USING SEARCH TO DRIVE THE INTRANET

James Kleinig

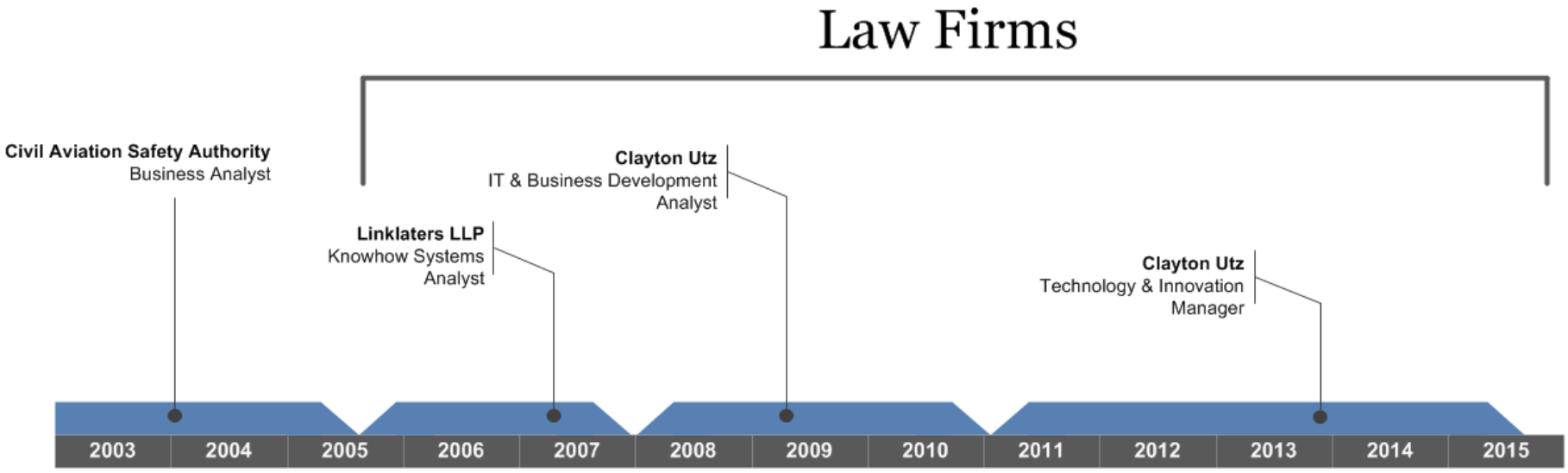
CLAYTON UTZ

May 2015

© Clayton Utz

CLAYTON UTZ IS A LAW FIRM.

HELLO.


Law Firms
Civil Aviation Safety Authority
Business Analyst
Linklaters LLP
Knowhow Systems
Analyst
Clayton Utz
IT & Business Development
Analyst
Clayton Utz
Technology & Innovation
Manager
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015

LAWYERS

THE WORK WE DO

WE HELP COMPANIES BUY AND SELL

THE WORK WE DO

WE HELP COMPANIES RAISE FINANCE

THE WORK WE DO

WE HELP COMPANIES WORKPLACE CONTRACTS

THE WORK WE DO

WE HELP COMPANIES BUILD THINGS

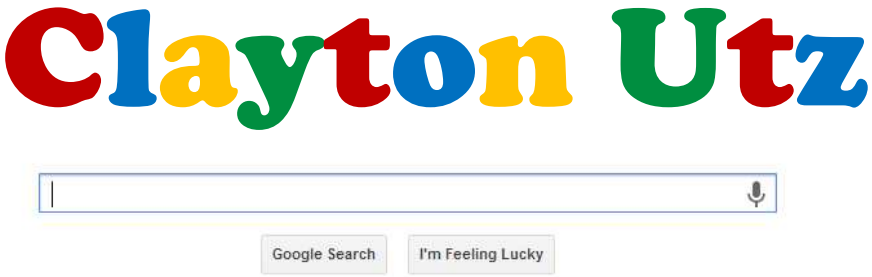
THE WORK WE DO

WE HELP COMPANIES IN COURT (A TINY BIT)

Peace of mind…

THIS SESSION

1. WHY WE BUILT IT
2. WHAT IT DOES
3. HOW IT WORKS
4. LOOKING FORWARD


Clayton Utz
Google Search
I'm Feeling Lucky

1. WHY WE BUILT IT

Home | Sitemap | Feedback | Emergency Procedures | Partner Zone | CU Today | Friday, 11 April 2014. Welcome James. | FONT SIZE: A A

CLAYTON UTZ

Legal Practices | Quick Links

Litigation & Dispute Resolut

Home | People | Knowledge | Clients an

LDR Quick Links

- LDR Knowledge
- Introduction to Litigation
- Cases and Legislation
- Calin Interest Rate Calculator
- LDR Exotics Database
- LDR Knowledge Exchange
- Virgo's Ergo
- RecommendMe (referrals database)
- CUBE

LDR Knowledge

- **Feedback and contributions**
  - CLE /Knowledge/Precedents make suggestion
- **Need knowledge or precedent help?**
  - Tania Scott x 5962
  - Julia Virgo x 4896

LDR CLE

Litigation & Dispute Resolution Intensive Pr

Sydney - Mon 14-Apr-2014

April 2014 - Litigation and Dispute Resolution Intensive Program (Day 1)

more

CU TODAY | My CU | SERVICES | GROUPS | CLIENTS | RESEARCH | Search

NEWS | Browse | Create | Edit | Share | Tools

NEWS

CU TODAY | 11 APR

Your news in the office, today. Write a story >>

Now 19.4° Max 25° Sydney [change] Windy with showers | Full details

SYD · MEL · CBR 9:33pm | BNE 9:33pm | DRW 9:03pm | HKG · PER 7:33pm

Front Page | CU in the media | People | Success | Need to Know | Pro Bono | Social Resp | QuickLinks >>

Our very own legal movers and shakers

The future of the legal profession lies with some of the brightest minds who are yet to even reach the big 3-0. CU is proud to have amid our ranks three of these bright young minds who have been selected as finalists for Lawyers Weekly 30 Under 30 Awards. Brisbane based senior associate Jasmin ... Read more

Neha Nagin | 0 Comment

SUCCESS

- Future CU stars take home top...
- At the forefront of IPO action
- Shaping the future of the...
- CU recognised for our Advisory...
- CU at the forefront of 2014 INSOL...
- Tax matters at the dinner table
- CU team to take trade mark...

See more...

PEOPLE

Momentum in the Military with the Chief of Army

Last month, the Canberra office hosted their

See more...

