

**WHO MAKES SOCIAL POLICY?**

N.Z. PLANNING COUNCIL

60 p. 1982 N.Z. Planning Council. Paper No. 20.

\$5.25 plus 85c p &amp; p

This report is largely descriptive and interpretive. It reaches conclusions, but stops short of making recommendations for improvement. It is believed that its analysis and conclusions will be useful to many people concerned with social policy, inside and outside the Government system.

**NEW ZEALAND FOREST PARKS***Geoffrey Chavasse and John Johns*

288 p. 1983. Illustrated.

\$42.95 plus \$3.60 p &amp; p

*New Zealand Forest Parks* is one of those books that you will reach for time after time to simply enjoy or to relive visits made, to plan visits to come. Each forest park is described in a separate chapter with photographs, text, maps, and charts to illustrate our nineteen forest parks, perhaps unrivalled for diversity and interest anywhere else in the world.

**TRAINING WAYS***By Geoffrey Moss*

119 p. 1983. Illustrated.

\$12.95 plus \$1.50 p &amp; p

'Training Ways' is the third and last book in the series of Advisory Aid Books. Like 'Way with Words' and 'Visual Aids' it is a book to help the supervisor, training manager, the tutor and the extension worker provide a successful training programme and a learning experience for adults.

**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 &amp; p

Joinery Part II..... \$5.25 plus \$0.85 p &amp; p

Joinery Part III..... \$15.95 plus \$1.50 p &amp; p

Woodworking Machinery..... \$9.95 plus \$0.85 p &amp; p

**NEW ZEALAND ATLAS OF COASTAL RESOURCES***Edited by Philip Tortell*

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

**MANPOWER PLANNING IN PUBLIC ADMINISTRATION**

STATE SERVICES COMMISSION

51 p. 1981. Discussion Paper No. 1.

\$3.95 plus 55c p &amp; p

'Manpower planning' is a term which has a wide and rather ill-defined meaning. This report, addressed to the central question: "What is manpower planning?", opens with the philosophy of manpower planning, what it is, its aims and objectives. This is followed by a discussion of what is involved in forecasting the supply and demand for people and skills in the public service. The essentials of departmental manpower is then discussed followed by a chapter devoted to the practice of career development and concluding with a statement on the future development of manpower planning in the public service.

**AFTER WORK**

STATE SERVICES COMMISSION

36 p. 1982 reprinted.

\$3.50 plus 55c p &amp; p

Written and produced in the Training and Development Branch Office, of the State Services Commission, this booklet asks "Have

you made preparations or plans for retirement?" It includes information on Public Service Retirement Policy; finance; where to live; health and adjustment; names of organisations which may be of interest and a list of books and articles written about retirement.

**THE SURRENDER AND OCCUPATION OF JAPAN***Edited by Robin Kay*

DEPARTMENT OF INTERNAL AFFAIRS

1782 p. 1982.

\$75.00 plus \$4.80 p &amp; p

This is the second of a series of three volumes of documents on New Zealand's external relations: the first, "The Australian - New Zealand Agreement 1944", this volume "The Surrender and Occupation of Japan" which covers six divisions of the period, selected by topic but dealt with chronologically within topics, and reveals the growing awareness amongst those responsible for a New Zealand policy of what New Zealand's interest actually were; the third volume, "The ANZUS Pact and the Treaty of Peace With Japan", not yet published, will show something of the new order of things in the Pacific and the difficulties in the role of a small, though articulate, power in the formation of what in fact were Great Power policies.

**PEOPLE LIKE US**

Celebrating Cultural Diversity

120 p. 1982. Illustrated.

\$18.95 plus \$1.50 p &amp; 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 &amp; 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 &amp; 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 pre-payment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**FIELD GUIDE TO TOWN BIRDS OF NEW ZEALAND***By Dr P. C. Bull*

93 p. 1983. Illustrated.

\$9.95 plus 85c p &amp; p

Each bird description is accompanied by a full colour photograph of the bird in its natural habitat. The birds are defined as either introduced or native and if it is a protected species. Then follows a full description of the adult bird, its call, where it is commonly found, its eating and nesting habits, how to identify the eggs, incubation period and lastly details of the young.