



SCHOOL OF GOVERNMENT

PUBL 202 / POLS 235 INSTITUTIONS AND THE POLICY PROCESS

2005 COURSE OUTLINE (Second Trimester Paper – 22 points)

Course Coordinator:	Dr Chris Eichbaum	Administrator:	Francine McGee
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Lecture Timetable:	Monday, Wednesday and Thursday, 12.00 – 12.50 pm Hunter LT 119	Tutorials:	Days, times and venues to be advised

OBJECTIVES

This course provides an introduction to the field of public administration and management in New Zealand, focusing on the nature and role of the institutions that comprise the executive branch of government. A broad definition of public administration is the study of “the **executive branch of government** including all matters of concern within itself, all matters which impinge on it and all matters on which it impinges” - R. Adie and P. Thomas (1982), *Canadian Public Administration*, Prentice-Hall Canada Inc., p. 2 (emphasis added.)

By the completion of the course, students should have an understanding of:

- the framework of the NZ system of government, and the specific role and contribution of the State Sector;
- the principal theoretical approaches to the role of the state, and how these relate to the NZ system of government;
- the nature, causes and consequences of the bureaucratic ‘revolution’ in New Zealand during the mid-to-late 1980s;
- the trajectory of state sector reform in the period since the late 1980s, and of contemporary issues in state sector reform and renewal;
- the nature and relevance of a state sector ethos, and some the implications for the work of public servants;
- the tension between political and bureaucratic imperatives within the political and administrative elements of the executive branch
- the nature of the budget process and the implications for the legislative and executive branches of the NZ system of government, and
- the implications of the Treaty of Waitangi and the commitment to biculturalism for public administration in New Zealand.

COURSE CONTENT

The course is in two parts, separated by the mid-trimester break.

Part 1

The first part examines the framework of the NZ system of government, including the Constitutional framework, and the institutional topography of the contemporary state sector, before traversing some of the principal theoretical debates regarding the structure and function of the state.

The focus then shifts to an examination of theories and models of bureaucratic reform and an analysis of the evolution of the state sector during the twentieth century.

We then proceed to an exploration of the changes introduced by the fourth Labour Government in the late 1980s, including the ideas and theories that informed those changes, and the principal institutional reforms that resulted (including the State-Owned Enterprises Act 1986, the State Sector Act 1988 and the Public Finance Act 1989).

Following an assessment of the changes of the late 1980s the focus shifts to more recent reforms and in particular to the reforms initiated following the election of the Labour-led Coalition Government in 1999.

The first part of the course closes by examining the interplay between particular institutional forms (and the ideas that have informed institutional reshaping) and the values that inform the collective and individual dimensions of state sector activity.

Part 2

The second part of the course will then proceed to examine a number of key topics in public administration and policy, with a particular focus on the institutional context for policymaking, implementation, evaluation and review. An early opportunity will be given to the class to indicate preferences regarding the topics to be covered in this part of the course. Topics may include - the tension between political and bureaucratic imperatives, and the 'risks' associated with politicisation; budget processes in New Zealand; some illustrative case studies of institutions and the policy process; ethics and ethos; and consideration of the challenges of bi-culturalism and cultural pluralism. The course will close by examining the distinction between government and governance, and the impact of different structures and processes of governance on institutions and the policy process.

NB Given that a General Election is more than likely to occur at some point in the trimester, and given further the importance of using contemporary events to illuminate the issues canvassed in this course, some changes to the lecture schedule may be necessary.

MANDATORY PAPER REQUIREMENTS (Terms)

To fulfil the mandatory paper requirements for this paper you must:

1. Attend eight of the scheduled tutorial sessions (you are strongly encouraged to attend **all** tutorials).
2. Submit all written assignments by the due date.

Under the 1998 examination statute all students may sit the final examination. However, any student who has not completed the mandatory requirements will not pass the course and will receive a Q grade.

TEXT

There is no set text for this course.

Students will be required to purchase a bound set of course readings from the Student Notes Distribution Centre.

Students may also find it useful to have (or have access to) a copy of:

Richard Shaw and Chris Eichbaum, 2005, *Public Policy in New Zealand: Institutions, processes and outcomes*, Pearson/Prentice Hall, Auckland

Students wishing to undertake reading before the course may find the following of assistance:

Jonathan Boston, John Martin, June Pallot, and Pat Walsh, 1996, *Public Management: The New Zealand Model*, Oxford University Press, Auckland

Raymond Miller (ed.), 2003, *New Zealand Government and Politics (Third Edition)*, Oxford University Press, Auckland

Geoffrey Palmer and Matthew Palmer, 2004, *Bridled Power: New Zealand's Constitution and Government (Fourth Edition)*, Oxford University Press, Auckland

Richard Mulgan, 2003, *Politics in New Zealand (Third Edition)*, Auckland University Press, Auckland

Graham Scott, 2001, *Public Management in New Zealand: Lessons and Challenges*, NZ Business Roundtable, Wellington

There are a number of useful internet sites that you should bookmark, including:

New Zealand State Services Commission
www.ssc.govt.nz

New Zealand Cabinet Office
www.dpmc.govt.nz

New Zealand Treasury
www.treasury.govt.nz

ASSESSMENT

ASSESSMENT	DUE DATE	WEIGHT
1 st Essay (2,000 words)	Friday 12 August	25%
2 nd Essay (2,000 words)	Friday 30 Sept	25%
Final exam	Check schedule	50%

Essay topics will be distributed in class, and discussed in tutorials.

