

MEETING AND GOVERNANCE SOLUTIONS



LOCAL GOVERNMENT ELECTED MEMBERS TRAINING PROGRAMME

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INTRODUCING MEETING AND GOVERNANCE SOLUTIONS LIMITED (MAGS)

Meeting and Governance Solutions is a company that specialises in training / development / mentoring for local government elected members and the staff that support Boards and elected bodies.

We offer a mix of experience and knowledge having held elected positions in local government, commercial boards, Boards of Trustees and sporting organisations, along with senior management roles in the private and public sector.

Our training targets the following key elements of the role of an elected member:

- Governance and management roles and responsibilities – managing the “grey” area;
- Chairing meetings effectively including meeting processes and protocols;
- Analysing meeting performance and developing improvement strategies;
- Standing Orders training;
- Training for effective report and recommendation writing;
- Understanding the political and operating environment of local government;
- Effective community engagement;
- The Resource Management Act and elected members;
- Support staff training and development

We have designed core courses to address the elements described above. We look forward to discussing the courses contained in this booklet or any specific targeted training / development you want to implement for your council.

Staff are also very welcome to attend any of these courses.

Vern and Steve

February 2017



STANDING ORDERS AND THEIR USE IN POLITICAL MEETINGS

OUTLINE

Understanding the process and rules of meetings is integral to good decision making. Having a good working knowledge of your councils Standing Orders helps individual elected members contribute effectively to debates and decision making. This workshop identifies key Standing Orders and a range of practical examples on how Standing Orders can be applied in the meeting environment including establishing meeting protocols. The workshop includes a mock meeting to demonstrate good practice.

COURSE DURATION

Three quarters of a day

PRESENTERS

Vern Walsh and Steve McDowell

CHAIRING MEETINGS EFFECTIVELY

OUTLINE

This workshop identifies the pre / during / post meeting systems and processes for effective chairing of a meeting. We address what high quality leadership of a meeting looks like and techniques that you can apply to ensure meetings lead to quality discussion and decision making. We explore the best practice elements to effective chairing including the working relationships needed, and dealing with “interesting” scenarios that crop up during meetings.

COURSE DURATION

Half Day

PRESENTERS

Vern Walsh and Steve McDowell

ONE ON ONE CHAIRS MENTORING / TRAINING

OUTLINE

We provide one on one mentoring and training for a chairperson to increase their effectiveness. The process includes a pre meeting preview of your agenda and likely processes / situations that will occur during your meeting, observation of you chairing a meeting and a post meeting review and evaluation report. We are available over the subsequent months for continued support either by phone or email.

COURSE DURATION

Designed to suit individual / small group needs

PRESENTER

Vern Walsh

DECISION MAKING IN THE POLITICAL ENVIRONMENT

OUTLINE

Being an effective decision-maker is critical to any elected representative's role. This workshop provides information and case studies on the processes that are used to make decisions and includes material on relevant legislation, tactics for decision making and the roles and responsibilities of various "players". It also provides participants with a Word based tool to measure and use your community intelligence – your contacts with the community and how to integrate the knowledge you have with your community into decision making.

COURSE DURATION

Three quarters of a day

PRESENTERS

Vern Walsh and Steve McDowell



PRESENTING AND DEBATING EFFECTIVELY

OUTLINE

Elected members are asked to speak in public at a wide range of forums. It could be making an impassioned speech at a council meeting, a presentation to community volunteers, a speech at a public meeting, or meeting with small community groups. The tactics for preparation and delivery of articulate and interesting presentations are addressed in this workshop that includes an opportunity for delivering a presentation as part of the workshop.

COURSE DURATION

Half day

PRESENTERS

Vern Walsh and Steve McDowell

CONFLICTS OF INTEREST / CODE OF CONDUCT

OUTLINE

Every local authority is required to adopt a code of conduct for the elected council (it is discretionary for Community Boards). Understanding the requirements for inclusion in the code and the implications of the code to elected members is important in ensuring that members do not breach the code. Clarity on the process for investigating an alleged breach of the code is covered in this workshop along with the key contents of the code.

A separate topic but closely aligned to the code of conduct is understanding the issue of conflict of interest in local government. The workshop will discuss financial and non-financial conflicts, processes to systematically assess potential conflicts of interest and scenarios to demonstrate types of conflicts of interest.

COURSE DURATION

Half day

PRESENTERS

Vern Walsh and Steve McDowell



COMMUNITY CONSULTATION AND ENGAGEMENT

OUTLINE

Traditional community consultation (public notice, submissions, and hearings) has its place but more and more local government needs to understand what communities really feel about a range of issues in the community. The use of coordinated and planned community engagement and community research is critical to finding out the range of community views and aspirations that are applicable to the community. This workshop addresses the tactics and systems that are needed around community consultation and engagement.

COURSE DURATION

One day

PRESENTER

Andrew Stevenson (MAGS associate)

THE DISTRICT LICENSING COMMITTEE – ROLES, PROCESSES, HEARINGS AND DECISION MAKING

OUTLINE

The Sale and Supply of Alcohol Act 2012 (SSAA) introduced significant new responsibilities for local government. This workshop will provide members of a District Licensing Committee and the staff that support the committee (Governance Advisors, Secretary of the District Licensing Committee and Inspector) an overview of the Act and the systems and processes that a Committee follows including the process in which meetings of the committee are undertaken.

COURSE DURATION

Three quarters of a day

PRESENTER

Steve McDowell

THE RESOURCE MANAGEMENT ACT AND ELECTED MEMBERS

OUTLINE

Local government has responsibilities for regional / local planning under the Resource Management Act. This course is designed for elected members and provides an overview of the framework of the RMA at a national, regional and local level. Using examples, case studies and scenarios we will canvass a wide range of topics including the purpose and principles of the RMA, developing regional and district plans, the processes for resource consents, hearings and decision making, monitoring and enforcement.

COURSE DURATION

One day

PRESENTERS

Steve McDowell and Mark Vinall (Tattico Limited)

MID AND END OF TERM REVIEWS

OUTLINE

An essential part of governance is monitoring and tracking performance. Best practice experience is that any governance body such as a council, local board or community board, should take stock of how it is tracking in terms of spending quality time and energy on key strategic and policy issues, and addressing any issues hindering the progress of the group. Conducting a mid and end of term review will assist the group to identify what has worked well during the term, what could have been done better or differently and to consider what changes are needed to make it operate even more effectively. This workshop can also provide a forum to address issues between members.

COURSE DURATION

Half day

PRESENTERS

Vern Walsh and Steve McDowell



NOTES



