

**WAYS AND MEANINGS***A Guide to Interviewing Pacific Islanders*

STATE SERVICES COMMISSION

8 p. 1981. \$1.00 plus 40c p &amp; 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 &amp; 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 &amp; 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 PATH TO REFORM**Edited by *C. Burns*

219 p. 1982. \$15.75 plus \$1.50 p &amp; 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 Servants 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 &amp; 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 &amp; 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 &amp; 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.

**PROFESSIONALLY SPEAKING**

25p. 1983. \$3.25 plus 55c p &amp; p

"Speech is power; speech is to persuade, to convert, to compel", said Emerson. Ignorance is the biggest stumbling block in the path of the aspiring public speaker. Your purpose in speaking must be that you have something to say, rather than that you have to say something. This inexpensive booklet will help the person who has to speak professionally.

**P.R. FOR THE ADMINISTRATOR**

STATE SERVICES COMMISSION

15p. 1981. \$1.50 plus 40c p &amp; p

A favourable climate of public opinion must be deliberately fostered by an organisation and not merely left to chance. This activity, commonly known as "public relations", is the responsibility of top management and as an administrator you have a part to play in its execution.

**PERSON TO PERSON**

STATE SERVICES COMMISSION

13p. 1981. \$1.50 plus 40c p &amp; p

This book is a guide to your role in public relations and covers techniques that will help you establish good relations between your organisation and the public.

**ABOUT SUPERVISION**

STATE SERVICES COMMISSION

23p. 1979. \$1.50 plus 40c p &amp; p

You may be anxious about your new duties and responsibilities on your first job as a supervisor. This booklet will introduce you to some ways of making those duties and responsibilities easier to cope with.

**AN INTRODUCTION TO TRAINING METHODS**

STATE SERVICES COMMISSION

26p. 1978. \$1.10 plus 40c p &amp; p

This booklet is an introduction to training methods and summarises much of the content of a teaching methods course. It should prove helpful to people who have not had any formal training in teaching methods.

**NO MARGIN FOR ERROR**

STATE SERVICES COMMISSION

80p. 1977. \$1.75 plus 40c p &amp; 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 &amp; 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.

**FIELD GUIDE TO TOWN BIRDS OF NEW ZEALAND**By *Dr P. C. Bull*

93 p. 1983. Illustrated. \$9.95 plus 85c p &amp; p

Each bird description is accompanied by a full colour photograph of the bird in its natural habitat. The birds are defined as either introduced or native and if it is a protected species. Then follows a full description of the adult bird, its call, where it is commonly found, its eating and nesting habits, how to identify the eggs, incubation period and lastly details of the young.

**THE HOME VEGETABLE GARDEN**by *Bee Baldwin*177 p. 1984. Illustrated. Softcover \$19.95 plus \$1.50 p & p  
Hardcover \$27.95 plus \$3.60 p & p

This book is a comprehensive, clearly-written, illustrated grow-your-own guide to raising fresh, vitamin-rich vegetables in any ordinary New Zealand garden.