

MEETING AND GOVERNANCE SOLUTIONS



Governance Professionals Symposium Wellington - Wednesday 29 and Thursday 30 January 2025



Meeting and Governance
Solutions Limited

Background

Governance Advisors play an integral part in supporting the governance systems, processes and elected representatives within the local government sector.

This role is highly professional, requiring skills and knowledge to enable elected members to make good decisions in a framework that complies with legislation and good practice. Governance Advisors play an important role in working with officers who connect with the political side of the council, providing advice around meeting procedures, working with elected members, report writing and so the list goes on.

2025 sees the election cycle come around again apart from Tauranga where the Council was elected in July 2024 for a four-year term.

The symposium will have a focus on planning for 2025 in the lead up to the elections, election day, and post-election day. The sessions will relate to the role of the Democracy Services team through each of these periods. The process of running the electoral process is not part of the symposium.

Who should attend?

- Managers responsible for Council, Committee and Community Board meetings
- Governance Advisors, Committee Administrators and Executive Assistants
- Governance Managers / Team Leaders

Symposium Details

Dates and Times

- Wednesday 29 January 2025, 915 am - 430pm (tea and coffee from 8.45am); and
- Thursday 30 January 2025, 830am – 200pm

Venue

- West Plaza Hotel, Wakefield Street, Wellington

Course fee

- \$1100.00 plus GST \$165.00 = \$1265.00

Note – networking drinks will be provided at the close of the programme on day one

Registrations

Complete the attached form and return to info@meetinggovernance.co.nz

Registrations close on Monday 20 January 2025

Accommodation

If you would like to book accommodation at the West Plaza, please quote “MAGS28” to receive the below rates

Standard Queen room (one queen bed) - \$155 including GST or \$180 including buffet breakfast for 1 and GST per room per night

These rates are only available Tuesday 28th and Wednesday 29th January 2025. All bookings are subject to availability at the time of reservation. No rooms are being held.

Accommodation bookings can be made through the West Plaza reservations team at:

- Email: reservations@westplaza.co.nz
- Phone: 0800 731 444

This special rate does not apply to any reservations made online or through any third-party travel agency like Booking.com etc.

Rooms will be available at this rate until Wednesday 1st January 2025.

If guests call to book after this date, all rooms will be subject to availability at the best available rate of the day.

Please note that rooms are subject to availability.

Symposium Programme Outline

Day One – Wednesday 29 January 2025

915am Registration and refreshments

930am Welcome and introductions, symposium overview

Welcome and introductions

1000am Pre and post-election planning – the focus for today

Preparing for the elections and inducting / training the new elected members. This session will include a range of really good ideas and project planning suggestions and templates. Key elements include:

- The electoral process and timetable
- Pre-election processes e.g. pre-election report, pre-election period; last meeting processes
- Lessons from the last election cycle

1100am Tea

1115am Pre and post-election planning – the focus for today

Coral Hair, Manager Democracy and Governance, will be talking through her experiences of the election of the Tauranga City Council in July this year – the lead up to the elections and the post-election induction and establishment of the new council.

1215pm Lunch

100pm Pre and post-election planning – the focus for today

Continued

230pm Tea

245pm Quick fire subjects

Short, sharp sessions on topics that you want to talk about

415pm Summary

430pm Close

445pm Networking drinks

Have a drink on us and then decide if you want to gather together with other delegates either in house or out on the town for dinner.

Day Two – Thursday 30 January 2025

830am Welcome and overview

845am Jason Marris, Chief Executive, Kaipara District Council

Jason has a wealth of democratic services experience having worked in local government for over 20 years and has experience working at 5 councils; North Shore City Council, Auckland City Council, Auckland Council, Whangarei District Council and Kaipara District Council.

Jason will talk through what a Chief Executive is looking for from the democracy support team as the council transitions to a new group of elected members following each election. He will also talk about the requirements for a Chief Executive to “facilitate and foster representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001 (section 42 Local Government Act)”.

1030am Tea

1100am Ten-minute topics

Elected members remuneration – Vern Walsh, Member, Remuneration Authority

Code of conduct – complaints and how to deal with them

Minutes that take days to write!

More to be added once delegates tell us what they want

1230pm Lunch

100pm Open forum

Exploring the challenges of the job, identifying what’s working well and what changes need to be made to the way we work

145pm Summary and symposium review

200pm Close

Meeting and Governance Solutions Limited

MAGS is a company with extensive experience in working with governance and management groups of organisations to develop capability in report writing, meeting management, effective governance, strategic planning and organisational design and development.

Vern Walsh and Steve McDowell are the principals of the company and have experience of both governance and management roles in organisations.

Vern and Steve have chaired boards, undertaken mediation, designed and delivered training on effective governance to elected members and to the management teams that support the political side of the council. The following areas of work that MAGS has been involved in are relevant to governance support:

- Standing Orders training and advice
- Chairing and meeting participation coaching and mentoring
- Analysing meeting performance and developing improvement strategies
- Understanding the process for making good decisions
- Training and coaching to increase elected member effectiveness
- Meeting and workshop facilitation
- Governance and management roles and responsibilities workshop
- Governance support staff training and development
- Report writer training

Meeting and Governance Solutions Contact Details

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