

# Mid-year Books 2011



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PACKAGES – Midyear Book Publications 2011

PACK TITLE	Page No.	CONTENTS	PACK CODE	PACK ISBN	PUBLISH DATE	RRP	SAVE
Core Student Taxpak 1 2011	n/a	Australian Master Tax Guide 2011 - 48th Edition	39207A	978-1-921701-65-8	February	\$199.00	\$59.00
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Core Student Taxpak 2 2011	8	Australian Taxation Law 2011 - 21st edition	39208A	978-1-921701-66-5	February	\$189.00	\$35.00
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Core Student Taxpak 3 2011	7	Australian Tax Casebook - 10th Edition	39209A	978-1-921701-67-2	February	\$155.00	\$29.00
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Core Student Taxpak 4 2011	8	Australian Taxation Law 2011 - 21st edition	39210A	978-1-921701-68-9	February	\$255.00	\$64.00
	7	Australian Tax Casebook- 10th Edition					
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Core Student Taxpak 5 2011	n/a	Australian Master Tax Guide 2011 - 48th Edition	39211A	978-1-921701-69-6	February	\$279.00	\$74.00
	7	Australian Tax Casebook - 10th Edition					
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
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	6	Australian Taxation Study Manual 2011, 21st ed					
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Core Student Taxpak 7 2011	8	Australian Taxation Law 2011 - 21st Edition	39302A	978-1-921948-10-7	July	\$299.00	\$115.00
	7	Core Tax Legislation and Study Guide 2011 - 14th Edition					
	7	Australian Tax Casebook 10th Edition					
	6	Australian Taxation Study Manual 21st Edition					
Foundations Student Taxpak 1 2011	9	Foundations of Taxation Law 2011 - 3rd edition	39213A	978-1-921701-71-9	February	\$155.00	\$23.00
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Foundations Student Taxpak 2 2011	9	Foundations of Taxation Law 2011 - 3rd edition	39214A	978-1-921701-72-6	February	\$213.00	\$60.00
	7	Australian Tax Casebook - 10th Edition					
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Foundations Student Taxpak 3 2011 – 2nd Semester	9	Foundations of Taxation Law 2011 - 3rd edition	39315A	978-1-921948-26-8	July	\$210.00	\$63.00
	6	Australian Taxation Study Manual 2011, 21st ed					
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Foundations Student Taxpak 4 2011	9	Foundations of Taxation Law 2011 - 3rd edition	39216A	978-1-921701-74-0	February	\$238.00	\$75.00
	6	Australian Taxation Law 2011 - 21st edition					
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Foundations Student Taxpak 5 2011	9	Foundations of Taxation Law 2011 - 3rd edition	39217A	978-1-921701-75-7	February	\$299.00	\$109.00
	7	Australian Tax Casebook - 10th Edition					
	8	Australian Taxation Law 2011 - 21st edition					
	7	Core Tax Legislation & Study Guide 2011 - 14th Edition					
Master Tax Examples Pack 2011	5	Australian Master Tax Guide 2011 - Tax Year End - 49th edition	39305A	978-1-921948-13-8	August	\$209	\$65.00
	6	Master Tax Examples 2011/12 - 10th edition					
Australian Business Law 2011 & First Principles of Business Law 2011 Pack	18	Australian Business Law 2011 – 30th edition	39229A	978-1-921701-87-0	January	\$200.00	\$37.00
	19	First Principles of Business Law 2011 CD & Source Book					
Australian Business Law 2011 & First Principles of Business Law 2011 CD	18	Australian Business Law 2011 – 30th edition	39230A	978-1-921701-88-7	January	\$155.00	\$26.00
	19	First Principles of Business Law 2011 CD					
CCH Company Law Package 2011	16	Australian Corporations & Securities Legislation 2011 Volume 1	39226A	978-1-921701-84-9	January	\$160.00	\$40.00
	17	Commercial Applications of Company Law 2011 12th edition					
CCH Corporations Law Study Kit 2011	16	Australian Corporations & Securities Legislation 2011 Volume 1	39227A	978-1-921701-85-6	January	\$124.00	\$51.00
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June 2011

**Note:** prices in this catalogue are valid at the time of printing and are subject to periodic review. CCH reserves the right to charge for postage and handling. Call 1300 300 224 or speak to an Academic Sales Consultant to confirm the correct price for you.

## Australian Master Tax Guide 2011 - Tax Year End Edition – 49th Edition

Australia's number one tax reference is designed to help practitioners, businesses, other organisations and students quickly locate accurate answers to their tax questions. Whether it is being used to help prepare tax returns for the current tax year or to work out the tax issues and implications of decisions and transactions in the immediate future years, the *Australian Master Tax Guide* is an essential resource for anyone working in or dealing with tax.  
Up-to-date to 30 June 2011.

### Benefits to users:

- Cross references at the end of each CCH paragraph to more detailed information in key CCH updating services
- Handy checklists and tables, complete effective life (depreciation) tables and a calendar of key tax dates
- Entirely new chapter of handy tax checklists
- A practical way to keep up to date on the changes to Australia's complex tax system



CCH Code: 39245A  
ISBN: 9781921873034  
Publish: July 2011  
Pages: estimated 2,400  
RRP: \$169.00

## Australian Master Financial Planning Guide 2011/12 – 14th Edition

The *Master Financial Planning Guide* is the complete reference book covering all the fundamental areas of financial planning, with practical examples and case studies. Contents include income tax, superannuation, social security, aged care, investment, retirement planning and estate planning. This edition includes updates of all developments during 2010/11, along with analysis of the proposed measures arising from the 2011 Federal Budget. The information is up to date, using current laws as of 1 July 2011.

### Benefits to users:

- Leading financial planning experts share their wisdom, including Louise Biti, Graeme Colley and Jennifer Brookhouse, with David Shirlow as consultant editor
- Covers key financial planning strategies in a practical and straightforward way
- Provides practical tools such as checklists



CCH Code: 39243A  
ISBN: 9781921873010  
Publish: August 2011  
Pages: estimated 1,220  
RRP: \$155.00

## Australian Master Superannuation Guide 2011/12 – 15th Edition

This indispensable guide provides clear and detailed explanation of the laws relating to superannuation regulation and taxation as at 1 July 2011. It contains practical insights and helpful examples.

This Guide is an invaluable handbook and essential reference on superannuation law and practice in Australia. It is an up-to-date resource that provides clear analysis of the law for everyone involved in the superannuation business.

### Benefits to users:

- Provides authoritative guidance in different areas of superannuation laws
- Provides a summary of the main changes in 2010/11 and earlier years and proposed superannuation reforms
- Practical information in one "Instant Reference" chapter, with access to rates, thresholds, checklists and calendars, and extensive cross-references
- Easy navigation, including a comprehensive index and case and rulings lists



CCH Code: 39244A  
ISBN: 9781921873027  
Publish: September 2011  
Pages: estimated 1,340  
RRP: \$155.00

NEW!



CCH Code: 39311A  
 ISBN: 9781921948190  
 Publish: June 2011  
 Pages: estimated 400  
 RRP: \$75.00

## Understanding Accounting Principles

Stephen J Marsden

*Understanding Accounting Principles* is an abridged version of the full text of *Australian Master Bookkeepers Guide, 3rd edition*.

This publication is not only designed to assist accountancy students understand key accounting concepts and principles but also is aimed at those students who do not require a detailed or in-depth understanding of accounting.

### Benefits to users:

- Uses simple language so that readers with a non-accounting background will find it easy to understand
- Practical in nature and contains numerous examples, diagrams, flowcharts and checklists
- Can also be used as a handbook for practising bookkeepers and accountants

NEW!



CCH Code: 39246A  
 ISBN: 9781921873041  
 Publish: June 2011  
 Pages: estimated 570  
 RRP: \$95.00

## Australian Taxation Study Manual: Questions and Suggested Solutions – 21st Edition

By Ken Devos, Les Nethercott and Grant Richardson

The 21st edition of the popular *Australian Taxation Study Manual* provides suggested solutions to a series of case-study type questions. The practical questions are graded for levels of complexity and cross-referenced to the 2011 editions of the *Australian Master Tax Guide*, *Australian Taxation Law* and *Foundations of Taxation Law*.

Up-to-date to April 2011.

### Benefits to users:

- Contains over 270 worked questions grouped according to 12 key areas of taxation law and practice
- Provides practical, objective and knowledgeable solutions to real life tax problems
- Contains numerous questions without solutions for use by instructors to test their students' understanding of tax topics
- Includes relevant tax rates and rebates, a table of contents, list of abbreviations, a handy index, case table and legislation finding list

NEW!