NEED TO KNOW

- C a healthy U this winter
- National WP Operating Hours and...
- Flu vaccinations
- Melbourne office closed this...
- VIC & ACT public holiday - Monday...
- More time saving with Matter...
- 2014 Senior Associate and Special...

See more...

SERVICES

- Get on board this Christmas...
- Best iPad apps as voted by you!
- Four ways to share large files fast
- What does a new Federal...
- Save time with our new Matter...

SOCIAL RESPONSIBILITY

PRO BONO

- Looking out for the little guy
- Literacy for Life
- Guiding regional NFPs through the...
- 2014 Paralympic Winter Games

Take me to my department page >>

Your Sydney Change

Home | Learning | CU There | Community

CU There! Trivia Night

Laura Ogden 03:22pm | A great night was had by all at the CU There! Trivia night last night. The ExQuizzits were the winning team and Greg Hi...

Sydney FOS and Print Room Integration

Hamish Macdonald 12:06pm | In order to streamline services this coming Monday 14th of April, Sydney Facilities Office Services and Print Room will...

Calling all runners!

Natasha Blake 10 April 2014 | I am trying to get a team together to run i...

CU Client Events

Today | ◄ ► | Friday, Apr 11, 2014 | Add Event

11 Today
Apr

- **Office of Fair & Safe Work - Decision-Making training** Brisbane - Government Services
  Presenter: Barry Dunphy; CUTP contact: Cherie Cooper
- **Intensive Negotiation Skills (paid training)** Brisbane - Commercial Litigation
  Contact: Emma Jackson (ext 7242) - CUTP...

16 Wednesday

Kate

Senior Associate, Litigation

Intranet use: Medium-low

Device: iPhone 5s

Drivers: Quality of advice
Client relationships
Business Development
Community Involvement

"technology has got to be easy, as soon as it becomes hard you're not going to use it."

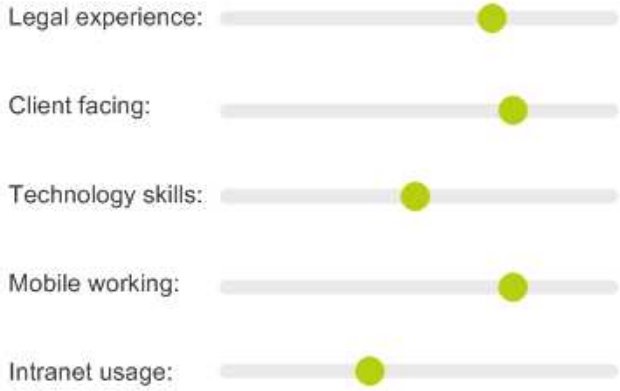
"in terms of trying to find out if an organisation is a client, have there been any recent matters for that client, who's done them, you can find that out. "

"I don't know what I would do if I came in my second day and needed to book a meeting room. I'd probably just go and ask one of the girls and say how do I do it rather than working out the intranet."

"I don't know what goes on in Brisbane or Melbourne at all, but we should be seeing ourselves as a national firm"

" I didn't even know we had a knowledge search on the intranet"

Snapshot of Kate



Primary use of CU Intranet

- To find hyperlinks to reference sites and knowledge documents for my practice group
- Book leave, travel, process expenses and other admin tasks.
- Occasionally to look at firm news.

Goals/Objectives

- Providing clients with high quality and timely legal service to meet their business needs.
- Ensuring that each matter is well managed and that the clients expectations are met.
- Providing no surprises to clients and partners on costs and timings.

Frustrations & Pain Points

- Lack of tools to help me do my job.
- Remembering where to find links to admin tools, forms and policies.
- Being forced to look at firm news before I can get on with my work.

