of internal controls and risk assessment management to ensure the net assets of the Fund are protected, and the efficient and effective delivery of services to RAN personnel are maintained.

The primary role and functions of the audit committee are stated in the Charter. The audit charter was reviewed and updated in June 2021 and is available at the following link:

https://www.keepingwatch.org.au/images/pdf/RAN_Relief_Trust_Fund_Audit_Committee_Charter_2021.pdf

The current audit committee is comprised of five independent members listed below:

Chair of Audit Committee:	Lieutenant Commander Peter Chapman, RAN, CSM - (Appointed 01 June 2021)
Experience / Qualifications:	Master of Science (Workforce Analytics), Master of Commerce (Strategic Management), Bachelor of Commerce (Accounting), Certified Practitioner Australian Human Resource Institute, 16 years' experience as a member of the RAN
Deputy Chair:	Commander M Adams, RAN (Appointed 01 June 2021)
Experience / Qualifications:	Master of Defence and Strategic Studies (PSC-J), Graduate Certificate of Logistics, Bachelor of Business (Finance), 25 years' experience as a member of the RAN
Member:	Commander K Robson, RAN (Appointed 01 June 2021)
Experience / Qualifications:	Master of Strategy and Management, Master of Defence Strategic Studies, Member of Australian Human Resources Institute, Diploma of Government (Financial Services), Diploma of Government (Management), CERT IV Business, 20 years' experience as a member of RAN

Member: Lieutenant I Green, RAN (Appointed 01 June 2021)
 Experience / Qualifications: Master of Logistics Management, Bachelor of Arts (Hons), 10 years' experience as a member of the RAN

Member: Mrs Sally Witt (Appointed 06 July 2020)
 Experience / Qualifications: Graduate Certificate in Accounting, 20 years' experience as a member of the Australian Public Service

A summary of attendance for the Audit Committee is listed in the following table:

Name	Number of meetings attended	Total number of meetings	Total annual remuneration
Lieutenant Commander P Chapman, RAN, CSM	1	1	\$0
Commander M Adams, RAN	1	1	\$0
Commander K Robson, RAN	1	1	\$0
Lieutenant I Green, RAN	0	1	\$0
Mrs Sally Witt	4	4	\$0

Previous audit committee members during the period

During the period, the following audit committee members resigned. The details of these audit committee members, their qualifications and experience, and meetings attended are as follows:

Chair of Audit Committee: Captain KJ Ryan, RAN - Appointed 02 March 2018; Resigned on 24 April 2021
 Experience / Qualifications: Master of Science in Management (Manpower Systems Analysis), Master of Business Administration, Bachelor of Science (Hons), and 31 years' experience as a member of the RAN

Member: Lieutenant Commander RA Higgins, RAN – Independent member - Appointed 23 March 2018; Resigned on 01 Jun 2021
 Experience / Qualifications: Bachelors of Commerce in Finance and Professional Accounting, 14 years' experience as a member of the RAN

Member/Trustee: Commander SL Harris, CSM, RAN - Appointed 30 August 2019; Resigned on 01 Jun 2021
 Experience / Qualifications: Masters of Business (Human Resources), Masters of Management Studies (Governance), Graduate of the Australian Institute of Company Directors, Certified Practitioner Australian HR Institute, Bachelor of Arts, 27 years' experience as a member of the RAN

A summary of attendance for the previous Audit Committee is listed in the following table:

Name	Total number of meetings	Number of meetings attended	Total annual remuneration
Captain K Ryan, RAN,	3	3	\$0
Commander S Harris, RAN	3	3	\$0
Lieutenant Commander R Higgins, RAN	3	2	\$0

Related Entity Transactions

In accordance with the STF Act, a person who is a Trustee or a dependant of a Trustee of any fund shall not receive benefits from the Fund. During the period there was one related entity transactions disclosed in Note 3.2 that was provided in contravention of the STF Act.

Judicial Decisions and Reviews by Outside Bodies

There were no judicial or administrative tribunal decisions made during the period that have had, or may have, a significant effect on the operation of the Fund.

There were no reports on the Fund during the period from the Auditor-General (other than a report under section 43 of the PGPA Act), a committee of the Parliament, the Commonwealth Ombudsman or the Office of the Australian Information Commissioner.

Indemnities and Insurance Premiums

The Fund holds insurance with the Australian Government's self-managed insurance fund, COMCOVER for risks including Directors' and Officers' Liability, Fraud and Fidelity, General Liability and Personal Accident. The Trustees are not aware of any incident occurring, of any claims made, or any circumstances that are likely to give rise to a claim.

