

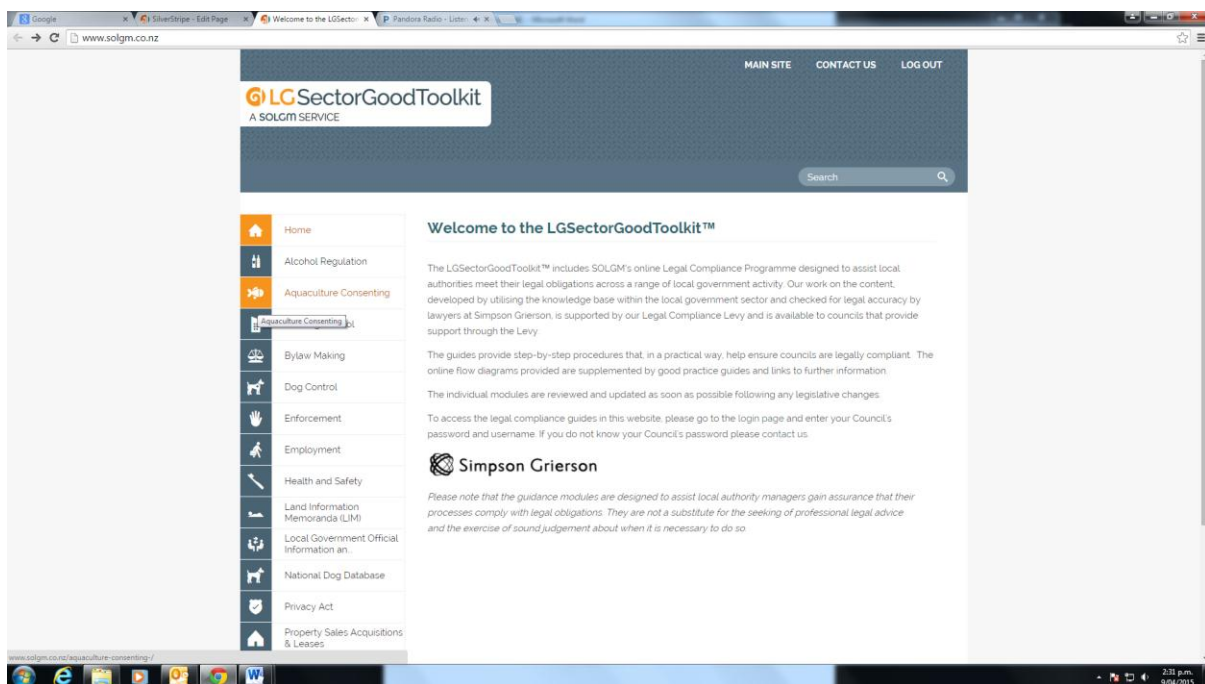
How to use the Legal Compliance Programme

The 'Programme' is a series of 17 individual modules (topics) that contain process guides or flow diagrams to assist council managers and staff to gain assurance that their processes comply with legal obligations across areas of council activity. These diagrams are supplemented by good practice guidance notes and links to relevant legislation and further information.

The number of flow diagrams within each module will vary depending on the number of processes that councils need to be mindful of with respect to topic areas.

Once logged in, users will be able to view the content within each module.

