

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: Reporting reflects Council due dates, reporting four (4) weeks prior is recommended to support the reporting approval process.

REPORTING STREAM	REPORT	REPORT TO	CONTENT REQUIREMENT	REPORT DUE
1. Business Plan and Budget	Annual Business Plan	EC & Council	Business overview, corporate and business strategies and objectives, performance targets, relationship with the University.	Draft – Sept Final - Oct
	Annual Budget		Budget to support strategy and business plan.	
2. Annual Statutory Reports	Draft Annual Financial Statements	EC & Council	Must include confirmation of Board resolutions on financial year end, management representation letter, annual assurance statement, annual risk management report.	February
	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	EC & Council	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 to Feb Mar Qtr to May June Qtr to July

Governance Framework for Controlled Entities

				Sept Qtr to Nov
4. Strategic Discussions	Exception Report	EC & Council	Representations to statutory authorities such as ATO, ASIC, ACNC, OSR, ACRA, IRAS. Disclosure from the CEO or Board Chair of the entity.	Immediate
		EC	Reporting on an exception basis, where there are significant financial performance or risk changes.	As required
	Commercial Activities	CFO	Report of any changes to the responsible officer; Report on & seek approval for proposed new commercial activities Notify CFO of significant changes to business activity, potential or actual risk status, or insurance claim	Immediate
REPORTING STREAM	REPORT	REPORT TO	CONTENT REQUIREMENT	REPORT DUE
	Rolling Entity Presentations and Strategic Discussion	Committee	Entity presentation scheduled at the commencement of each calendar year.	Annual
	Review of Entity Commercial Activities and Individual Commercial Activities	CFO	Report to include: <ul style="list-style-type: none"> • Assessment of ongoing viability and performance; • Changes, if any, to the activity; • Risk management processes; • Compliance with relevant law, regulation, standard, licence; • Provide review of outcome recommendations 	Each 3 years from date of entity registration