

**Reviewed by Vicki Davis**

Vicki is a teacher of commercial cookery and catering, which includes presentation of lessons on workplace hygiene and development of food safety systems. Her role includes ensuring compliance with legislated standards for foods that are sold on site as part of training.

**Make it Safe. A Guide to Food Safety**

**Author: CSIRO Food and Nutritional Sciences**

**Publisher: CSIRO Publishing  
Published: 2010**

This book is an excellent reference for anyone involved in, studying or considering entering the Hospitality or Food Industry. *Make it Safe* offers clear explanations of the necessary knowledge to understand the responsibilities, risks, regulation and technicalities of producing food and beverages that are safe to eat. It is easy to read with plenty of specific examples and current data to illustrate the points made. Any technical or industry-specific terminology and concepts are supported with concise definitions and explanations throughout the book as they come up. They are then made easy to find if referred to in later chapters through highlighting in numbered, shaded boxes. Step by step advice is given, with reference to the Food Standards Code and discussion about the wide range of equipment available. The advice provided is realistic, practical and very usable.

Whilst the book is written for businesses manufacturing food on a small scale, it is not exclusive. Most of the information is equally applicable to restaurants, caterers and food retailers. The book progresses through chapters on food safety concerns, food safety hazards and their control via premises, people, recipes, ingredients, preparation, cooking, cooling, packaging and labelling in a logical sequence. There is straightforward information about food handling practices, hygiene principles and the microbial, chemical and physical agents that render food unsafe. Food Safety Systems and Australian Food Regulations are explained and a comprehensive reference section on more detailed publications, user guides, State and Territory Authorities, websites and contacts leaves the reader confident that this is a reputable resource with accurate and detailed information. While book is not indexed there is a comprehensive glossary and the contents pages are detailed, making it easy to find specific information. ❖



**Reviewed by David Cashmere**

David Cashmere is Head Teacher at Sutherland TAFE. He has taught business studies looking at tax law and responsibilities.

**Principles of Taxation Law**

**Authors: C Coleman, R Hanegbi, G Hart, S Jogarajan, R Krever, J McLaren, W Orbist & K Sadiq**

**Publisher: Thompson Reuters  
Published: 2009**

As the publishers point out, taxation law can be an incredibly complex subject to absorb, particularly when time is limited.

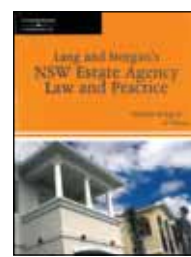
This book on *Principles of Taxation Law* is an updated 2010 3<sup>rd</sup> edition and is aimed specifically at students seeking clarity to this area of the law. As written by Professor Gordon S. Copper AM, this book clearly lays out terms of relevant legislation as interpreted by Australian Taxation Office, Administrative Appeals Tribunal and the courts here in Australia. It is user friendly and should succeed in its aim of being of considerable assistance to students.

The book is divided into seven parts — overview, income, offsets, timing, investment, avoidance and indirect tax. This might make it a little easier for students to “understand the framework within which tax operates”, as the authors put it.

The diagrams, case studies and examples, as well as questions at the end of each chapter help students to apply knowledge and develop skills. At \$90 AUS, this book is a worthwhile investment for students, teachers or members of the public seeking to understand Tax Law in Australia.

This 2010 edition includes new chapters on sources of taxation law and assessable income and a new tax study guide. Chapters are grouped under helpful headings and include flowcharts, diagrams and tables as well as chapter summaries and an online self testing component mentor. Every major aspect of Australian tax system is covered and existing chapters have been revised.

*Principles of Taxation Law 2010* is a good guide to understanding taxation in Australia. ❖



**Reviewed by Anne Walsh**

Anne Walsh is part of the Organisational Improvement Team in North Coast TAFE. She has nearly two decades of experience delivering and assessing in the vocational and tertiary sectors across a range of qualifications.

**Lang and Morgan's NSW Estate Agency Law and Practice, 6<sup>th</sup> edition**

**Author: Pamela Morgan  
Publisher: Thompson Lawbook Co.  
Published: 2009**

Anything to do with law is bound to be complex. This applies to texts on the subject as well and this book is no exception.

In this 6<sup>th</sup> edition, Pamela Morgan has taken into account the *Property, Stock and Business Agents Act 2002* (NSW) and the associated repeal of the 1941 Act. This makes the book a very necessary purchase — particularly for those still relying on the 1994 5<sup>th</sup> edition. There have been many changes in the intervening years so this edition is extensively different.

The book is structured in five main sections — 1. Contracts and the legal system; 2. Sale, purchase and conveyancing practice; 3. Other transactions involving land; 4. Estate Agents — rights and obligations; 5. Legislation.

At over 900 pages, it is a detailed and thorough treatise on the subject and certainly not a text to be taken lightly. The content is well researched, as would be expected in any book on the law. I would classify it as a reference rather than a text or learning resource.

Many judiciary decisions have been cited to provide clarification of various legal points. Even so, some readers will at times find this a difficult text to read. The language is necessarily precise in the way that only legal language can be. This linguistic accuracy is one of the positive features of the book. However, if used as a learning resource it will definitely rely on the intervention of a teacher to help students new to the industry understand the themes and finer points.

