

**WHAKAREWAREWA FOREST PARK**

Edited by John Boyd

80 p. 1983. \$6.00 plus \$1.05 p &amp; 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.

**GUIDELINES FOR AUTHORS: Preparing Manuscripts for Publication**

Edited by Paula J. Wagemaker

52 p. 1984. \$7.50 plus \$1.05 p &amp; p

Submitting a manuscript to a publisher is not simply a matter of handing over a sheaf of paper. Publishers usually insist that a manuscript and its accompanying illustrative material be presented to defined standards of preparation. The standards of preparation required are detailed in these guidelines which have been produced in the interest of ensuring harmonious relationship between authors and their publishers.

**PUBLIC AND PRIVATE ENTERPRISE IN NEW ZEALAND**

Edited by R. C. Mascarenhas

133 p. 1984. \$15.00 plus \$1.60 p &amp; 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.

**INTRODUCING MANAGEMENT SERVICES IN THE PUBLIC SERVICE**

STATE SERVICES COMMISSION

34 p. 1982 reprinted. \$2.75 plus 65c p &amp; 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.

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

STATE SERVICES COMMISSION

8 p. 1981. \$1.00 plus 50c 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 \$1.05 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 65c 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 \$1.60 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 State 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 &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.

**MANPOWER PLANNING IN PUBLIC ADMINISTRATION**

STATE SERVICES COMMISSION

51 p. 1981. Discussion Paper No. 1. \$3.95 plus 65c 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.

**AFTER WORK**

STATE SERVICES COMMISSION

36 p. 1982 reprinted. \$3.50 plus 65c p &amp; 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 \$5.00 p &amp; 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", not yet published, 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.