KATE'S DAY

Clients

Documents & Emails

Learning

Fees & Billing

News

People

Research

KATE NEEDS HELP

Clients

Documents & Emails

Learning

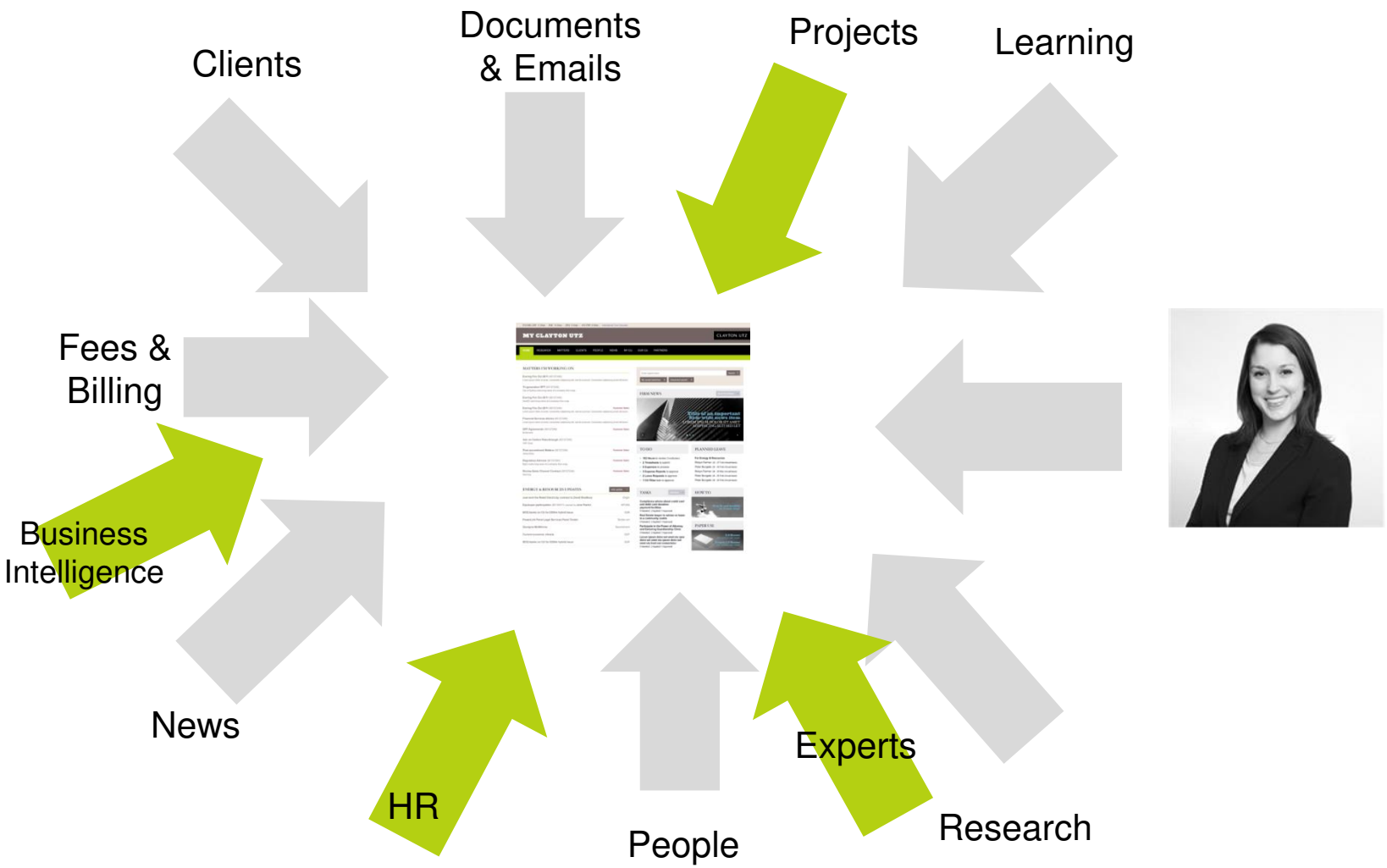
Fees & Billing

News

People

Research

BE ABLE TO GROW



EASY DEVELOPMENT

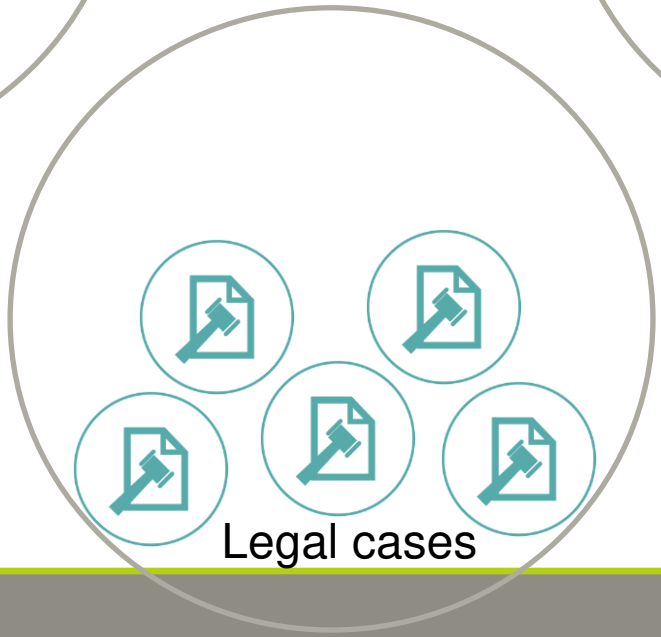
2 part time developers

Microsearch consultants

FAST

2. WHAT IT DOES

INTEGRATE CORE DATA



INTEGRATE CORE DATA

IUS
"Herman"

INTEGRATE CORE DATA

IUS
"Herman"

SYD MEL CBR: 12:31pm • BNE: 12:31pm • ADE: 1:01pm • DRW: 12:01pm • PER: 10:31am • World Times • Emergency & First Aid My Profile

FOCUS

Search our people...

CLAYTON UTZ

HOME | GROUP TOOLS | PEOPLE | MATTERS | CLIENTS | NEWS | MY CU | OUR CU

PEOPLE FOCUS

EMMA COVACEVICH

Partner | Brisbane

Corporate/M&A/Capital Markets

Direct: (07) 3292 7304
Mobile: 0419 669 214
Fax: (07) 3221 9669
Email: ecovacevich@claytonutz.com
Desk: B31.07

Employee ID: 12198 Away

HR System

EMMA'S WORKING HOURS

Edit

Mon	Tues	Wed	Thur	Fri
09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00

TOP CLIENTS EMMA IS WORKING WITH

[redacted] Limited (403958)

[redacted] Limited (435158)

[redacted] Pty Ltd (226977)

[redacted] (228930)

[redacted] (208800)

Time & Billing

TALK TO EMMA ABOUT

Upstream Oil & Gas,Electricity,Renewable Energy

EMMA'S FOCUS AREAS

Expertise system

Specialities

- Construction and Major Projects
- Energy and Resources
- Infrastructure

Industries

- Climate Change
- Construction and Major Projects
- Energy and Resources

PEOPLE AROUND EMMA

Emma's Team

- Melissa Denham

HR System

Emma Reports to

Rory Moriarty
NPGL - Corporate, M&A & CM | Sydney

Direct: (02) 9353 4764
Mobile: 0434 604 958

Emma's Secretary

Melissa Denham
Legal Secretary | Brisbane

Direct: (07) 3292 7078
Mobile:

TOP MATTERS EMMA IS WORKING ON

Restricted Matter (80161058)

[redacted] 2015 (80164324)

[redacted] Sale Agreements advice (80163439)

[redacted] (80149815)

[redacted] Wells Online 2016 Well Proposal (80161195)

Time & Billing

SYDNEY
Level 15, 1 Bligh Street
Sydney NSW 2000 Australia
GPO Box 9806

Phone: +61 (0) 2 9353 4000
Fax: +61 (0) 2 8220 6700
Map & office details
Office news

SYD MEL CBR: 12:31pm • BNE: 12:31pm • ADE: 1:01pm • DRW: 12:01pm • PER: 10:31am • World Times • Emergency & First Aid My Profile

FOCUS

Search our people...

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Partner | Brisbane

Corporate/M&A/Capital Markets

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- Climate Change
- Construction and Major Projects
- Energy and Resources

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- Melissa Denham

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Emma's Secretary

Melissa Denham
Legal Secretary | Brisbane

Direct: (07) 3292 7078
Mobile:

CLIENT DASHBOARD

[redacted] PTY LIMITED (403958)

Parent: [redacted] Limited (129815)

Relationship Partner: Graham Taylor

TOP BILLED MATTERS OVER THE LAST 5 YEARS	STATUS
[redacted] Contract standardisation and value allocation	Closed
[redacted] Finance - Australian Counsel Advice	Closed
Restricted Matter (80110691)	Open
Child Of [redacted] Project California	Open
Restricted Matter (80161058)	Open
[redacted] Subscription Agreement	Closed
[redacted] Q Leave Issues	Open
[redacted] UGSA and SRD Restructuring	Closed
[redacted] - Potential issue of securities	Closed
[redacted] Shareholders' Agreement 2009	Open