CCH Code: 39307A  
 ISBN: 9781921948152  
 Publish: August 2011  
 Pages: estimated 576  
 RRP: \$105.00

## Master Tax Examples 2011/12 – 10th Edition

By Ken Devos, Les Nethercott and Grant Richardson

The *Master Tax Examples 2010/11* is an ideal companion to CCH's market-leading *Australian Master Tax Guide*. It provides practical examples that illustrate and expand on topics covered in the *Australian Master Tax Guide* and cover situations encountered in practice by professionals and their clients.

### Benefits to users:

- Contains fully worked calculations to illustrate one or more tax concepts.
- Topics include assessable income, capital gains, fringe benefits, deductions, trading stock, depreciation, individuals, partnerships, trusts, companies and distributions, administration and assessment and GST.

## Core Tax Legislation & Study Guide 2011 – 14th Edition

By Stephen Barkoczy

Students studying tax cannot simply rely on commentary books for answers. It is essential that students read the actual legislative provisions that underlie the commentary. The tax law is continually changing with many hundreds of amendments every year, so it is important to use the latest version of the legislation available. The *Core Tax Legislation & Study Guide 2011* makes it easy for students by providing all the key tax provisions they need in one handy volume.

### Benefits to users:

- Easy-to-read format
- Includes a practical guide on how to research tax questions and how to study for tax exams
- Key provisions in one convenient volume
- Includes GST, FBT, superannuation provisions, Constitutional and administrative

Save when purchased as part of student tax packs (see p 2).



CCH Code: 39185A  
ISBN: 978 1 921701 43 6  
Publish: February 2011  
Pages: 1,328  
RRP: \$89.00

## Australian Income Tax Legislation 2011 – 3 Volume Set

This three-volume set provides a comprehensive consolidation of Australian income tax and related legislation, updated and consolidated for all amendments to 1 January 2011. This set includes all relevant income tax and related legislation, including: Income Tax Assessment Act 1997, Transitional Provisions, 1997 Regulations, Income Tax Assessment Act 1936, 1936 Regulations, Taxation Administration Act, Rating Acts, Fringe Benefits Tax, Administration Appeals, International Tax Agreements Act.

### Benefits to users:

- Most easy-to-read format in the market
- Legislation annotator, Index and Conversion tables between the 1997 and 1936 assessment acts
- Convenient, accurate and the most comprehensive set in the market
- Provides detailed history notes for all substantive income tax amendments in the last six years



CCH Code: 39182A  
ISBN: 978 1 921701 40 5  
Publish: February 2011  
RRP: \$299.00

## Australian Tax Casebook – 10th Edition

By Stephen Barkoczy

The *Australian Tax Casebook* is a valuable resource for both students and professionals and an excellent companion to CCH's *Australian Master Tax Guide* and *Australian Taxation Law*. This 10th edition has summaries of 550 cases, including 11 new case summaries. Each case summary presents the facts and arguments of the parties, the issues, the Tribunal's or Court's decision and significant quotations from the judgement. Up-to-date to May 2010.

### Benefits to users:

- Provides easy-to-read summaries of all the important judgments in Australian taxation law
- Presents case summaries in a clear, consistent and structured format allowing for cases to be easily compared and contrasted
- Highlights key parts of a case through the use of significant quotes from the judgement
- Presents case summaries in alphabetical order allowing users to find summaries quickly and easily

Save when purchased as part of student tax packs (see p 2).



CCH Code: 39116A  
ISBN: 978 1 921593 88 8  
Publish: June 2010  
Pages: 1,302  
RRP: \$95.00



CCH Code: 39084A  
 ISBN: 978 1 921593 58 1  
 Publish: January 2011  
 Pages: 2,336  
 RRP: \$135.00

## Australian Taxation Law 2011 – 21st Edition

By *Woellner, Barkoczy, Murphy, Evans and Pinto*

*Australian Taxation Law* is an essential resource providing an in-depth understanding of the complex world of tax. The 21st edition of this well-established annual text covers income tax, superannuation, fringe benefits tax, GST, state taxes, financial transactions and corporate entities. Written by tax instructors, the book offers a comprehensive and practically-oriented analysis of relevant legislation and case law, and a conceptual framework against which to assess topical tax issues. Up-to-date to July 2010.

### Benefits to users:

- Helps students understand key principles, through diagrams, flow charts, practical examples and sample calculations
- Provides students with a comprehensive analysis of case law and legislation
- Includes a handy section of tax rates and tables
- Serves as an ideal companion to CCH's *Australian Tax Casebook*, *Core Tax Legislation & Study Guide* and *Australian Taxation Study Manual*

Save when purchased as part of student tax packs (see p 2).

### Instructor Resource

#### Multiple Choice Q&As

By *Tom Delany, Senior Lecturer, Faculty of Business, Southern University of Queensland*

These online Multiple Choice Q&As are grouped according to the chapter topics used in *Australian Taxation Law 2011- 21st Edition*. The Q&As can be used by teachers when preparing their teaching materials and to provide to their students to test their knowledge of taxation law. These materials are provided in Microsoft Word format to allow easy copying and pasting into other documents or popular e-learning software applications.

#### Online Tax Flowchart Guide

By *Ian Iredale, University of Technology, Sydney*

The Online Tax Flowchart Guide uses an innovative flowchart format to explain the conceptual framework of Australian taxation law. The keys to understanding the Guide are the seven "Roadmaps" which are designed to help illustrate the ultimate question to be answered in a study of income tax law - how much income tax is payable by the taxpayer?

Cross-referenced to *Australian Taxation Law 2011 - 21st Edition* the Guide is delivered in PDF format allowing all pages to be viewed online, downloaded or printed using Adobe Acrobat Reader.

**NEW!**



CCH Code: 39277A  
 ISBN: 9781921873348  
 Publish: May 2011  
 Pages: 232  
 RRP: \$120.00

## Tax Flow-through Companies

By *Brett Freudenberg*

*Tax Flow-through Companies*, the second title to be published as part of the CCH and ATTA Doctoral Series, considers the experience of flow-through companies in the United States, the United Kingdom and New Zealand to ascertain what lessons Australia can learn.

Not available as Inspection Copy.

### Benefits to users:

- Provides an account of the development of flow-through companies in the United States, the United Kingdom and New Zealand and their potential application in Australia
- Analyses whether flow-through companies have benefited closely held businesses in terms of complexity and financing
- Evaluates how Australia could implement its own flow-through company that compliments the existing imputation system for corporations



## Foundations of Taxation Law 2011 – 3rd Edition

By *Stephen Barkoczy*

*Foundations of Taxation Law* is a new edition, further revised and expanded, with the addition of seven new chapters, uniquely structured to accommodate both basic tax study and the more advanced topic areas. This book is the product of many years of research, practice and lecturing in the field of taxation law by Professor Stephen Barkoczy, winner of the 2008 Prime Minister's Award for Australian University Teacher of the Year.

### Benefits to users:

- Well laid out, with each chapter outlining fundamental concepts and rules
- Includes a chapter on legal research
- Aids learning with study questions, references and further reading
- Easily digestible information in a contemporary format
- Includes CD with PowerPoint slides covering all topic areas

Save when purchased as part of student tax packs (see p 2).



CCH Code: 39125A  
ISBN: 978 1 921593 97 0  
Publish: January 2011  
Pages: 1,000  
RRP: \$89.00

### Instructor Resource

#### Suggested Solutions to Study Questions

By *Tom Delany, Senior Lecturer, Faculty of Business, Southern University of Queensland and Toni Brackin, Lecturer in Taxation Law, Faculty of Business, University of Southern Queensland*

These solutions are designed for use with the "Study

questions" at the end of chapters in *Foundations of Taxation Law 2011 – 3rd edition* by Stephen Barkoczy. These solutions are ideal for use by instructors when preparing materials, or by students when revising for examinations. Available in PDF or Microsoft Word formats to allow easy copying and pasting into other documents or popular e-learning software applications.

## The Politics of Retirement Savings Taxation: A Trans- Tasman Comparison

By *Lisa Marriott*

*The Politics of Retirement Savings Taxation: A Trans-Tasman Comparison* addresses one of the most important social and economic issues in modern welfare states: public policy for retirement savings. This book explores the events, environment and personalities that combined to form the current policy arrangements in Australia and New Zealand. It is the first of the Australian Tax Teachers Association (ATTA) Doctoral Series.

