

Legislation instruments in Map

Below are some instructions for the creation and maintenance of legislation instruments in Map — for:

- [new \(original\) legislation instruments](#) (page 2)
- [amended \(consolidated\) instruments](#) (page 3)
- [approvals or extensions granted for rural assistance under the Special Needs Grants Programme](#) (page 5)

As each instrument in Map has an **online (HTML) version** and a **hard copy (PDF) version**, there are separate instructions for each.

The instruments in question are the:

- [ministerial directions](#)
- [welfare programmes](#)

The approvals or extensions for rural assistance don't constitute a separate welfare programme, but are included separately in Map for administrative ease.

The only other instrument in Map is the [Notice of Eligibility for Loans Under the Residential Care Loan Scheme \(Effective On and After 15 August 2009\)](#), which is listed at the bottom of the [regulations](#) page. This instrument has never been amended.

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New (original) instruments — Online (HTML) version

Create a new folder in TeamSite.

Create new pages in TeamSite¹. This will likely include:

- an index page [[example](#)]
- a landing page, with a table of contents akin to the index page [[example](#)]
- pages for each clause [[example](#)]
- an explanatory note page [[example](#)]

The content of the explanatory note page should be a verbatim copy of what's in the signed instrument — which may be different to what's in the Gazette notice.

For other than the index page, add the following at the top of each page:

Unofficial version of the [name of the instrument]
— as at [effective date of the instrument]

For other than the index page, add "Previous page" and "Next page" links at the bottom of each page.²

At the bottom of the landing page, add a Gazette notice reference and link.³

If necessary, create sub-index pages for named parts [[example](#)].

Add the instrument and its effective date to the "Online versions" part of the index page for this type of instrument [[example](#)].

Add the instrument to the [primary navigation](#).

New (original) instruments — Hard-copy (PDF) version

Create a DOC version⁴ and save this in the appropriate "doc" sub-folder of the [Legislation](#) folder in Objective.

Add the following at the top of the document:

Ministry of Social Development
Unofficial version, as at [effective date of the instrument]

Include the following in the document's footer:

[name of the instrument]
— Unofficial version, as at [effective date of the instrument]

Ensure that the document's file properties are:

Title: [name of the instrument]
Subject: Legislation (unofficial)
Author: National Office - Ministry of Social Development)
Keywords: Current as at [effective date of the instrument]

Using the DOC version, create a PDF version and save this in the appropriate "pdf" sub-folder of the [Legislation](#) folder in Objective.

Upload the PDF version to the appropriate "hard-copy" documents folder in TeamSite.

Add the instrument and its effective date to the "Hard-copy versions" part of the index page for this type of instrument [[example](#)].

Amended (consolidated) instruments — Online (HTML) version

Amend existing pages⁵ or create new pages in TeamSite — in accordance with the changes specified in the amending instrument. For the initial consolidation this will include the creation of:

- a list of amendments page⁶ [\[example\]](#)

In the list of amendments page:

- in the "Source" content, Gazette notices are listed with the earliest one first if there's more than one of these [see "Direction on Special Benefit Amendment (No 3) 2021" in this [example](#)]
- the "Notes" content:
 - should be a verbatim copy of what's in the signed instrument — which may be different to what's in the Gazette notice
 - shouldn't include any sentence like: "this note is not part of the instrument, but is intended to indicate its general effect"— this is the one exception to the "verbatim rule" above
 - shouldn't include any links or text formatting (use of bold or italics, for example)

For other than the index page, for the initial consolidation amend the following at the top of each page⁷ to add "consolidated" between "Unofficial" and "version":

```
Unofficial version of the [name of the instrument]
-- as at [effective date of the instrument]
```

For other than the index page, amend the following at the top of each page⁸ to update the "effective date of the instrument":

```
Unofficial consolidated version of the [name of the instrument]
-- as at [effective date of the instrument]
```

Amended (consolidated) instruments — Hard-copy (PDF) version

Amend the existing DOC or DOCX version — in accordance with the changes specified in the amending instrument.

