

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.

FIELD GUIDE TO TOWN BIRDS OF NEW ZEALAND

By Dr P. C. Bull

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

CREATING WORK

by David Naulls

165 p. 1984. Illustrated. \$8.50 plus 85c p & p
Creating Work has been written to help people to become self-employed. The book shows how skills-writing, baking, carpentry, whatever—can be turned into a profitable small business.

PRACTICAL BEEKEEPING IN NEW ZEALAND

by Andrew Matheson

185 p. 1984. Illustrated. \$17.95 plus \$1.50 p & p
 Beekeepers will find details of honey bee management, advice on handling hive products, and information about many other beekeeping subjects. Those interested in beekeeping will find this book helpful in deciding whether to keep bees, and discovering what it involves.

FERTILISER AND SOILS IN NEW ZEALAND FARMING

by C. During

361 p. 1984. Illustrated. \$35.00 plus \$3.60 p & p
 Traditionally regarded as the Bible in its field, this latest edition of *Fertilisers and Soils in New Zealand Farming* has been completely revised.

PARLIAMENT AND THE PEOPLE

by Beth Bowden

50 p. 1984. Illustrated. \$7.50 plus 85c p & p
 This booklet sets out to:
 • describe New Zealand's Constitution
 • show in a reasonably simple way how it works
 • give an account of where it came from and how it developed; and
 • define (in a glossary) a number of terms that are used in connection with these matters.

GROWING WALNUTS

by B. J. Vavasour

78 p. 1984. Illustrated. \$12.50 plus \$1.50 p & p
 Most New Zealanders have yet to discover the delicious fresh walnut. *Growing Walnuts* is an easy-to-read handbook for home gardeners, small farmers, and commercial growers.

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.

THE NEW ZEALAND GAZETTE

The *New Zealand Gazette* is published on Thursday afternoon of each week. Notices from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington, by noon on Tuesday. Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Wednesday.

Advertisements are charged at the rate of 20c per line.

All advertisements should be written or typed on one side of the paper, and signatures, etc., should be written in a legible hand.

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