### Benefits to users:

- Gives an historical account of the development of retirement savings policies in Australia and New Zealand
- Analyses how and why Australia and New Zealand adopted different approaches to the taxation of retirement savings
- Provides an in-depth evaluation of the institutional arrangements influencing retirement savings policy

Not available as Inspection Copy.



CCH Code: 39145A  
ISBN: 978 1 921701 14 6  
Publish: January 2010  
Pages: 260  
RRP: \$120.00





## Australian Master GST Guide 2011 – 12th Edition

By Philip McCouat

The *Australian Master GST Guide* contains a clear, practical explanation of GST with numerous examples of how it works in practice. It is up to date to 1 January 2011 and incorporates all changes and all proposed changes to the GST law. Particular attention is given to key subject areas such as real property, imports/exports, finance, transport, food, education, health and charities. Significant coverage of audit, compliance activities and planning opportunities is also included.

CCH Code: 39184A  
ISBN: 978 1 921701 42 9  
Publish: February 2011  
Pages: 800  
RRP: \$149.00

### Benefits to users:

- Provides clear, practical and comprehensive coverage about GST
- Useful tips on planning and cash flow
- Helpful industry checklists
- Specific chapters on Luxury Car Tax and Wine Equalisation Tax



## Australian GST Legislation with Overview 2011 – 14th Edition

This title provides a fully-indexed and comprehensive consolidation of all legislation relating to Australia's GST system, and incorporates all amendments enacted to 1 January 2011. The book also includes all relevant luxury car tax and wine equalisation tax legislation. There is also a separate section containing the full definitions of terms used in the GST legislation which are defined in non-GST legislation.

CCH Code: 39183A  
ISBN: 978 1 921701 41 2  
Publish: February 2011  
Pages: 1,468  
RRP: \$145.00

### Benefits to users:

- An overview of the framework and operation of GST
- A GST Legislation Annotator provides a quick check of whether a specific legislative provision has been referred to in ATO rulings, determinations or cases
- A list of legislative determinations made by the Commissioner or federal government ministers
- A handy Legislation Index for easy reference



## FBT Compliance Guide 2011

By Colin Wilmot

The *FBT Compliance Guide 2011* provides a comprehensive coverage of Australia's fringe benefits tax legislation, FBT law modifications during 2010 and salary packaging. The Guide provides valuable information on all categories of fringe benefit, exemptions and reductions in the taxable value of benefits.

CCH Code: 39186A  
ISBN: 978 1 921701 44 3  
Publish: February 2011  
Pages: 438  
RRP: \$99.00

### Benefits to users:

- Assists users determine whether a concession given to an employee is subject to FBT
- Explains the calculation of the taxable

value of fringe benefits using work papers and examples

- Provides information on the preparation of the FBT return by taxable, rebatable and Section 57A employers and the determination of reportable fringe benefits
- Summarises FBT changes and developments during the 2010 calendar year – legislation, tax cases, rulings, determinations, interpretative decisions and highlights of the NTLG FBT Sub-committee meetings
- Allows access to more in-depth information on specific topics through the references to CCH's Australian Fringe Benefits Tax Guide for Employers and Australian Federal Tax Reporter

## Tax Agents Manual

By John Gaal

Jointly published by CCH and the Taxation Institute of Australia, the *Tax Agents Manual* provides comprehensive coverage of the fundamental changes to the law governing the practice as a tax agent that were introduced by the *Agent Services Act 2009*. The topics covered include the scope and operation of the new Code of Professional Conduct; the new Tax Practitioners Board, including its investigatory and sanction powers; the new civil penalty regime; the penalty safe harbours for taxpayers and other client issues.

### Benefits to users:

- Provides analysis and practical implications on important issues
- Includes useful commentary and relevant legislation
- Ensure compliance with the new regime, by using the Bonus Practitioner Toolkit containing checklists and templates

Not available as Inspection Copy.



CCH Code: 39139A  
ISBN: 978 1 921701 10 8  
Publish: January 2010  
Pages: 331  
RRP: \$99.00

## Australian Superannuation Legislation 2011 – 15th Edition

Consolidated to 1 January 2011, this key title contains a summary of 2010 amending Acts and Regulations to superannuation, tax and related legislation, and is an important first point of reference for practitioners. The publication includes the complete Superannuation Industry Supervision (SIS) legislation, superannuation guarantee Act, unclaimed superannuation money Act, and government co-contributions Act. It also includes relevant extracts from the income tax and tax administration Acts, and other laws impacting on superannuation operation.

### Benefits to users:

- Encapsulates all relevant laws on superannuation regulation, taxation and administration in one handy volume
- Additional information in the form of detailed history notes and CCH notes to legislative changes
- Easy referencing with a comprehensive index
- An ideal companion to the CCH *Australian Master Superannuation Guide 2010/11*



CCH Code: 39187A  
ISBN: 978 1 921701 45 0  
Publish: February 2011  
Pages: 2,656  
RRP: \$145.00

## Guide to Life Risk Protection and Planning – 2nd Edition

This second edition of the *Guide to Life Risk Protection and Planning* is an essential reference resource for all those involved in servicing the life risk needs of their clients. This publication enables financial advisors and their support staff to develop quality financial plans for their clients based on the foundations of life risk management.

### Benefits to users:

- Explains complicated and technical life insurance concepts in plain English
- Provides advice in a practical way that will complement the academic curriculum provided by financial services colleges
- Empowers readers to present life risk management concepts in an authoritative manner to improve sales, service and general professionalism



CCH Code: 34184A  
ISBN: 978 1 921322 18 1  
Publish: January 2008  
Pages: 322  
RRP: \$99.00



## Australian Master Bookkeepers Guide – 3rd Edition

By Stephen J Marsden

This guide covers all the essentials of bookkeeping as well as a range of accounting and taxation issues that bookkeepers need to be aware of. Users will find practical terms and numerous worked examples, diagrams, checklists, tables and FAQs. In this new edition major revisions have been made to the payroll and superannuation, small business entity concessions and fringe benefits chapters. It has also been updated to take into account the

CCH Code: 39083A  
ISBN: 978 1 921593 57 4  
Publish: September 2010  
Pages: 1,008  
RRP: \$125.00

changes in the *Tax Agent Services Act 2009*, which came into effect from 1 March 2010. Fully updated to 30 June 2010.

### Benefits to users:

- Provides an overview of basic bookkeeping and accounting principles
- Assists in the preparation of a set of financial statements for clients
- Each chapter has a useful checklist in Q&A format
- Provides key information in chapters on GST, how to prepare BAS, and in a new chapter the accounting and taxation consequences of purchasing a motor vehicle



## Australian Master Accountants Guide

The *Australian Master Accountants Guide* provides a comprehensive overview of all the key topical accounting, business and taxation issues faced by accounting professionals advising their clients throughout the lifecycle of a business. The book is a useful point of reference on all critical aspects of business management from start-up to maturation. It is written by experienced tax, accounting and finance professionals and academics, and reviewed by BDO Kendalls. Up-to-date to 30 April 2009.

CCH Code: 34204A  
ISBN: 978 1 921322 61 7  
Publish: June 2009  
Pages: 860  
RRP: \$150.00

### Benefits to users:

- Hands-on reference tool for accountants and business advisers
- Informative and practical guide
- Assists planning, with user-friendly examples, diagrams and tables



## Top 100 Tax Q&As 2011

*Top 100 Tax Q&As 2011* contains new questions and answers from CCH's *Tax Q&A Service* asked during 2010. It provides practical solutions to the issues most often raised by practitioners using that service. The publication provides answers to "real life" topical questions asked by tax practitioners facing specific issues not usually found in more general books covering the whole of the tax law.

CCH Code: 39232A  
ISBN: 978 1 921701 90 0  
Publish: January 2011  
Pages: 248  
RRP: \$99.00

### Benefits to users:

- Provides detailed answers with accurate analysis of issues by a panel of experienced tax experts
- Comprehensive references to relevant legislation, case law and the Commissioner's rulings
- Covers specific issues in the areas of income, deductions, CGT, superannuation and GST
- Enables access to more in-depth information using the cross-references to the *Australian Master Tax Guide* and *Australian Master Superannuation Guide*

## Australian Motor Vehicle Tax Guide

By Philip McCouat

The *Australian Motor Vehicle Tax Guide* provides a practical, example-filled explanation of the tax considerations that apply to owning, leasing or operating motor vehicles. It includes information on deductible vehicle expenses, depreciation, how to claim the new business tax break, FBT and salary packaging considerations. It also covers luxury car tax and GST implications, fuel tax credit rules, customs considerations, vehicle transfer duties, and special situations such as trade-ins. Up-to-date to 1 July 2009

### Benefits to users:

- Assists the reader to understand key principles by using user-friendly examples
- Easy to pinpoint information using the index, case table and finding lists for legislation and rulings
- Provides valuable facts for any businesses that own or manage vehicles



CCH Code: 39046A  
ISBN: 978 1 921593 16 1  
Publish: August 2009  
Pages: 213  
RRP: \$60.00

## A Practical Guide to Business Valuations for SMEs

By Greg Hayes of Hayes Knight

This guide provides a practical-based focus on the issues and the process to be followed in undertaking valuations. Demand for valuation work by SMEs is growing and placing increasing requirements on their advisors. Therefore this book's unique SME focus, together with suggested report templates and work programs makes it an invaluable tool for any adviser to the SME market. Up-to-date to 30 June 2009.

