



LEADERSHIP IN FAMILY LAW

MEMBER
INFORMATION
KIT
2022/2023

FAMILY LAW PRACTITIONERS ASSOCIATION QLD

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WELCOME



Dear FLPA member

Member information kit 2022/2023

As president of the Family Law Practitioners Association of Queensland (FLPA), I would like to personally thank you for becoming a member – whether you are joining for the first time or renewing your membership once again. I encourage you to participate in FLPA's many events throughout the year.

This member information kit is your gateway to the many benefits and professional development opportunities which membership of FLPA affords you. In it, you will find information about FLPA's court facilities, executive committee, as well as how to access the 'members only' section of the website.

You will also find other useful resources such as contact centre details, practice directions issued by court and some judges' individual precedent directions. We will update these as necessary and include new information as it comes to light.

Attached to the member information kit, you will find additional resources including templates and the FLPA logo to promote your membership in your own business marketing. You can also obtain your own FLPA membership certificate on request.

In addition to this kit, you will receive a quarterly FLPA magazine Round Table and regular FLPA e-alerts via email letting you know of events and changes that will affect your day-to-day family law practice.

Established in 1978, FLPA is a strong, collegial association that is fun, stimulating and rewarding. I hope you will join me in anticipation of what will be a great year. The success of our events depends on the participation of all our members and in return, we look forward to supporting and assisting you in any way we can.

A handwritten signature in black ink, appearing to read 'Dan Bottrell'.

Dan Bottrell
FLPA president



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ABOUT FLPA

1. Role and goals

The Family Law Practitioners Association (FLPA) is Queensland's leading industry body representing those who work in family law – solicitors, barristers, social workers, psychologists, members of the judiciary and associated fields.

FLPA was established on 6 November 1978 with 61 members to promote reform of family law and related legislation. The first president was the late Honourable Peter Hilton. The late Honourable Neil Buckley was the vice president, while Michael Habermann was secretary and Graeme Page QC was treasurer.

Our records show that after the leadership of the late Honourable Peter Hilton, followed Graeme Page QC, Michael Habermann, Di Smith, Damien Greer, Rob Grant, Bill Westbrook, Nita Stratton-Funk, Bruce Doyle, Graham Quinlivan, Phil Theobald, the late Honourable Keith Slack, Nicky Davis, Jennifer McArdle, Justice Colin Forrest, Deborah Awyzio, Trent Waller, Clarissa Rayward, Fiona Caulley, James Steel and now Dan Bottrell.

As a respected industry body, FLPA provides you with the credibility of being part of a professional body and the opportunity to promote your professional qualifications to other members and potential clients.

FLPA's [constitution](#) is available on the FLPA website.

2. Vision

The Family Law Practitioners Association of Queensland (FLPA) aspires to be the leading body in family law in Queensland.

3. Mission

The Family Law Practitioners Association of Queensland (FLPA) is a collegial body for family law practitioners. It provides you with leadership, education and practical resources to assist you in your day-to-day practice.

4. Objectives

FLPA has the following objectives:

- Advocate on behalf of professional family law practitioners.
- Provide relevant networking and learning and development opportunities for members.
- Promote reform of family law and related legislation.



FLPA MEMBERSHIP BENEFITS

1. Networking

FLPA hosts social and educational events throughout the year, both in Brisbane and regionally. These events provide members with a valuable meeting ground and professional development opportunities.

Our flagship event is the annual conference, the *Family Law Retreat*. Held independently again from 2018, the Retreat is a much-anticipated professional development and networking event and is currently held at Peppers Resort and Villa at Noosa. Taking over from the more than 30 successful years of the annual Family Law Residential, the *Family Law Retreat* explores topical issues for family law practitioners in a relaxed and collegial environment.

Other events include *twilight educational seminars* on legal and other professional topics of interest, *lunchbox webinars*, young practitioner networking events, social events, and the not-to-be-missed annual *FLPA Christmas party*.

