

Continuing Professional Development (CPD)

Program Guide 2017



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Leo Cussen CPD team

We are here to help you keep up-to-date with the latest legal developments and fulfill your CPD requirements.

Contents

Continuing Professional Development (CPD) at Leo Cussen Centre for Law embodies our mission to support and strengthen the administration of justice and the legal system through education, training and professional development.

Click on a program type below:

Seminars (one hour seminars)

Conferences (full day conferences)

Workshops (full day workshops)

Intensives (three/four hour CPD programs)

Legal Support Staff Workshops (full day workshops)

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All programs are held at **Leo Cussen Centre for Law, 360 Little Bourke St, Melbourne VIC 3000** unless otherwise stated.

To find out more or to make a booking, click on a program title below:

Key

-  Substantive Law
-  Professional Skills
-  Practice Management & Business Skills
-  Ethics & Professional Responsibility

Seminars

June

Corporate Governance and Directors Duties – Case Update

Wed 21 Jun 2017 1:00pm – 2:00pm
 CPD UNITS 1.0  Cost: \$125

The duties and responsibilities imposed on company directors and officers have never been more onerous. Whether it's ensuring compliance with best practice corporate governance protocols or fulfilling directors' duties, practitioners are constantly under pressure to ensure companies and their directors are complying with their legal obligations.

Solicitor's Certificates – Signing Off with Certainty

Thu 22 Jun 2017 at 5:30pm – 6:30pm
 CPD UNITS 1.0  Cost: \$125

Sometimes the most simple and straightforward tasks can hold the greatest potential for problems – this is certainly the case with solicitors' certificates.

July

Questionable Caveats – To Lodge or Not to Lodge?

Wed 5 Jul 2017 5:30pm – 6:30pm
 CPD UNITS 1.0  Cost: \$125

Section 89 of the *Transfer of Land Act 1958* allows any person to lodge a caveat claiming an equitable estate or interest in a registered proprietor's land.

Drafting Effective Letters of Advice and Demands

Wed 12 July 2017 5:30pm – 6:30pm
 CPD UNITS 1.0  Cost: \$125

Revisit your style and approach – hear from a leading lawyer about what does and doesn't work and learn the risks involved in getting it wrong.

Gain insights into the most effective ways to advance your client's matter and protect yourself from unintended claims from your client or third parties.

This practical session will address the essential inclusions for Letters of Advice and will provide powerful persuasive tactics to include in your Letters of Demand!

What a Judge Wants – With Chief Judge Kidd, County Court of Victoria

Wed 19 Jul 2017 1:00pm – 2:00pm

CPD UNITS 1.0  Cost: \$125

In this session, Chief Judge Kidd will offer practical advice and guidance and a unique opportunity for attendees to ask questions outside of the courtroom environment. This seminar is particularly aimed at those practitioners starting their career in the law but will assist all practitioners who want to know more about what is important to a Judge, in their Court.

An event not to be missed!

Drafting Settlement Agreements

Thu 20 Jul 2017 1:00pm – 2:00pm

CPD UNITS 1.0  Cost: \$125

Failing to properly draft settlement documents can have disastrous consequences, rendering provisions unenforceable and leaving your client with less than they bargained for. This session will provide practical tips for drafting effective settlement agreements.

Misleading & Deceptive Conduct Case Update 2017

Thu 27 Jul 2017 1:00pm - 2:00pm

CPD UNITS 1.0  Cost: \$125

Misleading and Deceptive Conduct is a commonly relied on cause of action in Australia yet it is riddled with pitfalls. This session will discuss what it takes to succeed in a case for misleading and deceptive conduct, and addresses the question: how do you defend an action when the allegations are made against your client?

August

Health and Aged Care Update

Wed 2 Aug 2017 5:30pm – 6:30pm

CPD UNITS 1.0  Cost: \$125

Changes made to the Aged Care System in February this year and the recently released report on the Inquiry into the *Retirement Housing Sector* in March 2017 are creating even more complexity and uncertainty in the evolving area of aged and health care law. With an ageing population, the number of clients seeking advice on this issue will only increase.

A Legal Profession Update – With Chief Magistrate Lauritsen, Magistrates Court of Victoria

Wed 9 Aug 2017 5:30pm – 6:30pm

CPD UNITS 1.0  Cost: \$125

In this session, Chief Magistrate Lauritsen will speak about the recent budget outcomes for the Magistrates Court and what it will mean for the legal profession.

What a Judge Wants – With Justice Bennett, Family Court of Australia, Melbourne and Judge Stewart, Federal Circuit Court of Australia, Melbourne

Thu 10 Aug 2017 5:30pm – 6:30pm

CPD UNITS 1.0  Cost: \$125

In this session, the Honourable Justice Bennett and her Honour Judge Stewart will speak candidly about and share their experiences as a Family Court Judge and Federal Circuit Court Judge as well as give an insight into what Judges like and do not like in their Court rooms.

Consumer Law Update 2017

Wed 23 Aug 2017 1:00pm – 2:00pm

CPD UNITS 1.0  Cost: \$125

In April 2017, Consumer Affairs Australia and New Zealand published its Final Report on the Australian Consumer Law, proposing 22 changes, ranging from an increase in the maximum penalties for a breach of the ACL and strengthened rights to consumer guarantees.

