

Title	Demonstrate knowledge of key legislation relevant to own public sector organisation		
Level	3	Credits	4

Purpose	<p>This unit standard is intended for people employed in support roles in the public sector.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of legislation core to the business of own public sector organisation and relevant to own role; – identify decisions made within own public sector role and explain how legislation enables these; and – describe legislation and justice services that protect the rights and interests of customers of public sector organisations.
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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 References

Crown Entities Act 2004;
 Employment Relations Act 2000;
 Health and Safety at Work Act 2015;
 Human Rights Act 1993;
 Income Tax Act 2007;
 Local Government Act 2002;
 Local Government Official Information and Meetings Act 1987;
 New Zealand Bill of Rights Act 1990;
 Official Information Act 1982;
 Privacy Act 2020;
 Protected Disclosures Act 2000;
 Public Finance Act 1989;
 Public Records Act 2005;
 State Sector Act 1988;
 Statistics Act 1975;
 Te Tiriti o Waitangi 1840/Treaty of Waitangi 1840;
 Te Ture mō Te Reo Māori 2016/Māori Language Act 2016;
 and all subsequent amendments and replacements.

It is important to note that there is in most cases specific legislation relevant to the organisation in which the candidate is employed. This must be included.

- 2 Assessment against this unit standard must be based on evidence from a real or simulated public sector workplace situation, provided the simulation reflects public sector requirements and requires performance that replicates a real working environment.
- 3 Demonstration of knowledge and skills must be consistent with any applicable code or codes of conduct such as the New Zealand State Services Code of Conduct, Standards of Integrity and Conduct (available from <http://www.publicservice.govt.nz>) and/or any other public sector specific code or codes of conduct and/or ethics, and must reflect operating professionally and ethically in New Zealand's diverse, bi-, and multicultural environment.
- 4 **Definitions**
Public sector refers to organisations of the state sector (listed in Schedule 1 and 1A to the State Sector Act 1988, (available from <http://www.legislation.govt.nz>), plus organisations of local government.
Primary legislation refers to an Act or Acts of Parliament.
Subordinate legislation refers to law made under the delegated authority of Parliament, including but not limited to – Regulations, Bylaws, Rules, orders, licence conditions, and consent conditions. Subordinate legislation may also be referred to as delegated or derived legislation.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of legislation core to the business of own public sector organisation and relevant to own role.

Performance criteria

- 1.1 Identify enabling primary legislation relevant to the organisation's core business and own role.

Range a maximum of two Acts of Parliament.
- 1.2 Describe links between the organisation's core business and the identified primary legislation (performance criterion 1.1) as well as any related subordinate legislation.

Range a maximum of one piece of subordinate legislation per Act.

Outcome 2

Identify decisions made within own public sector role and explain how legislation enables these.

Range primary and subordinate legislation used as evidence for Outcome 1.

Performance criteria

- 2.1 Provide examples of decisions made within own role and explain how legislation enables these decisions.

Range two decisions with different circumstances.

Outcome 3

Describe legislation and justice services that protect the rights and interests of customers of public sector organisations.

Performance criteria

- 3.1 Describe how the rights and interests of New Zealand citizens are protected through the Human Rights Act 1993, and New Zealand Bill of Rights Act 1990.

- 3.2 Identify situations in own organisation where the Human Rights Act 1993, and New Zealand Bill of Rights Act 1990 apply, and how they relate to the enabling primary legislation.

- 3.3 Describe the justice services that protect the rights and interests of customers of own public sector organisation.

Range may include but is not limited to – Commissioners, Tribunals, Courts, Authorities, Office of the Ombudsman; evidence of three is required.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 January 2019	N/A
Rollover and Revision	2	25 May 2023	N/A

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>.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.