

1. Protocol Statement

The chief audit executive must effectively manage the internal audit activity to ensure it adds value to the organisation.

2. Principles

2.1 IIA Standards 2000 – Managing the Internal Audit Activity

2.1.1 2010 – Planning

The chief audit executive must establish a risk-based plan to determine the priorities of the internal audit activity, consistent with the organisation's goals.

2.1.2 2020 – Communication and Approval

The chief audit executive must communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and the board (Audit and Risk Committee) for review and approval.

2.1.3 2030 – Resource Management

The chief audit executive must ensure that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the approved plan.

2.1.4 2040 - Policies and Procedures

The chief audit executive must establish policies and procedures to guide the internal audit activity.

2.1.5 2050 – Coordination and Reliance

The chief audit executive should share information and coordinate activities, and consider relying upon the work of other internal and external providers of assurance and consulting service providers to ensure proper coverage and minimize duplication of efforts.

2.1.6 2060 - Reporting to Senior Management and the Board (Audit and Risk Committee)

The chief audit executive must report periodically to senior management and the Board (Audit and Risk Committee) on the internal audit activity's purpose, responsibility and performance relative to its plan and on the conformance with the Code of Ethics and the Standards.

2.1.7 2070 – External Service Provider and Organisational Responsibility for Internal Auditing

Where an external service provider serves as the internal audit activity, the provider must make the organisation aware that the organisation has the responsibility for maintaining an effective internal audit activity

3. Objectives

The objective of this protocol is to provide guidance with regard to the management of the internal audit activity including planning, performing and communicating the results of all audits to ensure consistency and completeness of the internal audit function.

4. Scope

This protocol applies to all the activities of the Internal Audit function at UNE, as defined in the Internal Audit Charter.

5. Roles and Responsibilities

5.1 Director Audit and Risk (Chief Audit Executive)

Is responsible for developing a risk-based audit plan, taking account of the UNE’s risk management framework, including using risk appetite levels set by management for the different service streams and assigning audits to ensure the completion of the audit plan.

5.2 Auditors

Are responsible for completing audits in the assigned time frames to ensure the maximum completion of the Internal Audit Plan.

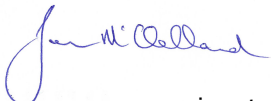
6. Authority

University Of New England Council.

7. Delegations

The Director Audit and Risk has a financial delegation, within the approved annual budget, to undertake the activities of the Internal Audi function as outlined in the approved annual audit plan.

8. Administration Data

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 signature	
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ARD PROTOCOL STATEMENT

5.- Managing the Internal Audit Activity

Related policies or other documents:

- TPP 15-03 Internal Audit and Risk Management Policy for the NSW Public Sector
- International Standards for the Professional Practice of Internal Audit
- Risk Management International Standard (ISO 31000:2009)