Drafting Effective and Persuasive Opening and Closing Submissions

Tue 29 Aug 2017 5:30pm – 6:30pm

CPD UNITS 1.0  Cost: \$125

Opening and closing submissions are more commonly being drafted by practitioners rather than Counsel in an effort to save costs.

September

PPSR – Latest Developments and Case Update

Tue 5 Sep 2017 5:30pm – 6:30pm

CPD UNITS 1.0  Cost: \$125

This seminar is designed for practitioners who have a good working knowledge of the *Personal Property Securities Act 2009* (Cth) and who want to keep abreast of the latest developments in this area. It will examine how the PPSA is being applied and highlight emerging issues, with reference to recent cases including *the matter of OneSteel Manufacturing Pty Limited (administrators appointed)* [2017] NSWSC 21.

Franchising Case Update 2017 – Case Update and the Lessons Learnt

Thu 7 Sep 2017 1:00pm – 2:00pm

CPD UNITS 1.0  Cost: \$125

The Franchising Code of Conduct ('the Code') came into effect in 2015. It included several major changes affecting the rights and obligations of both franchisors and franchisees, as well as introducing significant penalties for breaches of the Code.

Ethics – Recent Case Update and Developments

Fri 22 Sep 2017 1:00pm – 2:00pm

CPD UNITS 1.0  Cost: \$125

Although practitioners are aware of their professional duties and ethical obligations, a surprising number still fall short of the standard required.

Intellectual Property Case Update

Wed 27 Sep 2017 5:30pm – 6:30pm

CPD UNITS  Cost: \$125

A number of recent high profile cases have highlighted the risks of overstepping the (trade) mark.

October

Drafting Pleadings for Junior Lawyers

Wed 11 Oct 2017 1:00pm – 2:00pm

CPD UNITS 1.0  Cost: \$125

Drafting effective pleadings is a core skill for all junior litigators! This session will provide practical tips to ensure your pleadings are well drawn early on in litigation, avoiding the expense and delay involved in court proceedings and will ensure your matters start on the right foot.

Beyond Google – Free Legal Research Tools

Thu 12 Oct 2017 1:00pm – 2:00pm

CPD UNITS 1.0  Cost: \$125

Back by popular demand!

This seminar is designed to improve your legal research skills by providing helpful tips on how to research legislation, case law and other legal material online using the latest free tools. Discover a range of available online resources you never knew existed!

Self-Managed Super Fund Update

Fri 20 Oct 2017 1:00pm – 2:00pm

CPD UNITS 1.0  Cost: \$125

On 1 July 2017 the superannuation landscape underwent some of the most significant changes in recent memory. This update will take you through newly introduced superannuation concepts such as the 'general' and 'personal' transfer balance cap, 'transfer balance accounts', 'total superannuation balance', 'excess transfer balance earnings' and 'retirement phase pensions'.

Retail Leases Case Update

Wed 25 Oct 2017 5:30pm – 6:30pm

CPD UNITS 1.0  Cost: \$125

In light of *CB Cold Storage Pty Ltd v IMCC Group (Australia) Pty Ltd*, this session will discuss the expanding scope of the *Retail Leases Act 2003*, and will also cover recent cases of significance in this area up until October 2017 and how they may affect you and your clients.

November

Bankruptcy and the Rights of Creditors in Family Law Matters

Thu 9 Nov 2017 5:30pm – 6:30pm
CPD UNITS 1.0  Cost: \$125

Dealing with a negative asset pool can be a difficult task for legal practitioners to navigate. However, if one party to the relationship faces insolvency, then navigating the complexities of bankruptcy and liquidation can be challenging for the most senior practitioners.

Conveyancing Catastrophes and How to Avoid Them

Tue 14 Nov 2017 5:30pm – 6:30pm
CPD UNITS 1.0  Cost: \$125

Conveyancing practice is a high risk area for negligence and complaints.

Intervention Orders and Family Law Proceedings – Truth or Tactics – In Light of High Profile Cases

Wed 15 Nov 2017 5:30pm – 6:30pm
CPD UNITS 1.0  Cost: \$125

Applications for Intervention Orders in family law matters have become increasingly common. The result of an Interim Intervention Order can see children being withheld from one parent. It can also impact on the prospect of settlement.

Appearing in Court with Confidence

Tue 21 Nov 2017 5:30pm – 6:30pm
CPD UNITS 1.0  Cost: \$125

Have you been asked to appear in court? Have you been thrown in the deep end and not sure what's expected of you? The court room can be a stressful and intimidating stage at the best of times, not to mention the relevant procedures and etiquette that legal practitioners need to be aware of.

Calderbank Letters and Offers of Compromise

Tue 28 Nov 2017 1:00pm – 2:00pm
CPD UNITS 1.0  Cost: \$125

Resolution of disputes in a timely and cost effective manner requires planning, negotiation and sound drafting skills.

Drafting Effective Letters of Advice and Demand

Wed 29 Nov 2017 1:00pm – 2:00pm
CPD UNITS 1.0  Cost: \$125

Drafting an effective letter of advice and or demand may seem straightforward and routine. However, getting them wrong can have adverse consequences for your client and in the case of letters of demand, for you as a practitioner.

