TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Government

School of History, Philosophy, Political Science and International Relations

PUBL 304 / POLS 381
CABINET GOVERNMENT

Trimester One 2010

COURSE OUTLINE

Names and Contact Details

Course Co-ordinator:	Dr Chris Eichbaum
Room:	Rutherford House Level 8, Room 811
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Administrator:	Mara Robertson
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Trimester Dates

Teaching Period: Monday 1 March to Friday 4 June 2010
End of Year Study Period: Monday 7 June to Thursday 10 June 2010
Examination Period: Friday 11 June to Wednesday 30 June 2010 (inclusive)

Class Times and Room Numbers

Lecture timetable: Friday   10.00 – 11.50am   Murphy 632 (Kelburn)

Course Learning Objectives

The aim of the course is to study political executives in democratic states – particularly New Zealand, Australia, and others that fall within the 'Westminster' family and theories of executive/legislative relationships. In other words, we are interested in analyzing power at the top levels of politics, concentrating mainly on cabinet government. We study the people involved (ministers and prime ministers, public/civil servants, political advisors), their resources (from political authority to staffing and advice), their accountability to parliaments

and voters, and their policy capacity. We also examine emerging issues in New Zealand's system of cabinet government and some of the challenges of governance.

Students completing this course will, in the main, be enrolled in BA and/or BCA degrees. There is a set of learning and teaching major attributes for students completing a BCA major in Public Policy, and these major attributes (MA) are noted below.

Having completed the course you will be able to:

- explain the main features of the institution of cabinet government (MA [Major Attribute] 2);

- contrast parliamentary and presidential systems of executive government (MA 2);

- compare and contrast features of cabinet government in different countries (MA 2, MA 7); and

- assess the relevance of the 'Westminster 'model' in the context of an analysis of cabinet government (MA 2, MA 7).

You will also be able to demonstrate:

- an in-depth knowledge of the subjects you select for your essays and groupwork; and

- the capacity to analyse the material critically.

Major Attributes: PUBL majors will be able to	
MA1	Judge the defining features of good policy analysis and advice and appraise how they are best produced
MA2	Demonstrate an understanding of the influence of political ideas and philosophies, and of constitutional and political institutions on public policy
MA3	Demonstrate an understanding of the contribution of quantitative and qualitative methods in policy analysis
MA4	Identify the nature and respective roles of state and civil society in the development, implementation and evaluation of public policy, and demonstrate an understanding of the distinction between government and governance
MA5	Appraise different disciplinary contributions to the development, implementation and evaluation of public policy
MA6	Judge the relevance and importance of evidence in policymaking
MA7	Apply the comparative method to policy analysis, and identify insights that might be drawn from other policy jurisdictions
MA8	Judge and articulate the relevant criteria that might be used in assessing the advantages and disadvantages of particular policy options
MA9	Analyse complex policy issues from multiple perspectives and identify opportunities for innovation
MA10	Express ideas succinctly and persuasively both in written form and orally
MA11	Construct and articulate rationales for public policy intervention

| MA12 | Demonstrate an understanding of the significance of ethics and accountability in the study and practice of public policy |
| MA13 | Interpret the significance of the Treaty of Waitangi (Te Tiriti o Waitangi) in the study and practice of public policy in New Zealand |

Course Content and Delivery

A detailed lecture schedule will be distributed in the first week of classes.

This course will be delivered through two one-hour lectures per week. There will be opportunities for discussion during lectures. The lecture outline will give a good indication of the topics to be covered, but that may vary slightly to accommodate a guest speaker and/or to enable certain topical issues to be addressed.

