

LOCAL
GOVERNMENT

www.lgnz.co.nz/knowhow



Learn to successfully navigate local government

Helping elected members avoid the
pitfalls of local government and
make the most informed choices
for their community.





» An open forum

We structure our workshops to help you get the most from the session. As well as an open forum where no question is wrong, we use practical exercises and relevant case studies. We also set aside valuable time in the session to discuss your questions.

We also run in-house, own-council training sessions. These private workshops allow you to focus on your council's unique needs and save you money by reducing travel costs.



» Tap into expertise

All our facilitators bring a depth and breadth of experience and expertise. At every one of our workshops at least one facilitator has direct experience of local government – either on the administrative or political side of the fence. They also bring well-practiced presentation and facilitation skills.

Make it happen

To see the workshop calendar and register visit lgnz.co.nz/knowhow



» The right choices

As an elected member your role is to make decisions for your community which will create a better place to live and work. These decisions span a vast range of areas – from economic development to water management. Through the KnowHow suite of workshops you will develop different tools and techniques to assist you in making these choices.



» Focused training

At *Local Government New Zealand* we focus on helping you as an elected member grow and develop your skills. As part of this process we've created a suite of training workshops to provide more opportunities for you to upskill. As KnowHow matures and we gain feedback, more workshops are created to meet the demand.

We hold workshops across New Zealand, throughout the year. Where possible we use your council's facilities to deliver workshops locally – saving travel time and expenses.

» **KnowHow training** Our workshops are split into five groups. This system helps you select the right workshops to build on your unique skills. Our training consists of intensive, half and full day sessions often using your own LTP and relevant case studies.

1 Core Training Workshops

This set of workshops will help you build solid foundations in key areas of local government.

Expanding your knowledge will build confidence to ask the right questions of the right people, and ultimately make the right decisions. **Workshop Fee – \$495 per person, per day**

Asset Management

Deeper insight. Better choices.

Around 70% of all New Zealand's assets are owned and managed by local and regional councils; and most councils spend a large proportion of their budget buying, building and maintaining them. From this workshop you'll gain an appreciation of the value of asset management and learn how to best fulfil your role as steward of these resources.

Topics include:

- Lifecycle management and strategies
- Growth and future demand forecasting
- Risk management

Decision Making – How it really works

Clearer understanding. Stronger leadership.

As an elected member, the decisions you make could impact on your community for many years to come. When you understand the process involved you can question the information and make a thorough assessment of the options. We begin by demystifying the terminology and defining your role. We then discuss the decision making provisions set out in the Local Government Act (LGA) 2002.

Topics include:

- Limits or parameters of decision making
- The difference between a decision and a policy
- Principles of consultation

Financial Governance 101

Greater knowledge. Informed decisions.

Your community expects you to make prudent financial decisions - especially in these difficult financial times. But in order to make wise choices you must understand the information presented to you. This workshop provides a detailed overview of council financials and explains relevant terminology. We use your council's LTP and case studies to make the session even more applicable to you.

Topics include:

- Planning and the LTP process
- Relevant legislation
- The impact of policy decisions on financial position

(Financial Governance 102: This extra workshop is an in-house, own-council session, designed for councils who have completed FG101 and would like to explore financial requirements in more depth, such as asset life cycle management, 10 year planning, financial strategy.)

RMA – How it really works

Expanded knowledge. Enhanced decisions.

The RMA provides direction to local authorities on developing regional and district plans for our communities. It also guides the implementation of those plans, such as resource consents. This workshop delivers the information and tools you will need to deal with RMA related matters.

Topics include:

- Roles, functions, powers and timeframes
- Decision making in relation to RMA matters
- The RMA in the broader planning framework

» **Core Training – One Day Workshops**

Option: In-house, Own-Council Training – \$4,950 for up to 13 people, then \$200 per additional attendee.

2 Second Stage Workshop

Building on the foundations laid by the core training workshops, this level delves further into important aspects of local government.

Workshop Fee – \$650 per person, per day

Financial Governance 201

Deeper analysis. Robust solutions.

Following on from Financial Governance 101, this workshop gives a deeper understanding of reporting requirements, treasury management tools and financial options based on asset information; then explores how they impact on financial decisions. We begin by discussing your issues and questions around financial governance. We then tailor the session around these subjects, using relevant case studies to examine your questions.

Topics include:

- Internal and external financial reporting
- Treasury choices and funding options
- Financial options based on asset information

Second Stage Core Training – One Day Workshop

Option: In-house, Own-Council Training – \$6,500 for up to 13 people, then \$300 per additional attendee.

3 KnowHow Plus Workshops

This selection of specialist workshops, developed by industry and local government experts, takes you to a new level of local government learning. You'll gain even greater knowledge and professional skills from these strategically focused sessions. With every KnowHow Plus workshop, you'll get something extra, such as an industry expert (as well as your experienced facilitator), or in-depth take-away material. Whatever the Plus Factor, it will give you even more expertise to use in your important work as an elected member.

Workshop Fee – \$795 per person, per day



How to Present the Right Image to the Media

Hands-on experience. Solid preparation.

In this highly interactive workshop, focused on the local government environment, you'll learn how to deal with the media in a proactive (not reactive) way. You'll practice your technique by stepping into the limelight to record a radio and TV interview using current local and national issues. Also, with our help, you'll write a press release and social media posting that will get noticed for the right reasons.