MATTERS OPENED IN THE LAST 90 DAYS	PARTNER
[redacted] Credit Rating	Andrew Smith

SHOW FINANCIALS

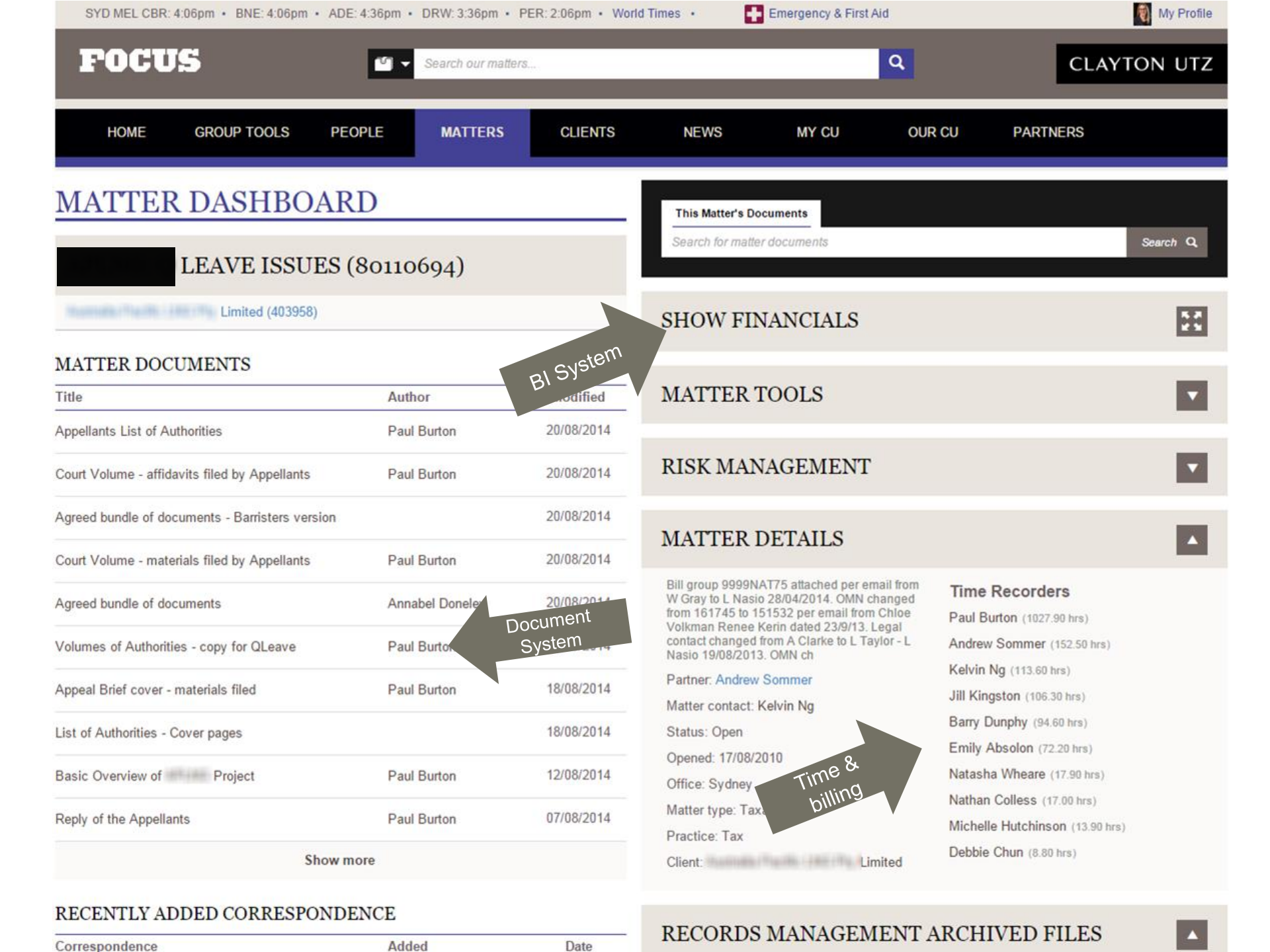
OPEN CLIENT MANAGER

CLIENT INFORMATION

Engagement protocols exist for this client. View this document

RISK MANAGEMENT

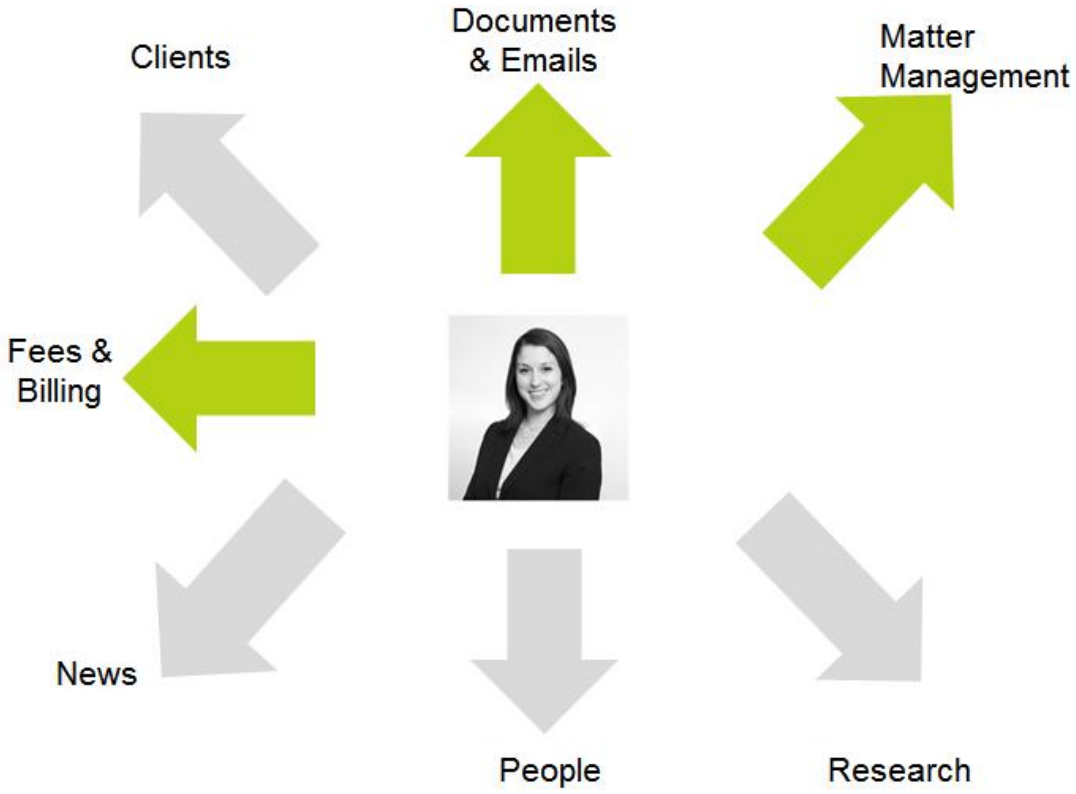
Search
Introduction
Part A: Opening Matters
Part B: Running matters
Part C: During matters
Part D: Out of the office
Restricting Matters
Risk Management Handbook (Word Doc)


