

# Annual Report Compliance Checklist

July 2019

State-owned Companies			
	Reference	Requirement	Check
Overarching Requirement	Constitution	The Board must provide the Members certified copies of the annual report for the Company which includes financial statements, a Directors' report and Auditor's report for the Company and each of its subsidiaries.	<input type="checkbox"/>
Statement of Corporate Intent	<a href="#">GBE06-39-07</a> Pg 1:(a), Pg 6:(f)	Include the current year's statement, as well as a section titled "Performance against Statement of Corporate Intent" with results against targets and commentary where appropriate.	<input type="checkbox"/>
Remuneration Reporting	<a href="#">Guidelines: Director &amp; Executive Remuneration</a> Pg 9-10, Sect 2.	<p>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).</p> <p>Must include a statement of compliance with the <i>Guidelines for Tasmanian Government Businesses – Director and Executive Remuneration</i>.</p> <p>The Directors' Report to include the following information about each Director:</p> <ul style="list-style-type: none"> <li>• the number of Board and committee meetings attended;</li> <li>• the original date of appointment;</li> <li>• the commencement date of current term; and</li> <li>• the expiry date of current term.</li> </ul>	<input type="checkbox"/>
Assessing Board Performance	<a href="#">Guidelines: Assessing Board Performance</a> 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	<a href="#">GBE13-114-12</a> 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	<a href="#">GBE-13-114-11</a> <a href="#">Guidelines: Buy Local</a> Pg 3-4.	Disclose, at a minimum: <ul style="list-style-type: none"> <li>• purchases from Tasmanian Businesses (\$ and % of total)</li> <li>• consultancies valued at more than \$50 000.</li> </ul>	<input type="checkbox"/>
Overseas Travel	<a href="#">Guidelines: Overseas Travel</a> 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	<a href="#">Guidelines: Payment of Accounts</a> Pg 1-2.	Disclose specific financial metrics as set out in the Guideline relating to the payment of accounts.	<input type="checkbox"/>