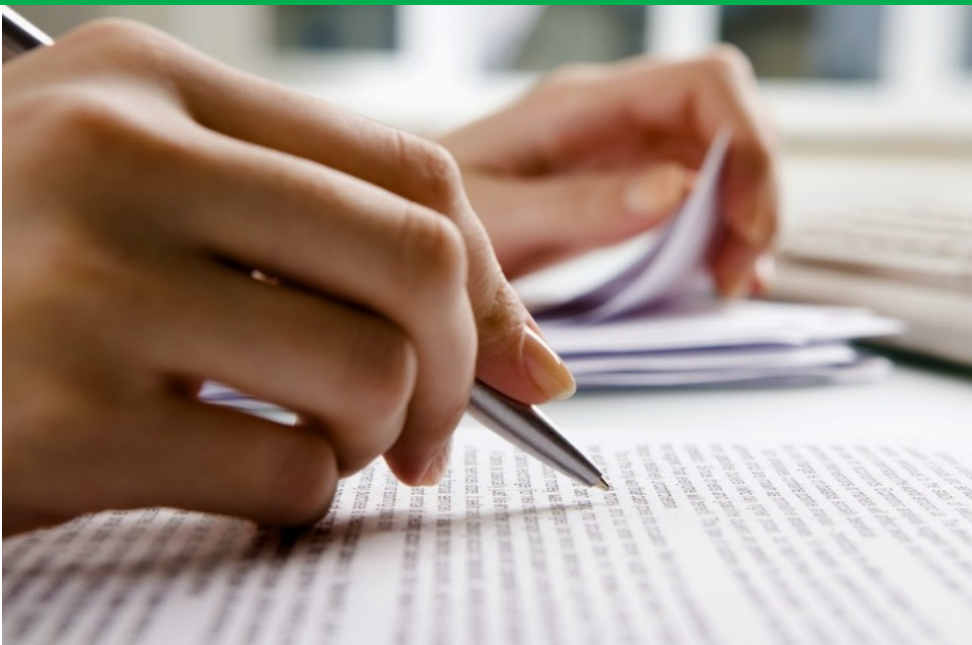


MEETING AND GOVERNANCE SOLUTIONS



# New Governance Professionals Introductory Course Wellington Wednesday 17th and Thursday 18th April 2024



Meeting and  
Governance  
Solutions Limited  
in partnership  
with Taitura

## **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 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:

Day One – Wednesday 17 April 2024

9:15 AM – 4:30 PM

Day Two – Thursday 18 April 2024

8:30 AM – 2:30 PM

Venue – Taituara, 9<sup>th</sup> Floor, 85 The Terrace, Wellington

**Registrations close on Monday 8 April 2024**

Course fee – \$1,075.00 plus GST \$161.25 = \$1,236.25 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

**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 Standing Orders**

- Overview
- Scenarios for key Standing Orders

**1245pm Lunch**

**115pm Standing Orders – Continued**

**215pm Workshop Summary**

**230pm Close**

## 7. Meeting and Governance Solutions Contact Details

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