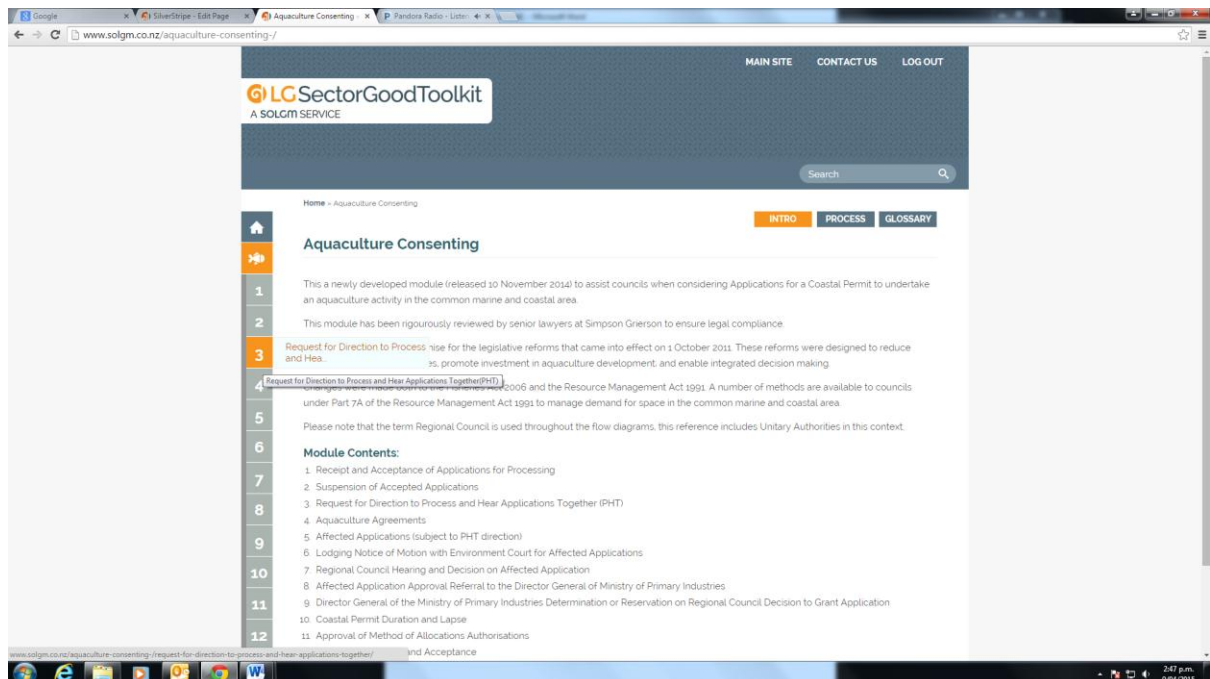
1. To access content within each module users should place their cursor over the chosen topic area e.g. Aquaculture Consenting. The icon and module title will be highlighted in orange. The user can either click on the module icon or the module title to enter the module.



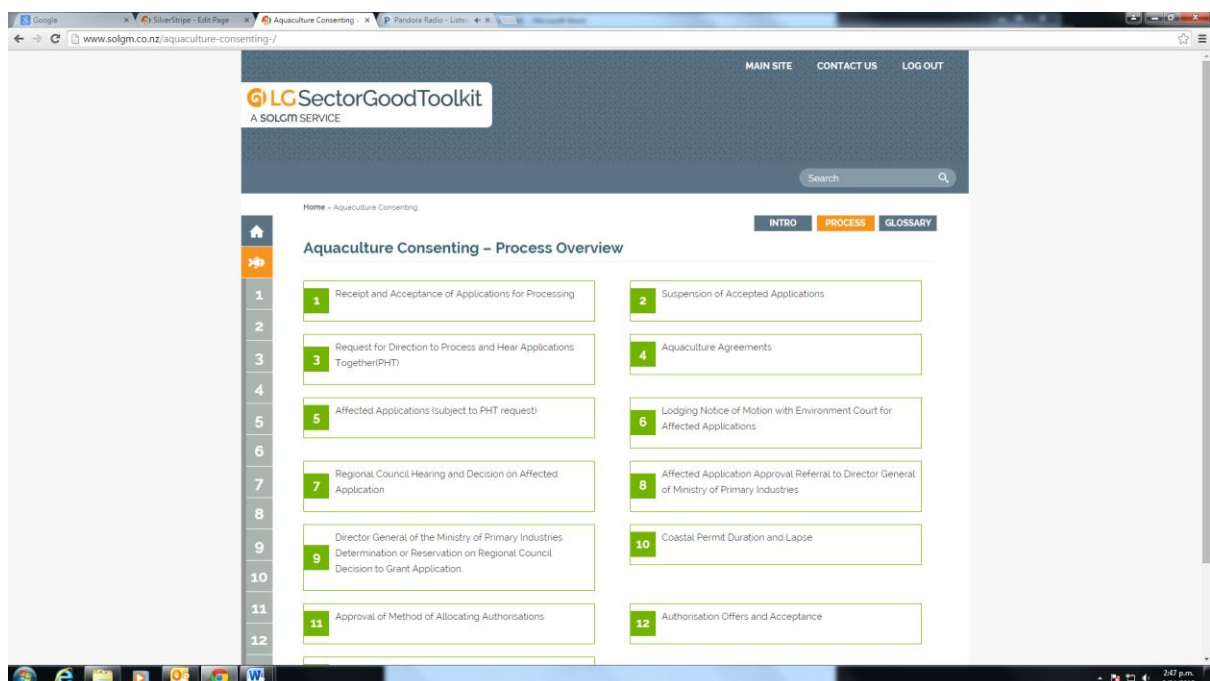
2. Once the user has chosen the relevant module and opened to view, the user will see the modules introductory page. This page will contain information about the module, when it was last updated, and any important notes that users need to be aware of. The page will also contain a list of the modules various flow diagrams.