Environmental Performance

The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) requires agencies to refer any action likely to have a significant impact on the environment. The Fund did not refer any action for formal consideration under the EPBC Act.

Work Health and Safety

The Trustees and all those who assist the Trustees are either members of the RAN or the APS, and undertake their duties as part of their service in the RAN or employment in the APS. The Fund utilises the Department of Defence work health and safety protocols, security, training, welfare, reporting and other systems to ensure the health and safety of the Trustees and those who assist the Trustees. The Trustees are not aware of any notifiable incidents that arose out of the operations of the Fund.

Conclusion

The Trustees are responsible under the PGPA Act for the preparation and content of the report of operations in accordance with *Public Governance Performance and Accountability (Financial Reporting) Rule 2015*. This report of operations is made in accordance with a resolution of the Trustees and is signed for and on behalf of the Trustees.



S Glassock, CSC
Commodore, RAN
Chair of Trustees
Royal Australian Navy Relief Trust Fund

30 July 2021



C Ween
Commander, RAN
Deputy Chair
Royal Australian Navy Relief Trust Fund

30 July 2021



INDEPENDENT AUDITOR'S REPORT

To the Minister for Defence Personnel

Opinion

In my opinion, the financial statements of the Royal Australian Navy Relief Trust Fund (the Entity) for the year ended 30 June 2021:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2021 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2021 and for the year then ended:

- Statement by the Trustees and Fund Secretary;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement; and
- Notes to the financial statements, comprising a Summary of Significant Accounting Policies and other explanatory information.

Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other Information

The Accountable Authority is responsible for the other information. The other information comprises the information included in the annual report for the year ended 30 June 2021 but does not include the financial statements and my auditor's report thereon.

My opinion on the financial statements does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Accountable Authority's Responsibility for the Financial Statements

As the Accountable Authority of the Entity, the Trustees are responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under the Act. The Trustees are also responsible for such internal control as the Trustees determine is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Entity's ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason. The Trustees are also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Jennifer Carter
Senior Director
Delegate of the Auditor-General

Canberra
30 July 2021

ROYAL AUSTRALIAN NAVY RELIEF TRUST FUND

STATEMENT BY TRUSTEES AND OPERATIONS MANAGER

In our opinion, the attached financial statements for the year ended 30 June 2021 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Fund will be able to pay its debts as and when they become due and payable.

This statement is made in accordance with a resolution of the Trustees.



S Glassock, CSC
Commodore, RAN
Chair of Trustees

30 July 2021



C Ween
Commander, RAN
Deputy Chair

30 July 2021



L Sundar, CPA, FGIA
Mr
Operations Manager

30 July 2021

ROYAL AUSTRALIAN NAVY RELIEF TRUST FUND

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 30 JUNE 2021**

	Notes	2021 \$	2020 \$
NET COST OF SERVICES			
Expenses			
Employee benefits	1.1A	181,743	166,876
Suppliers	1.1B	27,480	31,196
Grants	1.1C	72,302	89,454
Depreciation and amortisation	1.1D	7,703	-
Losses from loan re-measurement	1.1E	305,952	506,592
Total expenses		595,180	794,118
Own source income			
Own-source revenue			
Loans revenue	1.2A	65,060	81,000
Interest	1.2B	368,845	572,464
Contributions and other sources	1.2C	199,424	166,171
Resources received free of charge	1.2D	181,743	166,876
Total own-source revenue		815,072	986,511
Surplus		219,892	192,393
Total Comprehensive Income		219,892	192,393

The above statement should be read in conjunction with the accompanying notes

ROYAL AUSTRALIAN NAVY RELIEF TRUST FUND

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2021**

	Notes	2021 \$	2020 \$
ASSETS			
Financial assets			
Cash and cash equivalents	2.1A	2,516,827	2,112,733
Loans and other receivables	2.1B	3,419,622	3,606,351
Total financial assets		5,936,449	5,719,084
Non-financial assets			
Intangibles	2.2A	20,724	28,427
Total non-financial assets		20,724	28,427
Total assets		5,957,173	5,747,511
LIABILITIES			
Payables			
Suppliers	2.3A	13,183	23,413
Total payables		13,183	23,413
Total liabilities		13,183	23,413
Net assets		5,943,990	5,724,098
EQUITY			
Retained surplus		5,943,990	5,724,098
Total equity		5,943,990	5,724,098

