

CA ANZ GOVERNANCE MANUAL

APPENDIX 11A

LOCAL COMMITTEE CHARTER

11A.1 Purpose of Charter

This Charter sets out the role, functions, policies and procedures applicable to CA ANZ New Zealand Local Committees. All Local Committees will operate in accordance with their Charter and the CA ANZ By-Laws.

11A.2 Definitions

- **By-Laws** means the by-laws of CA ANZ, as amended from time to time including the New Zealand Appendix.
- **Board Director** means a person appointed by the CA ANZ Council to perform the duties of a director of CA ANZ.
- **CA ANZ Board** means the board of Directors of CA ANZ appointed by the CA ANZ Council and constituted under the Supplemental Charter and the By-Laws.
- The **CA ANZ Council** means the council of members of CA ANZ constituted under Article 13A of the Supplemental Charter and the By-Laws.
- **CA ANZ Councillor** means a member of the CA ANZ Council.
- **CEO** means the chief executive officer of CA ANZ appointed by the CA ANZ Board under By-Law 119B and includes any person for the time being discharging the duties of such officer or acting with his or her authority and on his or her behalf from time to time.
- **Chair** means chair or chairperson.
- **Member** means a Member of CA ANZ and **Membership** has a corresponding meaning.
- **New Zealand Appendix" means the appendix to the CA ANZ By-Laws titled 'The New Zealand Appendix to the CA ANZ By-Laws'.**
- **New Zealand Council** means the Regional Council for the Region of New Zealand and **New Zealand Councillor** means a member of New Zealand Council.
- **NZICA Rules** means the Rules of NZICA as amended or replaced from time to time and references to an NZICA Rule shall be interpreted accordingly.
- **Region** means each of the following regions:
 - (i) New South Wales;
 - (ii) Australian Capital Territory;
 - (iii) Victoria;
 - (iv) Tasmania;
 - (v) Queensland;
 - (vi) South Australia and Northern Territory;
 - (vii) Western Australia; and
 - (viii) New Zealand.
- **Regional Council** means a council for a Region constituted as prescribed in the By-Laws and **Regional Councillor** means a member of a Regional Council.

- **Local Committees** means a local committee established in accordance with clause 4 of the New Zealand Appendix.

11A.3 Overview

Local Committees are established in local New Zealand areas where CA ANZ Members are concentrated, where CA ANZ delivers services for their area. Local Committees have the core function of advising CA ANZ regarding the Membership in the area and its particular needs and preferences and issues as these arise, particularly as these relate to different sectors, industries, and demographic requirements. These groups form a key conduit between CA ANZ and its Members, ensuring timely and topical Member information is provided to CA ANZ and in turn allowing CA ANZ to appropriately tailor its services and products at local level to meet Member needs.

11A.4 Role

The role of Local Committees is to contribute to and support Member engagement in their local areas, and to provide input through direct comment or requested feedback to CA ANZ on a range of issues.

11A.5 Functions

In line with Section 4 of the New Zealand Appendix to the By-laws, the functions of Local Committees are to:

- provide input on local member segments, needs and preferences (e.g. regarding relevant future professional development courses);
- identify local emerging issues;
- identify local emerging talent (e.g. for future Local Committee membership, and to facilitate the member awards process at local level);
- facilitate access to local networks; and
- carry out such other functions consistent with the NZICA Rules and the By-Laws as the CA ANZ Board and the Local Committee may agree from time to time.

11A.6 Constitution

Local Committees are established by the CA ANZ Board in accordance with the By-laws. Members may apply to their Regional Manager to establish a Local Committee for their area. Applications will be approved by the CA ANZ Board. Local Committees will be set up with guidance from the CA ANZ Regional Manager and regional CA ANZ staff.

Applications may be approved after considering:

- proximity to another Local Committee;
- concentration of Members in the area;
- demand from Members in the area; and
- economic viability of operating a Local Committee with CA ANZ support for the area.

Sub Groups

Local Committee sub-groups may be established where required to focus on specific sectoral issues or to support specific functions for large scale Member groups. Sub-groups operate under the authority of, and report to their relevant Local Committee and should be specified within the Charter for each Local Committee. Sub-groups may be established with the approval of the Regional Manager.

All sub-groups require a clear and defined purpose and must operate under an agreed charter, to be approved by the Regional Manager. Sub-group charters must be consistent with the Local Committee Charter.