SYD MEL CBR: 4:06pm • BNE: 4:06pm • ADE: 4:36pm • DRW: 3:36pm • PER: 2:06pm • World Times •
Emergency & First Aid
My Profile
FOCUS
Search our matters...
CLAYTON UTZ
HOME
GROUP TOOLS
PEOPLE
MATTERS
CLIENTS
NEWS
MY CU
OUR CU
PARTNERS
MATTER DASHBOARD
[redacted] LEAVE ISSUES (80110694)
[redacted] Limited (403958)
MATTER DOCUMENTS
Title
Author
Modified
Appellants List of Authorities
Paul Burton
20/08/2014
Court Volume - affidavits filed by Appellants
Paul Burton
20/08/2014
Agreed bundle of documents - Barristers version
20/08/2014
Court Volume - materials filed by Appellants
Paul Burton
20/08/2014
Agreed bundle of documents
Annabel Donelei
20/08/2014
Volumes of Authorities - copy for QLeave
Paul Burto
Appeal Brief cover - materials filed
Paul Burton
18/08/2014
List of Authorities - Cover pages
18/08/2014
Basic Overview of [redacted] Project
Paul Burton
12/08/2014
Reply of the Appellants
Paul Burton
07/08/2014
Show more
RECENTLY ADDED CORRESPONDENCE
Correspondence
Added
Date
BI System
Document System
This Matter's Documents
Search for matter documents
Search
SHOW FINANCIALS
MATTER TOOLS
RISK MANAGEMENT
MATTER DETAILS
Bill group 9999NAT75 attached per email from W Gray to L Nasio 28/04/2014. OMN changed from 161745 to 151532 per email from Chloe Volkman Renee Kerin dated 23/9/13. Legal contact changed from A Clarke to L Taylor - L Nasio 19/08/2013. OMN ch
Partner: Andrew Sommer
Matter contact: Kelvin Ng
Status: Open
Opened: 17/08/2010
Office: Sydney
Matter type: Tax
Practice: Tax
Client: [redacted] Limited
Time & billing
Time Recorders
Paul Burton (1027.90 hrs)
Andrew Sommer (152.50 hrs)
Kelvin Ng (113.60 hrs)
Jill Kingston (106.30 hrs)
Barry Dunphy (94.60 hrs)
Emily Absolon (72.20 hrs)
Natasha Wheare (17.90 hrs)
Nathan Colless (17.00 hrs)
Michelle Hutchinson (13.90 hrs)
Debbie Chun (8.80 hrs)
RECORDS MANAGEMENT ARCHIVED FILES

EXAMPLE: REVIEWING A MATTER

Review a case to prepare for a client meeting.

2 mins



MATTERS I'M WORKING ON

- Open Advice Review Program (80157492)
- Project Jasper (80135116)
- Structuring Advice (80156383)
- Project Daisy (80149324)
- Taurus (Regulatory) (80154431)
- Investigation - Minto 2011 (80121711)
- South Australia Proceedings (80155653)
- Newton (80151987)
- neral (80088750)
- (regulatory) (80157880)

COMMERCIAL LITIGATION UPDATES

Browse groups

Federal Court Restructure - First off the block!: Commercial and Corporations National Practice Area | 27/02/2015