Flow diagrams are numbered down the left hand side of the introductory page. When the user places the cursor over a number the number will change to an orange colour

and the title of the flow diagram will pop up. To access that flow diagram users are to click on the highlighted number.

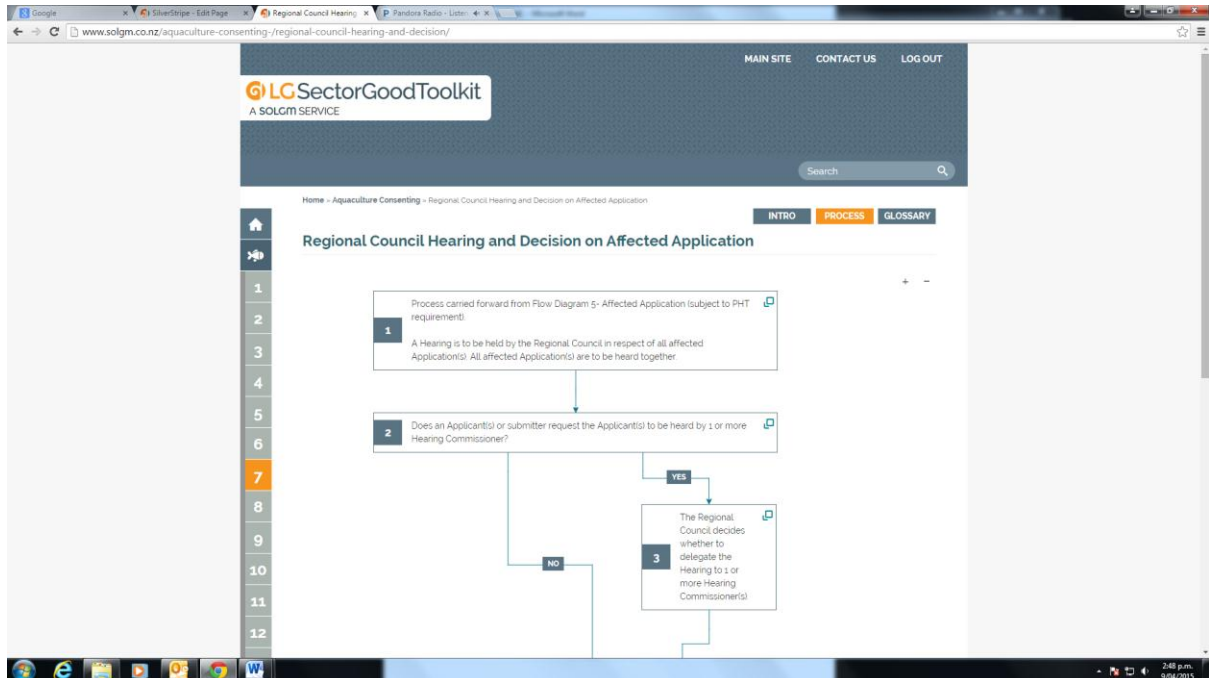


3. Users can also see a list of the flow diagrams when clicking on the PROCESS icon at the top right of the introductory page. This will provide a process overview. Users can click on the numbered panels to access flow diagrams directly.

