

WHAKAREWAREWA FOREST PARK

Edited by John Boyd

80 p. 1983. \$6.60 plus \$2.20 p & 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. \$10.95 plus \$2.92 p & 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. \$16.50 plus \$2.92 p & 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.

ELECTRICITY FOR MOTOR MECHANICS

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

256 p. 1986 reprint. Illustrated. \$16.50 plus \$2.92 p & p

Now in paper-back, this popular publication provides a basis for the study of automotive electricity for apprentice motor mechanics. Car owners, too, and persons interested in the general maintenance of motor engines will find the book a reliable guide to the detection and remedy of minor electrical faults.

VISUAL WAYS

By Geoff Moss

46 p. 1982. Illustrated. \$6.35 plus \$2.20 p & p

Too often people find themselves having to speak in public, to train new employees, to teach various skills, or to give advice on arranging displays and exhibits without having had any relevant basic training. If you are such a person, this book was written to help in getting a message across more effectively by using visual aids.

PARLIAMENTARY PRACTICE IN NEW ZEALAND

David McGee

580p. 1985. \$43.95 plus \$5.50 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.

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PARLIAMENT AND THE PEOPLE

by Beth Bowden

50 p. 1984. Illustrated. \$8.25 plus \$2.20 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. \$13.75 plus \$2.92 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 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 22c 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 \$8.80 (includes G.S.T.) for setting up and deleting costs.

CONTENTS

	PAGE
ADVERTISEMENTS	4655
APPOINTMENTS	4630
BANKRUPTCY NOTICES	4652
LAND TRANSFER ACT: NOTICES	4654
MISCELLANEOUS—	
Animal Remedies Act: Notice	4644
Animals Act: Notice	4636
Animals Protection Act: Notices	4636
Commerce Act: Notices	4643, 4647
Corrigendum	4629
Films Act: Notice	4648
Fisheries Act: Notice	4640
Gaming and Lotteries Act: Notice	4635
International Air Services Licensing Act: Notices	4636
Maori Affairs Act: Notices	4633
New Zealand Fishing Industry Board Act: Notice	4638
N.Z. Railways Corporation Act: Notices	4635
Post Office Savings Bank Regulations: Notice	4636
Public Works Act: Notices	4630
Regulations Act: Notice	4643
Reserves Act: Notice	4633
Standards Act: Notices	4639
Transport Act: Notices	4637, 4638
Transport (Vehicle and Driver Regulation and Licensing) Act: Notice	4637
PROCLAMATIONS, ORDERS IN COUNCIL, AND WARRANTS ..	4629