January/February drilldown | 27/02/2015

Setting up your professional LinkedIn Profile | 29/01/2015

drilldown December 2014 | 23/12/2014

Court vacation information from around Australia | 23/12/2014

FIRM NEWS

More Firm News

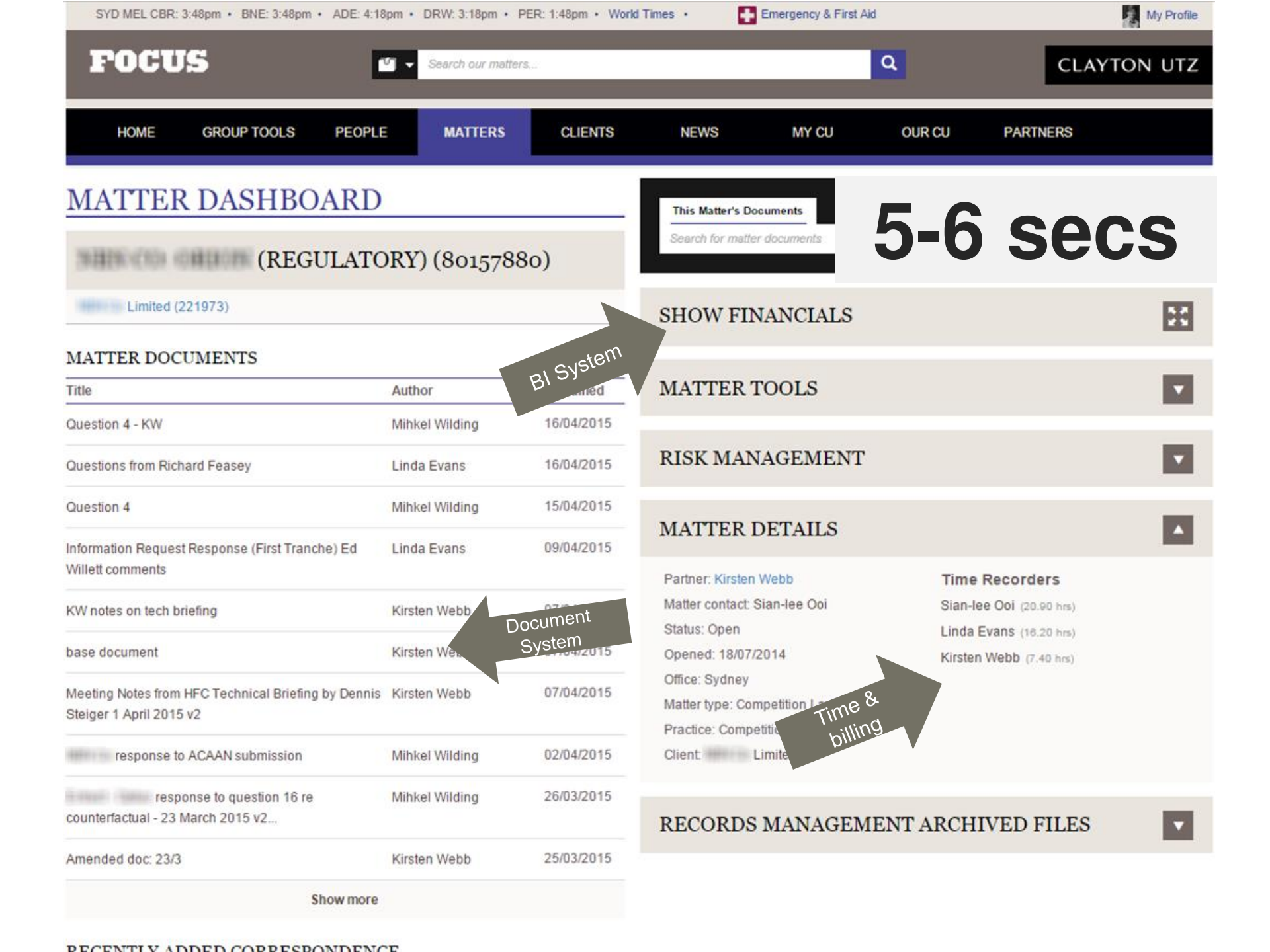
MY TOOLS

Edit

- Employee Handbook
- Peoplesoft
- Chrome River
- Timebuilder
- Metastorm

SYDNEY NEWS

- Unite In White
- The sun came out for the AustralianSuper Corporate Triathlon
- CU Engage response rate is on the rise!
- Elixr Health Club free Self Defence seminar
- C a healthier U and fight the flu!


SYD MEL CBR: 3:48pm • BNE: 3:48pm • ADE: 4:18pm • DRW: 3:18pm • PER: 1:48pm • World Times •
Emergency & First Aid
My Profile
FOCUS
Search our matters...
CLAYTON UTZ
HOME
GROUP TOOLS
PEOPLE
MATTERS
CLIENTS
NEWS
MY CU
OUR CU
PARTNERS
MATTER DASHBOARD
(REGULATORY) (80157880)
Limited (221973)
MATTER DOCUMENTS
Title
Author
Question 4 - KW
Mihkel Wilding
16/04/2015
Questions from Richard Feasey
Linda Evans
16/04/2015
Question 4
Mihkel Wilding
15/04/2015
Information Request Response (First Tranche) Ed Willett comments
Linda Evans
09/04/2015
KW notes on tech briefing
Kirsten Webb
base document
Kirsten Webb
Meeting Notes from HFC Technical Briefing by Dennis Steiger 1 April 2015 v2
Kirsten Webb
07/04/2015
response to ACAAN submission
Mihkel Wilding
02/04/2015
response to question 16 re counterfactual - 23 March 2015 v2...
Mihkel Wilding
26/03/2015
Amended doc: 23/3
Kirsten Webb
25/03/2015
Show more
RECENTLY ADDED CORRESPONDENCE
BI System
Document System
This Matter's Documents
Search for matter documents
5-6 secs
SHOW FINANCIALS
MATTER TOOLS
RISK MANAGEMENT
MATTER DETAILS
Partner: Kirsten Webb
Matter contact: Sian-lee Ooi
Status: Open
Opened: 18/07/2014
Office: Sydney
Matter type: Competition
Practice: Competiti
Client:
Time Recorders
Sian-lee Ooi (20.90 hrs)
Linda Evans (16.20 hrs)
Kirsten Webb (7.40 hrs)
Time & billing
RECORDS MANAGEMENT ARCHIVED FILES

"The search capability of Focus has streamlined the way I work."

"In my role, every day I speak with clients and lawyers about a large number of matters. Using Focus, I can quickly access the matter dashboard to determine the status of a matter."

"I can provide input immediately, without having to open multiple applications and spend time reading into a matter."

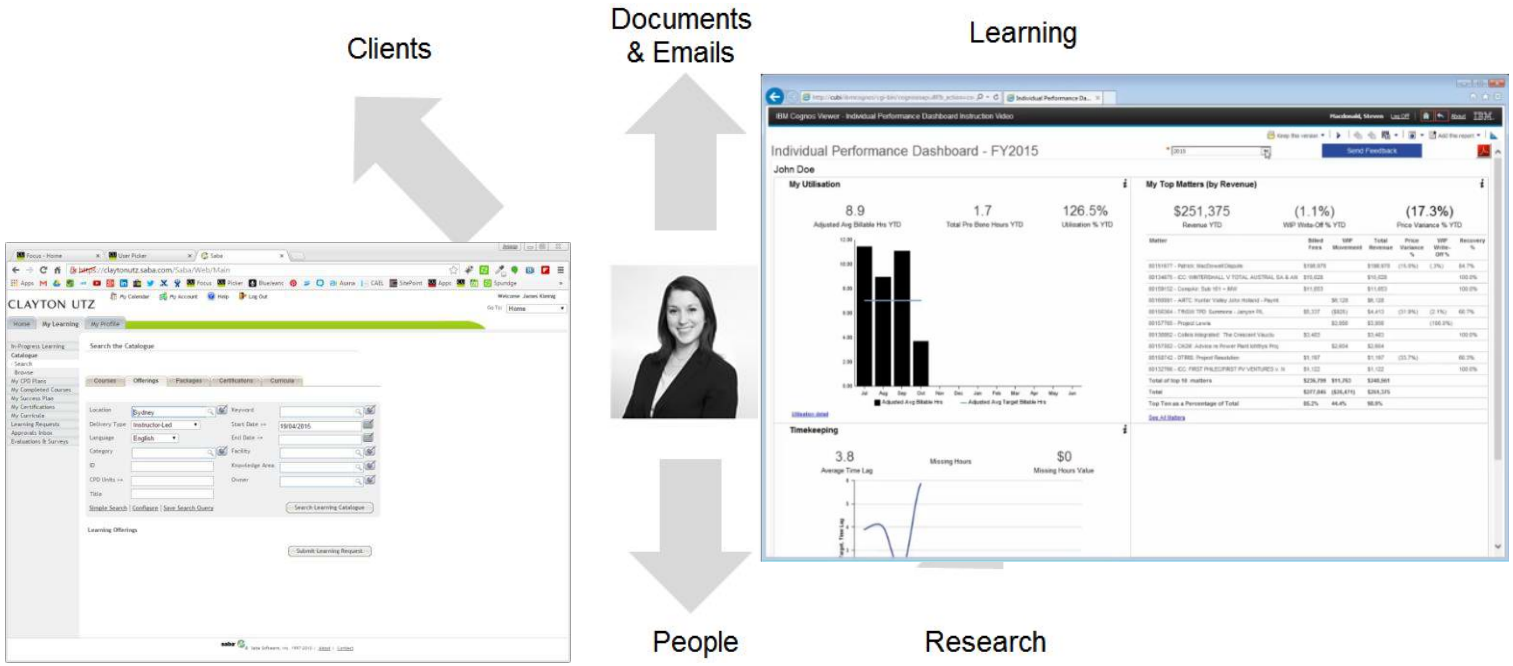
- Kate & friends

EXAMPLE: PERSONAL PERFORMANCE

Kate needs to keep track of:

- Ave billable hours
- Pro Bono hours
- Professional development points

2 mins



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January/February drilldown | 27/02/2015

Setting up your professional LinkedIn Profile | 29/01/2015

drilldown December 2014 | 23/12/2014

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FIRM NEWS

More Firm News

MY TOOLS

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- Chrome River
- Timebuilder
- Metastorm

SYDNEY NEWS

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- The sun came out for the AustralianSuper Corporate Triathlon
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- Elixr Health Club free Self Defence seminar
- C a healthier U and fight the flu!

