

# **BOARD CALENDAR**

## **STRATEGIC GOVERNANCE**

### **ISSUES**

RESPONSIBILITY: COMPANY SECRETARY

#### **1 STRATEGY**

- a. Plan development/adoption
- b. Monitor implementation progress
- c. Review plan

#### **2 BOARD /COMMITTEE/DIRECTOR REVIEW AND EVALUATION**

- a. Composition/succession
- b. Evaluation of performance
- c. Remuneration

#### **3 CORPORATE GOVERNANCE CHARTER**

- a. Compliance
- b. Review/monitor
- c. Reports by Committees

#### **4 STRATEGIC GOVERNANCE ISSUES**

- a. Audit report

- b. OH&S report
- c. HR report
- d. Environmental report
- e. Risk management report
- f. Legal report
- g. Diversity report
- h. Organisational culture report

## 5 BUDGET

- a. Approval/adoption
- b. Review/monitor

## 6 PERFORMANCE REVIEW/MONITOR

- a. Strategy
- b. Operations
- c. Finances (revenue, expenses, capital requirements, budget, banking/financial covenants, cash flow)

## 7 OPERATIONAL ISSUES

- a. Overall operations report
- b. Significant project reports
- c. Customer/supplier relations report
- d. Quality/complaints report
- e. IT report

## 8 NEW BUSINESS INITIATIVES

- a. Strategic acquisition targets
- b. Organisational growth opportunities

## 9 CAPITAL MARKETS ISSUES

- a. Investor relations

- b. Material share register movements
- c. Shareholder communications
- d. Analyst/broker relations
- e. Substantial shareholder liaison