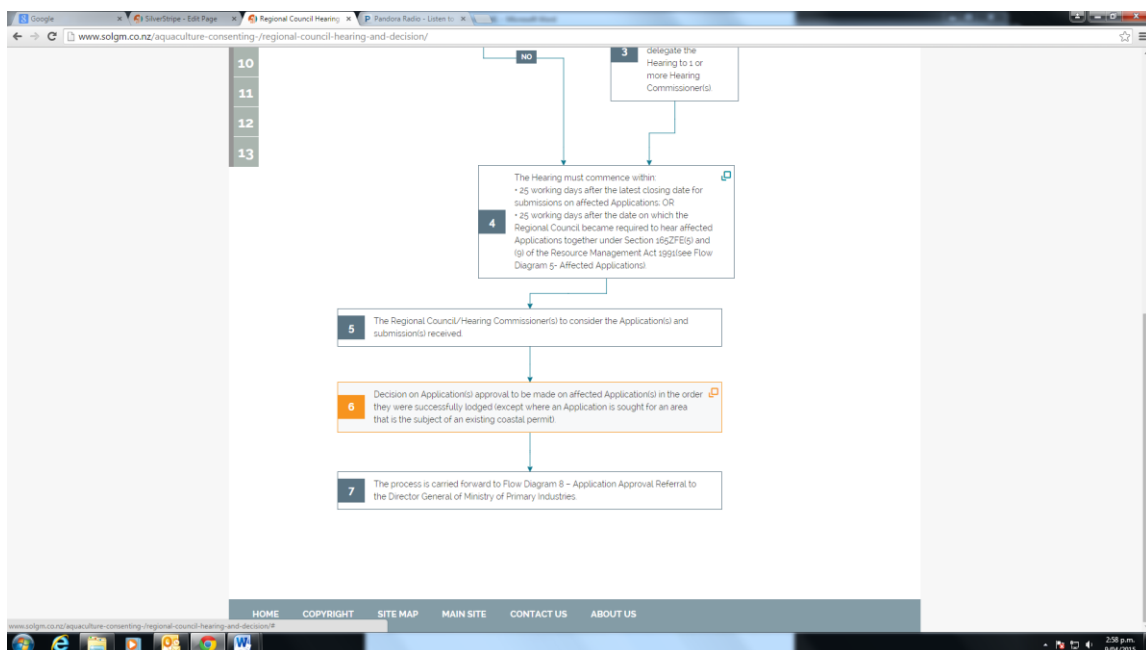


4. When users have chosen a flow diagram to view, the page will open to the corresponding flow diagram. Users will view a series of activity boxes joined by arrows that will take the user on a process path.

