

**MANPOWER PLANNING IN PUBLIC ADMINISTRATION**  
STATE SERVICES COMMISSION

51 p. 1981. Discussion Paper No. 1. \$3.95 plus 55c p & 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 & 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 & 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 & 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.

**ELECTRICIAL 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.

**CARPENTRY**

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

302 p. 1980 (reprint). Illustrated. \$22.50 plus \$3.60 p & p  
Metricated with more than 450 illustrations, this edition contains a set of fold-out house plans. It also highlights safety and safe methods, elementary first aid, house design and construction. Besides providing a basic text for apprentices in the building industry, Carpentry will also provide a sound guide for tradesmen and home-builders.

**A DICTIONARY OF THE MAORI LANGUAGE**

*By H. W. Williams*

507 p. 1975. \$7.50 plus 85c p & p  
The seventh revised edition, augmented by the advisory committee on the teaching of Maori language.

**EGMONT NATIONAL PARK**

*Edited by J. S. Tullett*

114 p. 1980. Fourth edition. \$4 plus 55c p & p  
This inexpensive publication that can easily be carried about, provides information that will help many people to understand and appreciate the values of Egmont National Park. This information covers such varied aspects as the plants and vegetation, animals, birds and insects, Maori history, the weather, volcanology, tracks, mountaineering, tramping and ski-ing.

**FACSIMILES OF THE TREATY OF WAITANGI**

1976. \$12.95 plus \$1.50 p & p

A valuable volume of old New Zealand records comprising:  
The Declaration of the Independence of New Zealand.  
The original draft of the Treaty by Governor Hobson.  
A series of copies of the Treaty itself as finally adopted and signed by the chiefs and witnesses.  
The preface and facsimiles are reproduced from lithographic originals first printed 1877. (Government Printer.)

**ELECTRICITY FOR MOTOR MECHANICS**

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

256 p. 1983 reprint. Illustrated. \$10.00 plus 85c p & p  
Now in paper-back, this popular publication provides a basis for the study of automotive electricity for apprentice motor mechanics. Car owners, too, and persons interested in the general maintenance of motor engines will find the book a reliable guide to the detection and remedy of minor electrical faults.

**VISUAL WAYS**

*By Geoff Moss*

46 p. 1982. Illustrated. \$4.75 plus 55c p & p  
Too often people find themselves having to speak in public, to train new employees, to teach various skills, or to give advice on arranging displays and exhibits without having had any relevant basic training. If you are such a person, this book was written to help in getting a message across more effectively by using visual aids.

**WHERE TO START**

*By Vincent Burke*

DEPARTMENT OF INTERNAL AFFAIRS

61 p. 1982. Illustrated. \$5.95 plus 85c p & p  
This publication has been designed to help New Zealanders in the initial stages of getting a club, group, or organisation off the ground. The information it contains will be of assistance to a wide variety of different community groups, sporting, cultural, and recreational clubs. Included are suggestions for various administrative frameworks; legal structure, meetings, public relations, finance, and the constitution of the organisation.

**THE ELSDON BEST COLLECTION**

Elsdon Best spent some twenty years in close contact with the Maori people. His writings, outstanding descriptive accounts of all facets of the old time Maori culture, social customs, and beliefs, have now become classics. The Elsdon Best collection consists of the following titles:

The Maori as He Was..... \$6.50 plus \$0.85 p & p  
Fishing Methods and Devices of the  
Maori ..... \$15.95 plus \$1.50 p & p