

**Due process and working  
procedures for the  
development and review of  
APESB pronouncements  
(December 2013)**

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# Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
<b>2</b>	<b>The role of professional judgement and ethical responsibility in applying APESB pronouncements</b>	<b>2</b>
<b>3</b>	<b>APESB pronouncements</b>	<b>4</b>
3.1	Background	4
3.2	The Code of Ethics for Professional Accountants (the Code)	4
3.3	Professional standards	4
3.4	Guidance notes	5
3.5	Other publications	6
3.6	Status and enforceability of APESB pronouncements	6
<b>4</b>	<b>Due process and working procedures</b>	<b>7</b>
4.1	General	7
4.2	Development of proposed APESB pronouncements	7
4.3	Consultation with stakeholders	8
4.4	Exposure drafts	8
4.5	Consideration of respondents' comments on exposure drafts	9
4.6	Approval of APESB pronouncements or exposure drafts	10
<b>5</b>	<b>Drafting approach</b>	<b>11</b>
5.1	Base pronouncement	11
5.2	Drafting conventions	11
5.3	Application of APESB pronouncements	12
5.4	Elements of APESB pronouncements	13
5.5	Revision, compilation and reissue of existing APESB pronouncements	14
5.6	Withdrawal of APESB pronouncements	14
<b>6</b>	<b>Work program</b>	<b>15</b>
<b>7</b>	<b>Communications</b>	<b>16</b>
7.1	APESB website	16
7.2	Requests for advice	16
<b>8</b>	<b>Review and evaluation</b>	<b>17</b>
8.1	Six month review	17
8.2	Annual review	17
8.3	Issues register	17
<b>Appendix 1</b>	<b>Structure of APESB pronouncements</b>	<b>18</b>
<b>Appendix 2</b>	<b>APESB issued and proposed pronouncements as at 20 December 2013</b>	<b>19</b>
<b>Appendix 3</b>	<b>Taskforce terms of reference</b>	<b>20</b>
<b>Appendix 4</b>	<b>Glossary of common terms</b>	<b>23</b>

# 1. Introduction

The primary objectives of Accounting Professional & Ethical Standards Board Limited (APESB), as set out in its constitution, are:

- To develop and issue in the public interest, professional and ethical pronouncements that apply to the membership of CPA Australia, the Institute of Chartered Accountants Australia (ICAA) and the Institute of Public Accountants (IPA) (hereafter referred to as the professional accounting bodies); and
- To provide a formal and rigorous forum for the consideration, promulgation and approval of professional and ethical pronouncements, which is performed in an open, timely, independent and proactive manner.

The constitution further articulates the activities APESB will undertake to fulfil its primary objectives, which include:

- Reviewing the status of the professional and ethical pronouncements annually, and monitoring the needs of the accounting profession and the public, for areas requiring new or updated professional and ethical pronouncements;
- Ensuring rigorous review of all matters proposed or developed by the secretariat;
- Referring matters to the secretariat for research, direction and amendment;
- Approving professional and ethical pronouncements;
- Making recommendations to the boards of the professional accounting bodies and other interested stakeholders regarding professional and ethical matters;
- Seeking comment on exposure drafts from members of the professional accounting bodies, the public and the professional accounting bodies;
- Monitoring the effectiveness of professional and ethical pronouncements;
- Ensuring that the pronouncements approved do not adversely impact on the professional accounting bodies' ability to comply with the International Federation of Accountants (IFAC) requirements as they pertain to professional and ethical pronouncements;
- Ensuring that the pronouncements approved do not adversely impact on the professional accounting bodies' ability to comply with the Financial Reporting Council (FRC) requirements as they pertain to professional and ethical matters;
- Reviewing the implementation of new and revised professional and ethical pronouncements six months after their commencement date; and
- Reviewing issued professional and ethical pronouncements on an annual basis.

The purpose of this document is to describe the due process and working procedures which are followed by APESB in developing and reviewing professional and ethical pronouncements. These processes as articulated in this document assist in the achievement of the objectives of the company's constitution as listed above. These due process and working procedures will be revised periodically and should be read in conjunction with APESB's Constitution and Board Charter.

## 2. The role of professional judgement and ethical responsibility in applying APESB pronouncements

APESB pronouncements are 'principles based'. Members are expected to adhere to relevant professional and ethical requirements and to use professional judgement in light of any given circumstances in order to achieve the objectives of a pronouncement.

A conceptual framework that depicts the elements, attributes and activities that underpin the development, review and application of APESB pronouncements is illustrated in *Figure 1*.