MY CU

LEAVE, REWARD & RECOGNITION
Taking leave, remuneration, awards and benefits of being part of the CU team

RECEPTION AND ROOM BOOKINGS
Client or guest facilities and services

SERVICES IN MY OFFICE
Services available to you in your office

TRAVEL
Getting you where you need to be

MY ROLE
Your responsibilities, contributions, career and success

HEALTH AND WELLBEING
Your health, happiness and wellbeing

BUSINESS DEVELOPMENT
Building our clients, growing our business, delivering excellence

FOOD & CATERING
Catering for clients, groups, meetings, or just for you

COMPUTERS & SYSTEMS
Supporting and helping you with the technical tools you need

PERSONAL DEVELOPMENT

- Career Development
- Current Vacancies
- My Learning
- Volunteering Opportunities
- Performance Reviews 2015
- Mentoring and Coaching
- Secondment, transfer & relocation
- My Learning - Melbourne

MY AVERAGE BILLABLE HOURS

Month to date: Missing 7 hours

YTD FY2015: Missing 8.40 hours

View details of your missing time

MY PERFORMANCE METRICS

Help Video

MY PRO BONO HOURS

Find a Pro Bono matter

YTD FY2015:

24.1

NSW MCLE PLAN 2014/15

	Required	Earned
	10	27.75
CPD	0	16.5
Practice Management & Business Skills	1	2.5
Preparation	0	0
Ethics & Professional Responsibility	1	1
Professional Skills	1	7.75

Find CLE training

"For me to be able to see my own performance metrics so quickly and easily is brilliant.

I don't have to think about it, so I can remain focussed on my client's legal matters"

- Peter, Senior Associate

MATTERS I'M WORKING ON

- [redacted]y (80162922)
- [redacted]ces Delivery Initiative (80164062)
- [redacted]80162921)
- [redacted]nent (80163346)
- [redacted]ates (80159514)
- [redacted]acts Management (80155209)
- [redacted]y (80163616)
- [redacted]ment 2013 (80151003)
- [redacted] agreement (80152659)
- [redacted]nsland arrangements (80161653)
- [redacted]istribution Agreement (80161223)

GOVERNMENT UPDATES

Browse groups

Clients & Markets - New Matter Dashboard Features. Thoughts? | 12/03/2015

Federal Court Restructure - First off the block!: Commercial and Corporations National Practice Area | 27/02/2015

January/February drilldown | 27/02/2015

Commonwealth Counsel Rates Policy change effective 1st February 2015 | 30/01/2015

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More Firm News

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- Timebuilder
- Metastorm
- CUBE (Learning)
- Citrix (Remote Desktop)

BRISBANE NEWS

- Have you taken the CU Engage survey?
- Learning @ CU - What's on in April
- C a healthier U and fight the flu!
- Brisbane Social Club News - Raffle Winner March 2015
- Brisbane Social Club News - March Edition
- Earth Hour - Saturday 28 March
- Cyclone Pam and Vanuatu Appeals

SYD MEL CBR: 7:06pm • BNE: 7:06pm • ADE: 7:36pm • DRW: 6:36pm • PER: 5:06pm • World Times • Emergency & First Aid My Profile

FOCUS

Search people, news and Focus...

CLAYTON UTZ

- Focus
- Documents
- Knowledge
- People
- Clients
- Matters
- News
- Intranet
- Google

HOME | GROUP TOOLS | PEOP | CLIENTS | NEWS | MY CU | OUR CU | PARTNERS

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- drilldown December 2014 | 23/12/2014

FIRM NEWS

More Firm News

MY TOOLS

Edit

- Employee Handbook
- Peoplesoft
- Chrome River
- Timebuilder
- Metastorm
- CUBE (Learning)
- Citrix (Remote Desktop)

BRISBANE NEWS

- Have you taken the CU Engage survey?
- Learning @ CU - What's on in April
- C a healthier U and fight the flu!
- Brisbane Social Club News - Raffle Winner March 2015
- Brisbane Social Club News - March Edition
- Earth Hour - Saturday 28 March
- Cyclone Pam and Vanuatu Appeals

SYD MEL CBR: 7:10pm • BNE: 7:10pm • ADE: 7:40pm • DRW: 6:40pm • PER: 5:10pm • World Times • Emergency & First Aid My Profile

FOCUS

james

- alex james — Ext: 7358 — Search People
- james byrnes — Ext: 7591 — Search People
- james clyne — Ext: 8223 — Search People
- james feng — Ext: 8409 — Search People
- james fletcher — Ext: 3043 — Search People
- geraldine james — Ext: 4323 — Search People
- james kendal — Ext: 3088 — Search People
- james kleinig — Ext: 5319 — Search People
- naomi james — Ext: 5438 — Search People
- james neil — Ext: 6871 — Search People

CLAYTON UTZ

HOME | GROUP TOOLS | PEOPLE | OUR CU | PARTNERS

MATTERS I'M WORKING ON

- [redacted] (80162922)
- [redacted]s Delivery Initiative (80164062)
- [redacted]0162921)
- [redacted]ent (80163346)
- [redacted]es (80159514)
- [redacted]cts Management (80155209)
- [redacted] (80163616)
- [redacted]ent 2013 (80151003)
- [redacted]greement (80152659)
- [redacted]land arrangements (80161653)
- [redacted]ribution Agreement (80161223)

GOVERNMENT UPDATES

Browse groups

Clients & Markets - New Matter Dashboard Features. Thoughts? | 12/03/2015

Federal Court Restructure - First off the block!: Commercial and Corporations National Practice Area | 27/02/2015

January/February drilldown | 27/02/2015

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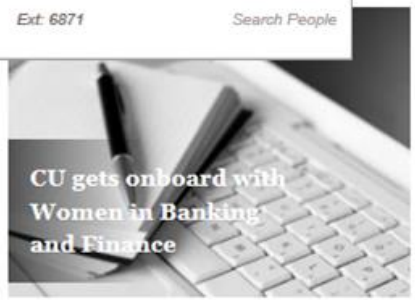
drilldown December 2014 | 23/12/2014