2. Professional development

Members can maintain their skills and industry knowledge with our program of seminars, webinars and lectures delivered by recognised industry leaders.

3. Logo and branding

Your FLPA membership provides you with an increased network and increased credibility within the family law industry. We encourage members to promote their FLPA membership by using the FLPA 'proud member' logo on your website, email signature and other marketing material. An electronic version of the FLPA logo is attached with this member information kit and is also available on the FLPA website.

As a member, you are also profiled on the FLPA website where potential clients can search for your details.

4. Certificate of membership

A PDF file of your own membership certificate can be provided each year for you to print and proudly frame in your office. Please contact the FLPA secretariat on membership@flpa.org.au to request your certificate.

5. Code of ethics

Through your FLPA membership, you are recognised as a professional who stands for honesty, truth, integrity and ethical standards.



6. Information

FLPA works hard to provide the latest industry information to members by issuing regular updates via e-alerts and the quarterly email newsletter, *Round Table*. This information helps you further your industry knowledge and keeps you abreast of the changing legal landscape.

We provide current industry papers with a spotlight on key issues through the website for members. In addition, FLPA regularly provides documents and information on Family Court and Federal Circuit Court of Australia procedures and rulings.

7. Photocopying and computer facilities

FLPA provides photocopying facilities at courts in Brisbane, Rockhampton, Townsville, Cairns, Toowoomba and the Gold Coast.

In Brisbane, photocopiers have been installed for members in the legal practitioners' rooms on Level 1 and 2 of the Family Law Courts in Brisbane. FLPA has also installed a printer in the practitioners' rooms on Level 2 of the Courts to complement the computers.

Practitioners also have the option of printing directly from the computers on Level 2 or from your mobile device via WiFi to the photocopier.

To airprint, you will need to be connected to the FLPA WiFi (details over the page). You may also need to connect the printer via the printer settings on your own device, or it may automatically appear when printing. You simply select the printer on the level you are on, and it will come out of the printer a few seconds later. Each printer is named according to the level it is located on. Please remember this is a member benefit for court printing only.

FLPA provides members with access to the wireless network and the FLPA computer facilities located in the practitioners' room on level 2 of the Brisbane Commonwealth Law Courts Building.

There are also fax machines in these rooms on both level 1 and level 2. The numbers for these faxes are:

Level 1 – (07) 3248 2205

Level 2 – (07) 3248 2243

Computer facilities are also available in the Cairns and Townsville courthouse. These computers also have internet access. FLPA also provides loose leaf resources in regional registries, free of charge to members.



8. Computer login details

Brisbane computers

To log into the Brisbane computers use the FLPA member account with the password:

family

Brisbane WiFi

To log in to the Brisbane WiFi for members with laptops use the following:

SSID: *FLPAQ*
Wireless Security: *WPA*
Pre-Shared Key: *FLPA2015*

Cairns WiFi

To log in to the Cairns WiFi for members with laptops use the following:

SSID: *FLPAQ*
Wireless Security: *WPA*
Pre-Shared Key: *familylaw*

Townsville WiFi

To log in to the Townsville WiFi for members with laptops use the following:

WiFi name: *FLPA*
Password: *FamilyLPA01*

Please ensure you bring a memory stick with you to court to save any documents, as documents cannot be saved on the computers.

If you have any technical or administrative queries, please contact us on membership@flpa.org.au with 'FLPA court computers' in the subject line.



FLPA MEMBERSHIP RESOURCES

1. List of contact centres

A link to the [updated list of contact centres](#) Queensland, northern New South Wales, and Northern Territory is available on the FLPA website.

2. Practice directions issued by court

As these rules are amended regularly, this kit provides a link to the relevant rules for the Federal Circuit and Family Court of Australia of Australia.