The above statement should be read in conjunction with accompanying notes

ROYAL AUSTRALIAN NAVY RELIEF TRUST FUND

**STATEMENT OF CHANGES IN EQUITY
FOR PERIOD ENDED 30 JUNE 2021**

	Retained Earnings		Total Equity	
	2021 \$	2020 \$	2021 \$	2020 \$
Opening Balance				
Balance carried forward from previous period	5,724,098	5,531,705	5,724,098	5,531,705
Comprehensive Income				
Surplus for the period	219,892	192,393	219,892	192,393
Total comprehensive income	219,892	192,393	219,892	192,393
Closing balance as at 30 June	5,943,990	5,724,098	5,943,990	5,724,098

The above statement should be read in conjunction with the accompanying notes

ROYAL AUSTRALIAN NAVY RELIEF TRUST FUND

**CASH FLOW STATEMENT
FOR THE PERIOD ENDED 30 JUNE 2021**

	Notes	2021 \$	2020 \$
OPERATING ACTIVITIES			
Cash received			
Loans repayments from members		7,486,108	8,809,862
Interest		368,845	572,464
Administration fees		65,060	81,000
RANCCF contribution		103,001	104,601
Donations		96,423	61,570
Total cash received		8,119,437	9,241,883
Cash used			
Loans provided to members		7,605,331	9,178,472
Grants		72,302	89,454
Audit fees		30,910	20,570
Other expenses		6,800	7,796
Total cash used		7,715,343	9,296,292
Net cash from operating activities		404,094	333,205
INVESTING ACTIVITIES			
Cash used			
Purchase of Intangible - upgrade to LAMS		-	(25,583)
Net cash used by investing activities		-	(25,583)
Net increase in cash held		404,094	307,622
Cash and cash equivalents at the beginning of the reporting period		2,112,733	1,805,111
Cash and cash equivalents at the end of the reporting period	2.1A	2,516,827	2,112,733

The above statement should be read in conjunction with the accompanying notes

OVERVIEW

Objective of the Royal Australian Navy Relief Trust Fund (RANRTF)

The RANRTF (the Fund) is a corporate Commonwealth entity and a not-for-profit entity. The Fund was established by the *Services Trust Funds Act 1947* (the Act). The Act provides that the Trustees shall, subject to and in accordance with the regulations, apply the Fund in providing benefits for members of the Australian Defence Force who have served in, or in association with, the Royal Australian Navy and to the dependants of such members.

The Fund does not directly receive nor is reliant on Government funding. The Fund has a single outcome, which is to provide benefits to eligible persons.

The Trustees administer the Fund to assist current and former members of the Australian Defence Force (ADF) who have served in, or in association with, the RAN and to the dependants of such members (eligible persons).

The Fund seeks to use available assets to deliver significant value to eligible persons in a timely, relevant, and meaningful manner.

The Basis of Preparation

The Financial Statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR); and
- Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

New Accounting Standards

All new/revised/amending standards and/or interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect, and are not expected to have a future material effect, on the Fund's financial statements.

Taxation

The Fund is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST). The Australian Taxation Office has advised that the Fund is a 'financial supply provider', consequently GST is not charged on revenue. The Fund has no entitlement to input tax credits. Expenses are GST inclusive.

Events After the Reporting Period

There was no subsequent event that had the potential to significantly affect the ongoing structure and financial activities of the Fund.

FINANCIAL PERFORMANCE

This section analyses the financial performance of the Fund for the year ended 2021.

1. Expenses		
	2021	2020
	\$	\$
1.1A. Employee benefits		
Wages and Salaries received free of charge	181,743	166,876
Total employee benefits	181,743	166,876
1.1B. Suppliers		
Goods and services supplied or rendered		
Comcover	3,035	2,631
System software maintenance	1,308	1,308
Advertising	788	1,812
Bank fees	1,669	1,995
Audit fees	20,680	20,570
Training	-	50
Miscellaneous	-	2,830
Total goods and services supplied or rendered	27,480	31,196
Total suppliers	27,480	31,196
1.1C. Grants		
Grants to eligible members	21,952	19,100
Keeping Watch grants to eligible members	50,350	70,354
Total grants	72,302	89,454
1.1D Depreciation and amortisation		
Amortisation	7,703	-
Total depreciation and amortisation	7,703	-
1.1E. Losses from loan re-measurement		
Loss from initial recognition of loans and receivables at fair value.	305,952	506,592
Total Losses from Loan Re-measurement	305,952	506,592

Losses are recognised for interest foregone on interest free loans issued by the Fund at the time the loan is issued.