It is anticipated that the course will include an opportunity to visit the Cabinet Office, a presentation from (and opportunity to engage with) an individual with experience as a Cabinet Minister, and others who have worked within the Executive branch of New Zealand government. Given that the course will also include short presentations relating to group work undertaken, the sequencing of particular topics will depend on the final size of the class. The particular mix of topics will also reflect the balance of interests in the class, and will be responsive to contemporary issues in politics, public policy and governance. It is anticipated that some or all of the following topics will be covered:

- Frameworks for analyzing Cabinet Government

- Parliamentary and presidential core executives compared; different types of parliamentary government; parties, elections and cabinet government

- Constitutions and Cabinet Government; the doctrine of the separation of powers; 'fused' powers in systems of parliamentary government

- The Westminster model: Cabinet Government in Britain, Australia and New Zealand; government formation in systems of parliamentary government (including under the MMP system in New Zealand)

- Accountability and collective and individual cabinet responsibility

- Prime Ministers and their cabinets

- Political staff and Cabinet Government

- Cabinet capacity and effectiveness; learning from case-studies of policy failures

- The future of Cabinet Government

Expected Workload

The expectation is that this course will require an investment of no less than sixteen (16) hours per week, inclusive of class time. It will be vital for students to read the material assigned for each weekly class in advance of the lecture and class discussion.

Group Work

This course does include a group work component. It is expected that students will allocate no less than eight (8) hours to the group work, inclusive of research and meeting times. The assessment criteria for the group work component will be discussed with the class, before being confirmed and posted on Blackboard.

Readings

A book of readings has been prepared for this course (PUBL 304/POLS 381 *Cabinet Government Course Book*), and is available from the Student Notes Distribution Centre (Kelburn) – you will need to purchase this in the first week of the trimester, and read the relevant material relating to particular lecture topics.

Please note that you are also expected to be familiar with the New Zealand *Cabinet Manual* (2008)*,* available on line at: http://www.cabinetmanual.cabinetoffice.govt.nz/

Assessment Requirements

Assessment objectives:

- to write an essay involving the tasks of essay design, gathering material on specialised topics, analysing the material, and presenting arguments in literate and structured form;

- to contribute to the design and development of a wiki, testing your ability to contribute effectively in a group context, and to prepare/present material in an accessible, interesting and lively manner; and

- to write examination answers, testing your overall grasp of the content of the course and your ability to structure ideas quickly and to answer questions in brief, relevant essays.

The assessment for this course comprises:

Assessment Requirements				
Assignment	**Type**	**Indicative length**	**Due Date**	**Percentage of Overall Mark**
Essay	Written	2,500 words	Thursday 1 April	25 percent
Wiki proposal	Written	500 words (max)	Friday 23 April	MCR
Wiki	Online	3,000 words	Friday 21 May	25 percent
Presentation	Oral	5-10 minutes	Friday 28 May Friday 4 June	MCR
Final Examination	Written	Three hours	TBA*	50 percent

If you have difficulties meeting the course requirements because of personal problems you should see Chris Eichbaum as soon as possible (and on every occasion, before the due date for the submission of a piece of work). Late essays will be accepted only when a medical

certificate (or other appropriate documentation) is provided. Essays that are submitted late for no acceptable reason may be penalized.

Arrangements for the submission of essays will be confirmed in class. Subject to confirmation essays will need to be submitted in electronic form using Blackboard. Students should keep a secure copy of all assignments (i.e. hard copy and e-file). Please complete the School of Government Coversheet (available on Blackboard) when you submit your essay.

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Essay 1 (25%)

The first essay (25%) is due on (or before) **Thursday 1 April**. This essay should be no more than 2500 words in length. The essay is on the following topic:

With particular reference to the institutions, processes and conventions of Cabinet government in New Zealand, assess the extent to which, in terms of its adherence to Westminster principles and practices, New Zealand's status has moved from being 'more Westminster than Westminster' to that of an 'outlier'. Your essay should include some consideration of the processes and outcomes of government formation in New Zealand in 2008 and the conduct of Cabinet government in the period since the 2008 election.

