

### 1. Purpose

The purpose of this procedure is to provide guidance to internal audit staff with respect to communicating results arising from audits and other reviews.

#### 1.1 Communicating Results

Internal Auditors must communicate the results of engagements.

#### 1.2 Process

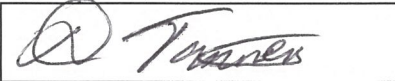
The following Process is to be adopted by the Director Audit and Risk and Internal Audit Staff:

- a) Internal Auditors must ensure that the audit proposal incorporating the audit scope, objectives, risk assessment, timing and resources is communicated to the appropriate audit sponsor(s) for approval.
- b) Internal Auditors are to ensure that key stakeholders are informed of any proposed changes to the audit engagement scope and/or objectives that might arise during the course of the audit.
- c) Internal auditors are to ensure that the key stakeholders are informed of any findings arising from the audit and given the opportunity to respond to those findings. This would normally occur through an exit discussion meeting.
- d) Where the key stakeholder is able to provide substantive evidence that the finding is factually incorrect, then internal auditors must adjust their findings to reflect the correct position.
- e) Where an overall opinion is issued it must take into account the strategies, objectives and risks of the University and the expectations of senior executive management and Council. The overall opinion must be supported by sufficient, reliable, relevant and useful information.
- f) Where non-conformance with the Code of Ethics or the Standards impacts a specific engagement then the internal auditors must disclose the principle or rule of the Code of Ethics or the Standards that is not conformed with, the reason why and the likely impact on the audit result.
- g) The use of the term "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing" is only to be used where the current (within the last five years) external review validates the use of the term.
- h) The final audit report, with the inclusion of a draft implementation plan, is to be provided to all key stakeholders including the relevant senior executive.
- i) The responsible key stakeholder is to complete the implementation plan and return it to the auditor. This will constitute the completed audit report.
- j) The completed Audit Report is to be provided to the next Audit and Risk Committee meeting.
- k) Where a responsible stakeholder does not complete the implementation plan within the required time and does not respond to repeated requests to do so, the Director Audit and Risk may decide to forward the incomplete audit report to the next Audit and Risk Committee meeting.

### 2. Administration Data

<b>Document Type:</b>	<b>Procedure</b>
<b>Document Owner:</b>	Audit & Risk Directorate

## ARD OPERATIONAL PROCEDURE 9.- Communicating Results

<b>TRIM reference:</b>	WG10/177
<b>Date approved:</b>	21 March 2019
<b>Due for review:</b>	3 years from approval
<b>Responsible party for review:</b>	Director, Audit & Risk Directorate
<b>Approved by:</b>  <b>Signature</b>	Mr Dave Tanner Director Audit & Risk
<b>Help Contact</b>	Director, Audit & Risk Directorate - 6773 2124
<b>Related policies or other documents:</b>	<ul style="list-style-type: none"> <li>• International Professional Practice Framework of Internal Audit</li> <li>• IAA Implementation Guidance IG 2400: Communicating Results</li> <li>• IAA Implementation Guidance IG 2410: Criteria for Communicating</li> <li>• IAA Implementation Guidance IG 2420: Quality of Communications</li> <li>• IAA Implementation Guidance IG 2321: Errors and Omissions</li> <li>• IAA Implementation Guidance IG 2430: Use of Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing</li> <li>• IAA Implementation Guidance IG 2431: Engagement Disclosure of Non-Conformance</li> <li>• IAA Implementation Guidance IG 2440: Disseminating Results</li> <li>• IAA Implementation Guidance IG 2450: Overall Opinions</li> </ul>