Element	Framework attribute	APESB activity
a	Fundamental professional and ethical responsibility	Code of Ethics – public interest
b	Applicable values and principles	Code of Ethics – fundamental principles
c	Criteria for application of values and principles	Code of Ethics – threats and safeguards
d	Practices requiring the application of values and principles	APESB standards
e	Guidance notes for the application of values and principles to practice	APESB guidance notes
f	Promotion of professional responsibility and application of values and principles	Education

*Figure 1. Conceptual framework for developing APESB pronouncements*

### (a) The fundamental professional and ethical responsibility of professional accountants

A distinguishing aspect of the accountancy profession is its acceptance of the responsibility to act in the public interest. Therefore, a member's responsibility is not exclusively to satisfy the needs of an individual client or employer.

The public interest may be defined as the collective wellbeing of the community of people and institutions that the members serve. The accountancy profession's public includes clients, credit providers, governments, employers, employees, investors, the business and financial community, and others who rely on the objectivity and integrity of members to assist in the maintenance of the orderly functioning of commerce.

**(b) Applicable values and principles**

Members' professional decision making (professional judgement) is informed by the values and principles articulated in the Code and reinforced by the professional accounting bodies. These include compliance with the fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

**(c) Criteria for application of values and principles**

Once the values and principles are agreed upon, members need to know what criteria to use in applying them. The Code has adopted a 'threats and safeguards' approach.

Many threats fall into the following categories: self-interest, self-review, advocacy, familiarity and intimidation threats. Safeguards that may eliminate or reduce such threats to an acceptable level fall into two broad categories: safeguards created by the profession, legislation and regulation, and safeguards in the work environment.

The Code recognises that it is impossible to define every situation that creates a threat to compliance with the fundamental principles and the appropriate corresponding action/s. Members have an obligation to identify, evaluate and address threats to compliance, rather than merely comply with a set of specific rules. Where identified threats are significant, a member should apply safeguards to eliminate or reduce the threats to an acceptable level. The objective is to ensure that compliance with the fundamental principles is not compromised.

**(d) Practices requiring the application of principles and values**

APESB identifies practices and activities where specific application of the values and principles should be established. These are codified in APESB standards.

**(e) Guidance notes for the application of principles and values to practices**

Where necessary, APESB issues guidance notes that elaborate on the application of the Code or an existing APESB standard. These are issued as APESB guidance notes.

**(f) Promotion of professional responsibility and application of values and principles**

APESB has a role to play in the promotion of professional responsibility and application of the values and principles used in APESB pronouncements. APESB envisages that this educational process will involve APESB, the professional accounting bodies, members and other relevant stakeholders.

## 3. APESB pronouncements

### 3.1 Background

APESB develops and issues in the public interest, professional and ethical pronouncements that apply to members of the professional accounting bodies. Professional and ethical pronouncements are referred to hereafter in this document as APESB pronouncements or pronouncements and are comprised of:

- a) the Code of Ethics for Professional Accountants;
- b) professional standards; and
- c) guidance notes

Diagrammatic presentations of the structure of APESB pronouncements issued, or planned to be issued by APESB, are contained in Appendices 1 and 2.

### 3.2 The Code of Ethics for Professional Accountants (the Code)

The Code establishes a 'principles based' standard of professional ethics for members and provides a conceptual framework for applying these principles.

Based on the *Code of Ethics for Professional Accountants* issued by the International Ethics Standards Board for Accountants (IESBA), APESB has supplemented the Code with Australian specific requirements and guidance.

### 3.3 Professional standards

The objective of a standard is to promote competent, professional and ethical practice by applying fundamental values and principles. Whilst individual standards primarily deal with professional requirements, many also deal with ethical requirements that are to be applied in the specific circumstances covered by the relevant standard. These ethical requirements supplement those in the Code.

The circumstances that may lead to the issue of a standard include:

- a) when there is no existing APESB standard that prescribes the particular fundamental values and principles to be followed, and essential procedures to be undertaken, in a particular aspect of accounting services;

- b) when a relevant standard setting Board of the International Federation of Accountants (IFAC) issues a standard, an Australian equivalent standard will ordinarily be issued in due course by APESB, subject to any requirements imposed by Australia's legislative and/or regulatory environment;
- c) when a standard setting body in another jurisdiction issues a professional or ethical standard which APESB believes warrants an Australian equivalent; or
- d) when stakeholder(s) request that an APESB standard be issued and APESB considers it appropriate to do so.

APESB has adopted the policy that its pronouncements will be at least equal to, not less than, the requirements in the corresponding international pronouncement (if any).

Standards issued by APESB currently fall into the following three categories:

- a) professional standards applicable to all members ('APES 200' series);
- b) professional standards applicable to members in public practice ('APES 300' series); and
- c) professional standards applicable to members in business ('APES 400' series).

