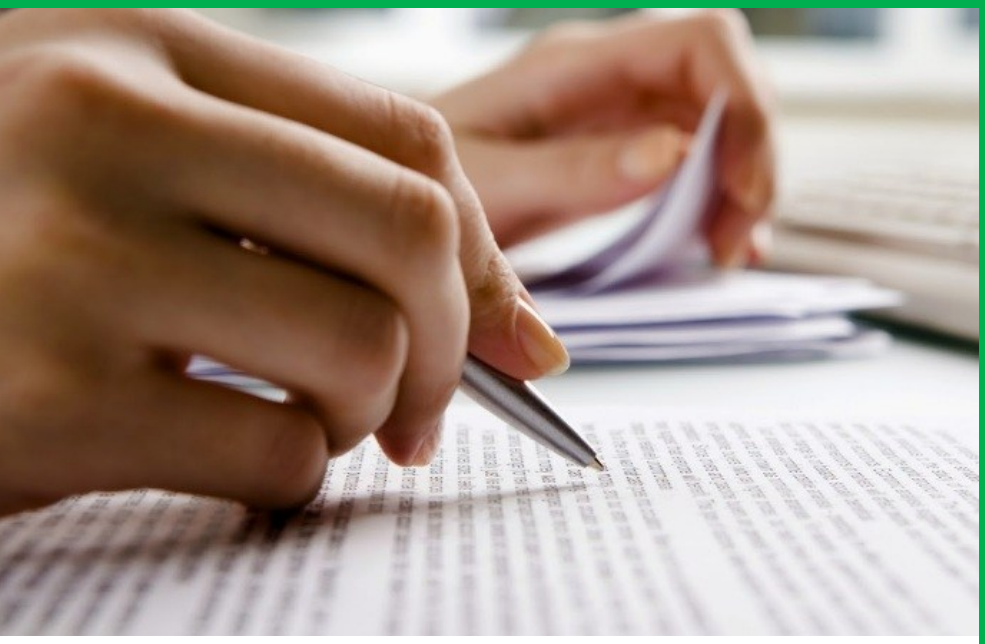
MEETING AND GOVERNANCE SOLUTIONS

Standing Orders online training workshop
Thursday 3 December 2026



Meeting and Governance Solutions Limited

Background

Standing Orders are part and parcel of all formal meetings in local government whether Council, Committee, Sub Committee or Community Board. Being familiar with Standing Orders and being able to offer advice to elected members in the political meeting environment is a prerequisite for staff who attend and support elected members at meetings.

This workshop will also be of interest to reporting staff and senior staff that support political meetings. Elected members would also benefit from this workshop.

This is an opportunity to explore the "ins and outs" of Standing Orders using interactive scenarios and group discussion.

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 standing orders:

- 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

Workshop Outcomes

This online workshop delivers the following outcomes:

- Knowledge of what Standing Orders are and how they are applied
- Up to date information of recent changes to Standing Orders
- Information on the legal standing of Standing Orders and why they are used
- Using “real life” examples of where Standing Orders can help (or hinder) political meetings
- Knowledge on using Standing Orders and providing technical advice in meetings

On completion of this workshop, attendees will:

- Understand why Standing Orders exist
- Have gained skills and processes for applying Standing Orders in a meeting environment
- Understand some key Standing Orders which will make meetings more efficient and effective
- Have gained improved confidence in communicating with elected representatives and providing advice on Standing Orders during meetings.

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

Course Details

Time: 9.00am – midday

Date: Thursday 3 December 2026

Registration: Refer separate registration form

Workshop fee: One person - $450.00 + $67.50 GST = $517.50
Two people – $750.00 + $112.50 GST= $862.50
Three to five - $1000.00 + $150.00 GST = $1150.00
Six plus – to be confirmed

The Teams link will be provided to the individual email address of those registered

Registrations close on **Monday 30 November 2026**

Who should attend?

- Report writers
- Managers who support political meetings
- Executive Assistants / Personal Assistants
- Governance Professionals / Committee Advisors
- Senior staff supporting meetings
- Elected members

Workshop Programme

9.00am	Welcome, introductions, overview
9.10am	Session One – Foundations The legal basis for Standing Orders including the Local Government Act 2002, Local Government Official Information and Meetings Act 1987 and the Local Authorities (Members' Interests) Act 1968; structure of standing orders; definitions; roles and responsibilities at meetings; minutes
10.00am	Standing Orders "Turning Theory into Practice" Presentation and interactive discussion on key Standing Orders, how they are applied and what they contain. Discussion on situations where they can be used in the meeting environment.
10.30am	Break
10.45am	Standing Orders "Turning Theory into Practice" - continued Presentation and interactive discussion on key Standing Orders, how they are applied and what they contain. Discussion on situations where they can be used in the meeting environment.
12.00 pm	Summary and Conclusion

Recent Testimonials

Guys were very informal and talked in words we could understand – laymen's terms. Would recommend to anyone. Min Johansen

This type of training and its quality is very useful for Local Government Councils for both new and veteran elected members. E. Giuzman

Steve and Vern have a wonderful relationship that interacts really well with participants. Craig Little

Meeting and Governance Solutions Contact Details

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