

Appendix 2: UTS commercial activities reporting protocol

This reporting protocol elaborates on the responsibilities outlined in the [Commercial Activities Policy](#) (the policy) and the [Commercial Activities Management Procedure](#) (the procedure).

Commercial activities

Item	Reporting requirement	Responsibility	Review path	Requirement source
Annual reporting				
1.	Annual management review of commercial activities <ul style="list-style-type: none"> Management review of commercial activities in accordance with the policy and procedure Research commercialisation activities Commercial activities (other than research commercialisation activities) 	Responsible owner	<ul style="list-style-type: none"> For research commercialisation activities: The Deputy Vice-Chancellor (Research) reviews and it remains a management report unless an exception triggers an escalation (refer item 2) For commercial activities (other than research commercialisation activities): Chief Operating Officer (COO) reviews and it remains a management report unless an exception triggers an escalation (refer item 2) 	<ul style="list-style-type: none"> Commercial Activities Policy statement 4.11 and the Commercial Activities Management Procedure.
2.	Annual 'Exception' report on commercial activities For research commercialisation activities:	DVC (Research) for research commercialisation activities	For research commercialisation activities: <ul style="list-style-type: none"> DVC (Research) annually provides 'Exception and high-risk report' for the consideration of Research 	<ul style="list-style-type: none"> Commercial Activities Management Procedure Voluntary Code of Best Practice for the Governance of Australian Public

Item	Reporting requirement	Responsibility	Review path	Requirement source
	<ul style="list-style-type: none"> Following the annual management review (refer item 1), the DVC (Research) will prepare an 'Exception and high-risk report' if required. The report provides a UTS lens over each commercial activity's performance including assessments and reviews. <p>For commercial activities (other than research commercialisation activities), includes 3 aspects:</p> <ul style="list-style-type: none"> Following the annual management review (refer item 1), the COO will prepare an 'Exception and high-risk report' if required. The report provides a UTS lens over each commercial activity's performance including assessments and reviews. Annual reports on controlled entities (refer item 5) University Secretary's statement of compliance with the Voluntary Code of Best Practice for the Governance of Australian Public Universities (protocol 14) 	COO for commercial activities (other than research commercialisation activities)	<p>Committee then Academic Board, with any significant issues reported to Council for noting.</p> <p>For commercial activities (other than research commercialisation activities):</p> <ul style="list-style-type: none"> Responsible owners must report through the Office of General Counsel (OGC) to the COO. The COO also receives reports from the University Secretary and responsible senior executives report on controlled entity annual reports. The COO aggregates the reports and provides a statement of assurance and summary report to Council via Audit and Risk Committee. <p>For research commercialisation and commercial activities</p> <ul style="list-style-type: none"> Exception reporting to Audit and Risk Committee outside annual reporting timelines. 	Universities (PDF) (Voluntary Code), protocol 14
Triennial reporting				
3.	Review of all commercial activities	DVC (Research) for research	For research commercialisation activities: DVC (Research) reports	

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	<p>Every 3 years the information gathered as part of the annual management reviews (refer item 1) must be provided to:</p> <ul style="list-style-type: none"> • For research commercial activities: the DVC (Research) who will provide a report to Research Committee, then Academic Board and Council of all research commercialisation activities contained in the register. • For commercial activities (other than research commercialisation activities): the COO who will provide a report to Audit and Risk Committee then Council of all non-research activities contained in the register. 	<p>commercialisation activities</p> <p>COO for commercial activities (other than research commercialisation activities)</p>	<p>through Research Committee, then Academic Board and Council</p> <p>For commercial activities (other than research commercialisation activities): Responsible owners must report through the OGC to the COO. The COO provides a statement of assurance and more detailed report to Council via Audit and Risk Committee.</p>	<ul style="list-style-type: none"> • Commercial Activities Management Procedure statements 4.16 to 4.20
4.	<p>Review of the register of commercial activities</p> <ul style="list-style-type: none"> • Triennial review of the register to ensure its integrity and that it contains all the information required under the UTS Act and the policy and procedure. 	<p>Independent person or people designated by the Provost to conduct the review</p> <p>COO to report to Audit and Risk Committee and Council.</p>	<ul style="list-style-type: none"> • COO to include triennially in their annual report (refer item 2) • Provided to Council every third year through Audit and Risk Committee. 	<ul style="list-style-type: none"> • section 21C of the UTS Act • Commercial Activities Management Procedure statements 4.21 to 4.23

Controlled entities

Item number	Reporting requirement	Responsibility	Review path	Source of requirements
Annual reporting				
5.	<p>Annual report on each entity containing:</p> <p>Risk assessment (from the entity's perspective)</p> <ul style="list-style-type: none"> An assessment of the significant risks faced by the entity and the mitigation measures in place and planned. <p>Annual financial reports</p> <ul style="list-style-type: none"> Annual reports for each entity including audited financial statements and, where available, independent auditor's report. <p>Business plans</p> <ul style="list-style-type: none"> The controlled entity's business plan including an overview of the entity's strategy, measurable performance targets and milestones, and a statement of assurance that the entity has not conducted, and does not plan to conduct, any activity which UTS itself cannot conduct. <p>Governance principles</p> <ul style="list-style-type: none"> Reviewed written statement of the entity's own governance principles Advice of any impending changes to the membership of the entity's board and senior management and an assessment of the skills, knowledge and experience required of any new board member(s) to ensure that the board as a 	Board (Chair) of each controlled entity, reported to responsible senior executive	<ul style="list-style-type: none"> Reviewed by the responsible senior executive, and then provided to the COO to include in the annual report on all commercial activities (refer item 2) for the Audit and Risk Committee with a statement of assurance and more detail on exceptions to Council. 	<ul style="list-style-type: none"> section 16A(1) and (5A)(a)(iii) and (iv) of the University of Technology Sydney Act 1989 (NSW) (the UTS Act) Voluntary Code 12(c), 12(d), 12(e), 13 Council requirement (COU/08-2/31) Audit and Risk Committee Charter s 6.3 and 6.7 Commercial Activities Policy statements 4.11 to 4.14 and the Commercial Activities Management Procedure.