### Benefits to users:

- Information is made easier to understand through case studies and practical examples
- Provides up-to-date information for the requirements of APES 225
- Applicable to all sizes of SMEs
- Provides information and advice from a practitioner's perspective



CCH Code: 39031A  
ISBN: 978 1 921593 01 7  
Publish: November 2009  
Pages: 278  
RRP: \$195.00

## Small Business Tax Concessions Guide – 2nd Edition

By Gaibrielle Cleary, Louise Biti, Philip McCouat & Shane Peters

The *Small Business Tax Concessions Guide* is an indispensable tool for accountants, tax practitioners and business advisers. Up-to-date to 1 July 2009, this title provides comprehensive coverage on topics such as CGT, GST, payroll tax, superannuation and other small business tax concessions. It includes a chapter on the investment allowance, called the 'small business tax break'.

### Benefits to users:

- Assists users with the complex rules for accessing the small business tax concessions
- Reliable and credible information, written by a team of highly experienced tax and finance experts
- Practical and real-world, with insights, examples, useful tips, pitfalls and opportunities
- Includes useful checklists, case studies and index



CCH Code: 39065A  
ISBN: 978 1 921593 39 0  
Publish: October 2009  
Pages: 465  
RRP: \$120.00



## Worldwide Business Tax Facts 2010/11

By *Crowe Horwath International*

This convenient look-up tool provides the time-poor tax professional with instant access to the essential tax facts for 47 jurisdictions. Facts include information on tax authority details, tax/accounting year, corporate and individual tax rates, capital gains tax rates, loss treatment, non-resident withholding tax rates, VAT/GST rates, company groups, presence of major revenue protection measures (thin cap, CFC rules) and currency.

CCH Code: 39114A  
 ISBN: 978 1 921593 86 4  
 Publish: September 2010  
 Pages: 420  
 RRP: \$95.00

### Benefits to users:

- Quick reference snapshot of key tax rates and facts
- Handy look-up tables on tax treaty withholding rates
- Allows easy comparison between countries
- Small enough to carry around or keep in your briefcase

Not available as Inspection Copy.



## International Tax Administration: Building Bridges

*International Tax Administration: Building Bridges* is a beneficial collection of ATAX conference papers from academics and tax professionals from the Asia Pacific region and beyond. The articles consider a range of important, current day issues facing tax administrations in countries at various stages of development; and the attempts made, sometimes unsuccessfully, to bring together the potentially competing interests of tax administrators and taxpayers.

CCH Code: 39171A  
 ISBN: 978 1 921701 29 0  
 Publish: October 2010  
 Pages: 350  
 RRP: \$99.00



### Benefits to users:

- Insightful papers about international challenges by recognised experts in the field
- Keeps the reader up-to-date on attempts to build bridges between tax authorities and taxpayers
- Gives readers an in-depth understanding on problems facing the administration of tax and attempts to resolve such difficulties
- Provides useful background to future decision making on international tax issues

Not available as Inspection Copy.



## International Master Tax Guide 2009/10 – 6th Edition

By *Crowe Horwath*

The *International Master Tax Guide 2009/10* is a concise foreign tax reference tool for the practitioner who needs quick answers to basic corporate and individual tax questions. The guide includes corporate and individual tax rates, indirect taxes and both the individual and corporate tax system outlines. Up-to-date to 1 June 2009.

CCH Code: 39007A  
 ISBN: 978 1 921485 80 0  
 Publish: September 2009  
 Pages: 1,668  
 RRP: \$175.00

### Benefits to users:

- Provides an outline on the tax system in 26 countries
- Assists users with corporate and individual taxation for residents and non-residents
- Compare and contrast information with convenient comparative tables
- Easy look-up tables on treaty withholding tax rates

## Uniform Evidence Law: Principles and Practices

By *Mirko Bagaric, Peter Faris QC,  
Brad Johnson, Francine Feld*

*Uniform Evidence Law: Principles and Practices* explains, examines and evaluates the rules governing the admissibility of evidence under the Uniform Evidence Law.

The book comprehensively sets out the operation of current evidence law. It also provides an extensive analysis of the rationale and justifications for evidence law, thereby illuminating the scope and application of the law and providing a basis for the exploration of the manner in which evidence law should be developed to operate in a more fair and efficient manner.

The book is structured in a coherent and logical manner and provides a thorough and systematic analysis of the law relating to relevance, credibility evidence, hearsay, similar fact evidence, admissions, opinion evidence, identification evidence and discretions to exclude evidence.

### Benefits to users:

- Explains the law in a succinct and clear manner to students and practitioners
- Relevant to all jurisdictions

*Note: Evidence Law is essentially the same in NSW, Tas, the ACT, Vic and the Commonwealth jurisdiction - in these jurisdictions it is based on the 'Uniform Evidence Act'.*

### Exciting New and Unique title to CCH

Other texts in this subject area are state based or case books or the level of content is far too in depth for students. The key point of difference with this book is that is ideal for students and designed to be relevant across all jurisdictions. It will be hard to find an up-to-date text that explains and evaluates uniform evidence law in such a succinct and clear manner.



NEW!

CCH Code: 39272A  
ISBN: 9781921873294  
Publish: June 2011  
Pages: estimated 400  
RRP: \$110.00

## Australian Human Rights Law

By *Professor Mirko Bagaric, Peter Faris QC, Theo Alexander*

This is a fascinating analysis of the origin of human rights, the law and its practice. Containing a wealth of thought provoking ideas, the authors explore how existing human rights may be developed for a fairer and more effective implementation.

### Contains information relating to:

- The source of human rights
- The operation of the Victorian and ACT Charters
- The right to life and bodily integrity
- The right to equality and antidiscrimination
- Freedom of religion and cultural rights
- Protection from torture, cruel, inhuman or degrading treatment
- The right to property
- Human rights in relation to criminal matters
- The discord between human prosperity and human rights

### Benefits to users:

- Providing plain English explanations and case examples
- Examines and critically evaluates the manner in which Australian law protects human rights
- In-depth coverage of the operation of the rights Charters in Victoria and the ACT
- Covers a number of discrete areas of law, including the criminal law, torts, constitutional law, family law and property law
- Complex and often controversial issues such as abortion, euthanasia and the balance between civil liberties and community safety are also discussed
- Expertly written by respected lawyers and human rights commentators



NEW!

CCH Code: 39231A  
ISBN: 9781921701894  
Publish: January 2011  
Pages: 480  
RRP: \$99.95



## Australian Corporations & Securities Legislation 2011 – Volume 1

The *Australian Corporations & Securities Legislation – Volume 1* assists users in understanding the Corporations Act and how it applies in practice. It references each section of the Corporations Act to relevant regulations, forms, ASIC releases and Takeovers Panel Guidance Notes. This helps identify the supplementary materials that need to be considered with the Act.

CCH Code: 39219A  
 ISBN: 978 1 921701 77 1  
 Publish: January 2011  
 Pages: 2,680  
**RRP: \$75.00**

### Benefits to users:

- In-depth information including the full text of the Corporations Act 2001 and Corporations Regulations 2001, the ASIC Act 2001 and ASIC Regulations 2001
- Updated with all amendments to the legislation to 1 January 2011
- Easy to navigate through the Acts and locate relevant provisions, with explanatory square bracket headings for legislation subsections

Save when you purchase this title in CCH Company Law pack and/or Corporations Law Study Kit (see p 2).



## Australian Corporations & Securities Legislation 2011 – Volume 2

The *Australian Corporations & Securities Legislation – Volume 2* contains the text of State and Territory Supreme Court Corporations Rules and the Takeovers Panel Procedural Rules applicable to proceedings under the Corporations Act 2001 as at 1 January 2011.