### 3.4 Guidance notes

The purpose of a guidance note is to provide authoritative guidance to a member on the application of a standard on specific matters or to provide guidance on the application of the fundamental principles and the mandatory requirements established in a standard. Guidance notes do not establish new requirements or alter the requirements of an existing standard.

The circumstances that govern the issue of guidance include:

- a) when it is considered necessary to provide additional guidance on the application of an existing standard or on entity, industry or service specific matters to assist a member comply with the mandatory requirements in an existing standard;
- b) when IFAC (or a standard setting body in another jurisdiction) issues guidance on a particular matter; or
- c) when stakeholder(s) request guidance be issued and APESB considers it appropriate to do so.

Guidance notes issued by APESB currently fall into the following three categories:

- a) guidance notes applicable to all members ('APES GN 20' series);
- b) guidance notes applicable to members in public practice ('APES GN 30' series); and
- c) guidance notes applicable to members in business ('APES GN 40' series).

### 3.5 Other publications

APESB may also, at its discretion, publish other relevant material to raise awareness and to educate members and the general public about emerging professional and ethical matters.

### 3.6 Status and enforceability of APESB pronouncements

#### *General enforceability*

APESB pronouncements are applicable to all members of the professional accounting bodies. APESB standards are mandatory and non-compliance with them by a member may lead to disciplinary proceedings being initiated by the professional accounting body to which the member belongs.

#### *Force of law*

The Auditing and Assurance Standards Board (AUASB) has issued auditing standards as legislative instruments, effective for financial reporting periods commencing on or after 1 July 2006.

For *Corporations Act* audits and reviews, those standards have the force of law. To the extent that those force of law auditing standards make reference to ethical and quality control requirements, the relevant APESB standards have the same legal enforceability.

Outside of this process APESB standards do not have legal enforceability. Compliance with APESB standards is monitored by the professional accounting body to which the member belongs and instances of non-compliance are a matter for the disciplinary processes of the applicable professional accounting body.



## 4. Due process and working procedures

### 4.1 General

APESB follows a rigorous due process to maintain appropriate transparency in respect of its development process for pronouncements.

APESB meetings to discuss and deliberate on its pronouncements are open to the public. Matters of a general or administrative nature are discussed in private.

Meeting agenda papers are published on the APESB website approximately one week in advance of each meeting. Highlights of APESB meetings are published approximately two weeks after the meeting.

### 4.2 Development of proposed APESB pronouncements

The development or review of any APESB pronouncement commences with the preparation of a project proposal initiated either by the APESB Technical Director or an external party. A project proposal addresses (at minimum) the following key points:

- a) any relevant policy or legislative perspectives;
- b) existing practice in Australia;
- c) any relevant international pronouncements and/or practices
- d) risk assessment of the proposed project; and
- e) expected impact of proposed new or revised pronouncement to be developed by the APESB on Australian practice.

The Board of Directors of the APESB (the Board) will consider the project proposal and if the Board decides that an APESB pronouncement is required, or review of an existing pronouncement is warranted, then the project proposal is approved.

The Board, at its discretion, may decide to establish a taskforce for some or all of the duration of the project or direct the APESB Technical Director to develop the pronouncement.

A taskforce is a temporary working group established for new or existing APESB pronouncements that require high level development, or review, or where industry specific expertise is required. A taskforce is disbanded once its goal has been achieved. Each taskforce will have a term of reference (a generic terms of reference is listed in *Appendix 3*), with the overall objectives to:

- a) provide APESB with expert and authoritative advice on the development and review of APESB pronouncements in a specific area of expertise;
- b) oversee the development and review of APESB pronouncements in a specific area of expertise in accordance with the due process and working procedures;
- c) establish links with key stakeholders in order to incorporate the latest developments in the specific area of expertise; and
- d) advise the APESB on any practical implementation issues to consider in the development of the applicable APESB pronouncement.

The outcome of this first phase is the development of an exposure draft together with an invitation to comment.

#### **4.3 Consultation with stakeholders**

APESB may consult with relevant stakeholders as appropriate in the context of particular projects. This consultation may be in the nature of soliciting views on a matter under consideration by APESB, or may take another form of interaction or consultation considered to be appropriate.

When APESB considers that a draft pronouncement would benefit from having external comment before it is ready for public exposure, APESB may issue a 'pre-exposure' version of the draft for review by relevant stakeholders. Any feedback or views received by APESB from these stakeholders is recorded and considered as part of due process.

All development versions and pre-release versions of exposure drafts are treated as confidential information by all recipients. This facilitates constructive interaction with APESB and contributes to the effective development of APESB pronouncements.

#### **4.4 Exposure drafts**

Exposure drafts approved by APESB are published on the APESB website and can be downloaded without charge. One printed copy shall be forwarded to all interested stakeholders on request.

