

SOLGM

NZ SOCIETY OF LOCAL GOVERNMENT MANAGERS



good practice toolkits
LEGAL COMPLIANCE MADE EASY



The SOLGM Risk Management and Legal Compliance Programme

The NZ Society of Local Government Managers (SOLGM) has developed a suite of modules that set out legally compliant processes and procedures in key areas in local government.

The over arching aim of the programme is “to help local authorities get it right” in ensuring that their business processes are consistent with the specific legislative requirements that govern them.

Legal Compliance Modules

The modules are designed primarily as online tools, although they are also available in PDF documents. Each module is created using a set of flow diagrams that show the relevant process or decision-making flows. Where there are specific legal requirements that must be met these are identified. In addition a variety of good practice “hot tips” are included.

How Modules Are Developed

Each module has been developed by a team of experienced senior practitioners in the area it deals with, working with a professional facilitator. Draft modules are then peer reviewed by a second similar team and reviewed by the programmes legal advisors.

The content is endorsed by RiskPool (indemnifier of the majority of Local Authorities in New Zealand) and reviewed by Audit New Zealand and independent legal experts.

Each module is updated every 18 months to ensure its accuracy.

Current Modules available online:

- Bylaw Making
- Resource Consent
- Rating – Billing & Collection Process
- Dog Control
- Employment
- LGOIMA
- The Privacy Act
- Enforcement (currently being redeveloped)
- Land Information Memoranda (LIMs)
- Building Consents
- National Dog Database
- Liquor Licensing
- Property Sales, Acquisitions and Leases
- Tendering and Procurement
- Health and Safety
- Rates Rebates

To Access The Module Online


Go to www.solgm.co.nz.

Log in using the username and password assigned to your local authority. You can get this from your council contact person for the programme (a list is available on the site) or by contacting Don Mackay at SOLGM - dmackay@solgm.org.nz.

A link to the website is also available on some council's intranets.

Feedback and Comments

We welcome feedback and are especially interested in how users believe the modules can be further developed or improved. An online survey has been set up on some of the modules. The link is located at the module introduction page so you can tell us what you think about the module.



The NZ Society of Local Government Managers (SOLGM) is local government's professional management organisation representing and supporting its members, local government managers and staff through professional development and networking opportunities, membership support services, good practice resources and advocacy work.

www.solgm.org.nz

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