CCH Code: 39220A  
 ISBN: 978 1 921701 78 8  
 Publish: January 2011  
 Pages: 728  
**RRP: \$59.99**

## Australian Corporations & Securities Legislation 2011 – Volume 1 and 2

Save \$11.00 by purchasing Volume 1 and 2 together.



CCH Code: 39221A  
 ISBN: 978 1 921701 79 5  
 Publish: January 2011  
**RRP: \$124.00**



## Australian Bankruptcy Act 1966 with Regulations and Rules – 11th Edition

Consolidated to 14 January 2011, the 11th edition of *Australian Bankruptcy Act 1966* is an authoritative title which includes all amendments made to the Act, as well as associated regulations and rules, all contained in one convenient volume. It includes Bankruptcy Act 1966, Bankruptcy (Estate Changes) Act 1997, Bankruptcy Regulations (including ITSA Administrative Forms), Bankruptcy Determinations, Federal Court (Bankruptcy) Rules and Registered Debt Agreement Guidelines.

CCH Code: 39105A  
 ISBN: 978 1 921593 79 6  
 Publish: January 2011  
 Pages: 928  
**RRP: \$117.00**

### Benefits to users:

- Easy to navigate using the grey shaded tabs that locate the main Act and other pieces of bankruptcy legislation
- Find relevant features of the law easily using the complete index
- Locate everything about bankruptcy regulations in a single volume

## Commercial Applications of Company Law 2011 – 12th Edition

By Pamela Hanrahan, Ian Ramsay and Geof Stapledon, University of Melbourne

*Commercial Applications of Company Law* makes corporate law more accessible to non-law students. This is both a textbook and a teaching method. Written by three leading corporate law lecturers, this book focuses on the ordinary events and issues faced by companies and their advisors. It explains and applies the law in a manner that is understandable and relevant to business students.

### Benefits to users:

- Puts the law clearly in context, unlike traditional approaches to the subject
- Demonstrates, in a practical way, how company law shapes and impacts business planning and decision making
- Easy navigation through case summaries and a case table

Save when purchased as part of the CCH Company Law Package 2011 (see p 2).



CCH Code: 39222A  
ISBN: 978 1 921701 80 1  
Publish: January 2011  
Pages: 944  
RRP: \$125.00

### Instructor Resource

#### Multiple Choice Q&As

By Larelle Chapple, Senior Lecturer, TC Beirne School of Law, University of Queensland

Multiple Choice Q&As are grouped according to the chapter topics used in *Commercial Applications of Company Law*. The Q&As can be used by teachers when preparing teaching materials or by students to test their knowledge of company law.

These materials are provided in Microsoft Word format to allow easy copying and pasting into other documents or popular e-learning software applications.

#### Instructor Guide

By Pamela Hanrahan, Ian Ramsay & Geof Stapledon

This online textbook companion to *Commercial Applications of Company Law 2011 – 12th Edition* provides guidelines for answering the problem sets and PowerPoint lecturer outlines to assist teachers with in-class teaching.

Available in PDF format.

## Lessons in Corporate Governance from the Global Financial Crisis

By Leonard Yong

This book poses and attempts to answer key questions about the Global Financial Crisis (GFC). Did it have to happen? What caused it and, more importantly, why? Could it have been avoided? Could it happen again? This book covers issues such as importance of the fiduciary duties of board members, risk management, influence of hedge funds, impact on members' pension funds, currency hedging, role of government regulation and the extensive use of financial derivatives.

### Benefits to users:

- Assists businesses to manage and mitigate risks from potential future GFCs
- Includes helpful planning checklists on organisational culture, derivatives and criteria for good and bad remuneration policies
- A detailed glossary of terms aids understanding



CCH Code: 39022A  
ISBN: 978 1 921485 92 3  
Publish: August 2009  
Pages: 184  
RRP: \$69.00

**NEW!**



CCH Code: 39300A  
 ISBN: 9781921873577  
 Publish: May 2011  
 Pages: 784  
**RRP: \$89.00**

## Essential Australian Business Law - 2011

*By Paul Latimer, Monash University*

*Essential Australian Business Law* is an abridged version of the full text of *Australian Business Law 30th edition*. It is designed for courses, which focus on the core chapters of Australian Business Law.

*Essential Australian Business Law* includes clear and concise discussion of the key topic areas, points of law illustrated by case examples, references to legislation and links to relevant government and statutory body websites.

### Benefits to users:

- Covers key topic areas, such as; Introduction to Business Law, Tort in the Business World, Formation of Contract, Operation of the Contract, Consumer Law, Business Structures, Partnership, Agency
- Comprehensive indexes, cases and statute tables ensure information is easily located
- Instructor Resources available. Please refer to what is available for *Australian Business Law 2011*



CCH Code: 39228A  
 ISBN: 978 1 921701 86 3  
 Publish: December 2010  
 Pages: 1,312  
**RRP: \$121.00**

## Australian Business Law 2011 – 30th Edition

*By Paul Latimer, Monash University*

*Australian Business Law 2011* is both an essential complement to studies in business law and a concise overview of the principles of business law for practitioners and students. The book covers a range of business law concerns and provides a clear and concise explanation of the law in Australia and how it affects business. This edition uses flow charts and diagrams to aid explanations and the majority of the text has been revised and updated to improve readability and to include changes to the law including those made

by the Australian Consumer Law, National Consumer Credit Protection and Personal Property Securities.

### Benefits to users:

- Improve understanding with numerous case examples to illustrate points of law
- Quickly locate required information using a comprehensive index and tables of cases and statutes
- Aids understanding with Plain English alternatives provided for certain legal phrases and words
- Improved readability from a new revised format

### Instructor Resource

*By Paul Latimer, Francine Rochford, Samantha Hardy*

#### Australian Business Law Workbook <sup>1</sup>

The Workbook is written for business and commerce students studying legal courses and designed to provide teachers and students with current legal issues and resource materials so as to give practical meaning to the current business and commercial law textbooks.

#### Australian Business Law Workbook Instructor Manual <sup>1, 2</sup>

Provides guidance on answering those questions, exercises and problems in the Australian Business Law Workbook, cross-referenced to Australian Business Law 2011 – 30th Edition.

#### PowerPoint Slides and Lecture Outlines <sup>3</sup>

Grouped according to the chapter topics. The PowerPoint Slides and Outlines are designed to be used when preparing teaching materials or used as in-class teaching support materials.

#### Multiple Choice Q&As <sup>2</sup>

Multiple Choice Q&As are grouped according to the chapter topics. The Q&As can be used when preparing teaching materials or by students to test their knowledge of business law.

<sup>1</sup> available online to lecturers who prescribe CCH student textbooks.

<sup>2</sup> provided in Microsoft Word format to allow easy copying and pasting into other documents or popular e-learning software applications.

<sup>3</sup> provided in PowerPoint and Microsoft Word format, allowing easy adaptation to individual teaching needs.

## First Principles of Business Law Interactive Tutorials and Source Book – 2011 Edition

By Michael Lambiris, Associate Professor, Faculty of Law, The University of Melbourne

These innovative computer-based tutorials, together with the companion source book, have proven popular and effective with business law students. The materials cover the sources of Australian law (legislation and case law); the essential principles of contract law, the Australian Consumer Law; agency law; tort law; and business organisations. There is also a

revision tutorial designed to help students and graduates with legal problem-solving.

### Benefits to users:

- Promotes active learning through practical examples and questions
- Helpful introductions, focus questions and outlines for each topic
- Understand real-life applications, with over 200 clearly written case summaries, plus selected legislative provisions
- Easy navigation, with convenient indexes, tables and a glossary of terms



### CD and source book

CCH Code: 39223A  
ISBN: 978 1 921701 81 8  
Publish: January 2011  
Pages: 328  
RRP: \$116.00



### CD only

CCH Code: 39224A  
ISBN: 978 1 921701 82 5  
Publish: January 2011  
Pages: N/A  
RRP: \$60.00

### Instructor Resource

#### Teacher's Guide

These are available to instructors who prescribe *First Principles of Business Law* materials. The guide sets out a suggested sequence of topics for a one-semester program of teaching. The guide provides detailed weekly lecture outlines, with accompanying explanatory notes for instructors. The outlines summarise the essential topics of key topics in a business law curriculum. A weekly seminar topic or case-study is also provided. The relevant computer-based tutorials and Source Book Chapters for each week's work are listed. Note: the 2011 Teacher's guide includes the new Australian Consumer Law.

