

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

STATE SERVICES COMMISSION

8 p. 1981.

\$1.00 plus 65c 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 \$1.50 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 80c 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 \$2.00 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 \$1.50 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 \$3.75 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.

**NEW ZEALAND OFFICIAL YEARBOOK**

The Yearbook is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the Yearbook also provides a background and historical perspective on each of the subjects covered.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**MANPOWER PLANNING IN PUBLIC ADMINISTRATION**

STATE SERVICES COMMISSION

51 p. 1981. Discussion Paper No. 1.

\$3.95 plus 80c 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.

**NEW ZEALAND POCKET DIGEST OF STATISTICS**

\$4.95 plus 80c p &amp; p

Statistics are presented in an easily accessible form. It contains the more significant statistical series bearing on the country's social and economic life. The New Zealand Pocket Digest of Statistics is consistently one of the most popular annuals sold by the Government Printer.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**TRUCK OPERATING COSTS**

\$4.50 plus 80c p &amp; p

In the case of vehicles used for business purposes, especially trucks, it is essential that a record be kept of vehicle expenditure and performance. This annual will assist operators of motor vehicles ranging from 3.2 tonne petrol trucks to 45.0 tonne heavy articulated diesel trucks to identify and possibly reduce operating costs.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**CAR OPERATING COSTS**

\$4.50 plus 80c p &amp; p

This booklet is designed to assist vehicle owners to identify and possibly reduce operating costs. The current edition sets out the costs of operation for six classes of vans, pickups, light trucks and utilities. A new edition is published annually.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

**EFFECTIVE MANAGEMENT: For Busy Managers**

STATE SERVICES COMMISSION

114p. 1974.

\$4.95 plus 80c p &amp; 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.

**PROFESSIONALLY SPEAKING**

25p. 1983.

\$3.25 plus 80c 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 65c 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.