My recommendation for this book would be for real estate practitioners, teachers, libraries and students in higher level courses. This is a reference to digest in small chunks over a period of time, or refer to when an issue needs clarification. ❖



**Reviewed by  
Katy Gerner**

Katy has worked as a support teacher in discrete Retail classes for several years at both Granville and Campbelltown TAFEs.

**First Steps in Retail Management, 3<sup>rd</sup> Edition**

**Author:** Mark Wrice  
**Publisher:** Palgrave MacMillan  
**Published:** 2010

Like *First Steps in a Retail Career*, *First Steps in Retail Management* will be useful for both the retail teacher and the new manager. A teacher will appreciate the discussion questions, best practice checklists and the wealth of illustrations, to inspire their lesson preparation. A new-to-the role manager will find it packed with how-to-avoid-burnout tips, such as how to delegate, getting organised, communicating with management, how to prevent theft and how to deal with difficult and even dangerous customers.

The topics covered in *First Steps in Retail Management* include: *The step up to management, Profiling a retail market, Coordinating customer service, Selling, Merchandising, Inventory, Safety, Security, Staff training, Employee relations, Finance*, which is written by Richard Clifton, and *Clerical administration*. The Introduction to retail signage and ticketing section in the Merchandising chapter is written by Barbara Enright.

Mark Wrice is a specialist retailer trainer with over 30 years experience in the industry. Richard Clifton is an accountant who specialises in financial planning and a superannuation consultant. Barbara Enright is a ticket writer and a TAFE teacher

*First Steps in Retail Management* is also interesting to read for its own sake. As a shopper who loathes self-service, I was most interested to read Wrice's statement, *The industry is still suffering from the movement throughout the 1970s and 1980s towards self-service, which led to a loss of personal retailing skills within the industry.*

I wonder how he feels about the new checkouts where we are expected to swipe our own goods. I find them very impersonal. ❖



**Reviewed by  
Sue Mandley**

Sue is a Project Manager working in the Education Development team at The Gordon. She supports teachers in their exploration of the use of technology in their teaching.

**From Blogs to Bombs. The Future of Digital Technologies in Education**

**Author:** Mark Pegrum  
**Publisher:** UWA Publishing  
**Published:** 2009

I love this book! There is an abundance of information everywhere on the good, bad and the ugly of our instant connectivity to the internet and the impact of digital technologies on the lives of learners today. This book provides the reader with the luxury of an examination of the technological, the pedagogical, the social and the ecological implications of our reliance on digital technologies in the learning process.

By looking at all of the above from different angles the author is able to ensure the reader is able to arrive at their own decisions on the value of using digital technologies for learning.

Pegrum has conducted current research to produce a very readable text which focuses on the increasing use of digital technologies in everyday life. He examines how the use of blogs and wikis, podcasts and video mashups, social networking sites and virtual worlds has divided many educationalists, but at the same time has created a big picture view that we can't ignore.

He discusses how education is more than preparation for future employment. It must prepare students for a social future. Being able to express themselves online is going to be an enabling factor to ensure they are not doomed to silence in a global world that is increasingly relying on its citizens to be digitally literate.

Technology in learning today is so much more than technology. Pegrum reminds us that as educators we must look at digital technologies from a pedagogical perspective, rather than just from a technological perspective. His messages are brief — it's a small book — but he has also established a wiki and Twitter feed to continue the discussion. In a rapidly changing digital learning environment, this seems entirely appropriate. ❖



**Reviewed by  
Gail LeBreton**

Gail has worked in tertiary institutions for 30 years, teaching English language, literature, philosophy and business. She has also worked in Communications and as the Director of Studies of the ELICOS Centre at Central TAFE, WA.

**Dictionary for Managing Trees in Urban Environments**

**Authors:** Danny Draper and Peter Richards  
**Publisher:** CSIRO Publishing  
**Published:** 2009

The *Dictionary for Managing Trees in Urban Environments* is a welcome ready reference for study, work and home. The list of people, apart from specialist arboriculturists, for whom this book would be essential and useful reading is long: students of biological sciences, horticulture and design; report writers and workers in local councils, hobby farmers, the serious suburban gardener with sometimes very big trees to manage and prune and enthusiasts who devote themselves to maintaining local areas of natural vegetation, to name but a few. As a lay reader with a strong interest in 'reafforesting' urban areas, I was fascinated with what there is to know. Though diagrams are not always common in dictionaries, they made the technical definitions very clear. The numbered parts show the writers to be careful and precise in conveying information. Many of the diagrams showed things often seen but little understood.

The references and further reading is extensive and comprehensive with many interesting titles for readers with particular interests.

The index has been particularly well thought through. The numbered divisions into areas of specific interest make the dictionary very user friendly indeed: General terms; Age of trees, Animals and habitat in trees; Bark; Branches, crown and canopy; Buds; Compartmentalisation of decay in trees, Condition of trees, Crooked trees; Deadwood; Description of tree dimensions; Excavation and construction; Form of trees; Fungus; Leaning trees; Palms; Periods of time; Planning and Law; Pruning; Roots; Sap; Significance; Soil; Symmetry; Tree testing equipment; Tropisms; Vigour; Wood and Wounds. There will be many people who will be grateful to Danny Draper and Peter Richards for doing the organisational research for them.

Anyone with a more than passing interest in trees of any kind would be well served by having this book on their library shelf. ❖