

WHO MAKES SOCIAL POLICY?

N.Z. PLANNING COUNCIL

60 p. 1982 N.Z. Planning Council. Paper No. 20.

\$5.25 plus \$1.05 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 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 65c 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.

THE PATH TO REFORM

Edited by C. Burns

219 p. 1982.

\$15.75 plus \$1.60 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 \$1.05 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 \$3.75 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 65c 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.

PERSON TO PERSON

STATE SERVICES COMMISSION

13p. 1981.

\$1.50 plus 50c p & 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.

5BX PLAN

ROYAL CANADIAN AIR FORCE

112 pp. 1986. Fourth Edition.

\$5.95 plus \$1.05 p & p

The five basic exercises (5BX) Plan is designed to show how to develop and hold a high level of physical fitness. The scheme is not dependent on elaborate facilities or equipment. The exercises require only eleven minutes a day and can be done in the house or office. The Plan is scientifically designed to develop personal fitness at a rate set by yourself, to your required level, without getting stiff or sore muscles. It is self measuring with charts for age groupings, along with graduated standards for checking progress. The programmes are designed for varying age groups of males.

NEW ZEALAND FOREST PARKS

Geoffrey Chavasse and John Johns

288 p. 1983. Illustrated.

\$24.95 plus \$3.75 p & p

New Zealand Forest Parks is one of those books that you will reach for time after time to simply enjoy or to relive visits made, to plan visits to come. Each forest park is described in a separate chapter with photographs, text, maps, and charts to illustrate our nineteen forest parks, perhaps unrivalled for diversity and interest anywhere else in the world.

THE NEW ZEALAND WARS

By James Cowan

Vol. I. 466 p. Vol. II. 633 p.

\$69.50 plus \$5.00 p & p

This book was first published in 1922 and reprinted without amendments in 1955. It has been out of print for many years. This edition has a new and perceptive introduction by Michael King and in addition the original seven page index has been replaced by a substantial and comprehensive index. This 1983 edition is called a facsimile edition because it is being reproduced from the original text. However, the introduction, index and illustrations include alterations and improvements on the original.

THE LONG YARN OF THE LAW

By Fiona McMorran

80 p. 1983.

\$6.95 plus \$1.05 p & p

Told through prose, verse, extracts from newspapers and diaries, and policemen's recollections, the book takes the reader from those early colonial days to the modern police force of today. This inexpensive and easy to read history is a valuable aid for teachers and a source of continuing interest for children.

FLORA OF NEW ZEALAND SERIES

Volume I of *Flora of New Zealand* was the first major reference work on native plants in New Zealand to be published before 1925. It contains a comprehensive account of all the indigenous ferns and their allies, and the dicotyledonous flowering plants.

1133p. 1982 reprint. Hardcover:

\$45.00 plus \$3.75 p & p

Volume II is a continuation of Volume I. The main descriptive text is similarly concerned with indigenous plants, including the monocotyledons.

386p. 1976. Hardcover:

\$6.75 plus \$1.05 p & p

Volume III, which concerns the 'weed' flora describes the introduced wild plants belonging to the rush, lily, iris, arum, and related families.

254p. 1980. Hardcover:

\$18.50 plus \$1.60 p & p

Flora of New Zealand Lichens is primarily an identification manual for the serious lichenologist. It also contains much information useful to the general botanist, student, and interested amateur.

662p. 1985. Hardcover:

\$39.95 plus \$3.75 p & p

PARLIAMENTARY PRACTICE IN NEW ZEALAND

David McGee

580p. 1985.

\$39.95 plus \$3.75 p & p

Parliamentary Practice in New Zealand is a comprehensive and thorough documentation of the procedures and rules governing the way parliament operates. Parliamentarians, lawyers, academics, and citizens with an interest in the institution that governs this country will find *Parliamentary Practice in New Zealand* an informative and enlightening book—one that answers the often-asked questions about the practices of New Zealand's Parliament.