Accounting Policy*Competitive Neutrality*

The Fund was established to provide benefits to eligible persons and does not carry out Government business activities on a commercial basis nor operate in a competitive, or potentially competitive, environment. Therefore, it is not required to make Australian Income Tax Equivalent payments to the Government.

1.2 Own-Source Revenue

	2021	2020
	\$	\$
1.2A. Loans revenue		
Loan administration fees	65,060	81,000
Total loans revenue	<u>65,060</u>	<u>81,000</u>

Accounting Policy

RANRTF charges a administration fee to loan applicants to help defray administrative expenses and to provide growth in the Fund. These loan administration fees are recognised as income in the year the loan is made and form part of the outstanding loan amount. Loan interest is then recognised based on the fair value of the loan using the effective interest rate method.

1.2B. Interest

Interest from bank accounts	5,488	8,578
Loan Interest	363,357	563,886
Total interest	<u>368,845</u>	<u>572,464</u>

Accounting Policy

Interest revenue is recognised using the effective interest method.

1.2C. Contributions and other sources

RANCCB contributions	103,001	104,601
Donations	96,423	61,570
Total contributions	<u>199,424</u>	<u>166,171</u>

1.2D. Resources received free of charge

Salaries	181,743	166,876
Total resources received free of charge	<u>181,743</u>	<u>166,876</u>

Accounting Policy***Resources Received Free of Charge***

Resources received free of charge are recognised as revenue when and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

Financial Position

This section analyses the Fund's assets used to conduct its operations and the operating liabilities incurred as a result. Employee related information is disclosed in the People and Relationships section.

2. Financial Assets

	2021	2020
	\$	\$
2.1A. Cash and cash equivalents		
Cash at bank	1,051,714	1,086,845
Deposit accounts	1,465,113	1,025,888
Total cash and cash equivalents	<u>2,516,827</u>	<u>2,112,733</u>

Accounting Policy

Cash is recognised at its nominal amount. Cash and cash equivalents includes:

- a. Cash on hand;
- b. Demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value.

2.1B. Loans and other receivables

Loans outstanding	3,426,302	3,614,951
Administration fees receivable	3,320	1,400
Total loans and other receivables (gross)	<u>3,429,622</u>	<u>3,616,351</u>
Less impairment allowance	(10,000)	(10,000)
Total loans and other receivables (Net)	<u>3,419,622</u>	<u>3,606,351</u>

Accounting PolicyLoans and Receivables

Trade receivables, loans and other receivables that are held for the purpose of collecting the contractual cash flows where the cash flows are solely payments of principal and interest, that are not provided at below-market interest rates, are subsequently measured at amortised cost using the effective interest method adjusted for any loss allowance.

Reconciliation of the Impairment Allowance

Opening Balance	(10,000)	(10,000)
Amounts written off	-	-
Decrease recognised in net surplus	-	-
Closing balance	<u>(10,000)</u>	<u>(10,000)</u>

Accounting Policy

Financial assets are assessed for impairment at the end of each reporting period.

2.2. Non - Financial Assets

	2021	2020
	\$	\$
2.2A. Intangibles		
Loans application and management system	83,257	83,257
Accumulated amortisation	(62,533)	(54,830)
Total intangibles	<u>20,724</u>	<u>28,427</u>

Analysis of intangibles**Reconciliation of the opening and closing balances of Intangibles***As at 1 July 2020*

Gross book value	83,257	54,830
Accumulated depreciation	(54,830)	(54,830)
Net book value 1 July 2020	<u>28,427</u>	-
Additions	-	28,427
Disposals	-	-
Amortisation expense	(7,703)	-
Net book value 30 June 2021	<u>20,724</u>	-

Net book value as at 30 Jun represented by:

Gross book value	83,257	83,257
Accumulated amortisation	(62,533)	(54,830)
	<u>20,724</u>	<u>28,427</u>

Accounting Policy

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements.

In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Intangibles

The Fund's intangibles comprise capitalised costs relating to the development of the Loan Application Management System. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

The costs are amortised on a straight-line basis over its anticipated useful life. The useful life of these website costs is three years.

All software assets were assessed for indications of impairment as at 30 June 2021.

2.3 Payables

	2021	2020
	\$	\$
2.3A. Suppliers		
Trade creditors and accruals	13,183	23,413
Total suppliers	<u>13,183</u>	<u>23,413</u>

People and Relationships

This section describes a range of employment and post employment benefits provided to our people and our relationships with other key people.