Federal Circuit and Family Court of Australia Rules – Division 1

<https://www.legislation.gov.au/Details/F2021L01197>

Federal Circuit and Family Court of Australia Rules – Division 2

<https://www.legislation.gov.au/Details/F2021L01205>

Federal Circuit and Family Court of Australia Rules Practice Directions

<https://www.fcfcga.gov.au/resources/practice-directions>



3. Joint applications for consent orders – Family Court

Attached to this member information kit is a letter from the Court outlining the details of the difficulties that registrars encounter with consent order applications. Taking note of these difficulties may help increase the rate at which these applications are processed.

Registrars frequently see the following technical difficulties in applications for consent orders and these will lead to the application being requisitioned:

- In de facto property applications, the failure to provide the written consent by the parties and/or legal statement of legal advice by a legal practitioner where the parties are opting in.
- Parties using an obsolete version of the Application form (Here's the link to the [Federal Circuit and Family Court website](#) for the correct forms).
- Parties not completing all the required questions of the joint application.
- Parties not attaching copies of orders, undertakings, parenting plans or agreements or providing details of the same.
- Parties failing to provide adequate information in relevant parts of the application to address the threshold of whether the financial orders are just and equitable, especially in the situation where one of the parties is not legally represented.
- The inclusion of child support orders in the Minute of Orders.
- The parties not providing three clean typed certified copies of the Minutes of Consent Order or a form of order for the Registrar to sign.
- The Affidavit of the Applicant/Respondent in the application not completed.
- Parties not supplying a valuation/completed Superannuation Information Form where a superannuation splitting order is sought.
- Parties seeking an order for the Family Law Act 1975 for "joint parental responsibility" notwithstanding the decision in N and N (2007) FamCA 168.
- Parties failing to address the issue of parental responsibility in the orders.
- The drafting of Orders to be made in the Federal Circuit Court and under that Court's Rules rather than in the Family Court of Australia and under the Family Law Rules.



4. Protocol for addressing judiciary

The following is acceptable etiquette for addressing the judiciary and parliamentarians (Queensland Law Society, 2011).

Queensland judiciary

Person addressed	Envelope	Salutation	How addressed
Chief Justice, Supreme Court of Queensland	The Hon Justice [first name, surname], Chief Justice of Queensland	Dear Chief Justice	Chief Justice <i>Your Honour</i> <i>(in court)</i>
Justices of the Supreme Court	The Hon Justice [first name, surname]	Dear Justice [surname]	Justice [surname] <i>or Judge</i> <i>Your Honour</i> <i>(in court)</i>
Former Justices of the Supreme Court	Entitled to retain the title, 'Honourable' following successful application, The Hon [first name, surname]		
Court of Appeal President	The Hon Justice [first name, surname], President of the Court of Appeal, Supreme Court of Queensland	Dear President	Judge <i>or</i> Justice [surname] <i>Your Honour</i> <i>(in court)</i>
Chief Judge District Court	The Hon Judge [first name, surname], Chief Judge	Dear Chief Judge	Judge [surname] <i>Your Honour</i> <i>(in court)</i>
District Court Judges	The Hon Judge [first name, surname]	Dear Judge	Judge [surname] <i>Your Honour</i> <i>(in court)</i>
Chief Magistrate	The Hon Judge, [first name, surname], Chief Magistrate	Dear Chief Magistrate	Judge [surname] <i>Your Honour</i> <i>(in court)</i>
Magistrate	Magistrate [first name, surname]	Dear Magistrate	Magistrate [surname] <i>Your Honour</i> <i>(in court)</i>
Tribunal President	President [first name, surname]	Dear President [surname]	President [surname]
Tribunal Member	Member [first name, surname]	Dear Member [surname]	Member [surname]



