**ESS SMALL BUSINESS**

**CORPORATE GOVERNANCE NETWORK**

**AGENDA**

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| **Webinar/Workshop No 1 – 25th July, 15th August and 21st August 2018** | |
|  |  |
|  | Welcome to Corporate Governance Network |
|  |  |
|  | Keynote Presenters for this workshop/webinar |
|  |  |
|  | Questions |
|  |  |
|  | **SECTION 1 - Companies** |
|  | Companies |
|  | *Corporations Act* |
|  | Propriety Limited Companies |
|  | Small Proprietary Limited Companies |
|  | Large Proprietary Companies |
|  | Shareholders of Companies |
|  |  |
|  | **SECTION 2 - Associations** |
|  | Associations (Not-For-Profits, Charities, Sporting and Social Organisations) |
|  | *Association Incorporation Act* |
|  | State Based Legislation |
|  | Separate Legal Entity |
|  | Restricted to State/Territory |
|  | Simple and Affordable |
|  | Constitution |
|  | Members of Association |
|  | Effect of Incorporation |
|  | Australian Charities and Not-For-Profit Commission |
|  |  |
|  | **SECTION 3 - Structures** |
|  | Structures - Established Company |
|  | Association Structures |
|  |  |
|  | **SECTION 4 - Directors** |
|  | Appointment of New Directors |
|  | Appointment of Directors |
|  | New Director’s Due Diligence |
|  |  |
|  | **SECTION 5 – Management Committee** |
|  | Management Committee |
|  | Public Officer |
|  | Membership of Management Committee |
|  | Eligibility for Election to a Management Committee |
|  | Election of Management Committee |
|  | Tenure of Members of the Management Committee |
|  |  |
|  | **SECTION 6 - Team** |
|  | Portfolio Allocations |
|  |  |
|  | **SECTION 7 - Legal** |
|  | Court Cases Create Law |
|  | Legal Issues for Companies |
|  |  |
|  | **SECTION 8 - People Resources Issues** |
|  | Fair Work Australia |
|  | Human Resources/Fair Work Australia |
|  | Team |
|  |  |
|  | **SECTION 9 – Workplace Health & Safety** |
|  | Workplace Health & Safety Issues |
|  |  |
|  | **SECTION 10** |
|  | Keynote Presentation – Workplace Health & Safety Code and Human Resources by Jordan Lowry, Managing Director, Blackstone Business Group |
|  |  |
|  | **SECTION 11 – Market** |
|  | Marketplace Overview |
|  | Community Marketplace Overview |
|  |  |
|  | **SECTION 12 – Marketing and Sales** |
|  | Marketing Plan |
|  | Customer/Patient/Member Needs |
|  |  |
|  | **SECTION 13 – Customers** |
|  | Customer Needs |
|  |  |
|  | **SECTION 15 - Stakeholders** |
|  | Volunteers |
|  |  |
|  | **SECTION 16 – Privacy Act** |
|  | Notifiable Data Beaches |
|  |  |
|  | **SECTION 17 - Risks** |
|  | Risk Management Strategies to Protect the Company’s Assets |
|  |  |
|  | **SECTION 18 - Keynote Presentation** |
|  | Debtors’ Management by Dave Birch, Managing Director, smartAR and feeLink |
|  |  |
|  | **SECTION 19 - All Things Financial** |
|  | Accounting System |
|  | Understanding Financial Accounts |
|  | Profit and Loss Account |
|  | Ratio Analysis – Profit and Loss Account |
|  |  |
|  | **SECTION 20 - Federal Government** |
|  | Federal Budget as it Affects SMEs |
|  |  |
|  | **SECTION 21 - Capital Raising** |
|  | Capital Raising |
|  | Early Stage Innovation Company – Investor Benefits |
|  |  |
|  | **SECTION 22 - Business Plus Newsletter** |
|  | July 2018 edition |
|  |  |
|  | **SECTION 23 - Government Grants** |
|  | METS Ignited Grant for Businesses Servicing the Mining Industry |
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|  | **SECTION 24 - Questions** |
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|  | **SECTION 26 - Action Plan** |
|  | Developing your Action Plan from matters discussed in this Workshop/Webinar |
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|  | **SECTION 25 - Notices** |
|  | Accessing Material |
|  | Next Webinar Workshop |