Each exposure draft is accompanied by an invitation to comment that highlights the purpose of the exposure draft and significant proposals contained therein. In the invitation to comment, APESB will highlight any areas where the proposed APESB pronouncement differs from any existing equivalent Australian or international pronouncement.

Stakeholders are notified of the release of an exposure draft by a media release posted on the APESB website and through the various communication mediums used by the professional accounting bodies. For more complex proposed APESB pronouncements, APESB Technical

Staff may prepare an article for the professional accounting body journals outlining the proposed pronouncement addressed by the exposure draft, and drawing attention to any complex issues.

Exposure drafts are generally exposed for a period ranging from one to three months, with a longer exposure period considered if it falls over December and January. Some proposed APESB pronouncements may also require longer exposure periods if they include significant changes to current practice. A shorter exposure period may sometimes be necessary to accommodate an international timeframe, or for those proposed APESB pronouncements where there is an urgent market need.

As part of the exposure process, APESB makes submissions available for public access and downloading on the APESB website until the final pronouncement is issued. Confidential submissions will be received at the discretion of the Board.

An APESB invitation to comment, a discussion paper or a consultation paper, may also be prepared and published in some circumstances.

#### **4.5 Consideration of respondents' comments on exposure drafts**

APESB Technical Staff or the taskforce (where one has been established) will provide the Board with a series of documents including:

- a) a summary of the exposure process and any meetings held with respondents;
- b) an analysis of the general and specific issues raised by respondents, summarising their proposed views, and, as appropriate, an explanation of the reason(s) significant changes recommended by a respondent were, or were not, accepted; and
- c) a 'marked up' version of the proposed APESB pronouncement to illustrate changes (if any) made to the proposed pronouncement subsequent to the exposure.

These documents will be considered and discussed at public meetings of the Board. Private working meetings may be held in the early stages of considering a proposed standard, to identify any significant issues requiring further discussion and debate, at the public meeting.

The consideration of responses and resolution of issues may lead to approval of further changes to the proposed APESB pronouncement by the Board. Significant decisions of the Board are discussed in public meetings, and are recorded in the minutes and published highlights of the meeting at which the decisions are taken.

#### 4.6 Approval of APESB pronouncements or exposure drafts

Following the due process outlined above, the Board may:

- a) approve the proposed APESB pronouncement together with any approved changes for issue and distribution to members;
- b) approve the exposure draft under consideration together with any approved changes for re-exposure, in which case the procedures outlined above for exposure drafts are repeated; or
- c) withdraw the proposed APESB pronouncement or exposure draft under consideration.

Once issued, the pronouncement is placed on the APESB website and can be downloaded together with a paper summarising the basis for APESB's conclusions.

Prepared by APESB Technical Staff, the basis for conclusions provides a summary of the background to the project, main comments received on the exposure draft, and the Board's conclusions regarding these comments in developing the final APESB pronouncement.

Members are notified of the issue or withdrawal of an APESB pronouncement by a media release posted on the APESB website and through the various communication mediums used by the professional accounting bodies.

## 5. Drafting approach

### 5.1 Base pronouncement

The initial focus of APESB's activities was the review and re-launch of the historical professional and ethical pronouncements (previous CPC, APS and GN series) transferred to APESB from CPA Australia and the Institute of Chartered Accountants Australia (ICAA) in 2006.

Relevant professional and ethical pronouncements issued by IFAC (if applicable) are to be used as the base pronouncements from which to develop APESB pronouncements. Notwithstanding this fact, the actual base pronouncement (or physical starting point) used will depend on the following scenarios:

- a) an equivalent IFAC pronouncement exists which is identical to an existing Australian pronouncement;  
*In this case, the existing Australian pronouncement is used as the base pronouncement given that it already incorporates Australian terminology and references.*
- b) an equivalent IFAC pronouncement exists which differs slightly from the existing Australian pronouncement;  
*In this case the existing Australian pronouncement is used as the base pronouncement and modified to bring it in line with the equivalent international IFAC pronouncement. Australian terminology and references in the existing Australian pronouncement are retained.*
- c) an equivalent IFAC pronouncement exists which differs significantly from the existing Australian pronouncement; or  
*In this case the IFAC pronouncement is used as the base pronouncement and where relevant, Australian requirements and guidance is inserted.*
- d) an equivalent IFAC pronouncement does not exist.  
*If an equivalent IFAC pronouncement does not exist then the existing Australian pronouncement is used as the base pronouncement, or where there is no Australian pronouncement APESB considers pronouncements issued by national standard setters of other jurisdictions.*

### 5.2 Drafting conventions

The following drafting principles and conventions apply to APESB standards:

- a) mandatory requirements and explanatory guidance are shown in separate paragraphs (except for the Code - refer 5.3 (a));
- b) paragraphs containing mandatory requirements are shown in bold type black lettering (except for the Code - refer 5.3 (a)). The requirement paragraphs support the objectives of the standard;

- c) paragraphs containing explanatory guidance are shown in normal type grey lettering (except for the Code - refer 5.3 (a)). The explanatory paragraphs provide guidance on what a requirement means or is intended to cover, matters the member should consider, suggested procedures or include examples of procedures that may be appropriate in the context of the engagement or assignment;
- d) the word 'shall' is used within mandatory requirements paragraphs to denote the obligations a member is required to comply with;
- e) defined terms are in title case;
- f) the word 'should' is used in guidance paragraphs to denote matters that members have a professional obligation to consider when performing an engagement or assignment. In making the determination whether to follow the guidance denoted as "should" or not, the member needs to consider the specific circumstances of the engagement or assignment as well as exercise the member's professional judgement whether the stated guidance is relevant and applicable in the circumstances. It is possible that in certain circumstances the member will be able to achieve the objectives of the guidance by undertaking alternative procedures rather than the stated procedures in the pronouncement or in other circumstances the guidance may not be relevant. Where the member determines that it is appropriate to undertake alternative procedures or not follow the guidance, the member may need to be able to justify the member's actions to the client or employer, the professional body to which the member belongs or where applicable, the relevant regulator;
- g) the present tense of verbs is used in the explanatory guidance when it is the best form of expression;
- h) qualifiers such as 'ordinarily', 'normally' and 'usually' are avoided as far as possible as these create ambiguity as to whether they should form part of the requirements;
- i) references to 'use of professional judgement' are avoided as far as possible unless clearly necessary in the context of the requirement;
- j) requirements that exist in another APESB standard are anchored back to the original requirement (for example, using the phrase 'in accordance with') when repetition is considered necessary for understanding and context; and
- k) Australian supplements to international pronouncements will be prefaced by the letters AUST.

Appendix 4 provides a glossary of commonly used terms in APESB pronouncements.

### 5.3 Application of APESB pronouncements

APESB pronouncements are to be applied in the following manner:

- a) the entire Code is mandatory for members of the professional accounting bodies;
- b) professional standards have mandatory requirements in black lettering and explanatory guidance in grey lettering; and
- c) guidance notes have only explanatory guidance in grey lettering.

#### 5.4 Elements of APESB pronouncements

Each APESB pronouncement contains the following elements that impact on its application:

- a) *Operative date* – the operative date stipulates the date from which the standard is to be applied. In some cases a standard can be applied earlier than the stipulated operative date. It remains in force until:
  - the operative date of any amendment to those requirements; or
  - the pronouncement is withdrawn by APESB.
- b) *Objectives* – the objectives section of the pronouncement defines the objectives and the primary application of the applicable APESB pronouncement in order to specify the circumstances in which the professional standard or guidance note is applicable and to provide the member with context when applying the mandatory requirements or application guidance of a pronouncement.
- c) *Scope and application* – APESB pronouncements are applicable to members of the professional accounting bodies.

Generally the following paragraphs will be included in the scope and application of each APESB pronouncement:

- members practising in Australia are required to comply with APESB standards or should follow the guidance in APESB guidance notes;
  - members practising outside Australia are required to follow the provisions of the standard or guidance note to the extent to which they are not prevented from doing so by specific requirements of local laws and/or regulations;
  - members need to comply with the Code and other relevant professional and ethical requirements;
  - The applicable APESB pronouncement is not intended to detract from any responsibilities that may be imposed by law or regulation; and
  - in applying the requirements or guidance outlined in an APESB pronouncement, members should be guided not merely by the words but also by the spirit of the pronouncement and the Code.
- d) *Definitions* – definitions contained in APESB pronouncements are to be applied in the interpretation of APESB pronouncements and are consistent across all pronouncements issued by APESB.
  - e) *Conformity paragraphs* – conformity paragraphs explain the relationship of an APESB pronouncement with an equivalent international pronouncement (if any) issued by a standard setting board of IFAC. In cases where there is no equivalent international pronouncement, the conformity paragraph will state that an international equivalent does not exist.

## 5.5 Revision, compilation and reissue of existing APESB pronouncements

### a) Revision

From time to time, issued APESB pronouncements may require minor revisions to incorporate editorial and other changes. Where APESB revises a pronouncement:

- The title page indicates the date of original issue and the date of the latest revision;
- A revision table is included in the pronouncement which details the date of the revision, nature of the revision and operative date; and
- Where there are multiple revisions, the date of each revision, nature of the revision and operative dates are included in the revision table.

### b) Compilation

In certain circumstances APESB may issue amending pronouncements to an existing APESB pronouncement. In these instances there may be a need to issue a compiled version of the pronouncement.

