

FLORA OF NEW ZEALAND, VOLUME III*By A. J. Healy and E. Edgar*

220 p. 1980. \$18.50 plus \$1.50 p & p
 Volumes I and II of Flora of New Zealand were concerned with native plants. The authors call volume III a "weed flora". The book is an identification manual, intended for agriculturists concerned with weed control, for botanists making vegetation surveys, and for anyone who needs to identify those weedy plants.

GLASSHOUSE TOMATOES*Agriculture Bulletin 370*

DEPARTMENT OF AGRICULTURE

86 p. 1978. \$3.25 plus 55c p & p
 The present text replaces earlier editions of the bulletin. Important factors to consider when establishing a tomato-growing glasshouse, are lighting, soil type, site, water supply, shelter, and proximity to a market. These as well as general cultural practices are dealt with in this bulletin.

FITNESS FOR LIVING**Physical Education in Secondary Schools**

DEPARTMENT OF EDUCATION

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 Fitness for living involves developing the individual's potential for functional efficiency in all aspects of daily living throughout life. This series, consisting of nine titles, will help the reader to understand the nature of the human body. This in turn will lead to an understanding of the need for a balance between work, rest, food, exercise and keeping oneself in good physical condition.

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FUR, FEATHER AND FIN*Frances M. Ross*

47 p. 1983. Illustrated \$2.25 plus 55c p & p
 This booklet takes a nostalgic look at a century of wildlife in the Te Anau region. With historical monochrome photographs and text, Frances Ross has compiled a very interesting account of the impact that man has made on the flora and fauna of the region. *A Tourist Guide to Te Anau*, just as it appeared in *Tourist Guide to the Lakes, Mountains and Fiords of Otago*, published by the Government Printer in 1898, has been thoughtfully included to round off this glimpse into our past.

NEW ZEALAND FOREST PARKS*Geoffrey Chavasse and John Johns*

288 p. 1983. Illustrated. \$42.95 plus \$3.60 p & 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.

THE NEW ZEALAND WARS*By James Cowan*

Vol. I, 466 p. Vol. II, 633 p. \$69.50 plus \$4.80 p & p
 This book was first published in 1922 and reprinted without amendments in 1955. It has been out of print for many years. This edition has a new and perceptive introduction by Michael King and in addition the original seven page index has been replaced by a substantial and comprehensive index. This 1983 edition is called a facsimile edition because it is being reproduced from the original text. However, the introduction, index and illustrations include alterations and improvements on the original.

KIWIFRUIT CULTURE*By Pat Sale*

95 p. 1983. \$12.95 plus \$1.50 p & p
 This practical guide on kiwifruit culture is illustrated with 78 plates and 23 line drawings. The authoritative text tells the beginner and established grower how best to cultivate the fruit for the market. There is sound advice for the home gardener too.

THE LONG YARN OF THE LAW*By Fiona McMorran*

80 p. 1983. \$6.95 plus 85c p & p
 Told through prose, verse, extracts from newspapers and diaries, and policemen's recollections, the book takes the reader from those early colonial days to the modern police force of today. This inexpensive and easy to read history is a valuable aid for teachers and a source of continuing interest for children.

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.

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.