A brief verbal or written update of Sub-group activity should be provided by the Sub-group (or a representative of it) for each Local Committee meeting.

11A.7 Authority under the Rules

The following By-Laws apply to Local Committees:

New Zealand Appendix: Sections 4 - 6

11A.8 Delegations

Nil

11A.9 Local Committee Membership

Composition

Local Committees will comprise between 5 and 10 Members as relative to the number of Members in that area. Local Committee membership should be representative of the local CA ANZ Membership as far as practicable e.g. for the following:

- sectors;
- industries;
- career stages;
- CA ANZ Colleges;
- ages;
- gender; and
- ethnicity.

CA ANZ Board Directors, staff and contractors are not eligible for Membership of Local Committees.

New Zealand Councillors are not required to be ex-officio members of Local Committees but may attend a Local Committee meeting at any time. It is expected that Councillors from a region coordinate to ensure that at least 1 Regional Councillor from each New Zealand region attends each Local Committee meeting.

A Local Committee may appoint additional members to that Local Committee as necessary to fulfil its functions.

Term

Local Committee members will have 3 year terms to ensure regular rotation of representation, with one third of members retiring each year. Members may be re-appointed for a further term at the discretion of the New Zealand Council.

A Local Committee member shall cease to hold office if he or she:

- ceases to be a member of CA ANZ or moves out of the Local Committee area;
- is suspended from membership for any period;
- is absent from 2 consecutive meetings of the Local Committee without its consent;
- is certified as being mentally disordered under section 12 of the Mental Health (Compulsory Assessment and Treatment) Act 1992 (NZ)
- resigns from the position; or
- is removed by a decision of the New Zealand Council.

Where a Local Committee member takes parental leave from their paid role and wishes to also take leave from their Local Committee position during this period of their Local Committee term, the Local Committee may either appoint another member to fill the casual vacancy during the leave period, or leave the position vacant during the leave period if there are sufficient other members on the Local Committee to enable it to carry out its functions.

Chair

The Chair will be elected from among the Local Committee members by the Local Committee. The Chair shall hold office for a term of 3 years and shall be eligible for re-appointment for a further term.

Appointment process

The New Zealand Council, with input from CA ANZ management, shall appoint members to each Local Committee no later than the last calendar month of the year. Terms shall commence on 1 January of the following year.

Induction

New Members appointed to Local Committees will be inducted by CA ANZ NZ Regional staff through:

- provision of this Charter;
- provision of Local Committee manuals where these exist;
- provision of past agenda papers/minutes; and
- liaison with Chair and/or existing members to familiarise new members with the operation of the Local Committee and current issues.

Succession planning

To ensure that the Membership of the Local Committee is maintained over the long term in accordance with this Charter, the Chair, in conjunction with the Regional Manager will:

- ensure the Membership profile set out above is maintained and advise CA ANZ where gaps are likely to occur; and
- advise CA ANZ of other Membership profiles that need to be represented on the Local Committee to maintain its ability to perform its role and functions (e.g. lack of representation from one particular sector/group).

11A.10 Local Committee Member responsibilities

Local Committee members are responsible for delivering on the Group's functions through:

- liaison with Members in their area to identify topical issues and requirements to communicate to CA ANZ;
- regular attendance at Local Committee meetings;
- adequate preparation in advance of meetings;
- active contribution of viewpoints and feedback at Local Committee meetings;
- treating sensitive matters confidentially, as directed by the Chair of the Local Committee;
- collective responsibility for Local Committee decisions; and
- working with the CA ANZ regional staff to address issues and assist in service delivery where required

11A.11 CA ANZ Regional Staff

CA ANZ will assign staff resources at its discretion to service Local Committees. With regard to the operation of Local Committees, CA ANZ regional staff are responsible for:

- oversight of Local Committee operation;
- development and oversight of work-plan in association with the Local Committee;
- key conduit between CA ANZ management and the Local Committee in particular with regard to communicating Member segments/needs and preferences for the area;
- primary contact for Local Committee issues from Membership;

- responsible for appropriate actioning/assigning of relevant issues raised in Local Committee meetings;
- arrangement of meeting requirements (room bookings, catering etc.);
- preparation and distribution of meeting minutes; and
- facilitation of reimbursement claims from Members.