Where APESB issues a compiled version of a pronouncement:

- The title page indicates that it is a compiled version and the date of the compilation;
- The compilation details include a compilation table, details of the original APESB pronouncement as well as the amending pronouncements;
- The compilation table includes the date of the original and amending APESB pronouncements, nature of amendments and operative date of the amendments; and
- A statement is included that the compilation is not a separate APESB pronouncement, but a representation of the relevant APESB pronouncements which incorporate the original pronouncement and subsequent amendments.

### c) Reissue

From time to time, APESB pronouncements may require substantial amendments and APESB will issue substantially revised pronouncements. Where APESB reissues a pronouncement:

- The title page indicates that it is reissued and the date of reissue; and
- The title of the APESB pronouncement will remain the same as the original pronouncement.

## 5.6 Withdrawal of APESB pronouncements

The APESB votes on the withdrawal of an APESB pronouncement whether that withdrawal is due to the issue of a new or a revised APESB pronouncement that incorporates or replaces the subject matter of the existing APESB pronouncement or for any other reason.



## 6. Work program

The work program of APESB is available on the APESB website. The Board regularly reviews the work program against achievement of its stated objectives, strategies and key performance indicators articulated in the strategic plan. This review includes consideration of:

- a) developments in Australia and internationally, including but not limited to:
  - developments relating to international convergence with relevant pronouncements; and
  - consideration of the professional accounting bodies' ability to fulfil their obligations of IFAC membership;
- b) comments and suggestions from those who have an interest in the development of APESB pronouncements; and
- c) technical and administrative support resources available to APESB.

New projects approved by the Board for inclusion in the work program are progressed in accordance with the relative priority they are assigned on approval, and in light of available resources.

## 7. Communications

### 7.1 APESB website

APESB makes relevant information available for public viewing on its website ([www.apesb.org.au](http://www.apesb.org.au)) including:

- a) all issued APESB pronouncements;
- b) all issued APESB pronouncements under review;
- c) exposure drafts currently on exposure;
- d) submissions received for current exposure drafts when confidentiality has not been requested;
- e) submissions to relevant national and international stakeholders on matters pertaining to the development and review of pronouncements;
- f) the current strategic plan and work program;
- g) all public meeting agendas and associated papers on items related to the development and review of pronouncements;
- h) meeting highlights following each APESB meeting;
- i) six month review reports;
- j) annual review reports;
- k) the issues register;
- l) media releases; and
- m) international exposure drafts.

### 7.2 Requests for advice

APESB does not provide advice on how its pronouncements should be interpreted in practice by members of the professional accounting bodies.

From time to time, APESB may be approached to provide guidance or commentary on matters of relevance to its pronouncements. Involvement in the provision of such guidance and commentary is assessed on the basis of factors such as the following:

- a) relevance and relationship to APESB pronouncements;
- b) defined need for APESB guidance;
- c) project priorities reflected in the APESB strategic plan and work program; and
- d) the availability of appropriate resources to provide guidance and commentary on a useful basis.

## 8. Review and evaluation

In recognition of the changing environment in which APESB pronouncements are developed and applied, APESB undertakes a regular program of review in accordance with its constitutional obligations. This regular review process monitors the effectiveness of APESB pronouncements.

### 8.1 Six month review

APESB is required to review the implementation of new and amended APESB pronouncements within six months after a pronouncement is effective. The six month review, available for public viewing on the APESB website, includes:

- a) issues identified;
- b) analysis of issues identified; and
- c) recommendations for action.

### 8.2 Annual review

APESB is required to review the status of APESB pronouncements on a yearly cycle and to monitor the needs of the accounting profession and the public for areas requiring new or updated professional and ethical pronouncements. The annual review, available for public viewing on APESB website, includes:

- a) issues identified;
- b) analysis of issues identified; and
- c) recommendations for action.

### 8.3 Issues register

APESB maintains an issues register for every pronouncement released. Issues logged on the register provide the basis for project proposals, six monthly and annual review reports.

Each issue logged on the issues register is allocated a reference number. The issue, affected stakeholders, proposed response and current status is logged. The issues register content is updated regularly and is available for public viewing on the APESB website.

