

Title	Demonstrate knowledge of rating and related local government legislation		
Level	5	Credits	18

Purpose	<p>This unit standard is for local government senior rating administrators.</p> <p>People credited with this unit standard are able to demonstrate knowledge of: key provisions of the Local Government (Rating) Act 2002; the rating information database and rates records; assessment for and collection of rates; rates remission and postponement; and procedure for setting rates.</p>
----------------	--

Classification	Compliance and Law Enforcement > Compliance and Regulatory Control
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 References
Health and Safety at Work Act 2015;
Human Rights Act 1993;
Insolvency Act 2006;
Local Government Acts 1974 and 2002;
and all subsequent amendments and replacements.
- 2 Evidence must be consistent with:
 - a Local Government Act 2002;
 - b Local Government (Rating) Act 2002 sections 61 to 83;
 - c Rates Rebate Act 1973;
 - d local authority bylaws and policies and procedures;
 - e district scheme; and
 - f case law and/or declaratory judgement.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of key provisions of the Local Government (Rating) Act 2002.

Performance criteria

- 1.1 The legal application for rateable, non-rateable, and 50% non-rateable land, and non-rateable land liable for certain rates, is outlined in detail.

- 1.2 The ratepayer is defined and their liability for rates is explained.
- 1.3 The ratepayer information required to be included in the rating information database and district valuation roll is specified.
- 1.4 Kinds of rates and limitations that may be set are identified and explained.

Outcome 2

Demonstrate knowledge of the rating information database and rates records.

Performance criteria

- 2.1 Provisions for people to be notified about, to inspect, and to object to information in the rating information database are identified and are explained in relation to legislation.
- 2.2 Provision for changes of circumstances are identified and explained in relation to legislation.
Range rating information database, rates records.

Outcome 3

Demonstrate knowledge of assessment for and collection of rates.

Performance criteria

- 3.1 Provisions for advising ratepayers of their liability to pay rates are explained in relation to a local authority and legislation.
- 3.2 The bases for assessment are explained in relation to a local authority or authorities and to legislation.
- 3.3 Invoicing requirements are identified and explained in relation to legislation.
- 3.4 Discounts, penalties, and liability for unpaid rates are identified and explained in relation to a local authority and to legislation.

Outcome 4

Demonstrate knowledge of rates remission and postponement.

Performance criteria

- 4.1 Provision for rates remission and postponement is outlined and explained for a local authority and in relation to legislation.

Outcome 5

Demonstrate knowledge of procedure for setting rates.

Performance criteria

- 5.1 Procedure for setting rates is described in accordance with section 23 of the Local Government (Rating) Act 2002 and in relation to a local authority.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 January 2006	31 December 2023
Review	2	23 May 2019	31 December 2023

Consent and Moderation Requirements (CMR) reference

0046

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.