December

Mandatory Data Breach Notification Scheme: Are you ready?

Fri 1 Dec 2017 1:00pm – 2:00pm
CPD UNITS 1.0  Cost: \$125

The Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth) is set to take effect on 22 February 2018. From this date, specified organisations and entities will be required to comply with the mandatory data breach notification regime, including being able to assess whether an eligible data breach has occurred and, if necessary, to promptly comply with their notification obligations.

Wills & Estates Contested Probate Case Update

Wed 6 Dec 2017 5:30pm – 6:30pm
CPD UNITS 1.0  Cost: \$125

This session will cover recent and significant cases over the last 12 months impacting on practitioners working in this area so you can hit the ground running in 2018.

Ethics – Recent Case Update and Developments

Thu 7 Dec 2017 1:00pm – 2:00pm
CPD UNITS 1.0  Cost: \$125

Although practitioners are aware of their professional duties and ethical obligations, a surprising number still fall short of the standard required.

Conferences

June

Wills & Estates Conference 2017

Wed 28 June 2017 9:00am – 4:30pm

CPD UNITS 6.0    

RACV Club Level 5, Bourke St, Melbourne VIC 3000

Earlybird price: \$555 (Expires 12 May 2017)

Cost \$555

This session will provide a review of recent significant cases and trends in estate litigation, highlighting key lessons to be learned and risk areas to be aware of.

SOLD OUT

August

Property Law Conference 2017

Tue 1 Aug 2017 9:00am – 4:30pm

CPD UNITS 6.0    

Adina Apartment Hotel

Level 5, 189 Queen Street, Melbourne VIC 3000

Early Bird Price: \$585 (expires 23 June 2017)

Full price: \$645

Property Law Recent Developments, including Legislative Update / VCAT Property Case Update / The Retail Leases Act 2003 (VIC) and the “Broader” Definition of the ‘Ultimate Consumer’ Test / Making the Move Towards Paperless Conveyancing / Document Management – A New Era / Owners Corporations Acting Badly – A Case Update / Ethical Considerations And Updates For Property Lawyers / Legal Practitioner Liability Committee Claims – Property And Mortgages / Foreign Investment Rules And Purchaser Update / Drafting Errors and How To Avoid Them.

Corporate Counsel Conference 2017

Tue 15 Aug 2017 9:00am – 5:00pm

CPD UNITS 6.0    

Adina Apartment Hotel

Level 5, 189 Queen Street, Melbourne VIC 3000

Early Bird Price: \$585 (expires 30 Jun 2017)

Full Price: \$645

Contract Law Update – Recent Cases and Developments / Bullying Case Update – Directors and Boards / Cybercriminals and the Role of In-House Counsel / Mandatory Data Breach Notification Regime – Are you Ready? / Doing Business with Overseas Entities / White Collar Crime in Australia – New Penalties for Corporate and Financial Misconduct / New FOI and Privacy Regime Commencing 1 July 2017 – Confidential Information and Communications with Public Bodies / Legal Professional Privilege Update / Accessorial Liability under the *Fair Work Act* – Are You At Risk? / The Scope of the In-house Role. What Does Your Client Demand of you in 2017? / Ethical Challenges for In-house Counsel.

September

Family Law Conference 2017

Tue 12 Sep 2017 9:00am – 5:00pm

CPD UNITS 6.0    

RACV Club, 501 Bourke Street, Melbourne VIC 3000

Early Bird Price: \$585 (expires 4 Aug 2017)

Full Price: \$645

Binding Financial Agreements and Your Advice – Back in the Spotlight / Your Complete Family Court and Federal Circuit Court Case Update / Abridgement of Time – How to Maximise Your Chances of Making a Successful Application / The Intersection between Family Law Proceedings and Child Protection Systems / ‘Leniency’ and the Self-Represented Litigant – How Far Should it Extend? / Family Support Services – Do You Know What’s Out There? / Relocation Case Applications and Case Update / Ethical Considerations and Updates for Family Lawyers / Exposing Hidden Assets and Financial Misinformation / All in the Family – Family Trusts – Recent Cases and Developments.

November

Litigation and Dispute Resolution Conference 2017

Wed 1 Nov 2017 9:00am – 4:30pm

CPD UNITS 6.0    

Adina Apartment Hotel

Level 5, 189 Queen Street, Melbourne VIC 3000

Early Bird Price: \$585 (expires 15 Sep 2017)

Full price: \$645

Contracts Interpretation- Case Update / Tax Implications of Settlements / Dealing with the Regulator – Privilege, Waiver & Confidential Information and Case Update / e-Discovery – Benefits, Limitations and the Courts Expectations / Dispute Resolution Clauses, which is the best option? / ADR-Strategies and Techniques to Manage the Opposition / Evidence Gathering and Production, Risks and Strategies / Leave to Appeal VCAT Decisions-the how, when and why / Costs Case Update 2017 / Ethical Considerations – Risky Behaviour.

