

## AGENDA PAPER

**Item Number:** 12  
**Date of Meeting:** 28 January 2015  
**Subject:** Annual review of APES 305 *Terms of Engagement*

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Action required     For discussion     For noting     For information

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### Purpose

In accordance with APESB's constitution, Technical Staff have performed an annual review of APES 305 *Terms of Engagement* (APES 305) to identify and resolve issues identified by stakeholders.

### Background

Refer attached Annual Review Report.

### Consideration of Issues

APESB Technical Staff have completed the following procedures to identify any issues associated with this Standard:

- Consulted with the Professional Bodies to identify whether Members or other stakeholders have raised any issues with the Professional Bodies in respect of APES 305;
- Reviewed the APESB Issues Register to identify whether stakeholders have reported any matters in relation to APES 305; and
- Performed an internal technical review of the Standard.

The issues identified as a result of completion of the above procedures have been addressed in the attached Annual Review Report.

### Staff Recommendation

The Board note the Annual Review of APES 305 *Terms of Engagement*.

### Material presented

Agenda Item 12 (a) Annual Review of APES 305 *Terms of Engagement*.

**Authors:** Rozelle Azad  
Margareth Lioe

**Date:** 12<sup>th</sup> January 2015