Wiki Assignment (25%)

Working in groups, prepare a wiki page on an aspect of Cabinet government. Groups will be allocated a topic (or may propose a topic) and then be required, in the first instance, to develop a short proposal setting out how they will structure the wiki – topics may include, individual ministerial responsibility, collective individual responsibility, prime ministers and cabinets, a case study of the institution of cabinet an OECD country of the group's choice describing the public management reforms undertaken.

The Wiki assignment is to be completed using Blackboard.

Assessment of this exercise will be based on individual input to the group project. No grades will be assigned for group work. Group wikis will be made available to the whole class upon completion of the assignment. Groups will be provided with an opportunity to present wikis to the class as a whole in the last two classes of the trimester. This will provide a valuable resource for the final exam.

Final Examination (50%)

There will be a three-hour, closed-book examination. Details of the structure and content of the examination will be advised in class in advance of the examination.

The final examination for this course will be scheduled at some time during the period from **Friday 11 June to Wednesday 30 June 2010.**

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

You should make yourself familiar with the University's rules about cases where illness, bereavement or other exceptional circumstances prevent attendance or impair performance at an examination. Students who would benefit from special facilities at examination time because of medical or other reasons should contact the relevant Faculty Examinations Officer, or a member of the Student Health or Counselling Services, 2-4 Wai-te-ata Road, as soon as possible.

Penalties

- Extensions beyond the due dates for essays will be granted only to those who meet the University's aegrotat rules, i.e. a medical certificate, personal bereavement or critical personal circumstances beyond your control. <u>If you are encountering difficulties of any kind let Chris Eichbaum know immediately</u>.

- NB that requests for extensions must be received <u>before</u> the due date of an assignment

- Late essays must be handed in at School of Government reception (8th floor Rutherford House) during the office hours listed above.

- Essays not handed in by the due date or by the date of an agreed extension may have their mark out of 100 reduced by 5 percentage points for each day the essay was late.

- Essays handed in more than 5 days late after due date or after the date of an extension may not be accepted.

Mandatory Course Requirements

- Submission of the essay assignment;

- Submission of a group proposal for the wiki, and a completed wiki on or before the due dates;

- Participation in the preparation/and or delivery of a short presentation on the wiki;

- Attendance of no fewer than eight of the Tuesday classes; and

- Writing the final examination paper.

Students who fail to satisfy the mandatory requirements for passing this course, other than the requirement to obtain a C grade overall, will not receive a graded result, and their records will show a "K" (fail due to not satisfying mandatory course requirements, even though the student's course requirements reached the level specified for a pass).

Communication of Additional Information

Any additional information about the course will be posted on Blackboard. Please ensure that you check Blackboard on a regular basis for notices and to access lecture notes and additional course information.

Reading List

Note that there is a great deal of official information on the internet. For example, the Political Science and International Relations Programme website (accessed through the Victoria University website) contains links to research tools, including government information around the world and the New Zealand government online information.

Journals:

Parliamentary Affairs, *Public Administration* and *Government and Opposition*, are especially useful for material on Britain. New Zealand's *Public Sector* and *Political Science* are essential sources. See also the Institute of Policy Studies publication Policy Quarterly at: http://ips.ac.nz/publications/publications/list/10

Other textbooks:

There is a range of textbooks on the political systems of Australia and the UK in the library, many on Level 3.

Biographies and autobiographies provide rich sources of information, especially on political leaders.

COMPARATIVE WORKS: General

Blondel, J., 'Cabinets and Ministers: A Comparative Perspective', in I. Marsh (ed.), *Governing in the 1990s: An Agenda for the Decade* (Melbourne, Longman Cheshire, 1993).

Blondel, J. and F. Muller-Rommel (eds.), *Cabinets in Western Europe* (Houndmills, Macmillan, 1988).

Davis, R. H., *Women and Power in Parliamentary Democracies: Cabinet Appointments in Western Europe, 1968-1992*, (Lincoln and London, University of Nebraska Press, 1997).

