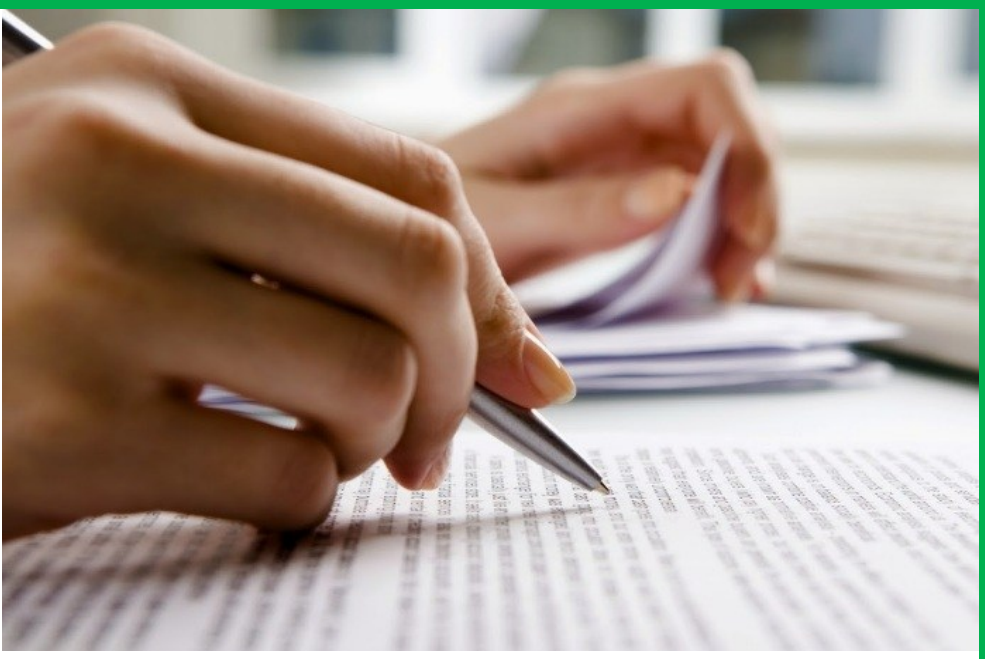
Taituarā
Local Government Professionals Aotearoa

MEETING AND GOVERNANCE SOLUTIONS

New Governance Professionals Introductory Course – Wednesday 10 and Thursday 11 March 2027



Meeting and Governance Solutions Limited in partnership with Taituarā

1. Background

This role is highly professional, requiring skills and knowledge to support elected members in making good decisions in a framework that complies with legislation and good practice.

This two-day introductory course for people new to the role will provide all the core elements of knowledge that a new Governance Advisor will need to undertake the role in their initial stages of development.

2. Meeting and Governance Solutions Limited partnered with Taituarā

This event is delivered in partnership with Taituarā — Local Government Professionals Aotearoa

About Meeting and Governance Solutions Limited (MAGS)

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

3. Workshop Outcomes

This workshop delivers the following outcomes:

- Knowledge of the core role and responsibilities of a Committee Advisor
- Understanding of legislation that is relevant to the role
- Practical application of Standing Orders
- Techniques to enable effective relationships with elected representatives to be established
- Knowledge of the requirements for minute taking
- Overview of the types of hearings that a Committee Advisor may be involved in

The workshop comprises a mix of presentations, discussion and practical application.

4. Course Details

This two-day course will be held as follows:

Wednesday 10 and Thursday 11 March 2027

- Day One 9:15 AM – 4:30 PM
- Day Two 8:30 AM – 2:00 PM
- Venue – Taituara, 9th Floor, 85 The Terrace, Wellington

Course fee – $1,200.00 plus GST $180.00 = $1,380.00 includes morning tea, lunch and afternoon tea.

5. Who should attend?

- Staff new to the role of a Governance Professional / Committee Advisor
- Governance Professional / Committee Advisor staff wanting a refresher
- Staff currently in departments considering a career change to the governance support area

6. Workshop Programme Outline

Day One

915am **Registration**

930am **Introduction and opening remarks**

950am **Local Government System and Legislation**

- Council functions and roles
- Organisations relevant to Local Government
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Electoral Act 2001

1100am **Morning Tea**

1120am **Agenda and Meeting Management**

- Managing the agenda process and post meeting actions
- Managing late reports
- Meeting protocols
- Working with a Chairperson
- How a formal meeting operates

1230pm **Lunch**

100pm **Managing a Range of Situations with Elected Members – Tactics and Tips**

- Understanding the challenges, expectations and behaviours of elected members
- Interacting with elected members
- Supporting the Chairperson during a meeting

300pm **Afternoon Tea**

320pm **Conflicts of Interest – Elected Members**

What are they? Where do you fit in the process? What advice, if any, can you provide?
Local Authorities (Members Interests') Act 1968

430pm **Close**

Day Two

830am Introduction and opening remarks

840am Policies and Strategies

- Overview of key policies and strategies
- Your role in the development and review of policies and strategies

900am Hearings - Principles and Role of Governance Professional

- Principles
- Role of the governance professional
- Types of hearings

930am Taking Notes, Creating Minutes

- The “essentials” of minute taking
- Minute taking exercises

1030am Morning Tea

1050am Standing Orders

- Overview
- Scenarios for key Standing Orders

1215pm Lunch

1245pm Standing Orders – Continued

150pm Workshop Summary

200pm Close

8. Recent Testimonials

This course is everything I've been looking for, all wrapped in one. Regardless of your role in governance, you will walk away with a full toolkit and a new sense of confidence. Highly recommend it to anyone new (or experienced) in the field. Brooke Roebeck, Waikato Regional Council

Steve and Vern are a fantastic duo to learn from. With their combined plethora of knowledge and experience around local government. Courtney Rudolph, South Waikato District Council

Vern and Steve are super knowledgeable and engaging. Were happy to answer any questions we had. – Renee Coffey, Greater Wellington Regional Council

Steve and Vern were both so kind and fostered a safe space where no question was dumb and previous wrongdoings were talked through. I was well supported, and all my queries were addressed! It was taken at the perfect pace and topics were covered in just the right depth for a new governance professional. I couldn't speak more highly of this workshop. Sasha Matthews, Whanganui District Council

As someone new to governance, I found everything easy to understand and follow. Steve and Vern created a safe and welcoming space. All the topics were informative, engaging and valuable. I feel more confident, empowered and ready to return to work. I highly recommend this course. Leeahna-Maria Ratima, South Waikato District Council

7. Meeting and Governance Solutions Contact Details

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