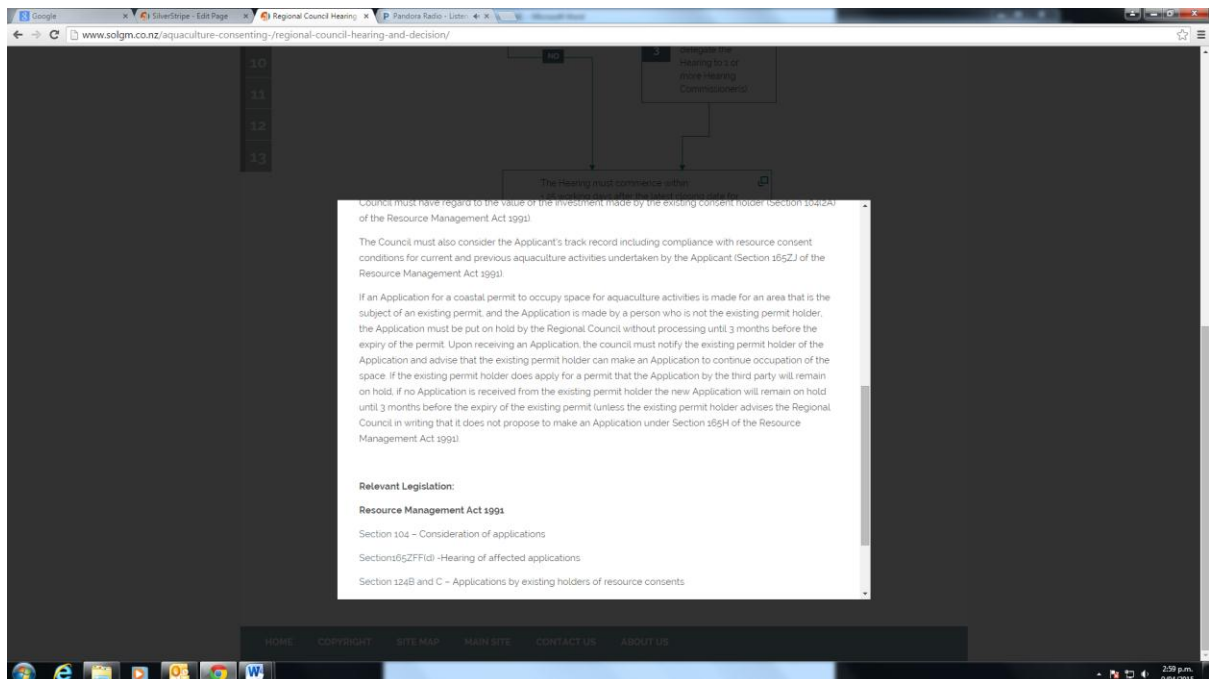
This path will often carry forward to other flow diagrams within the module. The user is advised to follow these paths by accessing the additional flow diagrams by clicking on the corresponding number listed down the left hand side of the page. This will ensure completion of the process.



- Users will note that some of the activity boxes have a small 'page' icon in their top right hand corner. This indicates that there is supporting material that sits behind this activity box. When the user places their cursor over a box with a cursor they will be highlighted in orange. To view this supporting information users are to click on the 'page' icon.



6. When the user clicks the icon a separate page of supporting information will be displayed.



7. This information is important as it provides users with explanatory notes, good practice guidance and also provides links to other documents, websites of use and relevant legislative provisions. To exit the page the user can either click the 'x' at the top of the page or click on the darkened area behind the the page in view.

Users are to continue working through the flow diagram until completion. As noted above, often the user will be advised to move forward to another flow diagram. This will ensure completion of the process.

Module Glossary

Some modules have a glossary to assist users. To view a glossary, users are click on the icon GLOSSARY at the top right of a modules introductory page.

Google

www.solgm.co.nz/resource-consents-2/

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Pandora Radio - Listen

Microsoft Word

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LG Sector Good Toolkit

A SOLGM SERVICE

Search

Home - Resource Consents

INTROPROCESSGLOSSARY

Resource Consents - Glossary

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Term	Definition
Applicant	Person who applies for Resource Consent.
Assessment	Collation and review of all information pertaining to an Application.
Commissioned	Instruction to proceed and have works undertaken.
Conduct	Arrange/organise and hold a Hearing.
Draft Conditions	Conditions to be commented on at the time of Hearing.
Evaluation	Consideration of the effects of the proposal and whether the Application is consistent in terms of the Resource Management Act and relevant planning documents and national standards.
File	Record system for individual Application which contains all relevant processing documentation.
Final Conditions	Conditions to be agreed upon as part of Decision.

3:59 p.m.
9/04/2015