

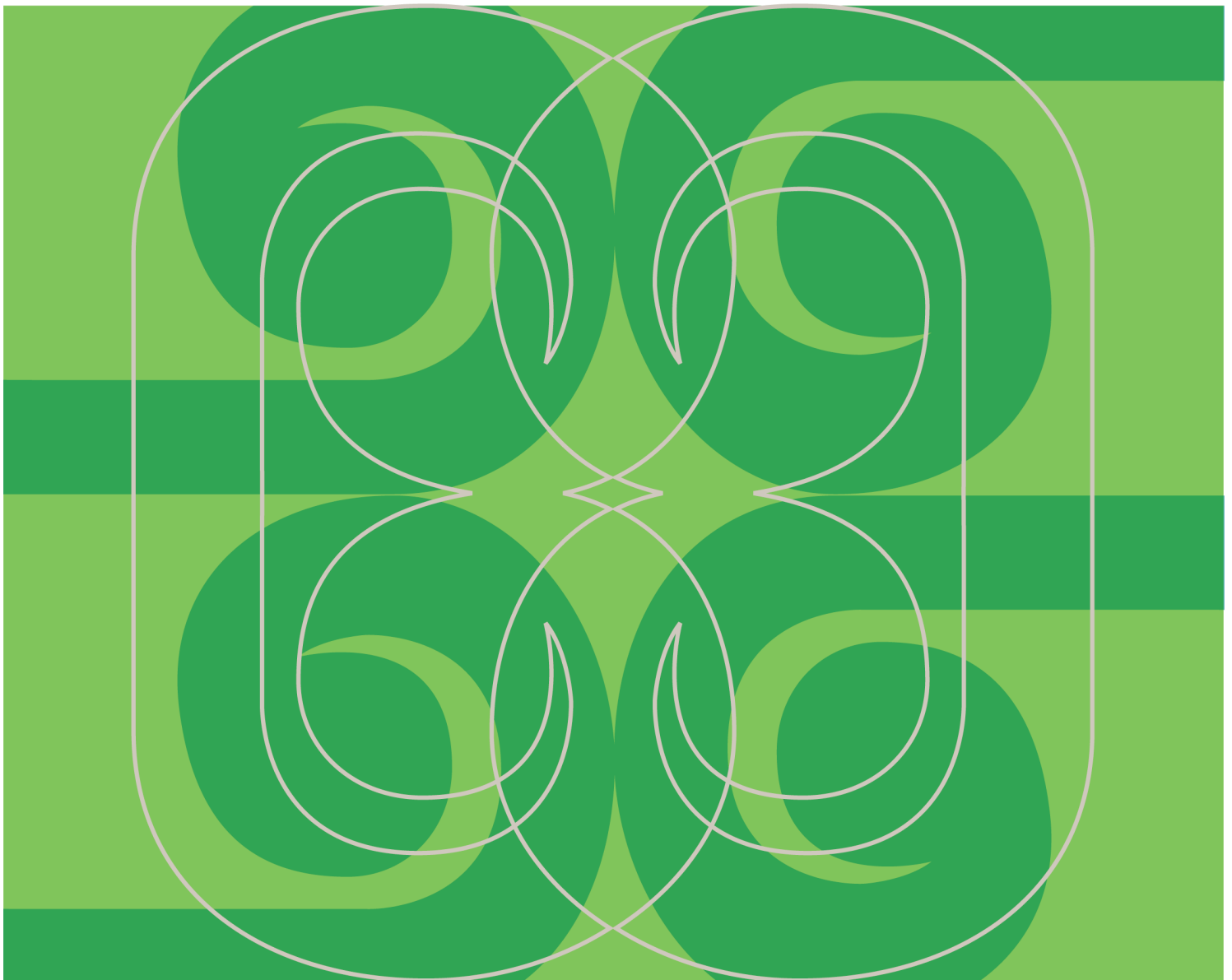
# RISK MANAGEMENT AND LEGAL COMPLIANCE

HELPING COUNCILS GET IT RIGHT



**SOLGM**

NEW ZEALAND SOCIETY OF  
LOCAL GOVERNMENT MANAGERS



# Programme Overview

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. There are 16 different modules that are currently available online at [www.solgm.co.nz](http://www.solgm.co.nz)

## RISK MANAGEMENT AND 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 programme’s legal advisors.

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

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

## TO ACCESS THE MODULE ONLINE > [go to www.solgm.co.nz](http://www.solgm.co.nz).

You will then need to enter your local authority’s password. 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](mailto:dmackay@solgm.org.nz) . A link to the website is also available on some council’s intranets.

## AN INVITATION

We invite you to go online and check out the module. We welcome feedback and are especially interested in how users believe the modules can be further developed or improved.



## MODULES AVAILABLE ONLINE

1. BYLAW MAKING
2. RESOURCE CONSENT
3. RATING – BILLING & COLLECTION PROCESS
4. DOG CONTROL
5. EMPLOYMENT
6. LGOIMA
7. THE PRIVACY ACT
8. ENFORCEMENT
9. LAND INFORMATION MEMORANDA (LIMS)
10. BUILDING CONTROL
11. NATIONAL DOG DATABASE
12. LIQUOR LICENSING
13. PROPERTY SALES, ACQUISITIONS AND LEASES
14. TENDERING AND PROCUREMENT
15. HEALTH AND SAFETY
16. RATES REBATES

CONTACT: **DON MACKAY**  
Manager, Good Practice and Policy  
(04) 978 1258 [dmackay@solgm.org.nz](mailto:dmackay@solgm.org.nz)