October

Government Lawyers Conference 2017

Wed 4 Oct 2017 9:00am – 5:00pm

CPD UNITS 6.0    

Adina Apartment Hotel

189 Queen St, Melbourne VIC 3000

Early Bird Price: \$585 (expires 1 Sep 2017)

Full price: \$645

Caretaker Conventions and Election 2018 / Cyber attacks and the Role of Government Lawyers / Mandatory Data Breach Notification Regime – Are you Ready? / Use of Standard Form contracts and Licence Arrangements / Public Interest Disclosure, Confidentiality and Privilege – Navigating the Maze / Public Release of an Individual’s Private Information – When is it permitted? / The Fine line between Performance Management and Bullying / Termination for Convenience clauses – The Effect on Negotiations with the Private Sector / Free Legal Resources and Research / Ethics, Wilful Blindness and Temptations.

Workshops

June

Evidence in Practice for Litigators

Wed 21 Jun 2017 9:00am – 3:30pm

CPD UNITS 5.5   Cost: \$485

This practical workshop is designed for practitioners working in litigation, this new one day course includes discussion of the key elements to managing and using evidence in litigation.

Pleamaking for Criminal Lawyers

Thu 22 Jun 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

Experienced instructors will lead practitioners through the fine art of when to plead, how to prepare and present an efficient plea in mitigation and the calling of character witnesses.

This workshop is designed for legal practitioners who practice or intend to practice criminal law, particularly in the Magistrates Court. Performance based case studies will provide a rare and exciting opportunity for discussion and guidance from the presenters. This workshop is not to be missed.

Intellectual Property – Patents, Trademarks and Copyright

Mon 17 July 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

This workshop covers the essentials of protecting and exploiting intellectual property, including patenting invention; registering designs and trademarks; copyright and its use in protection of designs and trademarks; trademarks in business; infringement proceedings; domain names and dispute resolution proceedings and a review of conducting searches for patents, trademarks and designs.

July

Criminal Law – Practice and Procedure

Tue 18 – Wed 19 Jul 2017 9:00am 3:30pm

CPD UNITS 11.0  Cost: \$685

This workshop provides an overview of the criminal law jurisdiction.

Participants will examine the basic principles of Criminal Practice and Procedure with special reference to practice in the Magistrates' Court. Participants will also be introduced to appeals from the Magistrates' Court to the County and Supreme Courts, and committals and preparation for trial in the County and Supreme Courts.

The program includes:

Magistrates' Court mentions / Contested hearings / Police powers of arrest / Detention and investigation / Bail procedures / Alibis / Appeals / Sentencing / Pleas / Pre-trial procedures / Trials.

Note: This workshop runs for 2 days.

Family Trusts – The A-Z

Wed 19 Jul 2017 9:00am – 4:00pm

CPD UNITS 6.0  Cost: \$485

This workshop covers the options for creating a trust, the creation of the trust, maintaining the trust and vesting/ending the trust. This program is designed to simplify what is usually regarded as a complex area.

Topics Include:

- Introduction to Trusts
- Types of Trusts
- Creation and Management of Trusts
- Taxation of Trusts

Estate Planning – The A-Z

Tue 25 Jul 2017 9:00am – 4:00pm
CPD UNITS 6.0  Cost: \$485

Topics covered are:

Ownership – 4 key types / Key planning issues / Superannuation death benefits / Drafting exercise – binding death benefit nomination / Estate planning and existing family/hybrid trusts / Key attributes for wills and testamentary trusts / Drafting exercise – beneficiary controlled testamentary trust / Vulnerable beneficiaries / Means tested pension eligibility – operation of deeming rules / Income tax concessions / Capital gains tax / Enduring powers of attorney / Philanthropic or charitable trusts / Executors' responsibilities / Insurance death benefits trusts / After the event estate planning.

Conveyancing – From Title Search to Settlement

Mon 7 Aug – Tue 8 Aug 2017
9:00am – 3:30pm

CPD UNITS 11.0  Cost: \$685

Gain technical skills in conveyancing transactions which will equip you to confidently operate in legal professional practice as a lawyer or senior conveyancer.

This workshop introduces practitioners to all aspects of the conveyancing process from property ownership, how the *Sale of Land Act 1962* is applied to contracts for the sale of real estate, searches and lodgment of forms, as well as providing an overview of a conveyancing process from initial instructions to post settlement.

This workshop is ideal for legal practitioners new to practice in this area or those requiring a refresher, as well as those who wish to work in a legal office or conveyancing department in senior conveyancing role.

Note: This workshop runs for 2 days.

Pleadings – Draft with confidence

Wed 9 Aug 2017 9:00am – 3:30pm
CPD UNITS 5.5  Cost: \$485

This workshop is designed to help practitioners understand the parameters and secrets to drafting effective pleadings. Well drawn pleadings can prevent costly interlocutory disputes and provide a basis to embark on successful litigation. Participants draft pleadings using various fact scenarios and receive feedback and evaluation in this interactive and practical workshop.

Wills – From Drafting to Costing

Thu 10 Aug 2017 9:00am – 4:00pm
CPD UNITS 6.0  Cost: \$485

This workshop is designed to provide a solid foundation for those wishing to practice in this area.

The program includes:

Intestacy / Domestic partners / Using will precedents / Common drafting practices / Considerations in preparing a will / Codicils / Execution / Revocation / Alteration / Rectification / Wills storage / Testamentary capacity / Undue influence / Executor's duties / Executor's commission / Powers of trustees / Essential and optional provisions and clauses / Costing the file / Basic estate planning / Legal professional responsibilities / Powers of Attorney.