#### Lecture Outlines for students

These are available to instructors who prescribe *First Principles of Business Law* materials. These outlines are the same as the lecture outlines in the Teacher's Guide, but without the explanatory notes for instructors. They are available in MS Word format so that they can be edited as required.

#### PowerPoint Presentations

These are available to instructors who prescribe *First Principles of Business Law* materials, to support each weekly lecture. The slides follow the form and content of the Lecture Outlines and can be used during lectures, and/or distributed to students. The slides can also be edited to suit the requirements of the individual instructor.

## Introducing the Law – 7th Edition

By Heilbronn, Latimer, Nielsen and Pagone

*Introducing the Law* provides students with a solid understanding of the Australian legal system. The 7th edition has a continued focus on tertiary legal studies and related courses. It contains a broad range of topics, including the legislative process and the role of courts in law-making, changing the law, processes and institutions for settling legal disputes and a critical evaluation of the legal system.

### Benefits to users:

- Guides study with reading lists and essay topics
- Easy navigation with case table and index

**CCH supports your teaching by providing resources including Selected Essay Answers and Student Reading Lists when you prescribe this text. These resources will make your job easier and help students achieve better learning outcomes.**



CCH Code: 34168A  
ISBN: 978 1 921322 03 7  
Publish: January 2008  
Pages: 544  
RRP: \$79.00

**NEW!**



CCH Code: 39240A  
 ISBN: 9781921701986  
 Publish: August 2011  
 Pages: estimated 1,250  
**RRP: \$109.00**

## Australian Family Law Act 1975 with Regulations and Rules – 30th Edition

This book is a handy companion and an excellent reference point when researching current law. This updated edition includes procedural changes to the Family Law Regulations 1984 and the Family Law Rules 2004.

### Benefits to users:

- Easier navigation with a table showing sections of the Family Law Act 1975 and listing its relevant corresponding Rule, Regulation and relevant cases
- Find additional information using the table, which includes commentary links to CCH's Australian Family Law & Practice reporter
- Includes the Federal Magistrates Court Rules 2001 [Extracts]

**NEW!**



CCH Code: 39103A  
 ISBN: 9781921593772  
 Publish: August 2011  
 Pages: estimated 1,100  
**RRP: \$149.95**

## Australian Master Family Law Guide – 4th Edition

The *Australian Master Family Law Guide* provides the reader with an invaluable reference guide to all aspects of family law in Australia. It contains concise and practical information on the family law system, children, property, child support, court processes, evidence and costs.

### Benefits to users:

- Reliable information from experts commenting on principles and developments in legislation and cases
- Easily digestible, comprehensive and practical reference to Australian family law



CCH Code: 34318A  
 ISBN: 978 1 921485 69 5  
 Publish: August 2010  
 Pages: 540  
**RRP: \$70.00**

## Mediation for Lawyers

*By Dr Samantha Hardy & Dr Olivia Rundle*

*Mediation for Lawyers*, provides a comprehensive resource for lawyers involved in mediation. It is also an ideal reference for students of alternative dispute resolution methods, such as mediation. The focus of this book is on practical application of theory. It is founded in current mediation theory relating to the range of models used in Australia, and includes detailed contextual information including the legislative frameworks for mediation in different jurisdictions.

### Benefits to users:

- Provides practical advice and helpful tools for use in preparing for and representing clients in mediation
- Prepares lawyers in legislative, policy and practice frameworks for mediation in various jurisdictions
- Know what's expected of the lawyer's role at all stages of mediation
- Provides awareness of the legal aspects of mediation including confidentiality and enforcement

## Understanding Personal Property Securities Law

By Del Cseti, Australian Institute of Credit Management

*Understanding Personal Property Securities Law* is an essential reference on one of the most significant law reforms in Australian business and commercial law since Federation. This book will help you to understand and adopt this critical new law in your workplace. The Personal Properties Securities (PPS) reforms have the potential to touch upon almost all transactions between businesses and between business

and consumers. The changes involve virtually every transaction with the exception of realty.

### Benefits to users:

- Provides detail on the changes to supremacy of title and to fixed and floating charge arrangements
- Informs readers on the different mechanisms lessors will use to protect their rights
- Delivers further information on the concept of collateral which now embraces both tangible and intangible goods
- Includes an Insolvency chapter written by expert academic, Jason Harris



CCH Code: 39218A  
ISBN: 978 1 921701 76 4  
Publish: November 2010  
Pages: 192  
RRP: \$105.00

## Understanding Australian Consumer Credit Law – a practical guide to the National Consumer Credit reforms

By Gail Pearson and Richard Batten

*Understanding Australian Consumer Credit Law* is an essential reference guide for anyone involved in, or affected by, the significant reforms to the regulation of Australian consumer credit law. This book is written by Professor Gail Pearson, a leading academic in the fields of financial services, commercial and consumer law, and Minter Ellison

Partner, Richard Batten, who has expertise in consumer credit and the regulation and distribution of financial services and products.

### Benefits to users:

- Provides an authoritative, simple and practical guide to recent changes in consumer credit law
- Thorough coverage of the scope and application of the new consumer credit regime
- Provides information on licensing, credit contracts, responsible lending and enforcement
- Useful practical tools such as tips and references to cases and legislation



CCH Code: 39168A  
ISBN: 978 1 921701 26 9  
Publish: November 2010  
Pages: 326  
RRP: \$75.00

## Australian Consumer Credit Legislation

*Australian Consumer Credit Legislation*, covers the major changes that have occurred in consumer credit with the transfer of regulation from the States to a new national regime. The legislation impacts any person involved in providing, assisting with, or enforcing, consumer credit, including consumer leases and credit for residential property for investment purposes.

### The Legislation covers:

- National Consumer Credit Protection Act 2009
- National Consumer Credit Protection Regulations 2010
- National Consumer Credit Protection (Fees) Act 2009
- National Consumer Credit Protection (Fees) Regulations 2010
- National Consumer Credit Protection (Transitional and Consequential Provisions) Act 2009
- National Consumer Credit Protection (Transitional and Consequential Provisions) Regulations 2010



CCH Code: 39163A  
ISBN: 978 1 921701 21 4  
Publish: September 2010  
Pages: 512  
RRP: \$110.00



CCH Code: 39107A  
 ISBN: 978 1 921593 81 9  
 Publish: January 2011  
 Pages: 696  
**RRP: \$99.00**

## Australian Competition and Consumer Legislation 2011

*Australian Competition and Consumer Legislation* (previously the Australian Trade Practices Legislation) is an essential publication of competition and consumer law. It includes the Australian Consumer Law and related regulations in a portable single volume. Consolidated to 1 January 2011, it incorporates the Competition and Consumer Act 2010 which was previously known as the Trade Practices Act 1974. It also includes an introduction by leading trade practices experts from Freehills.

### Benefits to users:

- Legislative developments explained in clear history notes in each section
- Acts are easy to navigate in order to locate relevant provisions, with explanatory square bracket headings for legislation subsections
- Essential competition and consumer law developments are comprehensively included
- Easy-to-read format facilitates the useability and understanding of this collection of legislation



CCH Code: 39078A  
 ISBN: 978 1 921593 52 9  
 Publish: September 2009  
 Pages: 458  
**RRP: \$95.00**

## Practical Guide to Engineering and Construction Contracts

*By Philip Loots and Donald Charrett*

This hard cover book offers a concise, practical guide to the law relating to construction contracts in Australia. Written for engineers negotiating and administering construction contracts, it aims to assist readers in understanding the risks associated with these contracts and how to minimise them.

### Benefits to users:

- Indispensable reference source for all kinds of infrastructure development projects, from the construction site office to head office
- Practical day-to-day issues are addressed in a user-friendly way and do not assume any prior formal knowledge of the law of contracts
- Easy navigation, including a detailed glossary of terms, table of cases, references, table of statutes, table of standard contracts and index
- Appeal to all those involved in negotiating and managing construction contracts



CCH Code: 39055A  
 ISBN: 978 1 921593 29 1  
 Publish: March 2010  
 Pages: 374  
**RRP: \$70.00**

## Information Security – Managing the Legal Risks

*By Nick Gifford*

*Information Security – Managing the Legal Risks* provides users with essential facts on this major new area of legal risk for businesses and government agencies. This book contains a primer on information security, an analysis of the legal exposures that can flow from security breaches, and practical advice on the management of those risks.

