

### 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.

### WAYS AND MEANINGS

*A Guide to Interviewing Pacific Islanders*

STATE SERVICES COMMISSION

8 p. 1981.

\$1.00 plus 40c p & p

This booklet is intended as a guide for those whose work involves interviewing, for various purposes, recent Pacific Island migrants to New Zealand.

### WHO MAKES SOCIAL POLICY?

N.Z. PLANNING COUNCIL

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

\$5.25 plus 85c p & 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.

### 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.

### NO MARGIN FOR ERROR

STATE SERVICES COMMISSION

80p. 1977.

\$1.75 plus 40c p & p

This book is a style book for typed correspondence. It is intended for use by typists and by people who prepare letters, memoranda and reports for typing.

### TRAINING WAYS

By Geoffrey Moss

119 p. 1983. Illustrated.

\$12.95 plus \$1.50 p & 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.

### 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.

### 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.

\$9.95 plus 85c 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.