

INTRODUCING MANAGEMENT SERVICES IN THE PUBLIC SERVICE

STATE SERVICES COMMISSION

34 p. 1982 reprinted.

\$2.75 plus 55c p & p

Management Services is one means by which managers may obtain objective advice on their methods of carrying out their management role. This booklet is designed to explain to Public Service Managers how Management Services may help them to fulfil their management task.

OPEN JUSTICE

A Guide to Information Within the Department of Justice
DEPARTMENT OF JUSTICE

88 p. 1982.

\$3.50 plus 55c p & p

Produced jointly by Brian Priestley and the Department of Justice, this publication is intended to capture and hold the reader's attention and facility to ready referencing of the subject covered. It does this admirably in being a guide to the information available to the public within one of New Zealand's most important and complex Government departments, as well as a booklet which is likely to be read and considered by many people interested in the campaign for more openness in government.

THE NEW ZEALAND ARMY

A History from the 1840s to the 1980s

117 p. 1982. Illustrated.

\$5.25 plus 85c p & p

The reader is given an outline history of the Army, from the days of Maori Chief Hone Heke in the 1840's to the present day. The 117 page history contains over 100 photographs and paintings, many of which are published for the first time.

PEOPLE LIKE US

Celebrating Cultural Diversity

120 p. 1982. Illustrated.

\$18.95 plus \$1.50 p & p

People Like Us is a story of the contribution made by people from Asia, Africa, Europe, and the Pacific to our neighbourhoods. It contains stories which are told by individuals and families on their reasons for coming to New Zealand; what they found and how they are coping. Subjects range from mixed marriages to different foods. It is a book of human interest for all the family and with its striking photographs, 25 monochrome, and 23 colour, *People Like Us* will make a lovely and interesting gift for overseas friends.

ELECTRICAL THEORY AND PRACTICE

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

260 p. 1981. Illustrated.

\$22.50 plus \$3.00 p & p

First published in 1977, this 1981 revised edition of Electrical Theory and Practice has been written by the staff of the Technical Correspondence Institute to assist in the education of apprentices and others in the electrical trade. In scope it covers the syllabus content up to and including the trade certificate or registration examination. The text is supported by over 350 illustrations.

STYLE BOOK

GOVERNMENT PRINTING OFFICE

248 p. 1981 third edition.

\$12.50 plus \$1.50 p & p

Since 1958 the Style Book has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing.

NEW ZEALAND OFFICIAL YEARBOOK

The Yearbook is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the Yearbook also provides a background and historical perspective on each of the subjects covered.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

JOINERY

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

Joinery, Part I, is the first of four books prepared by the Technical Correspondence School. It deals with methods of construction of doors, framed and ledged door, panelled doors, flush doors, and glazed doors.

Joinery, Part II, deals with door frames, transoms, and sidelights; sliding, folding, and special doors; hardware, finishing, and gates.

Joinery, Part III, covers window joinery. It also deals with built-in-fittings, carcass work; fitment doors and drawers.

Woodworking Machinery, is the fourth book in the series, covering circular saws, saw blades, surface planing, and thickness machines, vertical spindle moulding machines, and other machines commonly used in woodworking establishments.

Joinery Part I.....	\$9.95 plus \$0.85 p & p
Joinery Part II.....	\$5.25 plus \$0.85 p & p
Joinery Part III.....	\$15.95 plus \$1.50 p & p
Woodworking Machinery.....	\$9.95 plus \$0.85 p & p

THE BOAT OWNER'S GUIDE TO CORROSION

by L. H. Bolton

DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL
RESEARCH

31 p. 1982. Illustrated. D.S.I.R. Info. Series No. 155

\$4.25 plus 55c p & p

Much has been written about marine corrosion and its mitigation and yet the same problems and many old misconceptions still seem to persist. This booklet aims to assist the boat owner to identify the basic types of metallic corrosion, to understand their causes and the procedures that should be followed to avoid corrosion situations from developing in the first instance.

THE STATE IN BUSINESS:

Public Enterprise in New Zealand

By Jeanette Johnson and Adrienne von Tunzelmann

83 p. 1982. N.Z. Planning Council. Paper No. 15.

\$5.95 plus 85c p & p

The authors' main aim is to present a framework for exploring questions prevalent in current public debate, such as the justification for government involvement in enterprise, the scope for private sector provision, and efficiency, effectiveness, and accountability in public enterprise.

THE PATH TO REFORM

Edited by C. Burns

219 p. 1982.

\$15.75 plus \$1.50 p & p

The Path to Reform, derived from the 1981 Convention of the New Zealand Institute of Public Administration is about the path to administrative reform in the State Services in New Zealand. It continues the exploration of the States Services begun in *"State Servants and the Public in the 1980's"* and continued in the *"Accountability of Executive."* Like its predecessors, *"The Path to Reform"* reads like a Who's Who of New Zealand public administrators.

DIMENSIONS OF THE PUBLIC SECTOR 1960-1981

By Mervyne J. Pope

90 p. 1982. N.Z. Planning Council. Paper No. 16

\$6.00 plus 85c p & p

Mervyne Pope presents and discusses some new data series designed to give a broad overview of the nature and extent of public sector involvement in the New Zealand economy. Subjects include Government as a Tax Collector; As a Spender; As a Producer; As a Provider of Household Incomes; Composition of Government Non-Market Sector Expenditure; What Government Provides; Organisational Form; Funding-Current Activity; Capital Formation, and Capital Funding.

NEW ZEALAND ATLAS OF COASTAL RESOURCES

Edited by Philip Tortell

28 p. 1981. Illustrated. Coastal Maps. \$29.50 plus \$3.00 p & p

Encased in its own sturdy and attractive cylinder, the Atlas will be of interest to all those who use the coast to work and play, and is of particular value to students and teachers, engineers, planners, scientists, fishermen, boat owners, divers, marine farmers, and many other people interested in coastal resources.