



Southern Committee Advisors Workshop 2012

**An invitation to local government
Committee Advisor staff to participate in
a two day workshop that explores the
Local Government system, business
writing skills, making meetings
successful, Local Government
legislation, and Standing Orders –
turning theory into practice.**

Workshop purpose

To provide a comprehensive two day interactive experience on the “in’s and out’s” of being an effective Committee Advisor. The outcomes are:

- Knowledge on the Local Government political system
- Skills and tools to be an effective Committee Advisor
- Information on the legislation that an effective Committee Advisor needs to be familiar with and apply
- Knowledge on what Standing Orders are, what they contain, and skills on their application.
- Information on the legal aspect of Standing Orders
- Best practice and information sharing - an opportunity to hear from other council staff on the issues and processes that they encounter in relation to their role as a Committee Advisor.

Who should attend?

- Manager’s responsible for Council, Committee and Community Board meetings
- Committee Secretary’s
- Governance Managers/Team Leaders

Date and venue

- Council Chamber, Queenstown Lakes District Council, 10 Gorge Road, Queenstown
- 830am – 500pm, Thursday 1 March and Friday 2 March 2012.

To register and registration fee

Download a registration form by going to www.meetinggovernance.co.nz or email info@meetinggovernance.co.nz

The registration fee is \$750 plus GST.

REGISTRATIONS CLOSE ON TUESDAY 31 JANUARY 2012

Programme

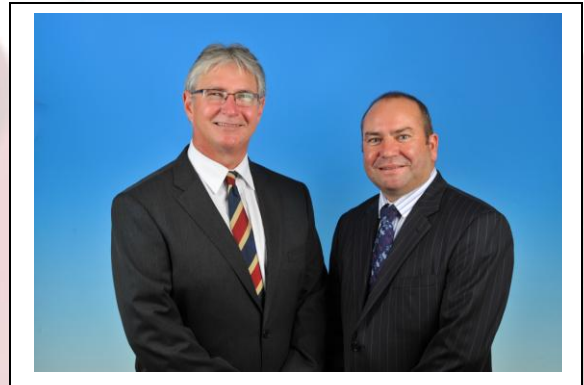
Time	Day One	Day Two
8.30am	Registration, tea and coffee	Tea and coffee
9.00am	<p>Welcome, introduction</p> <p>Session One - Local Government overview</p> <p>The elections; politics in local government; working with elected representatives; staff boundaries with elected representatives</p>	<p>Session Five – Legislation</p> <p>Local Government Act and decision making</p> <p>Local Government Information and Meetings Act – meetings and access to information</p> <p>Local Authorities (Members’ Interests) Act – contracting and financial interests</p>
10.30am	Tea	Tea
10.50am	<p>Session Two – Business Writing</p> <p>Reports and letters. The fundamentals; hot tips</p>	<p>Session Six - Standing Orders</p> <p>Turning theory into practice.</p> <p>Presentation and interactive discussion on what Standing Orders are, how they are applied and what they contain.</p> <p>Information on the legal aspects of Standing Orders</p> <p>Using a range of practical application exercises, an opportunity to develop skills on using Standing Orders and advising on their application in the meeting environment</p>
12.15pm	Lunch	Lunch
1.00pm	<p>Session Three – The Committee Secretary</p> <p>Adding value to your organisation through your role; developing a work programme; reflecting on a typical committee secretary job description and turning it in to reality</p>	<p>Session Six - Standing Orders</p> <p>Continued</p>
2.30pm	Tea	Tea
2.50pm	<p>Session Four - Meetings</p> <p>How to make a meeting successful; project managing the agenda – meeting – minutes – post meeting actions process; logistics for an excellent meeting; public at meetings;</p>	<p>Session Six - Standing Orders</p> <p>Continued</p>
4.30pm	Wrap up day one	Wrap up day two

ABOUT MEETING AND GOVERNANCE SOLUTIONS LIMITED

Steve McDowell and Vern Walsh are Meeting and Governance Solutions Limited.

We specialise in training, development and mentoring for local government elected representatives and staff. We offer a mix of experience and knowledge having held elected positions in local government, commercial boards, Boards of Trustees, and sporting organisations, along with senior management roles in the private sector.

We have developed and successfully delivered workshops to the local government sector throughout New Zealand.



Some of our client feedback includes:

“Great opportunity for learning, refreshing and participating in a fun, non-threatening way...”

“The two presenters were experienced, practical and “user friendly”. They promoted interaction, which was great. I would recommend this course and would happily engage the presenters on other relevant subjects”

“Vern and Steve are very knowledgeable and skilled facilitators. They planned the day to make a good balance of input and output, whole and small group discussions, answering questions and throwing out questions to us, and a variety of activities. Very helpful professional development. Thanks”

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www.meetinggovernance.co.nz