Helms, L., *Presidents, Prime Ministers and Chancellors: Executive Leadership in Western Democracies* (Houndmills, Palgrave/Macmillan, 2005).

Laver, M. and K. A. Shepsle, *Cabinet Ministers and Parliamentary Government* (Cambridge, University of Cambridge Press, 1994).

Lijphart, A., *Democracies: Patterns of Majoritarian and Consensus Government in Twenty-One Countries* (New Haven, Yale University Press, 1984).

Lijphart, A., 'Democratic Political Systems: Types, Cases, Causes, and Consequences', *Journal of Theoretical Politics*, Vol. 1 (1989), pp. 33 – 48.

Lijphart, A. (ed.), *Parliamentary Versus Presidential Government* (Oxford, Oxford University Press, 1992).

Mackie, T. T. and B. W. Hogwood (eds.), *Unlocking the Cabinet: Cabinet Structures in Comparative Perspective,* (Sage, London, 1985).

McAllister, I., 'Leaders', in L. LeDuc, R. G. Niemi and P. Norris (eds.), *Comparing Democracies: Elections and Voting in Global Perspective* (London, Sage, 1996), pp. 280 – 298.

Patapan, H., J. Wanna and P. Weller (eds.), *Westminster Legacies. Democracy and Responsible Government in Asia and the Pacific* (Sydney, University of New South Wales Press, 2005).

Peters, B. G., R. A. W. Rhodes and V. Wright, *Administering the Summit: Administration of the Core Executive in Developed Countries* (Houndmills, Basingstoke and London, Macmillan, 2000).

Peters, B. G. and A. Barker (eds.), *Advising West European Governments: Inquiries, Expertise and Public Policy* (Edinburgh, Edinburgh University Press, 1993).

Strom, K., *Minority Government and Majority Rule* (Cambridge, Cambridge University Press, 1990).

Weller, P., 'Prime Ministers, Political Leadership and Cabinet Government', *Australian Journal of Public Administration,* Vol. 50 (1991), pp. 131 – 144.

Weller, P., *First Among Equals: Prime Ministers in Westminster Systems* (Sydney, Allen and Unwin, 1985).

Weller, P., 'Party Rules and the Dismissal of Prime Ministers: Comparative Perspectives from Britain, Canada and Australia', *Parliamentary Affairs*, Vol. 47 (1994), pp. 133 – 143.

Weller, P., H. Bakvis and R. A. W. Rhodes, *The Hollow Crown: Countervailing Trends in Core Executives* (Houndmills, Basingstoke, Macmillan, 1997).

COMPARATIVE WORKS: Accountability

Barberis, P., 'The New Public Management and a New Accountability', *Public Administration*, Vol. 76 (1998), pp. 451 – 470.

LeDuc, L., 'Elections and Democratic Governance', in L. LeDuc, R. G. Niemi and P. Norris (eds.), *Comparing Democracies: Elections and Voting in Global Perspective* (London, Sage, 1996), pp. 342 – 363.

McDonald, A. and G. Terrill (eds.), *Open Government: Freedom of Information and Privacy*, (Houndmills, Basingstoke and London, Macmillan, 1998).

Peters, B. G. and D. J. Savoie (eds.), *Governance in a Changing Environment* (Montreal, Canadian Centre for Management Development, 1993).

Reid, W., 'Changing Notions of Accountability', *Public Administration*, Vol. 70 (1992).

Stone, B., 'Administrative Accountability in the "Westminster" Democracies: Towards a New Conceptual Framework', *Governance*, Vol. 8 (1995), pp. 505 – 526.

Weaver, R. K. and B. A. Rockman (eds.), *Do Institutions Matter? Government Capabilities in the United States and Abroad* (Washington, The Brookings Institution, 1993).

COMPARATIVE WORKS: Legislatures and the Executive

Baldwin, N. D. J. (ed.), *Executive Leadership and Legislative Assemblies* (London and New York, Routledge, 2006).

