

# Westlaw NZ

## New Zealand Councils

### Refresher Course Outline Session 1: Legislation and Commentary

#### Session 1: Legislation and Commentary

##### Session Objectives

The purpose of this session is to:

- Introduce the key components of a typical NZ Local Government Westlaw NZ information set.
- Enable users to develop the skills required to research, retrieve and download relevant documents.
- Outline ongoing training and help facilities.

##### Learning Outcomes

At the end of this session the participant will be able to:

- Log in to Westlaw NZ
- Navigate from the home page to their subscribed databases.
- Printing, Saving and Downloading Documents.
- Understand the benefits of using a OnePass to Login- (Preferences, Alerts, Quicklinks Folders and History)
- Confidently Use search templates to find relevant legislation and commentary.
- Understand Legislation and Commentary Tabs.
- Locate the following:
  - National Environmental Standards
  - Environment Court Practice Notes
  - Policy Statements
  - Comparative Tables
  - Subject Indexes
- Conduct a key word or subject search from within Legislation search template and the home page.
- Refine Search Results.

##### Session Duration

Approximately 45 minutes

##### Session Delivery Methods

- Internet webinar (Webex/Telephone) - this training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

**Note:** The Webex session allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw NZ. At no time does the trainer access your computer.

**Training Specialist – Elizabeth Odom**