

THE NEW ZEALAND ARMY*A History from the 1840s to the 1980s*

117 p. 1982. Illustrated. \$5.25 plus 85c p & p

The reader is given an outline history of the Army, from the days of Maori Chief Hone Heke in the 1840's to the present day. The 117 page history contains over 100 photographs and paintings, many of which are published for the first time.

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.

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; watch birds; look for insects; picnic in shady glades; cycle or ride a horse on old logging tracks.

INTRODUCING MANAGEMENT SERVICES IN THE PUBLIC SERVICE

STATE SERVICES COMMISSION

34 p. 1982. \$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.

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.

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 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 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 & 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. \$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.

EFFECTIVE MANAGEMENT: For Busy Managers

STATE SERVICES COMMISSION

114p. 1974. \$4.95 plus 55c p & p

Management has been described as "what managers do". But what is that? Getting things done? Getting other people to do them? Using resources economically? And what does the 'effective' manager do? This book looks at answers to such questions. It has been written as an introduction to the subject, especially for New Zealand managers who want to manage their organisation better.