Copeland, G. and S. Patterson (eds.), *Parliaments in the Modern World: Changing Institutions* (Ann Arbor, University of Michigan Press, 1994).

Doring, H. (ed.), *Parliaments and Majority Rule in Western Europe* (New York, St Martin's Press, 1996).

Longley, L. and R. H. Davidson (eds.), *The New Roles of Parliamentary Committees* (London, Frank Cass, 1998).

Norton, P. (ed.), *Legislatures* (Oxford, Oxford University Press, 1990).

Norton, P. (ed), *Parliaments and Governments in Western Europe* (London, Frank Cass, 1998).

BRITAIN

Alderman, K. 'Revision of Leadership Election Procedures in the Conservative Party', *Parliamentary Affairs*, Vol. 52, No. 2 (April, 1999), pp. 260 – 274.

Bogdanor, B., 'Ministerial Accountability', *Parliamentary Affairs*, Vol. 50, No. 1 (1997), pp. 71 – 83.

Brady, C., 'Collective Responsibility of the Cabinet: An Ethical, Constitutional or Managerial Tool?', *Parliamentary Affairs*, Vol. 52, No. 2 (April, 1999), pp. 214 – 229.

Brazier, R., *Constitutional Practice*, 2nd edn. (Oxford University Press, New York, 1994).

Brazier, R., *Ministers of the Crown* (Oxford, Clarendon Press, 1997).

Brivati, B. and Bale, T., *New Labour in Power* (Routledge, London, 1997).

Burch, M. and I. Holliday, *The British Cabinet System* (Hemel Hempstead, Prentice Hall/Harvester Wheatsheaf, 1996).

Denham, A. and M. Garnett, 'Influence Without Responsibility? Think Tanks in Britain', *Parliamentary Affairs*, Vol. 52, No. 1 (1999), pp. 46 – 57.

Doig, A., 'The Resignation of Edwina Currie: A Word Too Far', *Parliamentary Affairs*, Vol. 42, No. 3 (1989), pp. 317 – 329.

Dowding, K. and W. Kang, 'Ministerial Resignations 1945-97', *Public Administration*, Vol. 47 (1994), pp. 669 – 686.

Foster, C. D., 'Ministerial Overload and Effective Government', *Parliamentary Affairs*, Vol. 52, No. 222 (April, 1999), pp. 194 – 213.

Headey, B., *British Cabinet Ministers: The Roles of Politicians in Executive Office* (London, George Allen and Unwin, 1974).

Hennessy, P., *Cabinet* (Oxford, Basil Blackwell, 1986).

Hennessy, P., 'The Blair Style of Government', *Government and Opposition*, Vol. 33, No. 1 (1998).

Hogg, S. and J. Hill, *Too Close to Call: Power and Politics – John Major in No. 10* (1995).

James, S., *British Cabinet Government*, 2nd edn. (London, Routledge, 1999).

James, S., 'The Idea Brokers: The Impact of Think Tanks on British Government', *Public Administration*, Vol. 71 (1993), pp. 491 – 506.

James, S., 'The Cabinet System since 1945: Fragmentation and Integration', *Parliamentary Affairs*, Vol. 47 (1994), pp. 613 – 629.

Judge, D., *The Parliamentary State* (London, Sage, 1993).

Kavanagh, D. and A. Seldon, *The Powers behind the Prime Minister: The Hidden Influence of No. 10* (London, Harper Collins, 1999).

Lee, J. M., G. W. Jones and J. Burnham, *At the Centre of Whitehall: Advising the Prime Minister and Cabinet* (Houndmills, Macmillan, 1998).

Lawson, N., 'Cabinet Government in the Thatcher Years', *Contemporary Record* 8 (1994), pp. 440 – 447.

Marsh, D. and R. A. W. Rhodes, *Policy Networks in British Government*, (Oxford, Clarendon Press, 1992).

