

CONTROLLED ENTITIES SUB-COMMITTEE - ANNUAL SCHEDULE OF BUSINESS (2016)

MEETING	DATE	TOPIC	RESPONSIBILITIES
Meeting 1	12/05/2016	Risk Management Financial Reports Review Review of Annual Reports on Company Matters Legislative Compliance Emerging Issues	Review identified risks relating to Controlled Entities Review of end-of-year Financial Reports on performance against plans/KPI's Review reports to ensure appropriate Governance Arrangements are in place (including WH&S) Review annual self-assessment report on relevant proactive obligations Noting regular information from Controlled Entities eg minutes; reviewing project tasks as they are developed and implemented; and considering any emerging issues as they arise eg ACNC, In-Australia legislation.
Meeting 2	10/11/2016	Risk Management Financial Reports Review Emerging Issues Business Strategy and Planning	Review identified risks relating to Controlled Entities Review of mid-year Financial Reports on performance against plans/KPI's Noting regular information from Controlled Entities eg minutes; reviewing project tasks as they are developed and implemented; and considering any emerging issues as they arise eg ACNC, In-Australia legislation. Review draft Business Strategy, Plans and KPI's
Biennially		Review of relevant Policy Documents (2016)	Review of Controlled and Non Controlled Entities Policy Review of Indemnity, Insurance and Legal Claims Policy
Quadrennially		Review of Sub-Committee Charter (2018)	Undertake a review of the Sub-Committee Charter to ensure relevance and that the Committee is adopting contemporary Governance practice's.

NOTES

Controlled Entities Sub-Committee Proposed Meeting Dates (2016) – 12 May, 10 November.

Materials Deadlines (2016): 5 May, 26 October.

Relevant Finance Committee Meeting Dates (2016) – 19 May, 3 November.