Re: Controlled Entities Policy

**[NAME OF ENTITY]**

**ANNUAL REPORT**

Your directors present their report

on the [name of entity][[1]](#footnote-1) for

the year ended

31 December 2018

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## PRINCIPAL ACTIVITIES

The principal activities of the [name of entity] during the financial year were:

There were no other significant changes in the nature of the [name of entity’s] principal activities during the financial year.

## OPERATING RESULTS

The consolidated profit of [name of entity] after providing for income tax and eliminating outside equity interests (if applicable) amounted to $.

## DIVIDENDS PAID OR RECOMMENDED

Dividends paid or declared for payment are as follows:

## REVIEW OF PERFORMANCE

*([Name of entity] to report on major activities during the year. (To be measured against approved objectives.)*

*This can incorporate –*

* *Successful activities*
* *Loss making activities*
* *Developments*
* *Business growth*
* *Segment results*
* *Competition issues*
* *Key investments*
* *Acquisitions or disposals of –*
* *Business operations*
* *Major assets*
* *Overall business performance)*
* *Commercial arrangements with the University*

## UNIVERSITY SUPPORT

*(Specify cash and in-kind support provided to the entity by the University. This should include descriptions of the support provided together with an estimated value of each of cash and in-kind support.)*

*This can incorporate –*

* *Unpaid Director Services*
* *Provision of accommodation*
* *University administration support*
* *Direct University grants*
* *Any fee for service arrangement – describe arrangement(s) and approximate dollar values.*

## SIGNIFICANT CHANGES IN STATE OF AFFAIRS

The following significant changes in the state of affairs of the [name of entity] occurred during the financial year:

*(Specify creation of new entities, major new investments, recruitment of key staff etc.)*

## AFTER BALANCE DAY EVENTS

*(Specify significant events that will either impact on results for the next year or impact on the University.)*

## PROGNOSIS OF PERFORMANCE FOR NEXT YEAR AND LONGER TERM

*(Comment on the likely developments in the performances of [name of entity]* *and the expected results in future financial years.) Please attach the most recent Business Plan/Budget for the next financial year(s).*

**SUMMARY OF RISK MANAGEMENT STRATEGIES AND PRACTICES**

## *(Specify risk management strategies and practices)*

**DETAILS OF ANY INCIDENTS LEADING TO SIGNIFICANT LOSSES / NEAR-MISSES**

*(May include WH&S, as well as operational activities)*

**AUDIT REPORT ON INTERNAL CONTROLS**

*(Attach the audit management letter or summarise findings and recommendations)*

# LEGAL PROCEEDINGS INSTITUTED ON BEHALF OF OR AGAINST THE COMPANY

*(Specify any legal action.)*

# ANY REGULATORY INVESTIGATIONS IN THE REPORTING PERIOD (E.G. ASIC, ATO, ACCC)

*(Specify any action taken and the outcome/current status)*

# ANY DECISIONS MADE BY THE ENTITY’S BOARD WHICH REQUIRED UNIVERSITY RATIFICATION/APPROVAL UNDER THE ENTITY’S CONSTITUTION/RULES AND/OR THE CONTROLLED ENTITIES POLICY

*(Specify decisions made and when ratification was made)*

## NAMES OF DIRECTORS AND MEETINGS

The names of directors in office at any time during or since the end of the year are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **First Name** | Last Name | Number of meetings eligible to attend | Number of meetings attended | External or Internal (E or I) |
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Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

## DIRECTORS’ AND EXECUTIVE OFFICERS’ REMUNERATION

The [name of entity’s] policy for determining the nature and amount of remuneration of board members and senior executives of the company is as follows:

The remuneration of each Director of the [name of entity] and the Chief Executive Officer of the[name of entity] are as follows:

## DIRECTORS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Salary** | **Director’s Fees** | **Superannuation Contributions** | **Non-Cash Benefits** | **Total** |
|  | **$** | **$** | **$** | **$** | **$** |
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| **Total** |  |  |  |  |  |

## CHIEF EXECUTIVE OFFICER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Salary** | **Director’s Fees** | **Superannuation Contributions** | **Non-Cash Benefits** | **Total** |
|  | **$** | **$** | **$** | **$** | **$** |
|  |  |  |  |  |  |

*Specify for parent entity and each controlled entity (if applicable).*

**CONFLICTS OF INTEREST**

*(List Directors’ conflict of interest and specify how they have been managed)*

**TRANSACTIONS WITH ENTITIES IN WHICH DIRECTORS HAVE A FINANCIAL INTEREST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Director** | **Entity** | **$ Value** | **Description** |
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**RELATED PARTY TRANSACTIONS (Excluding with Flinders University)**

(Related parties include staff and their immediate family members, former staff who ceased employment within the preceding 12 months and University subsidiaries, associates and joint ventures)

|  |  |  |
| --- | --- | --- |
| **Related Party** | **Transaction** | **$ value** |
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**BENEFITS PROVIDED TO THE UNIVERSITY AND TO UNIVERSITY STAFF**

(Include Payment of dividends and provision of funding for University activities)

(For University staff, provide details of any non cash benefit as this may trigger a Fringe Benefits Tax liability, as well as cash payments)

|  |  |  |
| --- | --- | --- |
| **Name of Recipient** | **Description of Benefit** | **$ value** |
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**FORMAL AGREEMENTS ENTERED INTO WITH UNIVERSITY STAFF**

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| --- | --- | --- |
| **Name of University Staff Member** | **Description of Agreement** | **Date entered into** |
|  |  |  |
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**OTHER MATTERS**

1. Current shareholding and any changes in the shareholding in the reporting period
2. Company Secretary name

*(Specify any other matters that the board considers relevant.)*

## ANNUAL FINANCIAL STATEMENTS (and Audit Report, if relevant)

1. and its controlled entities if applicable [↑](#footnote-ref-1)