## Appendix 1: Structure of APESB pronouncements

### Conceptual Framework

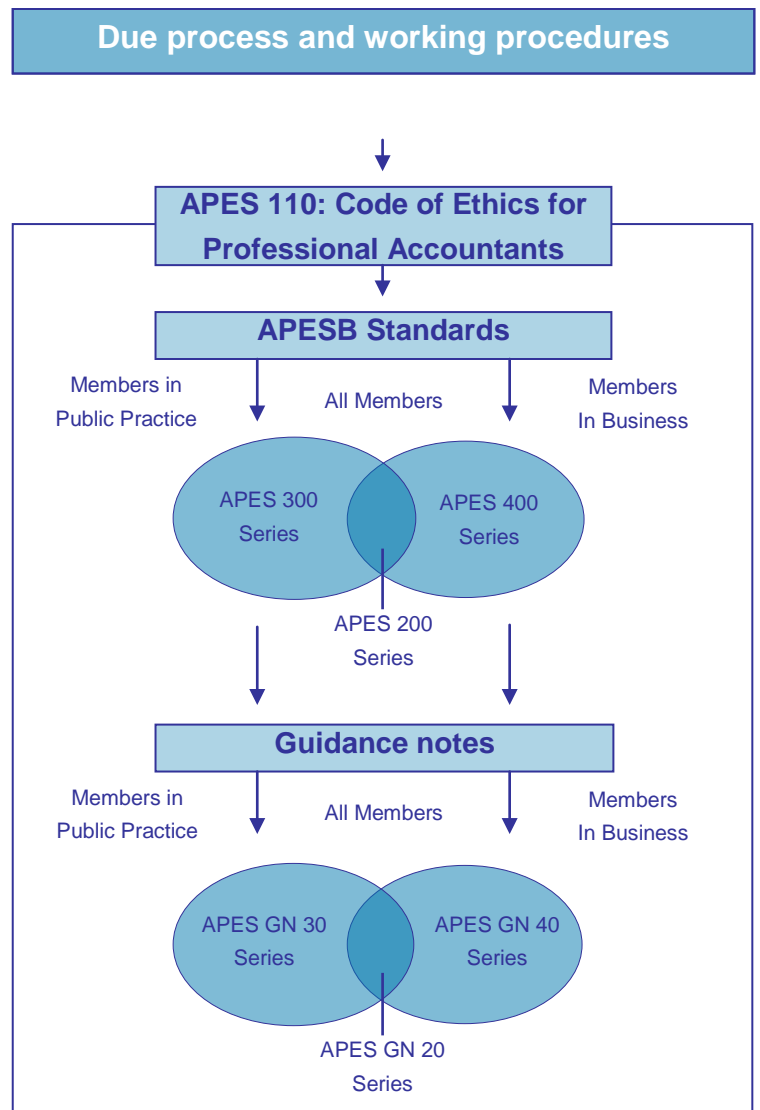
- Principles based
- Mandatory for professional accountants

### Standard

- Introduces principles
- Mandatory requirements in black letter
- Guidance and/or explanation in grey letter

### Guidance notes

- Do not introduce new principles
- Guidance on a specific matter on which the Principles are already stated in a Standard
- Guidance is only in grey letter



## Appendix 2: APESB issued and proposed pronouncements as at 20 December 2013

Professional Standards Classification and Range	APES Reference	Name of Standard or Guidance Note
<b>Introductory Conceptual Framework for all Members</b>	— <b>APES 110</b>	<i>Due process and working procedures</i> <i>Code of Ethics for Professional Accountants</i>
<b>Standards &amp; Guidance Notes for all Members</b>		
<b>APES 200-299</b>	<b>APES 205</b> <b>APES 210</b>  <b>APES 215</b> <b>APES 220</b> <b>APES 225</b> <b>APES 230</b>	<i>Conformity with Accounting Standards</i> <i>Conformity with Auditing and Assurance Standards</i>  <i>Forensic Accounting Services</i> <i>Taxation Services</i> <i>Valuation Services</i> <i>Financial Planning Services</i>
<b>APES GN 20-29</b>	<b>APES GN 20</b>	<i>Scope and Extent of Work for Valuation Services</i>
<b>Standards &amp; Guidance Notes for Members in Public Practice</b>		
<b>APES 300-399</b>	<b>APES 305</b> <b>APES 310</b> <b>APES 315</b> <b>APES 320</b> <b>APES 325</b> <b>APES 330</b> <b>APES 345</b>  <b>APES 350</b>	<i>Terms of Engagement</i> <i>Dealing with Client Monies</i> <i>Compilation of Financial Information</i> <i>Quality control for Firms</i> <i>Risk Management for Firms</i> <i>Insolvency Services</i> <i>Reporting on Prospective Financial Information Prepared in Connection with a Disclosure Document</i>  <i>Participation by Members in Public Practice in Due Diligence Committees in connection with a Public Document</i>
<b>APES GN 30-39</b>	<b>APES GN 30</b>	<i>Outsourced Services</i>
<b>Standards &amp; Guidance Notes for Members in Business</b>		
<b>APES 400-499</b>	-	
<b>APES GN 40-49</b>	<b>APES GN 40</b>	<i>Ethical Conflicts in the Workplace – Considerations for Members in Business</i>

## Appendix 3: Taskforce terms of reference

### Accounting Professional & Ethical Standards Board Limited

#### Taskforce - Terms of reference

##### 1. Introduction

Accounting Professional & Ethical Standards Board Limited (APESB) is governed by an independent board of directors and has complete independence in its standard-setting activities whilst being funded by the three major accounting bodies.