### Benefits to users:

- Extensive use of 'real world' scenarios illustrates typical security weaknesses and provides a platform for analysis of potential legal exposures that may arise
- Practical aids such as checklists and sample contract clauses are included
- Examples assist users in writing their own policies and procedures
- Provides explanations of key legal concepts for non-legal readers

## Australian Master Human Resources Guide – 9th Edition

*By leading experts from Baker & McKenzie lawyers and the Macquarie Graduate School of Management*

The *Australian Master Human Resources Guide* covers the issues that managers face on a daily basis, making it an ideal handbook for anyone planning to enter the HR market as HR practitioners, line managers, accountants, and business consultants.

### Benefits to users:

- Contains the latest changes to the Fair Work Act 2009
- Promotes guidelines for best practice in HR management
- Reliable advice, written by leading industry experts
- Comprehensive handbook covering a wide variety of scenarios



**NEW!**

CCH Code: 39189A  
ISBN: 9781921701474  
Publish: October 2011  
Pages: estimated 1,500  
RRP: \$150.00

## Managing Workplace Behaviour: a best practice guide

*Joydeep Hor*

This new title gives an insightful look into the issues relating to behaviour and culture in the workplace. This book also looks at how technological and social networking advances are impacting the workplace. By providing a legal insight into why these matters present challenges for organisations, this publication looks at how behavioural change results in cultural change.

### Benefits to users:

- Provides expert legal commentary and useful case studies to help HR practitioners implement behavioural best practice strategies
- Promotes guidelines for managing workplace behaviour best practice
- Written by leading industry expert



**NEW!**

CCH Code: 39233A  
ISBN: 9781921701917  
Publish: August 2011  
Pages: estimated 300  
RRP: \$49.95

## Manager to Leader: Skills and insights for a successful transition

*Abi O'Neill*

Leaders rarely have a title that includes the word "leader". In the organisational context, they are usually called managers or executives and, in many cases, are required to lead people. The significant missing element is that which involves "people". This book seeks to address the widespread needs of managers in the quest for success in their leadership.

### Benefits to users:

- styles of management and leadership communication and listening
- relationship building
- power and influence
- performance management
- coaching, delegating and development.



**NEW!**

CCH Code: 39195A  
ISBN: 9781921701535  
Publish: March 2011  
Pages: 112  
RRP: \$32.00

**NEW!**



## Australian Fair Work Act 2009 with Regulations and Rules – 3rd Edition

This new edition provides industrial relations professionals with a regulatory framework for the practical operation of the current system. Consolidated to 2 May 2011, this book provides all Acts, regulations and Fair Work Australia rules 2010 and is an essential resource in order to stay on top of the law and apply it quickly and accurately.

CCH Code: 39188A  
 ISBN: 9781921701467  
 Publish: June 2011  
 Pages: estimated 1,600  
**RRP: \$120.00**

### Benefits to users:

- Allows IR professionals to stay on top of the law and advise clients accordingly
- Easy navigation with a comprehensive index
- Convenient reference guide for current rules and regulations



## Fair Work FAQs: your IR questions answered

*Fair Work FAQs* brings together the most frequently asked questions about Australia's industrial relations system. Written by legal experts, Joydeep Hor and Louise Keats, this book answers the most perplexing questions with regard to the Fair Work Act. This title contains a collaboration of useful and topical tips, and is a must-have, quick reference guide.

CCH Code: 39025A  
 ISBN: 978 1 921485 95 4  
 Publish: November 2009  
 Pages: 178  
**RRP: \$65.00**

### Benefits to users:

- Provides practical, straightforward tips relating to day-to-day issues
- Easy and quick look up guide, with all the key questions answered in one place
- Authoritative and accurate information, written by experts



## Australian Master Fair Work Guide

This guide, formerly known as the *Australian Master Workplace Relations Guide*, defines and explains the key areas of industrial relations under the federal system. This authoritative guide is written by leading practitioners including Peter Punch, Partner, Carroll and O'Dea Lawyers; Professor Joellen Riley, University of Sydney; Joe Catanzariti, Partner, Clayton Utz; and Joydeep Hor, Managing Principal, People + Culture Strategies.

CCH Code: 39094A  
 ISBN: 978 1 921593 68 0  
 Publish: September 2010  
 Pages: 672  
**RRP: \$120.00**

### Benefits to users:

- Keeps users up-to-date with legislation changes and recent case law
- Easy to read, practical, plain English guide to the new industrial relations system
- Provides a reliable source of information, written by key industry experts

## Understanding the Fair Work Act – 3rd Edition

*Understanding the Fair Work Act* is a concise guide to the Fair Work industrial relations system. This title includes essential information on the latest IR changes including modern awards, collective bargaining, right of entry and general protections.

Providing an explanation of the Fair Work Act 2009 and important recent case law, this practical guide gives an authoritative insight into our ever-changing industrial relations system.

### Benefits to users:

- Plain English guide to existing and amended legislation
- Helps ensure your business/client is aware of the new workplace changes in order to have a thorough understanding of the outcomes of the legislative changes



NEW!

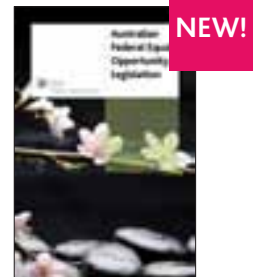
CCH Code: 39192A  
ISBN: 9781921701504  
Publish: June 2011  
Pages: 136  
RRP: \$34.95

## Australian Federal Equal Opportunity Legislation

*Australian Equal Opportunity Legislation* is a consolidation of principal federal equal opportunity and anti-discrimination legislation, including the new Paid Parental Leave provisions. This new title is an essential resource for IR and HR practitioners who need to stay on top of the law and apply it quickly and accurately. Legislation in this volume has been consolidated to 4 May 2011.

### Benefits to users:

- Allows IR professionals to stay on top of the law and advise clients accordingly
- Easy navigation with a comprehensive index
- Convenient reference guide for current rules and regulations



NEW!

CCH Code: 39301A  
ISBN: 9781921948091  
Publish: June 2011  
Pages: estimated 300  
RRP: \$99.95

## Managing Termination of Employment: a Fair Work Act Guide – 2nd Edition

*By leading employment law practitioners Joydeep Hor and Louise Keats*

*Managing Termination of Employment* is an invaluable, best practice guide to terminating the employment of an employee, and has been updated to include recent changes to the Fair Work Act. It explains when and how an employer can justifiably terminate employment for a range of reasons, including poor performance, misconduct, redundancy and restructuring.

### Benefits to users:

- Instils professional conduct by providing examples of good and bad termination practice
- Provides useful practical information with relevant case examples and sample scenarios
- Easy to digest with clear and concise information
- Provides advice, suggestions and discussion on appropriate policies and procedures



CCH Code: 39026A  
ISBN: 978 1 921485 96 1  
Publish: August 2009  
Pages: 353  
RRP: \$65.00



CCH Code: 39005A  
 ISBN: 978 1 921485 78 7  
 Publish: May 2009  
 Pages: 357  
 RRP: \$65.00

## Planning Occupational Health & Safety: a guide to OHS risk management – 8th Edition

*Planning Occupational Health & Safety* is a convenient handbook for anyone who needs an overview of the legal and managerial aspects of managing OHS risks in organisations. It provides a practical guide for risk management. This book uses a framework based on the Australian standards for risk management and OHS management systems.

### Benefits to users:

- Keep up-to-date with legislation changes, new industry standards, and commentary on hot topics
- Focuses on risk management, rather than compliance with regulations or reactions to individual occurrences
- Helps employers meet the challenge of fulfilling their legal obligations to provide safe working conditions
- Includes a table that enables TAFE teachers to map the contents of the book to TAFE units of competency



CCH Code: 34128A  
 ISBN: 978 1 921223 65 5  
 Publish: October 2007  
 Pages: 628  
 RRP: \$150.00

## Australian Master OHS & Environment Guide – 2nd Edition

This definitive guide is a first point of reference for OHS and environmental best practice and strategy. Written by OHS and legal experts, the guide provides key information on the challenges that professionals and organisations face in relation to OHS and the environment. It includes valuable information on legal obligations, risk management, and climate change implications.

### Benefits to users:

- Keeps professionals up-to-date on a range of topics, including workplace stress, emissions trading and emerging developments
- Provides practical information including examples and tips
- Quick and easy-to-use reference tool



CCH Code: 34319A  
 ISBN: 978 1 921485 70 1  
 Publish: September 2010  
 Pages: 668  
 RRP: \$120.00

## Australian Master Environment Guide

The *Master Environment Guide* is a practical handbook designed to provide an overview of environmental best practice and law for environmental managers, health and environment managers, business managers and students. It contains information on key aspects of environmental management used in industry, such as techniques, systems, land development, pollution, chemicals, energy, waste, water and biodiversity.

