



# Cabinet

## Minute of Decision

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### Cabinet Manual

**Portfolio**                      **Prime Minister**

On 13 March 2017, Cabinet:

- 1        **noted** that in 2015 the former Prime Minister, the Rt Hon John Key, agreed that the Cabinet Manual be reviewed;
- 2        **noted** that in February 2017, Cabinet invited the Secretary of the Cabinet to undertake further work on a number of the proposed amendments to the Cabinet Manual and report back to Cabinet [CAB-17-MIN-0065];
- 3        **noted** that the text of the Cabinet Manual has been updated and revised to:
  - 3.1      reflect developments in the administrative and constitutional arrangements of central executive government since 2008;
  - 3.2      include guidance on issues about which the Cabinet Office regularly provides advice;
- 4        **noted** that the revised text of the Cabinet Manual has been reviewed by an interdepartmental officials group and a reference group of Ministers;
- 5        **noted** the key changes to the Cabinet Manual, as set out in paragraphs 12 to 19 of the paper under CAB-17-SUB-0092;
- 6        **agreed** to the revised text of the Cabinet Manual attached to the submission under CAB-17-SUB-0092, subject to editing changes and to minor amendments agreed to by the Prime Minister;
- 7        **agreed** that the current Guidelines for Government Advertising be made available separately from the Cabinet Manual;
- 8        **noted** that the Cabinet Directions on the Conduct of Crown Legal Business, previously published as an appendix to the Cabinet Manual, are now published as a Cabinet Office circular;
- 9        **agreed** that the proposed Foreword and Preface to the Cabinet Manual be submitted to the Prime Minister for approval;

- 10 **authorised** the Secretary of the Cabinet to reissue the Cabinet Manual, comprising the following:
- 10.1 Foreword (by the Prime Minister);
  - 10.2 Preface (by the Secretary of the Cabinet);
  - 10.3 Introduction: “On the Constitution of New Zealand: An Introduction to the Foundations of the Current Form of Government”, (by Sir Kenneth Keith, updated);
  - 10.4 Chapters 1-8;
  - 10.5 Appendix: Letters Patent Constituting the Office of Governor-General of New Zealand, issued in 1983 and updated in 1987 and 2006;
- 11 **agreed** that Ministers, Ministers’ offices, and those working in government be required to observe the guidance in the revised Cabinet Manual;
- 12 **noted** that it is planned to publish the revised Cabinet Manual in April 2017.

Michael Webster  
Secretary of the Cabinet

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**Hard-copy distribution:**  
Prime Minister

Proactively released by the Prime Minister