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# Australasian Council of Auditors General

## Corporate Services Committee

### Terms of Reference

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#### **Purpose**

The Corporate Services Committee (“the Committee”) is a subgroup of the Australasian Council of Auditors General (ACAG).

In line 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 National, State and Territory audit offices 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 Audit Office that is the Chair of the Committee, will also be the secretariat of that Committee.

The ACAG Executive Director is an ex-officio member.

#### **Chair of the Committee**

A Chair is to be elected by the Committee every two years. Should the Committee Chair be absent from a meeting, committee members will elect an interim Chair prior to the meeting (if Chair's absence was planned), or within the first few minutes of the meeting (if unplanned).

#### **Meetings**

The Committee will meet at least once a year. Meetings may be convened as appropriate via tele/video conferencing.

Up to one face-to-face meeting may be held annually, with an ACAG Member to host these meetings.

The Office of the respective Committee Members is 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 five working 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.

**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 the facilitation of sub-groups to collaborate within specialty areas, aligned with the ACAG Strategic Plan.

**Reporting to ACAG Members**

The Committee is required to submit for approval to the 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.

June 2024 Approved by ACAG Members:

Next Review Date: May 2026