Retail Leases – A Practical Guide

Fri 11 Aug 2017 9:00am – 3:30pm
CPD UNITS 5.5  Cost: \$485

This workshop covers the essentials of retail leasing and is ideal for both private practice and in-house lawyers.

This workshop is designed to bring you up to date with current practice in this area and is ideal for those practitioners new to practice in retail leases as well as those already practicing who require a refresher.

Litigation – A practical guide to operating in the Victorian Courts

Thu 17 – Fri 18 Aug 2017 9:00am – 3:30pm
CPD UNITS 11.0  Cost: \$685.00

This practical two day workshop provides an overview of the major jurisdictions with a particular focus on Magistrates', County, Supreme Courts with reference to Federal Court and VCAT.

The program includes:

Pre-litigation correspondence / Without prejudice communications / Offers of compromise / Deciding jurisdiction / Parties / Service of documents / Initiating proceedings / Preparing complaints / Pleadings / Writs / Statements of claim / undefended actions / Applications for orders and summary judgment / Affidavits in support / Defended actions and defences / Directions hearings / Counterclaims / Set off / Joinder / Particulars / Discovery / Interrogatories / Expert evidence / Witness statements / Setting down for hearing/trial / Risk management / GST related issues.

Note: This workshop runs for 2 days.

Family Law Practice

Tue 22 – Wed 23 Aug 2017 9:00am – 3:30pm

CPD UNITS 11.0  Cost: \$685

This 2 day workshop covers the fundamentals of practising in this challenging practice area.

The program includes:

Applicable legislation / Family Court and Federal Circuit Court systems and procedures / Preparation of documents (including divorce applications, initiating applications and affidavits relating to children, maintenance property settlement, enforcement and contempt, and injunctions) / Service of documents / Attending court hearings / Client interviews / Briefing counsel / Financial agreements / Intervention orders / Costing the file / Risk management

Note: This workshop runs for 2 days.

Family Law Property – Complex Property Settlements

Thu 24 Aug 2017 9:00am – 3:30pm

CPD UNITS 5.5   Cost: \$485

Designed for family law practitioners already confident in the basic skills of family law practice, this is a one day workshop. This workshop aims to equip lawyers with the finer skills of making sure your client gets their share.

Topics include:

preparation / taxation issues / special contributions / farming cases / discretionary trusts / Stanford / financial disclosure / valuation evidence / superannuation / bankruptcy / expert witness / costs / mareva injunctions and anton piller orders.

September

Business Law – Partnerships, Business Sales & Acquisitions & Finance

Wed 6 Sep 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

This workshop covers all of the essential elements in the practice of business law from setting up company structures to conducting commercial transactions.

The program includes:

Partnerships / Deeds / Business names / Acting for the vendor / Acting for a purchaser / Searches / Settlements / Finance / Insurance issues.

This program aims to provide a well rounded foundation for confident practice in this area.

Administration of Deceased Estates

Thu 21 Sep 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

The program includes:

Applications for grants of probate and letters of administration / Role of executor and administrator / Advertising / Preparing documents / Asset collection / Transfers of real estate / Taxation issues / Costing files / Final accounts / TFM and dealing with assets.

October

Subdivisions – A Practical ‘how to’

Wed 4 Oct 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

This workshop covers the practical and legal issues surrounding subdivisions. Following completion of the workshop attendees should be able to interpret a plan of subdivision and understand historical types of subdivisions, understand obligations and powers of an Owners Corporation, understand Contracts of Sale and Vendor's Statements for lots affected by an Owners Corporation, understand requirements and compliance for pre-selling and gain an understanding of the preliminary advice to be given to a purchaser and vendor in a pre-selling situation.

Self-Managed Superannuation Funds

Mon 9 Oct 2017 9:00am – 4:00pm

CPD UNITS 6.0  Cost: \$485

An overview of SMSF constraints and related issues. This program is designed to provide a thorough overview of the essentials.

The program includes:

Restraints on provision of advice regarding SMSFs / New SMSF deeds – key attributes / Existing SMSF deeds – review issues / Control issues & options / SMSFs and non-residents / Contributions / Investment strategies / Leases of business real property / Funding & security alternatives / Instalment warrants – features / Fixed unit trusts / Documenting investment strategies – investment phase / Segregation v non-segregation – investment phase / Managing SMSF breaches / Use of investment & other reserves / Contingency planning for SMSFs / Insurance policies / Transitional issues / Transferring wealth to superannuation at or near retirement / Overview – retirement benefits / Transition to retirement income streams / Income streams commenced at or post retirement / Advice regarding superannuation and insurance / Asset protection – bankruptcy clawback powers / Payment of superannuation death benefits – options / Death benefit options / Life insurance & superannuation / Generating excepted income for minor dependants / Control issues – externally managed funds / Control issues – SMSFs / Second generation SMSFs / Forward planning strategies.

Conveyancing – From Title Search to Settlement

Tue 10 – Wed 11 Oct 2017 9:00am – 3:30pm

CPD UNITS 11.0  Cost: \$685

Gain technical skills in conveyancing transactions which will equip you to confidently operate in legal professional practice as a lawyer or senior conveyancer.