Marshall, G., 'Cabinet Government and the Westland Affair', *Public Law*, Vol. 184 (1986).

Marshall, G. (ed.), *Ministerial Responsibility* (Oxford, Oxford University Press, 1989).

Marshall, G., 'The Evolving Practice of Parliamentary Accountability: Writing Down the Rules', *Parliamentary Affairs*, Vol. 44 (1991), pp. 460 – 469.

Rhodes, R., 'The Hollowing Out of the State: The Changing Nature of the Public Service in Britain', *Political Quarterly*, Vol. 65 (1994), pp. 138 – 151.

Rhodes, R. and P. Dunleavy, *Prime Minister, Cabinet and Core Executive* (New York, St. Martin's Press, 1995).

Seldon, A. (ed.), *The Blair Effect: The Blair Government 1997 – 2001* (London, Little, Brown, 2001).

Shell, D. and R. Hodder-Williams (eds.), *Churchill to Major: The British Prime Ministership since 1945* (London, Hurst and Company, 1995).

Smith, M. J., *The Core Executive in Britain* (Houndmills, Basingstoke and London, Macmillan, 1999).

Theakston, K., *Junior Ministers in British Government* (Blackwell, Oxford, 1987).

Zifcak, S., *New Managerialism. Administrative Reform in Whitehall and Canberra* (Buckingham, Open University Press, 1994).

Watkins, A., *The Road to Number 10: From Bonar Law to Tony Blair*, (London, Duckworth, 1998).

Woodhouse, D., *Ministers and Parliamentary Accountability in Theory and Practice* (Oxford, Clarendon Press, 1994).

NEW ZEALAND

Alley, R. 'The Powers of the Prime Minister', in H. Gold (ed.), *New Zealand Politics in Perspective*, 2nd edn. (Auckland, Longman Paul, 1989), pp. 103 – 122.

Barker, F. and E. McLeay, 'How Much Change? An Analysis of the Initial Impact of Proportional Representation on the New Zealand Parliamentary Party System', *Party Politics*, Vol. 6, No. 2 (2000), pp. 131 – 154.

Boston, J., 'The Cabinet and Policy Making under the Fourth Labour Government', in M. Holland and J. Boston (eds.), *The Fourth Labour Government: Politics and Policy in New Zealand* (Auckland, Oxford University Press, 1990), pp. 62 – 83.

Boston, J., 'Forming a Government', in R. Miller (ed.), *New Zealand Government and Politics,* 4th edn., (Auckland, Oxford University Press, 2006), pp. 236 – 256.

Boston, J., S. Levine, E. McLeay, and N. S. Roberts, *New Zealand Under MMP: A New Politics?* (Auckland, Auckland University Press and Bridget Williams Books, 1996).

Boston, J. S. Levine, E. McLeay and N. S. Roberts, *Electoral and Constitutional Change in New Zealand: An MMP Source Book* (Palmerston North, Dunmore Press, 1999), pp. 300 – 365.

Boston, J., J. Martin, J. Pallot, and P. Walsh, *Reshaping the State: New Zealand's Bureaucratic Revolution* (Auckland, Oxford University Press, 1991).

Boston, J., J. Martin, J. Pallot, and P. Walsh, *Public Management: The Zealand Model (*Auckland, Auckland University Press, 1996).

Boston, J. and A. Ladley, 'The Art and Craft of Coalition Management', *New Zealand Journal of Public and International Law*, Vol. 4 (2006), pp. 55 – 90.

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Chapman, R. 'A Political Culture under Pressure: The Struggle to Preserve a Progressive Tax Base for Welfare and the Positive State', *Political Science* Vol. 44, 1992, pp. 1 – 27.