Federal judiciary

Person addressed	Envelope	Salutation	How addressed
Chief Justice of the High Court of Australia	The Hon Justice (first name, surname), Chief Justice of the High Court of Australia	Dear Chief Justice	Chief Justice <i>Your Honour</i> <i>(in court)</i>
Justice of the High Court of Australia	The Hon Justice (first name, surname)	Dear Justice [surname]	Justice [surname] or Judge <i>Your Honour</i> <i>(in court)</i>
Chief Justice of Federal Court of Australia	The Hon Justice (first name, surname), Chief Justice, Federal Court of Australia	Dear Chief Justice	Chief Justice <i>Your Honour</i> <i>(in court)</i>
Federal Court Judges	The Hon Justice (first name, surname)	Dear Justice [surname]	Justice [surname] or Judge <i>Your Honour</i> <i>(in court)</i>
Chief Justice of the Federal Circuit and Family Court of Australia	The Hon Justice (first name, surname), Chief Justice, Family and Federal Circuit Court of Australia	Dear Chief Justice	Chief Justice <i>Your Honour</i> <i>(in court)</i>
Federal Circuit and Family Court Judges	The Hon Justice (first name, surname)	Dear Justice [surname]	Justice [surname] or Judge <i>Your Honour</i> <i>(in court)</i>



Executive government

All former Federal Ministers are entitled to use The Hon after their term as Minister of the Crown (e.g., Professor the Hon Michael Lavarch, Dean of Law, QUT).

Person addressed	Envelope	Salutation	How addressed
Governor	His/Her Excellency [title, first name, surname], Governor of Queensland	Your Excellency	Your Excellency
Premier	The Honourable [first name, surname] MP, Premier of Queensland	Dear Premier	Premier
State Leader of the Opposition	Title, first name, surname, MP, Leader of the Opposition		
[Except in the case where they are former Ministers entitled to use 'The Hon']	Dear [title, surname]	Title, surname	
State Cabinet Ministers	The Hon [first name, surname], MP, Minister for (or Attorney-General) [portfolio]	Dear Minister (or Dear Attorney or Attorney-General)	Title, surname or Minister/Attorney
State Parliamentary Secretaries	Title, first name, surname, MP, Parliamentary Secretary to the Minister for [portfolio]	Dear [title, surname]	Title, surname
State Members of Parliament	Title, first name, surname, MP		
[Except in the case where they are former Ministers entitled to use 'The Hon']	Dear [title, surname]	Title, surname	
<p><i>On 19 October 2000 the Queensland branch of the Commonwealth Parliamentary Association resolved that members of the Legislative Assembly be known as MP, not MLA. NB: Not all former Queensland Ministers are entitled to use 'The Hon' after their term as Minister of the Crown.</i></p>			



Executive government (cont...)

Person addressed	Envelope	Salutation	How addressed
Prime Minister	The Honourable (first name, surname) MP, Prime Minister of Australia	Dear Prime Minister	Prime Minister
Federal Leader of the Opposition	Title, first name, surname, MP, Leader of the Opposition		
[Except in the case where they are former Ministers include 'The Hon']	Dear (title, surname)	Title, surname	
Federal Cabinet Ministers	The Hon (first name, surname), MP, Minister for (or Attorney-General) [portfolio]	Dear Minister (or Dear Attorney or Attorney-General)	Title, surname or Minister/Attorney
Federal Parliamentary Secretaries	The Hon (first name, surname), MP, Parliamentary Secretary to the Minister for [portfolio]	Dear (title, surname)	Title, surname
Federal Members of House of Representatives	Title, first name, surname, MP		
[Except in the case where they are former Ministers include 'The Hon']	Dear (title, surname)	Title, surname	
Senators	Senator (first name, surname)		
[Except in the case where they are former Ministers include 'The Hon']	Dear Senator (surname)	Senator (surname)	



5. Shadow expert checklist

When valuing a business in a client's settlement, the following questions may help you determine whether you require a shadow expert or adviser when you have a single expert report for a client's matter (Grant Thornton, 2011).