This workshop introduces practitioners to all aspects of the conveyancing process from property ownership, how the *Sale of Land Act* 1962 is applied to contracts for the sale of real estate, searches and lodgement of forms, as well as providing an overview of a conveyancing process from initial instructions to post settlement.

This workshop is ideal for legal practitioners new to practice in this area or those requiring a refresher, as well as those who wish to work in a legal office or conveyancing department in senior conveyancing role.

Note: This workshop runs for 2 days.

Intellectual Property – Patents, Trademarks and Copyright

Thu 12 Oct 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

This workshop covers the essentials of protecting and exploiting intellectual property, including patenting invention; registering designs and trademarks; copyright and its use in protection of designs and trademarks; trademarks in business; infringement proceedings; domain names and dispute resolution proceedings and a review of conducting searches for patents, trademarks and designs.

Employment and Industrial Relations Law – Practice and Procedure

Mon 30 Oct 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

This program provides an overview of Fair Work Commission (FWC), unfair dismissal and unlawful termination applications to FWC, common law claims for wrongful dismissal, drafting employment contracts considering both statute and common law and a brief overview of discrimination and equal opportunity laws.

Family Law Practice

Tue 31 Oct 2017 – Wed 1 Nov 2017

9:00am – 3:30pm

CPD UNITS 11.0  Cost: \$685

This 2 day workshop covers the fundamentals of practising in this challenging practice area.

The program includes:

Applicable legislation / Family Court and Federal Circuit Court systems and procedures / Preparation of documents (including divorce applications, initiating applications and affidavits relating to children, maintenance property settlement, enforcement and contempt, and injunctions) / Service of documents / Attending court hearings / Client interviews / Briefing counsel / Financial agreements / Intervention orders / Costing the file / Risk management.

Note: This workshop runs for 2 days.

November

Wills – From Drafting to Costing

Thu 9 Nov 2017 9:00am – 4:00pm

CPD UNITS 6.0  Cost: \$485

This workshop is designed to provide a solid foundation for those wishing to practice in this area.

The program includes: Intestacy; Domestic partners; Using will precedents; Common drafting practices; Considerations in preparing a will; Codicils; Execution Revocation; Alteration; Rectification; Wills storage Testamentary capacity; Undue influence; Executor's duties; Executor's commission; Powers of trustees; Essential and optional provisions and clauses; Costing the file; Basic estate planning; Legal professional responsibilities; Powers of Attorney

Litigation – A Practical Guide to Operating in the Victorian Courts

Mon 13 – Tue 14 Nov 2017 9:00am – 3:30pm

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This practical two day workshop provides an overview of the major jurisdictions with a particular focus on Magistrates', County, Supreme Courts with reference to Federal Court and VCAT.

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Note: This workshop runs for 2 days.

Planning Law Practice – From Permit to Enforcement

Wed 15 Nov 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

This workshop is designed to give practitioners an introduction and overview of the planning system in Victoria. It will introduce practitioners to the application, objection and appeals procedure and includes a selection of Case Studies to be considered and discussed in relation to the procedures and issues involved. The enforcement provisions of the *Planning and Environment Act 1987* and other controls will also be considered.

Enforcement and Recovery – Orders and Judgments

Mon 20 Nov 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

This Workshop for lawyers provides a practical analysis of the options available for enforcing your client's orders and judgements in Victoria. This one day program looks at the principal methods of recovery and enforcement in the major jurisdictions including Magistrates, County, Supreme and Federal Courts. It also provides guidance on advising clients on the preferred options and will address preparing court documentation to bring the enforcement options into effect. An Essential Program for all litigators.

Family Trusts – The A-Z

Tue 21 Nov 2017 9:00am – 4:00pm

CPD UNITS 6.0  Cost \$485

This workshop covers the options for creating a trust, the creation of the trust, maintaining the trust and vesting/ending the trust. This program is designed to simplify what is usually regarded as a complex area.

Topics Include:

- Introduction to Trusts
- Types of Trusts
- Creation and Management of Trusts
- Taxation of Trusts

Evidence in Practice for Litigators

Wed 22 Nov 2017 9:00am – 3:30pm

CPD UNITS 5.5   Cost: \$485

This practical workshop is designed for practitioners working in litigation, this new one day course includes discussion of the key elements to managing and using evidence in litigation.

The following topics are covered:

- Admissible Evidence
- Circumstantial and propensity evidence
- Proof of documents
- Expert evidence
- Privilege and self-incrimination
- Credibility
- Hearsay

December

Estate Planning – The A-Z

Mon 4 Dec 2017 9:00am – 4:00pm

CPD UNITS 6.0  Cost: \$485

Topics covered are:

Ownership - 4 key types / Key planning issues / Superannuation death benefits / Drafting exercise - binding death benefit nomination / Estate planning and existing family/hybrid trusts / Key attributes for wills and testamentary trusts / Drafting exercise - beneficiary controlled testamentary trust / Vulnerable beneficiaries / Means tested pension eligibility - operation of deeming rules / Income tax concessions / Capital gains tax / Enduring powers of attorney / Philanthropic or charitable trusts / Executors' responsibilities / Insurance death benefits trusts / After the event estate planning

Retail Leases – A Practical Guide

Tue 5 Dec 2017 9:00am – 3:30pm

CPD UNITS 5.5  Cost: \$485

This workshop covers the essentials of retail leasing and is ideal for both private practice and in-house lawyers.

