

MEETING AND GOVERNANCE SOLUTIONS



New Governance Professionals Introductory Course Wellington Monday 22nd and Tuesday 23rd November 2021



Meeting and Governance
Solutions Limited

1. 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 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

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:

Day One – Monday 22 November 2021

9:15 AM – 4:30 PM

Day Two – Tuesday 23 November 2021

8:30 AM – 3:00 PM

Venue – Meeting Room One, West Plaza Hotel, Wakefield Street, Wellington

Accommodation – is available at West Plaza as follows:

Standard Queen room (one queen bed)

- Room only rate \$140.00 NZD per room per night.
Or
- Room & Breakfast for 1 person \$160.00 NZD per room per night

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

- Email: reservations@westplaza.co.nz
- Phone: 04 473 1440 Ext 249

Delegates must quote Hotel reference: HB60 Meeting and Governance

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

Please note that rooms are subject to availability.

Registrations close on Friday 5 November 2021

Course fee – \$900.00 plus GST \$135.00 = \$1035.00 includes morning and afternoon teas and lunches.

Drinks will be provided at the end of the last session on day one.

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
- Managing personalities and poor behaviour

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 and complimentary drinks

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 Taking Notes, Creating Minutes – Continued

1200pm Standing Orders

- Overview
- Scenarios for key Standing Orders

1245pm Lunch

115pm Standing Orders – Continued

245pm Workshop Summary

300pm Close

7. Meeting and Governance Solutions Contact Details

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