The Plus Factor: As a post-training follow-up, we'll email your video and audio clip with a review of the session and feedback tailored to your performances.

Topics include:

- How to use the media and social media
- Interview techniques
- Legal and ethical considerations

KNOW HOW PLUS



Economic Leadership

Strategic changes. Future investment.

As an elected member you have an opportunity to make a significant impact on the economic development of your region (and of New Zealand). Using the specially-commissioned BERL local government economic indicators framework, we discuss local government's critical role in the future development of New Zealand's economy.

The Plus Factor: You'll take away a ground-breaking resource to help you understand your council's economic contribution and how this aligns with the government's economic growth agenda. It will give you an understanding of the wider leadership role you can play to grow your local economy.

Topics include:

- Role of local government in New Zealand's economic development
- Strategic alignment with central government's economic priorities
- Your council's leadership role in the economy



A Practical Guide to Public Consultation

Open dialogue. Focused results.

Good consultation provides the foundation for good decisions. With the right consultation your council will make choices that are right for, and supported by, your community. This hands-on workshop uses case studies and exercises to help you understand different consultation strategies.

The Plus Factor: You will take away a consultation toolkit, which takes you through the different consultation techniques, discussing how they work and when they are appropriate. With this reference tool at hand, you'll be able to work out which techniques to use on your next project.

Topics include:

- How to identify stakeholders
- Timelines and budgets
- Best practice processes



The Secrets to Building a Good Relationship with your CE

Strong relationship. Effective communication.

The mayor's relationship with the CE is one of the most important in the council. This local government-focused management training workshop will give you the tools to help your CE grow from good to great. It's about setting meaningful targets and learning key management techniques.

The Plus Factor: As well as tapping into local government expertise, you'll have the opportunity to learn from industry experts on management training. You'll be joined by a management trainer who will discuss how to make this important relationship a success.

Topics include:

- Recruitment and selection
- Performance measurements
- Maintaining good working relationships



KnowHow Plus – One Day Workshops

Option: In-house, Own-Council Training – \$7,950 for up to 13 people, then \$400 per additional attendee.

4 Governance Modules *Focused training. Positive results.*

This selection of half and full day workshops tackles important local government issues. Using real-life examples from councils around New Zealand, we examine what went wrong, what worked, and why.

Workshop Fee – Half day modules \$350 per person, per half day

1. The Role of Elected Members

Focusing on the rights, responsibilities, accountabilities and role of elected members, we help you to understand the distinction between 'governance' and 'management'.

2. Media and Presentation Skills

Get in front of the camera and the microphone to practice your interview technique. Learn how to inform the public about the issues as you see them, while ensuring collective council decisions are respected.

3. An Introduction to Consultation Skills

Better community consultation means better decisions. Discover the theory behind public consultation and examine different techniques to engage with local people.

4. Effective Team Review

Using the Carisbrook Stadium example, we look into the dynamics of a successful team. You will also discover what kind of team member you are and how you work best in a team.

5. Ethical Responsibilities

Through lively group discussion and debate, we explore the moral maze surrounding politics, ethics and values.

6. Introduction to Local Government

In this broad overview we touch on many key areas of local government, from the RMA and the Local Government Act, to conflicts of interest and the code of conduct.

7. Elected Members Effectiveness

We look at the different ways of gathering information and maintaining key relationships both in and out of council. We discuss lobbying and collaboration, consultation and performance monitoring.

8. Understanding Orders

Knowing exactly how council meetings work is vital to the success of any elected member. We translate the jargon, cover the protocol and discuss what makes an effective meeting.

9. Chairing Meetings

Learn the 'ins and outs' of chairing, establishing the committee and pre-meeting actions, to managing the meeting and it's participants.

10. Conflicts of Interest

Conflicts of interest are unavoidable. Failure to identify and manage a conflict may land both you and the Council in hot water. We discuss different types of conflicts, legal and ethical obligations, and the options open to manage them.



Governance Modules – Half Day Workshops

Option: In-house, Own-Council Training – \$3,500 for up to 13 people, then \$200 for each additional attendee.

Flexible timings *To fit in with your busy lifestyle we also offer evening time slots as well as morning or afternoon sessions.*

Combination Packages

To give you even more value, we've bundled together a selection of three modules and will deliver them in special one day packages.

- **Introducing Local Government** (modules 1, 6 and 7)
- **Procedures and Processes** (modules 7, 8 and 9)

You can also create your own training session by selecting up to three workshops you want to hold on the same day.

Workshop Fee – Full day Combination Packages \$795 per person, per day



Combination Packages

Option: In-house, Own-Council Training – \$7,950 for up to 13 people, then \$400 per additional attendee.

5 Community Boards *Build relationships. Create value.*

Community Boards play an important role in local government, representing and acting as an advocate for the interests of the community. This workshop will help you to understand and value the role of the Board and discover how to build strong trust-based relationships.

Topics include:

- A review of relevant legislation
- Balancing proactive and reactive approaches
- Creating value in our different roles

Workshop Fee – \$350 per person, per day

All prices listed exclude GST and are valid from 1 April 2011 to 31 March 2012.



Make the right choices – build your local government KnowHow

*For more information on our workshops,
calendar of events and online registration,
visit lgnz.co.nz/knowhow*

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