- Does the single expert report have a template feel to it, largely containing non-specific descriptions and being short on its specific application to the matters at hand?
- Does the single expert report lack transparency as to:
 - 1) the financial performance of the business?
 - 2) the financial information relied upon?
 - 3) the calculations performed to reach the expert's conclusions?
- Are there issues as to the control exerted by the interest being valued?
- Is there a restricted or non-existent market for the interest being valued?
- Is the interest being valued a minority interest with the single expert report ignoring a discount for lack of control and marketability?
- Have the earnings of the business fluctuated significantly but the single expert report contains limited or no analysis as to the causes of likely effect on future earnings?
- Is there an over reliance on historical financial results when forecast information is available?
- Are explanations for the capitalisation rate chosen limited to the standard or 'template' factors that are not specific to the entity in question?
- Is there a change in the economic conditions or regulatory change impacting on the business that is not addressed by the expert?
- Are there issues (eg a deliberate run down in sales or unexplained cost increases) that have not been addressed?
- Has the single expert excluded consideration of Division 7A tax implications and taxation realisation costs?

If you answered yes to any of the above, your client's matter may benefit from a shadow expert.



6. FLPA website

'Members only' section - www.flpa.org.au

The FLPA website is continually updated with new information such as news of upcoming seminars and functions, seminar papers, and announcements. Valuable links to other family law websites including lists of contact centres and their contact details are also on the website.

The 'members only' section of the website contains video recordings of past twilight seminars and other information and resources such as *Round Table* newsletters, FLPA events and *Case Watch* that is only available to members.

To log on to the 'members only' section of the website, you will need to use your access details which were provided to you in your welcome email. Please write these details here.

Username:

Password:

If you forget your username or password, you can retrieve it using your email address and by following the links in the member login section of the website.



Member directory update instructions

If you would like to ensure other lawyers, referrers and potential clients can see your details, get your profile up on the new website by following the instructions below.

1. Go to www.flpa.org.au.
2. Click on Member Login (top right) using your email address.
3. You will need to click Forgot Password and you will be emailed a link to create a new password.
4. Accept the Terms of Use by ticking the box (once only).
5. Once logged in, go to Manage your Profile under the Members.
6. Under My Profile, click on Edit profile.
7. Check your details. Add as much information as possible. Most information has come across from the old website database. Please make sure you check you have filled out your REGION. Note too that if you would like your address to be shown on the members' directory, you will need to provide an address in the ADDRESS field, not just the POSTAL ADDRESS field (as this will not be displayed).
8. Upload a profile picture and a company logo.

IMPORTANT:

If you would like your profile to be shown in the FLPA member directory on the website, you must click into the Privacy tab and click Edit Profile, then tick 'Show profile to others'. Make sure you check down the list of your details and ensure ALL THE INFORMATION you want to show is appropriately selected 'Anybody', 'Members', or 'No access'. Best you click 'Anybody' for all details.

If all your individual details are selected with 'No access' but you tick 'Show profile to others', your profile will not display correctly. Click Save.

9. On My Profile, click Save.

If you have any technical or administrative queries, please contact us on membership@flpa.org.au.



FLPA EXECUTIVE COMMITTEE

The following are the details of the 2022 FLPA Executive Committee. Please feel free to contact them with any ideas.

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FLPA ATTACHMENTS

The following are provided as attachments to this document.

1. Proud member logo

A jpeg file of the FLPA "proud member" logo is attached to this kit.

It is available to members to use on your business stationery, email signature, website or other corporate marketing. The link to FLPA will provide you with credibility to your clients.

If you use the logo on your website or email signature, please be sure to link it to the FLPA website. You can either link it to your profile on the website or the home page www.flpa.org.au.

You can also access this logo on the [marketing assistance](#) page of 'members only' section of the FLPA website.

2. Letter regarding consent order applications

A PDF letter from the Court outlines the difficulties registrars are encountering with consent order applications is attached to this kit.