



MEMO

To: Board of Directors
From: Company Secretary
Subject: **CORPORATE CALENDAR**

Gentlemen, as requested, I have compiled below a suggested timetable of major corporate events and activities for the company over the next calendar year.

The intention is to encompass all compliance, financial and statutory reporting, and the preparation thereof, as well as other key matters involving the board, to assist in planning for the coming year.

DUE DATE		MEETINGS	FINANCIAL	OTHER ITEMS	COMPLIANCE
MONTH	DAY				
January	23	Board	If listed company and applicable, consider & approve Appendix 4C and/or Appendix 5B/ Quarterly Report	Review board program for the year	Lodge Appendix 4C and/or Appendix 5B/ Quarterly Report with ASX if listed
	24	Nomination Committee			
February	15		Circulate draft half-yearly results/statutory accounts &, if listed company, circulate Appendix 4D		
	19	Audit Committee	Consider accounts & Appendix 4D		
	20	Compliance Committee			



	27	Board	Approve interim dividend	Review board charters	Advise shareholders of interim dividend, lodge advice with ASIC if unlisted disclosing entity & announce ASX if listed
			Approve accounts & Appendix 4D		Lodge half-yearly statutory accounts with ASIC if required for unlisted company & with ASX plus Appendix 4D if listed
	28			Begin round of broker/institutions presentations	
March	8			Strategic planning session	
	9			Draft strategic plan	
	22	Board		Adopt strategic plan	
	31	Investment Strategy Committee			
April	17	Audit Committee	Budget planning		
	24	Board	If listed company and applicable, consider & approve Appendix 4C and/or Appendix 5B/ Quarterly Report	Review insurances Operations manager presentation	Lodge Appendix 4C and/or Appendix 5B/ Quarterly Report with ASX if listed
May	3	Remuneration Committee			
	26	Board		Review delegations & authorities	
June	18	Audit Committee	Plan year-end audit		
	25	Board	Approve budget	Review board policies	
	30		Financial year-end		



July	26	Board	If listed company and applicable, consider & approve Appendix 4C and/or Appendix 5B/ Quarterly Report	HR manager presentation	Lodge Appendix 4C and/or Appendix 5B/ Quarterly Report with ASX if listed
				Review CEO & executives performance & remuneration	
August	22		If listed company, circulate draft Appendix 4E 'preliminary annual results'		
		Compliance Committee			
	29	Audit Committee	Consider Appendix 4E		
	30	Board	Approve final dividend	Corporate governance review	Advise shareholders of final dividend, lodge advice with ASIC if unlisted disclosing entity & announce ASX if listed
			Approve Appendix 4E		Lodge Appendix 4E with ASX
31			Begin round of broker/institutions presentations		
September	19		Circulate draft statutory annual accounts & reports		
	27	Risk Management Committee			
	28	Audit Committee	Consider statutory accounts		
	29	Board	Approve statutory annual accounts & reports	Annual Report & AGM planning	Lodge annual statutory accounts with ASX (or ASIC if required for unlisted company)
Investor/PR presentation					
October	6		Circulate draft Annual Report (including		



			Corporate Governance Statement if listed company)		
	7		Circulate draft AGM Notice (& Explanatory Memorandum & Proxy Form)		Lodge draft AGM documents with ASX for review in need
	23	Board	If listed company and applicable, consider & approve Appendix 4C and/or Appendix 5B/ Quarterly Report Approve Annual Report Approve AGM Notice	Review board/ directors' performance	Lodge Appendix 4C and/or Appendix 5B/ Quarterly Report with ASX if listed
	24		Despatch Annual Report to shareholders, plus copies to Directors & Auditor		Lodge Annual Report with ASX if listed & ASIC if unlisted disclosing entity
	25		Post AGM documents to shareholders, plus copies to Directors & Auditor		Lodge AGM Notice with ASX & ASIC if unlisted disclosing entity
November	2	Remuneration Committee		Prepare & circulate Chairman's script/notes for AGM	
	26			Collate proxies & prepare Attendance Register	
	27	Board		Marketing manager presentation	
	28	Annual General Meeting			If listed, lodge Chairman's address with ASX – before meeting



					– and lodge AGM results & proxy details after meeting
December	14	Audit Committee	Plan half-yearly audit		
	21	Board		Decide next year's board dates & corporate calendar	
	31		Financial half-year end		

DISCLAIMER

The comments in this memo reflect some commercial aspects and observations on the matter experienced or observed by the writer in practice as he understands them. The information is given as a guide only and does not represent a definitive or legal view of any of the issues raised, covered or referred to and the reader is urged to seek his own professional advice on all aspects of, or pertaining to, this and any related matter.