For the initial consolidation amend the following at the top of the document to add "consolidated" between "Unofficial" and "version":

```
Ministry of Social Development
Unofficial version, as at [effective date of the instrument]
```

Amend the following at the top of the document to update the "effective date of the instrument":

```
Ministry of Social Development
Unofficial consolidated version, as at [effective date of the
instrument]
```

For the initial consolidation amend the following in the document's footer to add "consolidated" between "Unofficial" and "version":

```
[name of the instrument]
- Unofficial version, as at [effective date of the instrument]
```

Amend the following in the document's footer to update the "effective date of the instrument":

```
[name of the instrument]
- Unofficial consolidated version, as at [effective date of the
instrument]
```

For the initial consolidation amend the document's file properties to:

- **change** Legislation (unofficial) **to** Consolidated legislation (unofficial) in "Subject"

Amend the document's file properties to:

- **update the** [effective date of the instrument] in "Keywords"

Using the DOC version, create a PDF version.

Amended (consolidated) instruments — Online (HTML) version

For other than the index page, and if necessary, amend or add "Previous page" and "Next page" links at the bottom of each page.⁹

If necessary, amend or add sub-index pages for named parts [\[example\]](#).

Amend the effective date of the instrument in the "Online versions" part of the index page for this type of instrument¹⁰ [\[example\]](#).

Amended (consolidated) instruments — Hard-copy (PDF) version

Upload the PDF version to the appropriate "hard-copy" documents folder in TeamSite.

Amend the effective date of the instrument in the "Hard-copy versions" part of the index page for this type of instrument¹¹ [\[example\]](#).

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Approvals or extensions granted for rural assistance under the Special Needs Grants Programme — Online (HTML) version

Create a new page in TeamSite¹².

Add the following at the top of the page:¹³

Unofficial version of the Special Needs Grants Programme - Approvals granted for rural assistance

Add a Gazette notice reference and link at the bottom of the page.¹⁴

Add "Previous page" and "Next page" links at the bottom of the page.¹⁵

Add the approval or extension to the:

- [index](#) page
- [landing](#) page

If there is more than one approval or extension with the same date, this will need to be reflected in:

- the file name of each approval or extension and its page heading
- the order used to include each approval or extension in the landing page and index page

See, for example:

- [Approval dated 3 June 2010 - first one](#)
- [Approval dated 3 June 2010 - second one](#)

The order is determined by the Gazette notice for each approval or extension. For the 3 June 2010 examples:

- the Gazette notice for the "first one" was numbered 4518
- the Gazette notice for the "second one" was numbered 4519

Approvals or extensions granted for rural assistance under the Special Needs Grants Programme — Hard-copy (PDF) version

Amend the existing [DOC version](#) to:

- add a reference to the approval or extension in the list at the start
- add the approval or extension after the list at the start
- add a Gazette notice reference after the approval or extension¹⁶

If there is more than one approval or extension with the same date, add these in the same way that the online (HTML) version approvals or extensions are added.

Using the DOC version, create a PDF version.

Upload the PDF version to the "hard-copy" documents folder in TeamSite.

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- ¹ Using a "toc" form for the index page, and a "legislation" form for the other pages.
 - ² There is a separate content element for these in the "legislation" form. (The link-checking function doesn't check these links, which is a defect in TeamSite.)
 - ³ If any of this information isn't available at the time, it'll need to be added later.
 - ⁴ Or a DOCX version.
 - ⁵ This will sometimes include the deletion (revocation) of existing pages.
 - ⁶ If any of this information isn't available at the time, it'll need to be added later.
 - ⁷ This is all pages, including those not affected by changes specified in the amending instrument.
 - ⁸ This is all pages, including those not affected by changes specified in the amending instrument.
 - ⁹ There is a separate content element for these in the "legislation" form. (The link-checking function doesn't check these links, which is a defect in TeamSite.)
 - ¹⁰ If the instrument has been re-named, add its previous name to the instruments' index page with a "[previously known as ...]" comment.
 - ¹¹ If the instrument has been re-named, add its previous name to the instruments' index page with a "[previously known as ...]" comment.
 - ¹² Using a "legislation" form.
 - ¹³ The same wording is used for approvals and extensions.
 - ¹⁴ If any of this information isn't available at the time, it'll need to be added later.
 - ¹⁵ There is a separate content element for these in the "legislation" form. (The link-checking function doesn't check these links, which is a defect in TeamSite.)
 - ¹⁶ If any of this information isn't available at the time, it'll need to be added later.

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