Eichbaum, Chris and Richard Shaw, 'Why We Should all be Nicer to Ministerial Advisers', *Policy Quarterly*, Vol. 1 (2005), pp. 18 – 25. At:

http://ips.ac.nz/publications/publications/show/172

Gill, O., 'Factors in the Institutional Design of the New Zealand Cabinet', *Public Sector*, Vol. 23 (Dec. 2000), pp. 24 – 27.

Goldfinch, S. and B. Roper, 'Treasury's Role in State Policy Formulation During the Post-War Era', in B. Roper and C. Rudd (eds.), *State and Economy in New Zealand* (Auckland, Oxford University Press, 1993), pp. 50 – 74.

Gregory, R., 'A New Zealand Tragedy', *Governance*, Vol. 11 (1998), pp. 231 – 240.

Gregory, R., 'Political Responsibility for Bureaucratic Incompetence: Tragedy at Cave Creek', *Public Administration*, Vol. 76, (1998), pp. 519 – 538.

Hayward, M., 'Prime Minister: Power', in R. Miller (ed.), *New Zealand Government and Politics,* 4th edn., (Auckland, Oxford University Press, 2006), pp. 225 – 235.

Henderson, J., 'Labour's Modern Prime Ministers and the Party: A Study of Contrasting Political Styles', in M. Clark (ed.), *The Labour Party after 75 Years*, Occasional Publication No. 4 (Department of Politics, Victoria University of Wellington, 1992), pp. 98 – 117.

James, C., *The Tie that Binds. The Relationship Between Ministers and Chief Executives* (Wellington, Institute of Policy Studies and Centre for Public Law, Victoria University of Wellington).

James, C., *Under New Sail: MMP and Public Servants* (Wellington, Institute of Policy Studies, 1997).

Joseph, P. A., *Constitutional and Administrative Law in New Zealand* (Sydney, The Law Book Co., 1993).

Legal Research Foundation, *The Official Information Act* (Wellington, February 1997).

Martin, J., *Public Service and the Public Servant* (Wellington, State Services Commission, 1991).

McLeay, E. 'Buckle, Board, Team or Network? Understanding Cabinet', *New Zealand Journal of Public and International Law*, Vol. 4 (2006), pp. 37 – 54.

McLeay, E., *The Cabinet and Political Power in New Zealand* (Auckland, Oxford University Press, 1995).

McLeay, E., 'Cabinet', in R. Miller (ed.), *New Zealand Government and Politics,* 4th edn., (Auckland, Oxford University Press, 2006), pp. 199 – 216.

McLeay, E., 'What is the Constitutional Status of the New Zealand Cabinet Office Manual?', *Public Law Review*, Vol. 10, (1999), pp. 11 – 16.

Mulgan, R., 'The Changing Electoral Mandate', in M. Holland and J. Boston (eds.), *The Fourth Labour Government* (Oxford, Oxford University Press, 1990), pp. 11 – 21.

Mulgan, R., 'The Elective Dictatorship in New Zealand', in H. Gold (ed.), *New Zealand Politics in Perspective,* 3rd edn., (Auckland, Longman Paul, 1992), pp. 513 – 532.

Palmer, G., 'The Cabinet, the Prime Minister and the Constitution: The Constitutional Background to Cabinet', *New Zealand Journal of Public and International Law*, Vol. 4 (2006), pp. 1 – 36.

Palmer, G., *Unbridled Power: An Interpretation of New Zealand's Constitution and Government*, 2nd edn. (Auckland, Oxford University Press, 1987).

Palmer, G., *New Zealand's Constitution in Crisis: Reforming our Political System* (Dunedin, John McIndoe, 1992).

Palmer, G. and M. Palmer, *Bridled Power: New Zealand Government under MMP* (Auckland, Oxford University Press, 1997).

Palmer, M., 'Towards an Economics of Comparative Political Organization: Examining Ministerial Responsibility', *Journal of Law, Economics and Organization*, Vol. 11 (1995), pp. 164 – 186.

