

EFFECTIVE MANAGEMENT: For Busy Managers
STATE SERVICES COMMISSION

114p. 1974. \$6.55 plus \$2.20 p & 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. \$3.60 plus \$1.21 p & 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. \$2.15 plus \$1.21 p & 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.

PERSON TO PERSON
STATE SERVICES COMMISSION

13p. 1981. \$3.25 plus \$1.21 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.

ABOUT SUPERVISION
STATE SERVICES COMMISSION

23p. 1979. \$6.60 plus \$2.20 p & p
You may be anxious about your new duties and responsibilities on your first job as a supervisor. This booklet will introduce you to some ways of making those duties and responsibilities easier to cope with.

TRAINING WAYS
By *Geoffrey Moss*

119 p. 1983. Illustrated. \$14.25 plus \$2.92 p & p
'Training Ways' is the third and last book in the series of Advisory Aid Books. Like 'Way with Words' and 'Visual Aids' it is a book to help the supervisor, training manager, the tutor and the extension worker provide a successful training programme and a learning experience for adults.

THE HOME VEGETABLE GARDEN
by *Bee Baldwin*

177 p. 1984. Illustrated. Softcover \$21.95 plus \$5.50 p & p
Hardcover \$30.75 plus \$5.50 p & p
This book is a comprehensive, clearly-written, illustrated grow-your-own guide to raising fresh, vitamin-rich vegetables in any ordinary New Zealand garden.

CREATING WORK
by *David Naulls*

165 p. 1984. Illustrated. \$10.45 plus \$2.92 p & p
Creating Work has been written to help people to become self-employed. The book shows how skills-writing, baking, carpentry, whatever—can be turned into a profitable small business.

WHERE TO START
By *Vincent Burke*

DEPARTMENT OF INTERNAL AFFAIRS
61 p. 1982. Illustrated. \$6.55 plus \$2.20 p & p
This publication has been designed to help New Zealanders in the initial stages of getting a club, group, or organisation off the ground. The information it contains will be of assistance to a wide variety of different community groups, sporting, cultural, and recreational clubs. Included are suggestions for various administrative frameworks; legal structure, meetings, public relations, finance, and the constitution of the organisation.

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 \$8.00 for setting up and deleting costs.

CONTENTS

	PAGE
ADVERTISEMENTS	2339
APPOINTMENTS	2313
BANKRUPTCY NOTICES	2336
LAND TRANSFER ACT: NOTICES	2337
MISCELLANEOUS—	
Agricultural Pests Destruction Council: Notice	2323
Broadcasting Act: Notice	2325
Commerce Act: Notices	2334
Corrigendum	2311
Criminal Justice Act: Notice	2324
Customs Act: Notice	2327
Forest Disease Control Regulations: Notice	2323
Heavy Motor Vehicle Regulations: Notices	2323
Income Tax Act: Notice	2331
Local Government Act: Notices	2320, 2322
Marriage Act: Notice	2314
New Zealand Dairy Board: Notice	2330
N.Z. Railways Corporation Act: Notices	2320, 2330
Pesticides Act: Notice	2323
Post Office Savings Bank Regulations: Notice	2322
Private Schools Conditional Integration Act: Notice	2322
Public Finance Act: Notice	2323
Public Works Act: Notices	2314
Raspberry Marketing Regulations: Notice	2324
Regulations Act: Notice	2334
Reserves Act: Notice	2320
Reserve Bank: Statement	2335
Standards Act: Notices	2324
Transport Act: Notices	2324, 2327, 2330
Vocational Training Council Act: Notice	2323
PROCLAMATIONS, ORDERS IN COUNCIL, AND WARRANTS ..	2311