### Benefits to users:

- Highlights best practice guidance in environmental management and law
- Provides a practical guide with a strong industry focus
- Reliable information, written by leading academics, lawyers, environmental consultants and industry experts

## Understanding the Model Work Health and Safety Act

*Understanding the Model Work Health and Safety Act* provides a succinct overview of the future changes to work health and safety laws in Australia. This book was written by leading OHS expert Michael Tooma, and Barry Sherriff who was a member of the National OHS Review Panel and on whose recommendations the laws are based.

### Benefits to users:

- Helps OHS professionals get their businesses prepared for the changes to legislation coming in 2012
- Easy to read guide to the impending model on work health and safety legislation
- Aids familiarisation with the expected work health and safety changes
- Reliable source of information from high profile, OHS legal experts Barry Sherriff and Michael Tooma.



CCH Code: 39098A  
ISBN: 978 1 921593 72 7  
Publish: April 2010  
Pages: 115  
RRP: \$49.95

## Effective Recruitment and Selection Practices – 5th Edition

By Robert Compton, William Morrissey and Alan Nankervis

*Effective Recruitment and Selection Practices* is an easy-to-read publication that provides practical guidance on the critical issues surrounding recruitment and selection. It gives users the tools and knowledge to ensure consistent, high-quality practices in the complex and ever-evolving workplace environment.

### Benefits to users:

- Keeps users up-to-date with changes and developments in practices due to technology, workplace trends and the current economic situation
- Includes a table that enables TAFE teachers to map the contents of the book to TAFE units of competency
- Provides expert guidance to assist with the implementation of policies and procedures



CCH Code: 39004A  
ISBN: 978 1 921485 7 70  
Publish: June 2009  
Pages: 300  
RRP: \$65.00

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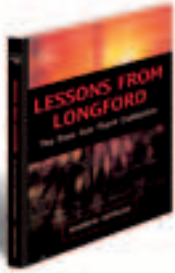
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CCH Code: 4491  
ISBN: 1 86468 422 4  
Publish: April 2000  
Pages: 172  
RRP: \$74.95

## Lessons from Longford: the Esso gas plant explosion

By Andrew Hopkins

*Lessons from Longford* examines the findings of the Royal Commission into the Esso gas plant explosion at Longford, Victoria, in September 1998. This book is essential reading for company executives and OHS professionals, as well as students of management, policy makers and anyone interested in risk management and disaster studies. Written by an expert witness present at the Commission hearings, it clearly and concisely explains who was at fault and why.

### Benefits to users:

- Assists in providing the duty of care to employees under OHS legislation
- Allows readers to learn from a past disaster and not repeat mistakes
- Valuable information from an expert in the field



CCH Code: 4832A  
ISBN: 1 86468 688 X  
Publish: December 2002  
Pages: 72  
RRP: \$65.00

## Lessons from Longford: the trial

By Andrew Hopkins

*Lessons from Longford: the trial* is vital reading for anyone who has read *Lessons from Longford*. Since the latter book's publication, many significant events have unfolded, including both civil and criminal court action, as well as important new legal requirements. This study examines these legal requirements and the trial, the first ever OHS trial to be held in a supreme court.

### Benefits to users:

- Examines whether OHS offences are classified as crimes
- Provides an in-depth analysis of the trial and the reasons behind the judge's final decision
- Addresses key questions, including "what does practically preventable mean?"



CCH Code: 34004A  
ISBN: 9781921223655  
Publish: October 2007  
Pages: 628  
RRP: \$75.00

## Lessons from Gretley: Mindful leadership and the law

by Andrew Hopkins

Are you responsible for safety in your organisation? Following on from the highly respected *Lessons from Longford* comes *Lessons from Gretley: Mindful leadership and the law*, exploring the 1996 Gretley mine disaster in NSW and its OHS implications. Written by premier OHS author Professor Andrew Hopkins, the book is provoked by current attempts to hold directors and managers responsible for workplace accidents.

### Benefits to users:

- Based around a specific case study so real-life situations are discussed
- Discusses what kinds of legal/regulatory strategies can be used to focus the minds of leaders on safety

## Safety, Culture and Risk: the organisational causes of disasters

By Andrew Hopkins

This book focuses on safety management in the workplace as an issue of critical importance to business managers, as well as those responsible for OHS in any organisation. It deals with complex issues in a clear, informative style that will both inform organisations and companies, and assist them to be better able to create safe environments for their employees and clients.

### Benefits to users:

- Provides straightforward examples to help mitigate risk
- Discusses safety strategies that can be easily implemented in the workplace
- Valuable information from a leading OHS expert



CCH Code: 3905A  
ISBN: 1 921022 25 6  
Publish: December 2004  
Pages: 171  
RRP: \$65.00

## Learning from High Reliability Organisations

Edited by Andrew Hopkins

This title provides an in-depth analysis into what constitutes a high reliability organisation. It combines research from those in the OHS field, including world-renowned safety culture expert, Andrew Hopkins, and shares what these organisations are doing that enables them to operate safely. The book examines what organisations can do to avoid hazards and disasters and ensure safety in the workplace.

### Benefits to users:

- Deals with complex issues in a clear, informative style
- Empowers users on how to create a safe work environment in their organisations from relevant, real-life examples
- Provides an in-depth examination of what equates to organisational best practice



CCH Code: 39027A  
ISBN: 978 1 921485 97 8  
Publish: September 2009  
Pages: 246  
RRP: \$75.00

## Failure to Learn: the BP Texas City Refinery disaster

By Andrew Hopkins

In *Failure to Learn*, OHS expert, Andrew Hopkins, discusses the causes of a major explosion that occurred at the Texas City Refinery on 23 March 2005. The explosion killed 15 workers and injured more than 170 others. The book also analyses the similarities between this event and the Longford gas plant explosion in Victoria in 1998, the latter of which is featured in his earlier book, *Lessons from Longford*.

### Benefits to users:

- Provides an in-depth look at the real causes of the disaster and where things went wrong
- Analyses who is at fault and how this could have been prevented
- Outlines how companies can better design themselves to manage major hazards



CCH Code: 34050A  
ISBN: 978 1 921322 44 0  
Publish: October 2008  
Pages: 186  
RRP: \$75.00



CCH Code: 34049A  
 ISBN: 978 1 921322 43 3  
 Publish: August 2008  
 Pages: 295  
**RRP: \$29.95**

## Finders Keepers: how to attract and retain great employees

*By Joydeep Hor and Louise Keats*

In *Finders Keepers*, 10 well-known, Australian businesses reveal the secrets of their success in finding and keeping talented staff. The book is based on genuine Australian case studies that have been compiled by Barbara Holmes, Managing Work/Life Balance International. It provides practical and legal tips on how to be a great 'finder' and 'keeper' of employees in a tight employment market.

### Benefits to users:

- Learn from companies such as St George Bank, Sensis, KPMG and Integral Energy
- Reliable and authoritative information, written by respected industrial relations experts
- Provides practical examples and key tips on how to attract and retain great employees



CCH Code: 3906A  
 ISBN: 1921022264  
 Publish: February 2005  
 Pages: 204  
**RRP: \$65.00**

## Leadership Revelations: An Australian Perspective

*By Avril Henry*

This book focuses on strategic leadership values and ethical business practice, both highly topical issues in Australian business today. The content provides insights on leadership contributed by key business and organisational leaders in the Australian community.

### Benefits to users:

- Leadership is critical to the health, well-being and success of organisations
- Lead and influence the direction and culture of employees
- Work towards a better workplace environment



CCH Code: 34048A  
 ISBN: 978 1 921322 42 6  
 Publish: August 2008  
 Pages: 148  
**RRP: \$30.00**

## McCallum's Top Workplace Relations Cases: labour law and the employment relationship as defined by case law

*By Professor Ron McCallum*

Written by renowned IR authority, Professor Ron McCallum, this fascinating title examines the facts, the reasoning and the holdings in 35 decisions, graphically illustrating how labour law, and especially the employment relationship, really works in Australia. It includes cases relating to sources of labour and employment law, the duties placed on employees and employers, termination

of employment, and the incorporation of material into employment contracts.

### Benefits to users:

- Provides insight into important decisions never before provided by Professor McCallum
- Well presented, providing a unique balance between source material and reflection on decisions
- Enhances the reader's understanding of workplace relations by bringing to life the significant decisions that have shaped employment law in Australia

# A better way to prepare Financial Statements

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CCH Code: 39274A

ISBN: 9781921873331

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CCH Code: 39276A

ISBN: 9781921873317

Price: \$349.00

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