Richards, L., 'Fortress Cabinet', *NZ Political Review*, Autumn 2002, pp. 24 – 36.

Roberts, J., *Politicians, Public Servants and Public Enterprise: Restructuring the New Zealand Government Executive* (Wellington, Victoria University for the Institute of Policy Studies, 1987).

Shaw, R., 'Consultants and Advisers' in R. Miller (ed.), *New Zealand Government and Politics,* 4th edn., (Auckland, Oxford University Press, 2006), pp. 257 – 273.

Schick, A., *The Spirit of Reform: Managing the New Zealand State Sector in a Time of Change* (State Services Commission, 1996). (See the reviews in *Public Sector* [March 1997]).

State Services Commission, *Working Under Proportional Representation: A Reference for the Public Service* (Wellington, 1995).

White, Nicola, 'Deconstructing Cabinet Collective Responsibility', *Policy Quarterly*, Vol. 1, No. 4 (2005), pp. 4 – 11 at: *http://ips.ac.nz/publications/publications/show/172*

AUSTRALIA

Blewett, N., *A Cabinet Diary: A Personal Record of the First Keating Government*, (Wakefield Press, Adelaide, 1999).

Davis, G., 'Executive Government: Cabinet and the Prime Minister', in J. Summers, D. Woodward, and A. Parkin (eds.), *Government, Politics, Power and Policy in Australia*, 7th edn., (Longman, NSW, 2002).

Department of Prime Minister and Cabinet, *Cabinet Handbook,* 5th edn., (DPMC, Canberra , amended November 2002).

Weller, P., *Malcolm Fraser PM: A Study in Prime Ministerial Power in Australia*, (Penguin, Melbourne, 1989).

Weller, P., 'Prime Ministers and Cabinet', in P. Weller (ed.), *Menzies to Keating: The Development of the Australian Prime Minister*, (University of Melbourne Press, Melbourne, 1992).

Class Representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the course coordinator, and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of the students.

Academic Integrity, Plagiarism, and the use of Turnitin

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, you must still acknowledge your sources fully and appropriately. This includes:

- material from books, journals or any other printed source
- the work of other students or staff
- information from the Internet
- software programs and other electronic material
- designs and ideas
- the organisation or structuring of any such material.

Acknowledgement is required for *all* material in any work submitted for assessment unless it is a 'fact' that is well-known in the context (such as "Wellington is the capital of New Zealand") or your own ideas in your own words. Everything else that derives from one of the sources above and ends up in your work – whether it is directly quoted, paraphrased, or put into a table or figure, needs to be acknowledged with a reference that is sufficient for your reader to locate the original source.

Plagiarism undermines academic integrity simply because it is a form of lying, stealing and mistreating others. Plagiarism involves stealing other people's intellectual property and lying about whose work it is. This is why plagiarism is prohibited at Victoria.

If you are found guilty of plagiarism, you may be penalised under the Statute on Student Conduct. You should be aware of your obligations under the Statute, which can be downloaded from the policy website (www.victoria.ac.nz/home/about/policy/students.aspx). You could fail your course or even be suspended from the University.

Plagiarism is easy to detect. The University has systems in place to identify it.

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine http://www.turnitin.com. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

There is guidance available to students on how to avoid plagiarism by way of sound study skills and the proper and consistent use of a recognised referencing system. This guidance may be found at the following website http://www.victoria.ac.nz/home/study/plagiarism.aspx

If in doubt seek the advice of your course coordinator.

Plagiarism is simply not worth the risk.

For the following important information follow the links provided:

Academic Integrity and Plagiarism
http://www.victoria.ac.nz/home/study/plagiarism.aspx

General University Policies and Statutes
http://www.victoria.ac.nz/home/about/policy

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support
http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices
http://www.victoria.ac.nz/fca/studenthelp/

Manaaki Pihipihinga Programme
http://www.victoria.ac.nz/st_services/mentoring/