Advice on the structure and content of the examination will be provided towards the end of the trimester. It is probable that the 2005 examination will be similar in structure to that used in 2003 and 2004.

ESSAYS

Essays must be handed to your tutor. If for any reason you are unable to hand an essay to your tutor you may submit it to Francine McGee in the School of Government Office (8th floor Rutherford House). Students should keep a copy of all essays.

TUTORIALS

Students are strongly encouraged to attend **all** tutorials. If students are, **for very good reason**, unable to attend their regular tutorial, they may attend another one in the same week. They should ensure that both their regular tutor and the tutor at the substitute tutorial have recorded their attendance.

Tutorial groups will be arranged in the first lecture. There is a maximum of 17 students per tutorial class so if the list is full, please **do not** add your name to the bottom. Confirmation of your tutorial group will be posted on Blackboard. If you have any serious problems about the allocations please contact Chris Eichbaum.

FACULTY OF COMMERCE AND ADMINISTRATION OFFICES

Railway West Wing (RWW) – FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications.

Easterfield (EA) – FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building – it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office, will be open from 9:00 am to 5:00 pm during Trimester 2, offers the following:

- Duty tutors for student contact and advice
- Information concerning administrative and academic matters
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests)
- Examinations –related information during the examination period.

Please note:

There will be a Student Administration Adviser, from the RWW office, based in EA005 from Monday 27 June to Friday 1 July (9:00 am to 5:00 pm) from Monday 4 July to Friday 22 July (11:00 am to 1:00 pm).

GENERAL UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

STUDENT CONDUCT AND STAFF CONDUCT

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduction can be found on the VUW website at: www.vuw.ac.nz/policy/StaffConduct.

ACADEMIC GRIEVANCES

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website: www.vuw.ac.nz/policy/AcadmicGrievances.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/StudentConduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find our more about plagiarism and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

STUDENTS WITH DISABILITES

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities and equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463 – 6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

STUDENT SUPPORT

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find our more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Co-ordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.

MAORI AND PACIFIC MENTORING PROGRAMME (MANAAKI PIHIPIHINGA)

This is a free programme of mentoring for Maori and Pacific students doing first year courses within the Faculty of Commerce and Administration. Weekly one hour mentoring sessions: drafting and editing assignments/discussing any questions that you might have from tutorials or lectures and going over every aspect of essay writing, either in small group sessions or on a one-to-one basis.

This includes:

- A computer suite hooked up to cyber commons for students to use to produce their assignments
- Regular skill-based workshops with a learning adviser from Student Learning Support Services
- Networking with other Maori and Pacific support groups throughout the university.

For more information please contact:

Melissa Dunlop, Programme Coordinator

Ph; 463 6015 or Email: Maori-Pacific-Mentoring@vuw.ac.nz

LECTURE SCHEDULE

Lectures	Lecture Topics	Tutorial Topic
Week one	Introduction	No tutorial
Monday 4 July	Introductory class – institutions and the policy process	
Wednesday 6 July	The framework - constitution	
Thursday 7 July	The framework – history*	
Week two	State and theory	The framework of Government
Monday 11 July	The State sector and the state – Theories part 1	
Wednesday 13 July	Theories part 2	
Thursday 14 July	Contract and consent	
Week 3	Ideas and institutional change	State and theory
Monday 18 July	Ideas and Theories driving change I	
Wednesday 20 July	Ideas and Theories driving change I	
Thursday 21 July	Yes Minister?	
Week 4	The New Zealand model - 1985 - 1999	Ideas and institutional change
Monday 25 July	What happened in practice*	
Wednesday 27 July	Theory meets institutional design	
Thursday 28 July	Legislation	
Week 5	Assessments	The New Zealand model – a work in progress
Monday 1 August	Assessing a system reform*	
Wednesday 3 August	Assessments I	
Thursday 4 August	Assessments II	
Week 6	Putting humpty together again?	
Monday 8 August	1999-2005	Assessments
Wednesday 10 August	Is there a new model?	
Thursday 11 August	Bringing it all together	
	First Assignment due 12 August	
	Mid Trimester break	

Lectures	Lecture topics	Tutorial
Week 7	Politics, administration and Politicisation	Assignment #1 feedback and the state of the state
Monday 29 August	Politics and Administration	
Wednesday 31 Aug	Politicisation and advice to Ministers	
Thursday 1 Sept	Guest	
Week 8	The Budget process	Politicisation
Monday 5 Sept	The legislative phase	
Wednesday 7 Sept	The executive phase	
Thursday 8 Sept	The impact of MMP	
Week 9	Cultural pluralism, bi-culturalism and the NZ State	The Budget Process
Monday 12 Sept	Definitions and issues	
Wednesday 14 Sept	Institutional responses	
Thursday 15 Sept	Panel	
Week 10	Ethics and ethos	Cultural pluralism, bi-culturalism and the NZ State
Monday 19 Sept	Definitions and issues	
Wednesday 21 Sept	Policy – infrastructure and performance	
Thursday 22 Sept	Panel	
Week 11	Governance	Ethics and ethos
Monday 26 Sept	Government and governance	
Wednesday 28 Sept	Models of governance	
Thursday 29 Sept	Governance and the NZ state	
	Second assignment due 30 September	
Week 12	Review	Governance and review
Monday 3 October	Revision class 1	
Wednesday 5 October	Revision class 2	
Thursday 6 Oct	Evaluation	