This workshop is designed to bring you up to date with current practice in this area and is ideal for those practitioners new to practice in retail leases as well as those already practicing who require a refresher.

Family Law Property – Complex Property Settlements

Wed 6 Dec 2017 9:00am – 3:30pm

CPD UNITS 5.5   Cost: \$485

Designed for family law practitioners already confident in the basic skills of family law practice, this is a one day workshop. This workshop aims to equip lawyers with the finer skills of making sure your client gets their share.

Topics include:

- preparation
- special contributions
- discretionary trusts
- financial disclosure
- superannuation
- expert witness
- mareva injunctions and anton piller orders
- taxation issues
- farming cases
- Stanford
- valuation evidence
- bankruptcy
- costs

Conveyancing – From Title Search to Settlement

Mon 11 – Tue 12 Dec 2017 9:00am – 3:30pm

CPD UNITS 11.0  Cost: \$685

Gain technical skills in conveyancing transactions which will equip you to confidently operate in legal professional practice as a lawyer or senior conveyancer.

This workshop introduces practitioners to all aspects of the conveyancing process from property ownership, how the *Sale of Land Act 1962* is applied to contracts for the sale of real estate, searches and lodgement of forms, as well as providing an overview of a conveyancing process from initial instructions to post settlement.

This workshop is ideal for legal practitioners new to practice in this area or those requiring a refresher, as well as those who wish to work in a legal office or conveyancing department in senior conveyancing role.

Note: This workshop runs for 2 days.

Intensives

July

CPD Extra – 4 Points!

Wed 26 Jul 2017 12:30pm – 4:50pm

CPD UNITS 4.0     Cost: \$400

ADR – Strategies and Techniques to manage the opposition / Costs Update 2017 / Ethics / LPP Update / Mandatory Data Breach Notification Scheme.

September

Employment Law Intensive

Wed 13 Sep 2017 9:30am – 1:50pm

CPD UNITS 4.0   Cost: \$400

Employment Law Update – Including Case Update / Maximising the effect of Post-Employment Restraints / Hot Topic – Accessorial Liability under the *Fair Work Act* / Drafting Settlement Agreements, Deeds of Release and Severance Agreements / Decision Making and the Fair Work Commission / Bullying Case Update – Directors and Boards.

CPD Local (South East Region)

Thu 21 Sep 2017 9:30am – 2:45pm

Ramada Encore Dandenong,
50-52 McCrae St, Dandenong VIC 3175

CPD UNITS 4.0     Cost: \$395

New Cases and Legislation Update 2017/18 / Ethics – Recent Cases and Developments 2017 / Modernising The Cost Agreement – What’s Working and What’s Not? / Know When You Are Being Deceived – Our Presenter Will Tell You How.

October

CPD Local (Eastern Region)

Thu 19 Oct 2017 9:30am – 2:45pm

Box Hill Golf Club, 202 Station Street,
Box Hill, VIC 3128.

CPD UNITS 4.0     Cost: \$395

New Cases and Legislation Update 2017/18 / Ethics – Recent Cases and Developments 2017 / Modernising The Cost Agreement – What’s Working and What’s Not? / Know When You Are Being Deceived – Our Presenter Will Tell You How.

CPD Extra – 4 Points!

Thu 26 Oct 2017 9:30am – 1:50pm

CPD UNITS 4.0     Cost: \$400

ADR – Strategies and Techniques to manage the opposition / Costs Update 2017 / Ethics / LPP Update / Mandatory Data Breach Notification Scheme.

Legal Support Staff Workshops

July

Introduction to the Legal Office for Legal Support Staff

Thu 6 Jul 2017 9:00am – 4:00pm
Cost: \$395

This workshop is designed to provide a solid foundation for staff joining a legal office or requiring a refresher in legal office essentials.

The program includes:

An overview of the legal system and profession / Lawyers' professional and ethical responsibilities / Trust and office accounts / Communication skills in dealing with clients, barristers, other firms and courts / Preparing court documents / Preparing commercial documents / Dealing with complaints from clients / Record keeping / Basic costing of files / Technology based risk management / Document management protocols and responsibilities / Time and file management techniques / Dealing with legal staff

Administration of Deceased Estates for Legal Support Staff

Thu 20 Jul 2017 9:00am – 4:00pm
Cost: \$395

This workshop will provide legal assistants with a thorough understanding of the practice of Administration of Deceased Estates. Participants will be taken through the procedures and forms for obtaining grants of probate and letters of administration, the basic administration of estates, Testator's Family Maintenance (Part iv) and the collection and transfer of assets.

This workshop will give participants new to this area of practice or requiring a refresher good grounding to confidently begin work in this area.

August

Introduction to Conveyancing for Legal Support Staff

Thu 3 Aug 2017 9:00am – 3:30pm
Cost: \$395

Gain technical skills in conveyancing transactions which will equip you to confidently operate as a legal conveyancing clerk or assistant.

This interactive and practical workshop covers the essentials, including the following topics:

Conduct title searches / Make applications for certificates and permits from statutory authorities / E-conveyancing and VOI (Verification of Identity) / Contracts for the sale of land / Vendors' statements / Transfers of land / Mortgage documentation / Settlement procedures, stamping and registration / Post settlement procedures

This workshop will provide a comprehensive overview of the "what you need to know" of conveyancing. Attendees will gain a sound understanding of the procedures and processes involved in a conveyancing transaction from opening a file to post settlement.

