



## THE BEST QUALITY TRAINING BY THE BEST QUALITY PEOPLE

### Integration Solutions for Local Government

#### How do local government organisations document and implement the systems needed to administer new regulatory requirements without duplicating their work effort?

If you are a document controller, a systems administrator, or a regulatory team leader in a local government organisation, you will be aware of the added pressure brought about by the requirements of the new building control regulations, the new regulations associated with the pending Food Act, as well as the existing documentation requirements of the RMA, the animal control regulations, and the liquor licensing requirements. Most local government organisations comply with these requirements by developing documentation that addresses the regulatory requirements – but this is carried out for *each program in isolation*.

The results of this process are several sets of procedure manuals and record archives, each with its own set of policies, processes, procedures, objectives and targets. These programs are inevitably audited internally for compliance and improvement purposes.

The problem is that we tend to duplicate the effort, and produce discrete document systems.

This course provides a view of management systems that allows your organisation to integrate many of these discrete systems into an organisation-wide system. The benefits are –

- a uniform system
- a reduction in duplication (less documentation)
- ability to gain efficiencies/job opportunities across programs
- easier to achieve compliance if accreditation is sought

#### Learning Outcomes

At the end of this course, you will:

- Know more about management systems, and how they operate;
- Know how to identify the purpose of various system documents, and where they are used;
- Know how to generate documentation that meets multiple needs across your organisation;
- Know how to use system integration as a practical tool for improved business management.

#### Presenter

Integrated Solutions for Local Government is taught by Dr Greg Williams, General Manager of New Zealand Quality College.

Greg has many years' experience teaching and auditing within the local government sector. He has run internal auditing courses for ISO 9001 certified LG organisations, and for the building control units of most local councils. He was also involved in several stages of the BCA regulatory workshops, and in the accreditation program itself. He has also delivered quality management training for a number of district councils over the past 15 years.

#### Please note

The number of participants for each course is restricted to ensure a trainer / student ratio that will facilitate effective training outcomes.

#### Participating in a course

It's very easy to take part. You can make a provisional booking by phoning 0800 9000 99 or emailing us at [info@nzqc.co.nz](mailto:info@nzqc.co.nz).

To confirm your place, just send us a completed registration form either with full payment or a purchase order. As soon as we receive your registration form (preferably no later than four weeks before the course), we'll send you a confirmation letter with full details.

#### Course fees include

- Tuition
- Morning tea, lunch and afternoon tea (depending on course times)
- All course notes and take-home reference materials

#### Duration & Prices

Two Day Course \$1135 +gst

*Book one month in advance to receive the early bird price of \$965 +gst*

#### Venue & Dates

**To be advised**

#### In-house option

*This course can be run in-house for a larger council, or for a cluster of neighbouring councils.*

*Please contact NZQC if your organisation would like to consider this approach.*

# NZQC COURSE REGISTRATION FORM

Name of Course **Integration Solutions for Local Government**

Date \_\_\_\_\_ Location \_\_\_\_\_

## REGISTRANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## APPROVING MANAGER

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## BOOKING

Purchase Order \_\_\_\_\_

Booking Contact Name \_\_\_\_\_

Invoice Address (if different to above) \_\_\_\_\_

Please read the terms and conditions below before posting your registration for this course.

## METHOD OF PAYMENT

Payment for the course must be received by NZQC prior to course commencement date unless another arrangement has been agreed with NZQC.

**Pay By Cheque**

Please make cheque payable to:  
New Zealand Quality College  
Private Bag 28908, Remuera  
Auckland 1541

Payment Amount:

\$ \_\_\_\_\_ (+ GST)

**Pay by Credit Card**

Currently we accept VISA and MASTERCARD

VISA  MASTERCARD

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

**Direct bank deposit**

**A/C 03-0196-0131722-00**

**Reference: NZQC**

## TERMS AND CONDITIONS

### Amendment, Alteration and Cancellation

We reserve the right to amend, alter or withdraw any of the information in this brochure or on any course being offered should circumstances dictate. If we cancel, we will notify registrants as early as possible to minimise any inconvenience. Please check with us before booking any travel or accommodation connected with your course registration.

### Unable to attend

We understand that priorities change and you may not be able to attend the course you have registered for. When this arises, the following terms may apply:

- If you advise us of the registrant's non-attendance 14 days or more before the course starts, you will be issued with a full refund.
- Should we receive cancellation less than 14 days before the course starts, we will refund 50% of the course fee.
- If we receive cancellation on the day of the course or the registrant does not attend, no refund will be made.

### Transfers

You may transfer to another date and/or location for the course you have registered for up to 14 days prior to the course commencing at no additional cost. If we receive a transfer request within 14 days of the course, a 10% transfer fee will apply. Transfers on the day of the course will be treated as cancellation.