

## REPORTING REQUIREMENTS FOR DEAKIN UNIVERSITY CONTROLLED ENTITIES

A Deakin University controlled entity is required to report to the Deakin University Council via the Finance and Business Affairs Committee (FBAC) in accordance with the following table.

REPORT	FREQUENCY	FBAC MEETING	COUNCIL MEETING
<b>Annual financial statements</b> for previous year	Annual	March	March
<b>Annual draft Business Plan</b> for the following year that sets out the achievable and measurable performance targets and milestones.	Annual	November	December
<b>Reports of performance against the Business Plan</b> , including in respect of financial status.	Quarterly	<ul style="list-style-type: none"> <li>• March (Q4 of previous year)</li> <li>• April (Q1 of current year)</li> <li>• August (Q2 of current year)</li> <li>• November (Q3 of current year)</li> </ul>	<ul style="list-style-type: none"> <li>• March</li> <li>• May</li> <li>• August</li> <li>• November</li> </ul>
<b>Report of review by the Board of its own performance</b> , for the previous year.	Annual	March	March
<b>Corporate governance statement</b> , including details of their approval and review by the Board.	Annual	March	March
<b>Board membership details report</b> setting out names, qualifications, areas of knowledge/experience, networks/professional associations and any other relevant information to enable FBAC to determine if the Board has the skills, knowledge and experience necessary to provide proper stewardship and control of the entity.	Annual	March	March
<b>Amendments to the constitution</b>	As required	As required	As required
<b>Report on outcome of any audit reviews</b>	As required	As required	As required