3.1 Key Management Personnel Remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the Fund directly or indirectly, including any Trustee (whether executive or otherwise) of that Fund. The Fund has determined the key management personnel to be the Trustees.

Under Part 2, Section 11 (1) of the *Services Trust Funds Act 1947*, Trustees are not entitled to receive from the Fund any remuneration for any work done by them in relation to the administration of the Fund. Under Part 2, Section 14 of the *Services Trust Funds Act 1947*, a person who is a Trustee or a dependant of a Trustee shall not receive any benefits from the Fund.

The Trustees received no remuneration or loans during the period, other than as disclosed in Note 3.2 Related Party Disclosures.

The following persons were Trustees during the reporting period:

Commodore Shane Glassock, CSC, RAN (Appointed: 08 April 2019)

Captain Katrina Ryan, RAN (Appointed: 24 April 2021)

Commander Christina Ween, RAN (Appointed: 01 March 2018)

Commander Susan Harris, CSM, RAN (Appointed: 29 February 2016)

Lieutenant Loretta Houlahan, RAN (Appointed: 03 September 2019)

Commander Mark Lee, RAN (Appointed: 03 September 2019)

Chief Petty Officer Andrea Kerr, CSM, RAN (Appointed: 03 September 2019)

Commander Adrian Kemp, RAN (Appointed: 01 July 2018; Resigned on 24 April 2021)

Key management personnel remuneration excludes the remuneration and other benefits of the Minister for Defence Personnel. The Minister for Defence Personnel's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the Fund.

3.2 Related Party Disclosures

Related party relationships:

The Fund is an Australian Government controlled entity. Related parties to the Fund are the Minister for Veterans' Affairs and Defence Personnel, Cabinet Ministers, Trustees, Key Management Personnel including the Executive, and other Australian Government entities.

Transactions with related parties:

Significant transactions with related parties can include:

- the payments of grants or loans;
- purchases of goods and services;
- asset purchases, sales transfers or leases;
- debts forgiven; and
- guarantees.

Giving consideration to relationships with related parties, and transactions entered into during the reporting period by the Fund, it has been determined that there was one related party transaction to be separately disclosed.

The following transaction with related party occurred during the financial year:

- The Fund provided a general purpose loan of \$7,040 to the spouse of Commander Susan Harris in contravention of paragraph 14 of the *Services Trust Fund Act 1947* which prohibits a person who is a trustee or a dependent of a trustee to receive benefits from the Fund. This loan was provided in the normal course of business and no special terms were applied. The outstanding balance at year end is \$3,517.00 which was repaid fully on 14 July 2021.

3.3 Resources provided "Free of Charge" to the Fund

During the year, the following resources were provided free of charge by the Department of Defence:

- Use of ADF and APS personnel;
- Office accommodation with computer, telephone and postage support; and
- Use of the ADF pay system to recover loan repayments from serving RAN members.

The value of ADF and APS personal services provided has been recognised as employee benefits expense (Note 1.1A) and resources received free of charged (Note 1.2D).

All other resources cannot be reliably measured and have not been recognised in the financial statements.

Managing Uncertainties

This section analyses how the Fund manages financial risks within its operating environment.

4. Contingent Assets and Liabilities

The Fund has no contingencies in either the current or the immediately preceding reporting periods therefore a Schedule for such items has not been included in the financial statements.

Accounting Policy

Contingent liabilities and contingent assets are not recognised in the statement of financial position but are reported in the notes. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

5. Financial Instruments

	2021	2020
	\$	\$
5.1A. Categories of financial instruments		
Financial assets at amortised cost		
Cash and cash equivalents	2,516,827	2,112,733
Loans and other receivables	3,419,622	3,606,351
Total financial assets at amortised cost	<u>5,936,449</u>	<u>5,719,084</u>
Financial Liabilities		
Financial liabilities measured at amortised cost		
Trade creditors and accruals	13,183	23,413
Total financial liabilities measured at amortised cost	<u>13,183</u>	<u>23,413</u>

Accounting Policy**Financial assets**

With the implementation of AASB 9 *Financial Instruments* for the first time in 2019, the Fund classifies its financial assets in the following category:

- a. financial instruments measured at amortised cost.

The classification depends on both the entity's business model for managing the financial assets and contractual cash flow characteristics at the time of initial recognition. Financial assets are recognised when the entity becomes a party to the contract and, as a consequence, has a legal right to receive or receive a legal obligation to pay cash and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

Comparatives have not been restated on initial application.

Financial Assets at Amortised Cost

Financial assets included in this category need to meet two criteria:

1. the financial asset is held in order to collect the contractual cash flows; and
2. the cash flows are solely payments of principal and interest (SPPI) on the principal outstanding amount.