This workshop is ideal for legal support staff new to conveyancing or those requiring a refresher and will give good grounding to begin work in this area of practice.

Debt Recovery – A Practical Guide for Legal Support Staff

Fri 25 Aug 2017 9:00am – 3:30pm
Cost: \$395

An introduction to the range of enforcement techniques that are available in Victoria, this workshop covers procedures for enforcing monetary orders, choosing the right procedure, and preparing the necessary documents.

Subdivisions for Legal Support Staff

Wed 30 Aug 2017 9:00am – 3:30pm

Cost: \$395

An overview of subdivisions including subdivision with bodies corporate, reading a plan of subdivision in strata, buying and selling off an unregistered plan, a brief explanation of company share schemes, stratum, strata and cluster.

Introduction to Wills for Legal Support Staff

Thu 31 Aug 2017 9:00am – 4:00pm

Cost: \$395

This workshop will provide legal assistants with a thorough understanding of the practice, procedure and forms involved with Will drafting.

September

Introduction to Family Law for Legal Support Staff

Mon 4 Sep 2017 9:00am – 3:30pm

Cost: \$395

An introduction to basic family law procedures and forms with a particular emphasis on divorce including relevant legislation, procedural steps, consent orders and supporting documentation. Participants will also discuss client contact and related problems.

October

How to Operate in the Courts – A Practical Guide for Legal Support Staff

Mon 2 Oct 2017 9:00am – 3:30pm

Cost: \$395

This workshop is designed to give you the knowledge and confidence to support your team in this major practice area. It is a practical program covering the Magistrates' and County Courts including: Commencement of proceedings / Obtaining judgements / Enforcing judgements / Issuing subpoenas / Offers of compromise / Defending proceedings / Affidavits of documents / Interrogatories Associated documents and procedures.

Advanced Family Law for Legal Support Staff

Tue 3 Oct 2017 9:00am – 3:30pm

Cost: \$395

Designed for legal support staff, this in-depth look at the procedures and processes involved in family law matters is a good way to kick-start or enhance your supporting role to legal practitioners.

Topics include ancillary proceedings, dispute resolution, children's matters, property applications, spousal maintenance, financial agreements, child support and maintenance, domestic violence, costings and briefing counsel.

Introduction to Conveyancing for Legal Support Staff

Fri 13 Oct 2017 9:00am – 3:30pm

Cost: \$395

Gain technical skills in conveyancing transactions which will equip you to confidently operate as a legal conveyancing clerk or assistant.

This interactive and practical workshop covers the essentials, including the following topics:

Conduct title searches / Make applications for certificates and permits from statutory authorities / E-conveyancing and VOI (Verification of Identity) / Contracts for the sale of land / Vendors' statements / Transfers of land / Mortgage documentation / Settlement procedures, stamping and registration / Post settlement procedures

This workshop will provide a comprehensive overview of the “what you need to know” of conveyancing. Attendees will gain a sound understanding of the procedures and processes involved in a conveyancing transaction from opening a file to post settlement.

This workshop is ideal for legal support staff new to conveyancing or those requiring a refresher and will give good grounding to begin work in this area of practice.

November

Administration of Deceased Estates for Legal Support Staff

Thu 16 Nov 2017 9:00am – 3:30pm

Cost: \$395

This workshop will provide legal assistants with a thorough understanding of the practice of Administration of Deceased Estates. Participants will be taken through the procedures and forms for obtaining grants of probate and letters of administration, the basic administration of estates, Testator's Family Maintenance (Part iv) and the collection and transfer of assets.

Introduction to the Legal Office for Legal Support Staff

Fri 17 Nov 2017 9:00am – 3:30pm

Cost: \$395

This workshop is designed to provide a solid foundation for staff joining a legal office or requiring a refresher in legal office essentials. The program includes:

An overview of the legal system and profession / Lawyers' professional and ethical responsibilities / Trust and office accounts / Communication skills in dealing with clients, barristers, other firms and courts / Preparing court documents / Preparing commercial documents / Dealing with complaints from clients / Record keeping / Basic costing of files / Technology based risk management / Document management protocols and responsibilities / Time and file management techniques / Dealing with legal staff.

December

Introduction to Conveyancing for Legal Support Staff

Fri 8 Dec 2017 9:00am – 3:30pm

Gain technical skills in conveyancing transactions which will equip you to confidently operate as a legal conveyancing clerk or assistant.

This interactive and practical workshop covers the essentials, including the following topics:

Conduct title searches / Make applications for certificates and permits from statutory authorities / E-conveyancing and VOI (Verification of Identity) / Contracts for the sale of land / Vendors' statements / Transfers of land / Mortgage documentation / Settlement procedures, stamping and registration / Post settlement procedures

This workshop will provide a comprehensive overview of the “what you need to know” of conveyancing. Attendees will gain a sound understanding of the procedures and processes involved in a conveyancing transaction from opening a file to post settlement.

This workshop is ideal for legal support staff new to conveyancing or those requiring a refresher and will give good grounding to begin work in this area of practice.

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