

WHAKAREWAREWA FOREST PARK

Edited by John Boyd

80 p. 1983. \$6.00 plus 85c p & p

This handbook is a guide to the recreational facilities, forestry operations, history and wildlife of the park, unique in that it borders on to a large city, just 5 kilometres from the city centre of Rotorua. Visitors to the park may stroll midst trees and ferns; study trees, shrubs and ferns; look for insects; picnic in shady glades; cycle or ride a horse on old logging tracks.

FLORA OF NEW ZEALAND SERIES

Volume I of *Flora of New Zealand* was the first major reference work on native plants in New Zealand to be published before 1925. It contains a comprehensive account of all the indigenous ferns and their allies, and the dicotyledonous flowering plants.

1133p. 1982 reprint. Hardcover: \$45.00 plus \$3.60 p & p

Volume II is a continuation of Volume I. The main descriptive text is similarly concerned with indigenous plants, including the monocotyledons.

386p. 1976. Hardcover: \$6.75 plus 85c p & p

Volume III, which concerns the 'weed' flora describes the introduced wild plants belonging to the rush, lily, iris, arum, and related families.

254p. 1980. Hardcover: \$18.50 plus \$1.50 p & p

Flora of New Zealand Lichens is primarily an identification manual for the serious lichenologist. It also contains much information useful to the general botanist, student, and interested amateur.

662p. 1985. Hardcover: \$39.95 plus \$3.60 p & p

PARLIAMENTARY PRACTICE IN NEW ZEALAND

David McGee

580p. 1985. \$39.95 plus \$3.60 p & p

Parliamentary Practice in New Zealand is a comprehensive and thorough documentation of the procedures and rules governing the way parliament operates. Parliamentarians, lawyers, academics, and citizens with an interest in the institution that governs this country will find *Parliamentary Practice in New Zealand* an informative and enlightening book—one that answers the often-asked questions about the practices of New Zealand's Parliament.

**ABOUT NEW ZEALAND
MINISTRY OF FOREIGN AFFAIRS**

40 p. 1982. Illustrated. \$4.95 plus 55c p & p

Designed with our overseas friends in mind, *About New Zealand* is a booklet which briefly describes the land, its people at work, and play, trade, and relationships with other nations and areas: industry and energy; health and welfare. The text is complimented by over 60 colour photographs.

GUIDELINES FOR AUTHORS: Preparing Manuscripts for Publication

Edited by Paula J. Wagemaker

52 p. 1984. \$7.50 plus 85c p & p

Submitting a manuscript to a publisher is not simply a matter of handing over a sheaf of paper. Publishers usually insist that a manuscript and its accompanying illustrative material be presented to defined standards of preparation. The standards of preparation required are detailed in these guidelines which have been produced in the interest of ensuring harmonious relationship between authors and their publishers.

PUBLIC AND PRIVATE ENTERPRISE IN NEW ZEALAND

Edited by R. C. Mascarenhas

133 p. 1984. \$15.00 plus \$1.50 p & p

This volume is the result of a conference "Public enterprise and Private enterprise: Protagonist or Partners?" sponsored by the New Zealand Institute of Public Administration. The conference took place from 23–25 August 1982, at Dunedin, and its purpose was to examine the relative roles of the public and private sectors and to identify the social and political issues which are likely to have significant implications for public administration.

**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.

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.