The primary objective of APESB is to develop and issue, in the public interest, appropriate professional and ethical pronouncements which apply to the membership of the three major Australian professional accounting bodies. A secondary objective of the APESB is to provide the opportunity or forum for the discussion and consideration of issues relating to professional and ethical pronouncements for accountants.

A taskforce is a temporary working group established by APESB for new or existing pronouncements that require high level development or review. A taskforce is disbanded once its goal has been accomplished.

##### 2. Objectives

The objectives of a taskforce are:

- 2.1 To provide APESB with expert and authoritative advice on the development and review of professional and ethical pronouncements in a specific area of expertise.
- 2.2 To oversee the development and review of professional and ethical pronouncements in a specific area of expertise in accordance with the due process and working procedures.
- 2.3 To establish links with key stakeholders in order to incorporate the latest developments in the specific area of expertise.
- 2.4 To advise APESB on any practical implementation issues to be considered during the development of the pronouncement.

##### 3. Composition and size

3.1 Representation is invited from, but not limited to, the following stakeholders:

- APESB Technical Director (Chairman)
- APESB Board Member (Observer) - *Non voting*
- APESB Senior Project Manager (Secretary) - *Non voting*
- 1 CPA Australia representative
- 1 ICAA representative

- 1 IPA representative
- 1 legal representative (if required)
- Members with demonstrated experience in the area of interest, i.e. subject matter experts.

3.2 The determination of the size of a taskforce is balanced between a broad base of representation and the need to restrict membership to workable numbers.

3.3 Taskforce meetings are only open to nominated members; or if a member cannot attend, their representative. Attendance by other stakeholders is considered on a case-by-case basis and is at the discretion of the Chairman.

3.4 The APESB Senior Project Manager provides technical support to the taskforce and is the principal drafting editor of the standard. This includes meeting organisation, compilation and distribution of agendas, minutes and any other associated taskforce documents and drafts.

3.5 The APESB Technical Director functions as the Chairman and Quality Assurance Reviewer of the taskforce. The Technical Director is also responsible for providing guidance on APESB policies and procedures.

3.6 The nominated APESB Board Member attends taskforce meetings and also reviews pronouncements before presentation to the APES Board.

3.7 The APESB Secretariat provides administrative support to the taskforce.

#### **4. Method of appointment**

4.1 To form a taskforce, APESB seeks nominations from organisations listed in 3.1 and seeks nominations from interested parties from its website.

4.2 When an organisation nominates a taskforce member it is expected that the member is able to speak authoritatively on behalf of that organisation.

#### **5. Meeting frequency**

5.1 Each taskforce meets as required by teleconference or in some circumstances, in person.

5.2 Regular email communication is anticipated between meetings.

**6. Accountability**

6.1 Each taskforce is accountable to the Board through the Chairman.

**7. Confidentiality**

7.1 Internal taskforce documents are marked 'in confidence' and should be treated as confidential. This does not preclude a taskforce member reporting back to a nominating organisation. However, the nominating organisation must also maintain confidentiality.

7.2 No taskforce member is authorised to make public statements on behalf of that taskforce or the APESB, without prior agreement from the APESB Technical Director.

**8. Intellectual property**

8.1 In some instances, taskforce members are required to sign a document acknowledging that the intellectual property of all material developed by the taskforce rests with APESB.



## Appendix 4: Glossary of common terms

Common Terms	Definitions/Intentions
<p><b>Assess</b></p>	<p>means where a member needs to analyse identified risks relating to a matter in order to conclude on their significance. “Assess”, by convention, is used only in relation to risk.</p> <p><i>Adaptation from IAASB Handbook Glossary of Terms 2012</i></p>
<p><b>Consider</b></p>	<p>means where the member needs to think about several matters.</p> <p><i>IESBA drafting conventions, Basis for Conclusions: Code of Ethics for Professional Accountants (July 2009)</i></p>
<p><b>Determine</b></p>	<p>means when the member has to conclude and make a decision.</p> <p><i>IESBA drafting conventions, IESBA drafting conventions, Basis for Conclusions: Code of Ethics for Professional Accountants (July 2009)</i></p>
<p><b>Evaluate</b></p>	<p>means where the member has to assess and weigh the significance of the matter.</p> <p><i>IESBA drafting conventions, IESBA drafting conventions, Basis for Conclusions: Code of Ethics for Professional Accountants (July 2009)</i></p>

