

Annual Report Compliance Checklist

July 2019

Government Business Enterprises			
	Reference	Requirement	Check
Overarching Requirement	<i>Government Business Enterprises Act 1995</i> Section 55	A Board must prepare for the GBE an annual report for each financial year. The annual report must contain – (a) the details of any direction given under section 65 (CSO) ; and (b) the details of any direction relating to a dividend, interim dividend or special dividend; and (c) the details of any direction given under section 40(2) or (3) (Plans); and (d) the details of any waiver granted under Part 10 (Tax) or 11 (Guarantee Fees); and (e) the documents, statements and information required by the Treasurer's Instructions.	<input type="checkbox"/>
Statement of Corporate Intent (SCI)	GBE06-39-07 Pg 1:(a), Pg 6:(f) GBE 08-55-07 Pg 1:(d)	Include the current year's SCI. Include a report on the performance of the GBE and its subsidiaries during that financial year compared with the performance indicators specified in the SCI for that year. This should include a section titled "Performance against Statement of Corporate Intent" with results against targets and commentary where appropriate.	<input type="checkbox"/>
Financial statements	GBE 08-55-07 Pg 1:(b)	Include the financial statements of the business for the relevant financial year.	<input type="checkbox"/>
AG opinion	GBE 08-55-07 Pg 1:(c), (f)	Include a copy of the opinion of the Auditor-General in respect of the financial statements, and disclose any extension of the time within which the financial statements was to be provided to the Auditor-General.	<input type="checkbox"/>
Operations report	GBE 08-55-07 Pg 1:(e)	Provide a report on the operations of the business and its subsidiaries during that financial year.	<input type="checkbox"/>
Statement of Compliance	GBE 08-55-07 Pg 2:	The annual report of a GBE is to be accompanied by a Statement of Compliance, addressed to the Portfolio Minister prepared in the form set out in the Treasurer's Instruction.	<input type="checkbox"/>
CSO obligations	GBE 08-55-07 Pg 2: (g)	Include a statement detailing the CSO of the GBE, the net costs to the GBE of meeting those obligations in that financial year and the method and basis on which the GBE is funded for undertaking those obligations.	<input type="checkbox"/>
Remuneration Reporting	Guidelines: Director & Executive Remuneration Pg 9-10, Sect 2. GBE 08-55-07 Pg 2 (h)	Disclose the remuneration of board directors and Senior Executives in the approved template format (noting that this must also be separately reported to Shareholding Ministers by 30 days after the end of the financial year). Must include a statement of compliance with the <i>Guidelines for Tasmanian Government Businesses – Director and Executive Remuneration</i> . The Directors' Report to include the following information about each Director: <ul style="list-style-type: none">• the number of Board and committee meetings attended;• the original date of appointment;• the commencement date of current term; and• the expiry date of current term.	<input type="checkbox"/>

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Assessing Board Performance	Guidelines: Assessing Board Performance Pg 1: (i) & (j), Pg 2	Disclose the processes for performance evaluation of the board and key executives, and whether these have taken place.	<input type="checkbox"/>
Superannuation guidelines	GBE13-114-12 Pg 4: Sect 3.5	Include a certification from the CEO that obligations under the <i>Superannuation Guarantee (Administration) Act 1992</i> have been met.	<input type="checkbox"/>
Buy Local	GBE-13-114-11 Guidelines: Buy Local Pg 3-4.	Disclose, at a minimum: <ul style="list-style-type: none"> • purchases from Tasmanian Businesses (\$ and % of total) • consultancies valued at more than \$50 000. 	<input type="checkbox"/>
Overseas Travel	Guidelines: Overseas Travel Pg 4: Sect 7.2	Disclose, at a minimum, the number of overseas trips undertaken during the year as well as cost (noting that this must also be separately reported to Shareholding Ministers by 60 days after the end of the financial year).	<input type="checkbox"/>
Payment of Accounts	Guidelines: Payment of Accounts Pg 1-2.	Disclose specific financial metrics as set out in the Guideline relating to the payment of accounts.	<input type="checkbox"/>