

Title	Explain relationship issues between public sector employees and political parties during elections		
Level	5	Credits	3

Purpose	People credited with this unit standard are able to identify and explain: the principles underlying the behaviour of public sector employees during elections; aspects of public sector activity that require particular scrutiny prior to elections; and procedures and protocols that apply following a general election.
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Classification	Public Sector Services > Public Sector Core Skills
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is intended for people who are, or seek to be, employed in the public sector.
- 2 This unit standard supports guidance material provided by the State Services Commission as to the behaviours required of public sector employees during and immediately after elections. These materials can be accessed through the State Services Commission website <http://www.ssc.govt.nz>.
- 3 Legislation relevant to this unit standard includes the State Sector Act 1988.
- 4 **Definitions**
Public sector refers to the State sector (central Government), including the public service, crown entities, non-uniformed staffs of the services and forces, offices of Parliament; and all local authorities (local Government), including local authority trading enterprises (LATEs).
Public Service refers to the departments of State which carry out core government business and which are listed in the First Schedule to the State Sector Act 1988.
State sector refers to all organisations that are included in the 'Crown reporting entity' and are referred to in s27(3) of the Public Finance Act 1989, namely: Public Service departments; other organisations defined as departments for the purpose of the Public Finance Act 1989; Offices of Parliament (e.g. the Parliamentary Commissioner for the Environment); State owned enterprises; Crown entities; and the Reserve Bank of New Zealand.
- 5 **Recommended skills and knowledge for entry:**
 Unit 19903, *Describe the election and formation of government and implications for public sector employees.*

Outcomes and performance criteria

Outcome 1

Identify and explain the principles underlying the behaviour of public sector employees during elections.

Performance criteria

- 1.1 The explanation identifies and describes the principle of business continuity during an election.
- 1.2 The explanation identifies and provides an example of the need for public sector employees to show independence from political influence during an election.
- 1.3 The explanation identifies the principle underlying political neutrality.
- 1.4 The explanation identifies and describes the need for prudent use of taxpayer funds during an election.

Outcome 2

Identify and explain aspects of public sector activity that require particular scrutiny prior to elections.

Performance criteria

- 2.1 Aspects of public sector activity and behaviour that require scrutiny prior to an election are identified and explained.

Range aspects may include – making official comment; running communications campaigns; launching new programmes; evidence of two examples is required.
- 2.2 The explanation identifies and justifies a public sector organisation policy regarding the use of departmental resources for electioneering.
- 2.3 The explanation identifies issues in relation to having public sector employees having contact with Members of Parliament and/or political parties prior to elections.
- 2.4 The explanation identifies and justifies policies for the treatment of official information requests from political parties prior to an election.

Range requests from political parties, requests from others.
- 2.5 The explanation identifies policies and protocols regarding public servants standing for election to parliament.
- 2.6 Organisational policies and protocols are identified to the costing of policy options for individual political parties.

Outcome 3

Identify and explain procedures and protocols that apply following a general election.

Performance criteria

- 3.1 The explanation identifies the circumstances following an election that require the invoking of the caretaker convention.
- 3.2 The explanation includes the operating requirements of the caretaker convention.
- 3.3 The explanation includes the duty of public servants to brief incoming Ministers following a general election.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 May 2003	31 December 2023
Review	2	20 May 2011	31 December 2023
Review	3	25 February 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.