Effective Interest Method

Income is recognised on an effective interest rate basis for financial assets that are recognised at amortised cost.

Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period based on Expected Credit Losses, using the general approach which measures the loss allowance based on an amount equal to *lifetime expected credit losses* where risk has significantly increased, or an amount equal to *12-month expected credit losses* if risk has not increased.

The simplified approach for trade, contract and lease receivables is used. This approach always measures the loss allowance as the amount equal to the lifetime credit losses.

A write-off constitutes a derecognition event where the write-off directly reduces the gross carrying amount of the financial asset.

Financial liabilities

Financial liabilities are classified as either financial liabilities ‘at fair value through profit or loss’ or other financial liabilities. Financial liabilities are recognised and derecognised upon ‘trade date’.

Financial Liabilities at Fair Value Through Profit or Loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Financial Liabilities at Amortised Cost

Financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. These liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective interest basis.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

5.1B. Net Gains and or losses on financial assets

		2021	2020
		\$	\$
Financial assets at amortised cost			
Cash and cash equivalents			
Interest revenue from investments	1.2B	5,488	8,578
Net gain from cash and cash equivalents		5,488	8,578
Loans and receivables			
Loan administration fees	1.2A	65,060	81,000
Loan interest	1.2B	363,357	563,886
Loss on initial recognition of loans and receivables at fair value	1.1E	(305,952)	(506,592)
Net gain from loans and receivables		122,465	138,294
Net gains on financial assets at amortised cost		127,953	146,872

OTHER INFORMATION

6.1 Current/Non-current distinction for assets and liabilities**6.1A: Current/Non-current distinction for assets and liabilities**

	2021	2020
	\$	\$
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	2,516,827	2,112,733
Loans and other receivables	3,419,622	3,606,351
Total no more than 12 months	5,936,449	5,719,084
More than 12 months		
Intangibles	20,724	28,427
Total more than 12 months	20,724	28,427
Total assets	5,957,173	5,747,511
 Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	13,183	23,413
Total no more than 12 months	13,183	23,413
Total liabilities	13,183	23,413

6.2 Insurance

The Fund has insured for risks through the Government's insurable risk managed fund, called 'Comcover'. Worker's compensation is insured through Comcare.

6.3 Investment of surplus money

Subparagraphs 59(1) (a) and (b) of the PGPA Act allows corporate Commonwealth entities to invest money that is not immediately required for the purposes of the entity.

The Fund's surplus moneys are on deposit with the Australian Military Bank and Defence Bank.

6.4 Economic dependency

The Fund receives economic support from Department of Defence by way of provision of administrative support, computer, communication facilities and office accommodation for the Fund's Principal Office staff. The Trustees consider, however, that in the event that the support provided by the Department of Defence was fully or partly withdrawn, the Fund is in a position that it could continue to provide benefits, although likely at a reduced level, to eligible persons.

6.5 Disclosure of commitments

The Fund has no commitments in either the current or the immediately preceding reporting periods and therefore a Schedule for such items has not been included in the financial statements.

APPENDIX B – ANNUAL PERFORMANCE STATEMENT OF THE ROYAL AUSTRALIAN NAVY RELIEF TRUST FUND

The Trustees, as the Accountable Authority, of the Royal Australian Navy Relief Trust Fund (the Fund) present the 2020-2021 Annual Performance Statement of the Fund, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In the opinion of the Trustees, this Annual Performance Statement is based upon properly maintained records, accurately reflects the performance of the Fund, and complies with subsection 39(2) of the PGPA Act.

Purpose of the Fund

The Fund was established by the *Services Trust Funds Act 1947* (the Act). The Act provides that the Trustees shall apply the Fund towards providing benefits for members of the Australian Defence Force (ADF) who have served in, or in association with, the Royal Australian Navy (RAN) and to the dependants of such members.

Intended Results

In the 2020/21 Corporate Plan for the Royal Australian Navy Relief Trust Fund the Trustees determined that the intended result of the Fund was to provide benefits to eligible persons in a timely, relevant, and meaningful manner.

Performance Measurement Methodology

The Trustees determined that the Fund's performance in achieving its intended result would be measured via surveying those who received benefits from the Fund, Commanding Officers, Personnel Officers and others who are involved in managing and/or administering recipients of Fund benefits. As part of this survey, Commanding Officers of Ships and Establishments were invited to identify any additional ways in which the Fund could provide other or greater benefits that are relevant and meaningful.

