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

# CONTENTS

 Page

Principal Activities 3

Operating Results 4

Dividends Paid or Recommended 4

Review of Performance 4

Significant Changes in State of Affairs 5

After Balance Day Events 5

## Prognosis of Performance for Next Year and Longer Term 6

Summary of risk management strategies and practices 7

Details of Any Incidents Leading to Significant Losses / Near-Misses 7

Audit report on internal controls 7

# Legal Proceedings Instituted On Behalf of or Against The Company 8

# Any Regulatory Investigations in The Reporting Period (E.G. ASIC,

# ATO, ACCC) 8 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 8

Names of Directors and Meetings 9

Directors’ and Executive Officers’ Remuneration 9

Conflicts of Interest 10

Transactions with entities in which Directors have a financial interest 10

Related party transactions 11

Benefits provided to the University and to University staff 11

Formal Agreements entered into with University staff 12

Other Matters 12

Annual Financial Statements 13

## 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) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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** |
|  | **$** | **$** | **$** | **$** | **$** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**FORMAL AGREEMENTS ENTERED INTO WITH UNIVERSITY STAFF**

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

**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)