

Appendix 2 – Annual Reporting Calendar for Controlled Entities

This calendar provides a summary of the reports required of a controlled entity. Reports are to be submitted to the Secretariat for issue to the appropriate Committee or the Council, unless otherwise provided below. Further detail of the content of each report is provided below the table.

GUIDANCE NOTE: The indicative reporting timeframes (see ‘Report Due’ below) indicate when final reports will be considered. The specific due dates for preparation of reports will depend on the agreed schedule of the entity board, Executive Leadership Team (ELT), and Council meeting dates, noting that:

- reports will usually need to be approved by the relevant entity Board in the first instance;
- reports for Council will usually need to be considered by ELT before the Council; and
- reports will generally need be ready 1 to 2 weeks prior to the date of the any meeting.

Reporting Stream	Report	Report To	Content Requirement	Report Due
1. Business Plan and Budget	Annual Business Plan	ELT and Council	Business overview, corporate and business strategies and objectives, performance targets, relationship with the University.	Oct
	Annual Budget		Budget to support strategy and business plan.	
2. Annual Statutory Reports	Draft Annual Financial Statements	ELT and Council	Must include confirmation of Board resolutions on financial year end, management representation letter, annual assurance statement, annual risk management report.	Feb
	Annual Assurance Statement		Report must include an explanation of how the function and activities of the entity align with the University 'object and function', reporting on legislative compliance and impact of changes to legislation. Evaluation of governance principles.	
	Annual Risk Management Report		Report on strategic and major risk exposures, advise Council on the risk arising from its involvement in ownership of the entity, including any associated entities, partnerships or joint ventures.	
	Annual Performance Report		Report must include reporting against the corporate and business strategy, performance measures and targets, relationship with the University.	
	Annual Membership Report		Report must include a skills and experience matrix, membership, identification of the University	

			Members, staff or students on the entity Board.	
	Annual Commercial Activities Report		Report to outline the range of activities carried out, the interaction with the activities of the University, relationship management, and controls in place.	
3. Quarterly Reports	Quarterly Report	ELT	Report against performance against business and budget plans and KPI's, audit reports and management responses, commercial activity, risk, safety, insurance, other statutory obligations.	Dec Qtr: Feb Mar Qtr: May June Qtr: July Sept Qtr: Nov
4. Board Performance Review	Board Performance Review	ELT and Council	Report on the performance and effectiveness of the controlled entity Board conducted by an external party.	Every two years
5. Commercial Activity Review	Commercial Activity Report (Parts A, B & C)	University Secretary	Report includes comprehensive assessment (strategic, financial, compliance & risk) of the activity, whether there have been any changes to the activity and a recommendation for the future of the activity.	Each 3 years from date of entity registration
6. Exception Reporting	Exception Report	ELT	Representations to statutory authorities such as ATO, ASIC, ACNC, OSR, ACRA, IRAS. Disclosure from the CEO or Board Chair of the entity.	Immediate
	Commercial Activity Report (Parts A & B)	ELT	Reporting on an exception basis where there are significant financial performance or risk changes.	Within 60 days of change