Actual Results

Feedback from recipients of benefits, Commanding Officers, Personnel Officers and others who are involved in managing and/or administering recipients of Fund benefits indicates that the Fund is providing meaningful and relevant benefits to eligible personnel in a timely manner.

Analysis of Results

Performance Criterion 1 – Timely

Source: Corporate Plan Page 4

Measurement methodology: A survey was sent to Commanding Officers, Personnel Officers and others who are involved in managing and/or administering recipients of the Fund asking for their assessment of the relevance of the Fund to their personnel

Results: In accordance with the RANRTF Rules and Procedures Manual, and as advertised to local agents, General Purpose loans are to be processed and paid within three weeks of the Principal Office's receipt of a correctly completed loan application. In reality, most loans are paid in a far shorter timeframe than those advertised. Special Loans are generally processed within three working

days and, if the situation is urgent and all relevant information to enable Trustee decision making is provided, special loans can be processed and paid within the same day. There were no negative comments from the survey regarding timeframes for payments of loans and one suggestion to remove the two-person approval process to help improve this element of the Fund's business. Responses indicated that loans were processed within reasonable timeframes and expectations. Comments related to the timeliness included:

"All benefits are always actioned in a timely manner by the RANRTF Loan Office"

"...they can be paid or provided the benefits without having to wait for payday or an extended period for the funds to be transferred into their account. As previously noticed, the time in which transactions occur has improved dramatically..."

"Staff constantly provide a quick turnaround of normal loans, and provide timely and quicker processing should something be required due to urgency of circumstances"

Analysis: A deliberate decision was undertaken by the Trustees to advertise timelines that adequately allowed for processing times taking into account the workload of the Principal Office and the batching of the General Purpose loans. Actual timeframes for payment of loans are generally well inside the advertised times for most General Purpose loans and the Fund is extremely responsive in staffing requests for Special loans where there is an urgent requirement for the funds.

Performance Criterion 2 – Relevant and Meaningful

Source: Corporate Plan Page 4

Measurement methodology: A survey was forwarded to Commanding Officers, Personnel Officers and others who are involved in managing and/or administering recipients of the Fund asking for their assessment of the relevance and meaningfulness of the Fund's products to their personnel.

Results: Responses to the survey were received from six Commanding Officers and/or Personnel Officers, with the focus of the feedback primarily on the wide range of financial products and services provided by the Fund. Over recent years' the adoption of a more principles based approach, which enables a broader range of loan products able to be utilised across a wider span of purchase options, and the provisions of an additional "Christmas 2.0 loan" has shown rewards with the following comments representative of the feedback received:

"Both ... are relevant and provide Command and members with enough flexibility to meet individual circumstances"

"Yes, especially over this COVID period, I feel more members have been using the funds..."

"The loans and the products available under the loan remain relevant, the fact that the loan has increased in monetary value is reflective of contemporary costs of the type of things that the loan is intended for and has been well received"

"The wider scope of the RANRTF Loan is valuable tool that allows members to have better use of the loans."

Analysis: The feedback indicates that the products provided by the Fund are both meaningful and relevant to the recipients and are assisting to provide additional support to members that are experiencing challenging and complex personal circumstances. Furthermore, the increased range of

loan products are identified as an important resource for Command, when providing assistance options to their members.

As in previous years, eligibility for the 2020 Christmas Loan was restricted to personnel not already holding a General Purpose or Special Loan in order to manage the demand on the Fund's limited cash reserves and to avoid potential for imposing an over burdening debt on members. However, this year due to the health of the Fund an additional *Christmas 2.0* loan was offered to assist with easing the burden of the impacts of COVID-19 on RAN members. Whilst there was a pleasing uptake of this product, the Fund remains very healthy and there remains sufficient funds available to satisfy the demand for the General Purpose loan, as the Fund's primary product.

Analysis of the feedback indicates that the Fund, whilst doing an adequate job of ensuring its products and services are promoted and advertised appropriately, should not become complacent and should strive to raise awareness about its products and services through regular and ongoing communications spanning a wide variety of formats.

