
Australasian Council of Auditors General

Audit Standards Committee (ASC)

Terms of Reference

Purpose

The Audit Standards Committee (“the Committee” or “ASC”) is a sub group of the Australasian Council of Auditors General (ACAG).

In accordance with the strategic plan as agreed from time to time, the Committee provides ACAG with advice on the emerging issues that impact audit quality in both financial and performance audits and developments in auditing and assurance standards.

Authority

ACAG has authorised the Committee, within the scope of their duties and responsibilities as set out in this Terms of Reference to represent their respective Auditors General and with the necessary authority to do so.

Every effort is required to ensure that the advice provided is a common point of view and where this is not the case, reasons for differing points of view will be clearly documented.

Membership

Each Member of ACAG is entitled to nominate up to two (2) representatives to the Committee. Ideally, each representative will have experience and knowledge in public sector auditing.

The Chair of the Heads of Performance Audit will be a Member of the Committee.

In the event that a Member cannot attend, an alternate may attend in their place. The membership list is maintained by the Committee secretariat.

The ACAG Executive Director is an ex-officio member and acts as the Committee Secretary.

Chair of the Committee

ACAG will appoint the Chair of the Committee for a period of two (2) years. The Chair of the Committee will be a current Auditor General.

Should the Committee Chair be absent from a meeting, ACAG will appoint a Chair for that particular meeting.

Meetings

The Committee will meet face to face at least two (2) times a year, usually in March and October. An ACAG Member will host these meetings.

Additional meetings may be convened as appropriate via tele/video conferencing.

Committee Members are responsible for all expenses associated with attending face-to-face meetings.

Meeting agendas, along with appropriate briefing materials, will be prepared and provided to Members via the ACAG intranet at least seven days prior to the meeting date.

Minutes will be prepared, approved by the Committee Chair and circulated to Committee Members within two weeks of the meeting date. The minutes must be ratified by Committee Members present at the next meeting and signed by the Chair.

Duties and Responsibilities

In assisting the ACAG Members in fulfilling their responsibilities, the duties of the Committee shall be:

- a) To ensure the *ACAG Governance and Audit Framework for Self Assessment and External Review* (“the Framework”) is maintained and regularly reviewed;
- b) To undertake quality assurance reviews in accordance with policies and procedures as agreed from time to time;
- c) To maintain a forward schedule of quality assurance reviews;
- d) To establish appropriate quality assurance review teams as required;
- e) To facilitate the sharing of common quality review findings including identified good practices;
- f) To oversee the macro benchmarking and client survey process including (but not limited to) recommending for approval to ACAG Members the appointment of external consultant/s to undertake this work;
- g) To proactively provide meaningful and timely input through ACAG to the deliberations of the auditing and assurance standards setting boards both in Australia and internationally;
- h) To exchange strategic and technical information between jurisdictions on practices and developments in public sector auditing;
- i) To advise Auditors General on auditing issues of relevance including, but not limited to, the application of specific auditing and assurance standards and the need for new or revised auditing and assurance standards;
- j) To develop and coordinate Auditors General’s responses to relevant national and international standards setting board exposure drafts; and
- k) To maintain membership on relevant national and international standard setting boards.

Reporting to ACAG Members

The Committee is required to submit for approval to the July ACAG Business Meeting each year a work plan to cover the following financial year. This work plan is to take account of the strategic plan as agreed from time to time.

The Committee Chair is required to provide a report to each ACAG Business Meeting. The manner of reporting may be distribution of a copy of the minutes supplemented by other additional information, including recommendations requiring ACAG Members’ action and/or approval.

Review

The Committee will review at least every two years these Terms of Reference and recommend to an ACAG Business Meeting for approval any appropriate amendments.

Approved by ACAG Members:

6 July 2017 (version 2)