

Group Policy: Planning and Reporting Timetable

Policy	GRP-PRT: Group Policy - Planning and Reporting Timetable
Version	Version 1.2
Date in force	November 2016
Planned review	November 2018

Planning Cycle

Activity	Date/Month	Comment
InternetNZ finalises Statement of Expectations for each subsidiary	By end November	Sets out Councils strategic direction, goals and expectations for each company (including dividend payments for the following year)
DNCL submits Statement of Direction and Goals for the next three years for approval	By early February	SoDaG contains the broad strategy for the company, the key performance targets for which the company will be held accountable and the budget for next 3 years
InternetNZ considers DNCL Statement of Direction and Goals, and approves it (or asks for revisions)	By end February	Where revisions are required, they are approved in between Council meetings
NZRS submits Statement of Direction and Goals for the next three years for approval	By early May	
InternetNZ considers NZRS Statement of Direction and Goals, and approves it (or asks for revisions)	By end May	If .nz fee is changed, may push NZRS SoDaG approval to June

Reporting Cycle

Activity	Date/Month	Comment
Fourth quarter reports from each subsidiary	By 10 May	Feedback is given to the subsidiaries where appropriate
Delivery of audited financial statements from each subsidiary to InternetNZ to enable the consolidation of InternetNZ group accounts	By end of May	Note - current practice is for the Society's auditor to audit all subsidiaries of the group
Annual report from each subsidiary is delivered to InternetNZ	By 20 June	Note - this date will change annually depending on the date of the Society's AGM
First quarter reports from each subsidiary	By 10 August	Feedback is given to the subsidiaries where appropriate
Second quarter reports from each subsidiary	By 10 November	Feedback is given to the subsidiaries where appropriate
Third quarter reports from each subsidiary	By 10 February	Feedback is given to the subsidiaries where appropriate

Note: Quarterly reports are on matters agreed between InternetNZ and subsidiaries from time to time.

At the time this policy was adopted (Nov 2016), they consist of:

- Governance reporting to the shareholder (incl financials)
- A joint report on the .nz domain name space
- NZRS reports on technical research and product & services development