APPENDIX C – LIST OF REQUIREMENTS

PGPA Rule Reference	Part of Report	Description	Requirement
17BE	Contents of annual report		
17BE(a)	Enabling Legislation and Purpose	Details of the legislation establishing the body	Mandatory
17BE(b)(i)	Performance	A summary of the objects and functions of the entity as set out in legislation	Mandatory
17BE(b)(ii)	Enabling Legislation and Purpose	The purposes of the entity as included in the entity's corporate plan for the reporting period	Mandatory
17BE(c)	Organisational Structure	The names of the persons holding the position of responsible Minister or responsible Ministers during the reporting period, and the titles of those responsible Ministers	Mandatory
17BE(d)	Organisational Structure	Directions given to the entity by the Minister under an Act or instrument during the reporting period	If applicable, mandatory
17BE(e)	Organisational Structure	Any government policy order that applied in relation to the entity during the reporting period under section 22 of the Act	If applicable, mandatory
17BE(f)	Not Applicable	Particulars of non-compliance with: (a) a direction given to the entity by the Minister under an Act or instrument during the reporting period; or (b) a government policy order that applied in relation to the entity during the reporting period under section 22 of the Act	If applicable, mandatory
17BE(g)	Annual Performance Statements	Annual performance statements in accordance with paragraph 39(1)(b) of the Act and section 16F of the rule	Mandatory
17BE(h), 17BE(i)	Organisational Structure	A statement of significant issues reported to the Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with finance law and action taken to remedy non-compliance	If applicable, mandatory
17BE(j)	Organisational Structure	Information on the accountable authority, or each member of the accountable authority, of the entity during the reporting period	Mandatory
17BE(k)	Organisational Structure	Outline of the organisational structure of the entity (including any subsidiaries of the entity)	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17BE(ka)	People and Relationships	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender; (d) statistics on staff location	Mandatory
17BE(l)	Organisational Structure	Outline of the location (whether or not in Australia) of major activities or facilities of the entity	Mandatory
17BE(m)	Other Matters	Information relating to the main corporate governance practices used by the entity during the reporting period	Mandatory
17BE(n), 17BE(o)	People and Relationships	For transactions with a related Commonwealth entity or related company where the value of the transaction, or if there is more than one transaction, the aggregate of those transactions, is more than \$10,000 (inclusive of GST): (a) the decision-making process undertaken by the accountable authority to approve the entity paying for a good or service from, or providing a grant to, the related Commonwealth entity or related company; and (b) the value of the transaction, or if there is more than one transaction, the number of transactions and the aggregate of value of the transactions	If applicable, mandatory
17BE(p)	Not Applicable	Any significant activities and changes that affected the operation or structure of the entity during the reporting period	If applicable, mandatory
17BE(q)	Not Applicable	Particulars of judicial decisions or decisions of administrative tribunals that may have a significant effect on the operations of the entity	If applicable, mandatory
17BE(r)	Not Applicable	Particulars of any reports on the entity given by: (a) the Auditor-General (other than a report under section 43 of the Act); or (b) a Parliamentary Committee; or (c) the Commonwealth Ombudsman; or (d) the Office of the Australian Information Commissioner	If applicable, mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17BE(s)	Not Applicable	An explanation of information not obtained from a subsidiary of the entity and the effect of not having the information on the annual report	If applicable, mandatory
17BE(t)	Other Matters	Details of any indemnity that applied during the reporting period to the accountable authority, any member of the accountable authority or officer of the entity against a liability (including premiums paid, or agreed to be paid, for insurance against the authority, member or officer's liability for legal costs)	If applicable, mandatory
17BE(taa)	Other Matters	The following information about the audit committee for the entity: (a) a direct electronic address of the charter determining the functions of the audit committee; (b) the name of each member of the audit committee; (c) the qualifications, knowledge, skills or experience of each member of the audit committee; (d) information about each member's attendance at meetings of the audit committee; (e) the remuneration of each member of the audit committee	Mandatory
17BE(ta)	People and Relationships	Information about executive remuneration	Mandatory
17BF	Disclosure requirements for government business enterprises		
17BF(1)(a)(i)	Not Applicable	An assessment of significant changes in the entity's overall financial structure and financial conditions	If applicable, mandatory
17BF(1)(a)(ii)	Not Applicable	An assessment of any events or risks that could cause financial information that is reported not to be indicative of future operations or financial conditions	If applicable, mandatory
17BF(1)(b)	Not Applicable	Information on dividends paid or recommended	If applicable, mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17BF(1)(c)	Not Applicable	<p>Details of any community service obligations the government business enterprise has including:</p> <p>(a) an outline of actions taken to fulfil those obligations; and</p> <p>(b) an assessment of the cost of fulfilling those obligations</p>	If applicable, mandatory
17BF(2)	Not Applicable	A statement regarding the exclusion of information on the grounds that the information is commercially sensitive and would be likely to result in unreasonable commercial prejudice to the government business enterprise	If applicable, mandatory