

School of Government
School of History, Philosophy, Political Science and International
Relations

PUBL 304 / POLS 381
CABINET GOVERNMENT

Trimester One 2009

COURSE OUTLINE

Names and Contact Details

Course Co-ordinator: Dr Chris Eichbaum
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Trimester Dates

Monday 2 March to Wednesday 1 July 2009.

Class Times and Room Numbers

Lecture timetable: Tuesday 12.00 – 1.50 pm Easterfield LT 206 (Kelburn)

Course Learning Objectives

The aim of the course is to study the constitutional position of political executives in democratic states 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), their resources (from political authority to staffing and advice), their accountability to parliaments and voters, and their policy capacity. Examples are drawn from countries such as New Zealand, Australia and Britain. We also examine emerging issues in New Zealand's system of cabinet government.

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 seminar presentation; 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

A detailed lecture schedule will be distributed no later than the first week of classes.

It is anticipated that the course will include an opportunity to visit the Cabinet Office, and a presentation from (and opportunity to engage with) an individual with experience as a Cabinet Minister. Given that the course will also include student presentations, 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 disasters and failures
- Cabinet Government and ethical issues and problems
- 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 essays, 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 development and delivery of an oral presentation, 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	DUE DATE	WEIGHT
1 st Essay (1500 words)	Tuesday 24 March	20%
Assignment proposal (2 nd assignment)	Tuesday 7 April	Mandatory course requirement

Group presentation	Time-table to be finalised once class numbers are confirmed Topics to be advised by 28 April	15%
2 nd Essay (2,000 words)	Tuesday 26 May (proposals due 7 April)	25%
Final exam NB Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.	Check schedule: Examination dates are from Friday 12 June to Wednesday 1 July 2009 inclusive	40%

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.

Please note that you are required to submit your essays in hard copy. Electronic submission of assignments will not be used with this course. Essays should either be given to Chris Eichbaum or, alternatively, placed in the secure box at School of Government reception (8th floor Rutherford House) during the office hours, which are 8.30am – 5.00pm. The assignment box is cleared daily, and assignments will be date stamped. Students should keep a secure copy of all assignments (i.e. hard copy and e-file). Please use the School of Government Coversheet when you submit your essay.

Essay 1 (20%)

The first essay (20%) is due on (or before) **Tuesday 24 March**. This essay should be no more than 1500 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.

The Seminar Presentation (15%)

You are required, as a member of a group to develop and deliver a 20 minute seminar presentation on a topic that falls within the content and objectives of this course. Arrangements regarding the composition of groups and selection of topics will be advised in class. The presentation may take the form of PowerPoint slides, a poster or the use of a wiki. The dates of the presentations will be organised in class and will be arranged according to

topic. You will be required to prepare a brief summary, suitable for distribution to the rest of the class (in the case of a PowerPoint presentation, copies of the slides will suffice). The summary prepared for distribution to the class (and/or other media used in your presentation) will also be placed on Blackboard.

- Confine your presentation to no more than ten slides, including the title page but excluding illustrations or cartoons that require little explanation.
- Do not try to put all of your material on the slides. Rather, you should briefly summarise your main points, and discuss each of them more fully.
- You will be expected to pose a number of discussion questions at the end of the presentation, and to field and answer questions from the class.
- Your presentation will be assessed according to criteria distributed in class.

Essay 2 (25%)

The second essay (25%) is due on (or before) **Tuesday 26 May**. This essay should be no more than 2000 words in length. This is your opportunity to research and write about a topic of your choice, to suit your own interests. Please note, however, that your topic must first be submitted for approval to Chris Eichbaum **on or before 7 April**. Please submit the proposal in hard copy.

It must be no more than one page in length and must include:

- A provisional title;
- A statement of your main question;
- A brief description of how you intend approaching the topic, including which example or examples you intend using;
- A draft plan; and
- A list of references, including articles and books.

Final Examination (40%)

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. 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. If you are encountering difficulties of any kind let Chris Eichbaum know immediately.

- NB that requests for extensions must be received before 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 two essays and a proposal for the second essay on or before the due dates;
- Participation in one seminar presentation;
- 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 VUW 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 VUW 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.

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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).

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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.

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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).
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- McLeay, E., *The Cabinet and Political Power in New Zealand* (Auckland, Oxford University Press, 1995).
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- 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).
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- Palmer, G. and M. Palmer, *Bridled Power: New Zealand Government under MMP* (Auckland, Oxford University Press, 1997).
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- 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).

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services 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. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for :

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

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Use of Turnitin

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 identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the*

Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. 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.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: including the work of others will not be considered plagiarism as long as the work is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

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

Find out more about plagiarism, and how to avoid it, on the University's website:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.