11A.12 Work-plan and Reporting

Local Committee annual work-plans will be developed at the start of each calendar year by CA ANZ regional staff and the Local Committee Chair. Work-plans will align to the CA ANZ strategic and business planning objectives for that area. The work plan will be approved by the Regional Manager.

The activities and outcomes of Local Committees will be reported as part of CA ANZ's regular reporting against its strategic plan and business plan as required. It is also envisaged that the activities and outcomes of Local Committees also be communicated back to Members as appropriate via usual regular communication channels.

11A.13 Operation

Meeting frequency and location

Local Committee meetings will be held 2 monthly, or as advised by CA ANZ. Additional meetings of subsets of the Local Committee may be called by the Local Committee Chair or CA ANZ regional staff as required for particular issues.

Convening

Meeting dates will be set at the start of each calendar year and advised to members once confirmed. Travel to Local Committee meetings will be arranged by CA ANZ regional staff, as required.

Papers and agendas

CA ANZ regional staff will distribute meeting papers and agendas electronically 7 days prior to a Local Committee meeting. The Chair will prepare the agenda in consultation with CA ANZ regional staff. Any Member may contact the Chair to request items to be added to the agenda for upcoming meetings.

Minutes

CA ANZ regional staff will prepare the minutes of Local Committee meetings. The draft minutes will be submitted to the Chair for approval and distributed to the Chair within 7 days of the meeting.

Attendance at meetings

Meetings may be attended in person or by telephone or video conference link. Members must inform the Chair and the CA ANZ Local Coordinator if they are not available to attend any given meeting.

Policy

All CA ANZ Local Committees will operate in accordance with applicable CA ANZ policies, particularly in relation to travel for committee members' attendance at meetings, and communication with regard to Local Committee issues.

Travel and Expenses

- Where travel and accommodation is required for Local Committee members to attend CA ANZ events as part of their role on the Local Committee (e.g. Local Committee Chairs meetings), this will be arranged by CA ANZ regional staff .
- Expenses incurred by Local Committee members in association with meeting attendance or Local Committee work will be reimbursed following submission of the appropriate reimbursement form as provided by CA ANZ regional staff.

Communication

- Consistent with the relevant CA ANZ policy relating to media/communications, Local Committee members do not hold authority to make any comment on any CA ANZ related issues to the media, except where given explicit prior written authority by the CEO.
- Communication on local issues with other CA ANZ committees, advisory groups, divisions or external stakeholders (New Zealand and/or international) should be directed and initiated through CA ANZ regional staff in the first instance. It is expected that there will be regular dialogue between Local Committees and advisory groups to allow for sharing of information and communication of issues.

Budget

The CA ANZ Regional Manager will establish and have oversight of the Local Committee budget. Budget is established to facilitate the operation of all CA ANZ bodies on a consistent basis and in line with CA ANZ budgeting requirements. Budgets are approved annually by the CA ANZ Board.

Appendix I – Approximate Time Commitment for Local Committee Member Role

Item	Frequency	Time Commitment	Role
Local Committee Meetings	2 monthly	1.5 - 2 hours per meeting + 1 hour prep time (approx) Max 3hrs x 6 mtgs = 18 hours	Attend and contribute to the discussion in line with the Charter functions
Iconic Events, i.e. new Member ceremony, retired Members lunch	4-5 per year	3 to 4 hours per event 4 hrs x max 5 events = 20 hours	Represent LC, meet & greet, host. Possibly a speaking / MC role.
Social events	2 – 3 per year	2 – 3 hours per event 3 hrs x max 3 events = 9 hours	Attend and network with Members
Conferences	1 or more per year	Various, usually 1 day 8 hrs x 1 event = 8 hours	Attend and network with Members
SIGs & PD Courses	If interested		Attend and network with Members
Chair only: <ul style="list-style-type: none"> • CA ANZ Strategic Planning process • Local Committee Chairs meetings 	Various	Approx 2 days or 16 hours	Possible travel
Total time estimate – Local Committee member		Approx 70 hours per year	

Total time estimate – Local Committee Chair	Approx 90 hours per year <i>(inclusive of Local Committee member time)</i>
--	---

This timing is indicative only; there may be opportunity to contribute further if Individual members of the group desire to do so. Hours may vary slightly (up or down) for individual Local Committees – for example larger Local Committee areas may have a higher number of events than smaller areas. For the events referred to in the table above, approximately half would be held within working hours and the remainder outside of working hours.