

WHERE TO START*By Vincent Burke***DEPARTMENT OF INTERNAL AFFAIRS**

61 p. 1982. Illustrated. \$5.95 plus \$1.50 p & p

This publication has been designed to help New Zealanders in the initial stages of getting a club, group, or organisation off the ground. The information it contains will be of assistance to a wide variety of different community groups, sporting, cultural, and recreational clubs. Included are suggestions for various administrative frameworks: legal structure, meetings, public relations, finance, and the constitution of the organisation.

THE ELSDON BEST COLLECTION

Elsdon Best spent some twenty years in close contact with the Maori people. His writings, outstanding descriptive accounts of all facets of the old time Maori culture, social customs, and beliefs, have now become classics. The Elsdon Best collection consists of the following titles:

Fishing Methods and Devices of the Maori	\$12.95 plus \$2.00 p & p
The Stone Implements of the Maori ..	\$11.95 plus \$2.00 p & p
Maori Religion and Mythology I	\$18.00 plus \$2.00 p & p
Maori Religion and Mythology II	\$47.50 plus \$3.75 p & p
The Whare Kohanga and Its Lore	\$5.75 plus \$1.50 p & p
The Maori Canoe	\$17.50 plus \$2.00 p & p
Games and Pastimes of the Maori	\$17.00 plus \$2.00 p & p
Pa Maori, The	\$15.00 plus \$2.00 p & p
Maori Storehouses and Kindred Structures	\$6.50 plus \$1.50 p & p
Maori Agriculture	\$13.50 plus \$2.00 p & p
Forest Lore of the Maori	\$17.95 plus \$2.00 p & p

AFTER WORK**STATE SERVICES COMMISSION**

36 p. 1982 reprinted. \$3.50 plus 80c 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 \$6.50 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" 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 \$1.50 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.

P.R. FOR THE ADMINISTRATOR**STATE SERVICES COMMISSION**

15p. 1981.

\$1.50 plus 65c p & 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.

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.

CANCELLED NOTICES

Advertisements cancelled after being accepted for printing in the *Gazette* will be subject to a charge of \$8.00 for setting up and deleting costs.

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