
Australasian Council of Auditors General

Corporate Services Committee

Terms of Reference

Purpose

The Corporate Services Committee (“the Committee”) 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 an avenue through which the heads of corporate services (however titled) can establish relationships and come together to share, collaborate and leverage ideas and practices. The Committee further provides an opportunity to discuss and exchange intelligence about the practical challenges and solutions for managing the corporate services function within an audit office.

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 State and Territory audit office 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 one (1) representative to the Committee. Additional attendees are permitted at the discretion of the Chair. In the event that a nominee cannot attend, an alternate may attend in their place. The Committee 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

A Chair is to be elected by the Committee annually.

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 once a year. 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 exchange operational information, share challenges and better practice approaches to managing the corporate services function, including but not limited to:
 - Human resources;
 - Property resources;
 - Managing contracted service providers;
 - Procurement;
 - ICT services
 - Business operations and reporting;
 - Change management; and
 - Corporate strategy

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:

20 March 2018