

MANPOWER PLANNING IN PUBLIC ADMINISTRATION  
STATE SERVICES COMMISSION

51 p. 1981. Discussion Paper No. 1. \$3.95 plus 80c 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.

AFTER WORK  
STATE SERVICES COMMISSION

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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.

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STATE SERVICES COMMISSION

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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.

THE NEW ZEALAND GAZETTE DEADLINES  
(Easter)

In the week preceding Easter, the *New Zealand Gazette* will be published on Wednesday, 15 April 1987. Notices from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington by noon on Monday, 13 April 1987.  
Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Tuesday, 14 April 1987.  
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 \$8.00 for setting up and deleting costs.

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