

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 Services 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.

**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.

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

Eldson 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 Eldson 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
The Stone Implements of the Maori ..	\$11.95 plus \$1.50 p & p
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The Whare Kohanga and Its Lore.....	\$5.75 plus \$0.85 p & p
The Maori Canoe	\$17.50 plus \$1.50 p & p
Games and Pastimes of the Maori	\$17.00 plus \$1.50 p & p
Pa Maori, The.....	\$15.00 plus \$1.50 p & p
Maori Storehouses and Kindred Structures.....	\$6.50 plus \$0.85 p & p
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