More Firm News



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FOCUS

leave (taking additional leave)

- leave (taking additional leave) View Policy
- leave (options for taking leave) View Policy
- leave
- leave policy
- leave of absence
- leave form
- leave request

CLAYTON UTZ

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[redacted] (80163616)
[redacted]ent 2013 (80151003)
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[redacted]sland arrangements (80161653)
[redacted]tribution Agreement (80161223)

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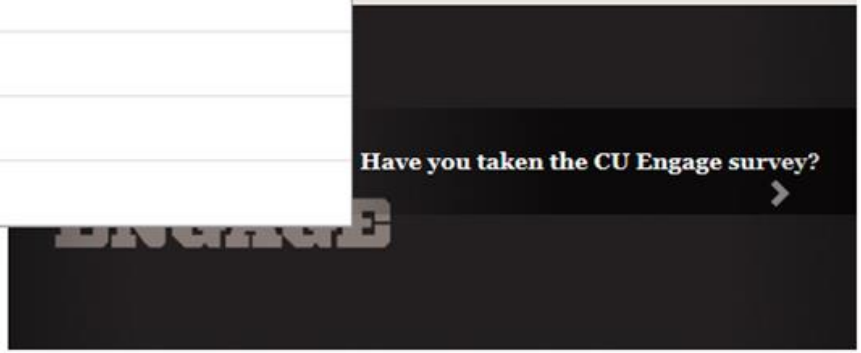
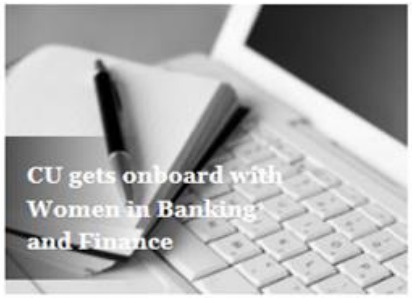
drilldown December 2014 | 23/12/2014

More Firm News





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Filters

+ Source
+ Intranet space

Date filter

All

Search within results

1 - 10 of about 37 Results

Leave of Absence and Leave Without Pay

Leave of Absence and Leave Without Pay. Policy Where it makes commercial sense to do so the Firm may agree to permanent employees taking a period of unpaid Leave of Absence (LOA) of two months or more up to a maximum of two years. LOA is a discretionary benefit provided in support of valued

Source: intranet | **Intranet space:** My CU | **Author:** aratnayake | **Last edited:** 30/06/2014

Leave of Absence - Supporting Benefits

Leave of Absence - Supporting Benefits. For information on how to apply for a Leave of Absence please see Section 5 of the Handbook under Unpaid Leave of Absence. In relation to benefits that may be provided by the Firm in support of your Leave of Absence, please contact your local P&D Manager. The

Source: intranet | **Intranet space:** My CU | **Author:** aratnayake | **Last edited:** 28/05/2014

Personal/Carer's leave

Personal/Carer's leave. Personal/Carer's leave The Firm allows up to ten days Personal/Carer's leave (previously referred to as sick leave) in any year of service. Personal/Carer's leave is available for employees who need leave due to their own personal ill health or to care for an immediate family

Source: intranet | **Intranet space:** My CU | **Author:** aratnayake | **Last edited:** 28/05/2014

Tuition assistance and study leave

Tuition assistance and study leave. Policy: The Firm supports the development of its people through tuition assistance and/or study leave to help them obtain relevant post-graduate qualifications that will be of benefit to the employee, their group/department and the Firm. This policy applies when

Source: intranet | **Intranet space:** My CU | **Author:** aratnayake | **Last edited:** 20/11/2014

Leave

Leave. A range of leave types are available to our employees. In this section you will be able to find policy information relating to all leave types and access necessary documents required for leave. Further information can be accessed through the Employee Handbook. Lawyers taking leave must

Source: intranet | **Intranet space:** My CU | **Author:** jkleinig | **Last edited:** 19/11/2014

Parental leave

Parental leave. Legal Entitlements Normal Parental Leave Every employee with at least 12 months of continuous service has a legal entitlement to unpaid parental leave, up to a maximum period of 12 months, and may make a written request to extend the period of unpaid parental leave for a further 12

Preview

Filters

+ Source
− Document type
  Policy
  Show Excluded Items...
+ File format
+ Knowledge type
+ Practice area

Date filter

All

Search within results ▾

Document type is **POLICY** X

1 - 50 of about 99 Results

Doc Num	Version	Title	Author	Security	Edit Date	Matter	Source
102040623	1	Leave of Absence , Maternity leave Voice...	Amankwah, Henry	Public	01/06/2007		SharedServices
102040576	1	Phone Extension Procedure -Leave of Abs...	Waterson, Richmond	Public	01/06/2007		SharedServices
102036450	1	SM - Mat Leave and LOA_AD Procedure...	Vollmer, Adrian	Public	08/04/2014		SharedServices
102040602	1	Maternity Leave and LOA Mail Workflow Vi...	Amankwah, Henry	Public	01/06/2007		SharedServices
110112050	1	Partnership Handbook as at 15 December 2...	Clifford, Natalie	Public	09/06/2011		SharedServices
102036451	1	SM - Mat Leave & LOA Returns_AD Procedur...	Vollmer, Adrian	Public	04/06/2007		SharedServices
109881496	1	Working parents toolkit...	Bohan, Vicki	View	10/12/2014		SharedServices
110331683	1	LEC - Sydney L&OD Team Procedures...	Gordon, Charlotte	Public	18/09/2013		SharedServices
110383055	1	Fixed-Term Flexible Work Program Decembe...	Bohan, Vicki	View	11/12/2012		SharedServices
110185056	1	Updated Tuition Assistance application f...	Hayter, Sarah	Public	24/10/2011		SharedServices
110507811	4	2013 09 26 - CLUTZ - Shared Services sta...	Sowden, Annette	View	30/01/2015		SharedServices
110507809	5	Summary of Life & TPD Managers & Lawyers...	Sowden, Annette	View	14/07/2014		SharedServices
110507808	4	Life & TPD, Lawyers & Managers Updated 1...	Sowden, Annette	View	14/07/2014		SharedServices
110588942	3	CU Partners SCI Summary 2014, Jan 2015...	Houston, Alexia	View	29/01/2015		SharedServices
105308092	1	Protocol - CU format...	Verma, Anurag	Public	29/10/2007	21728917	Legal
105306902	1	Protocol - CU format...	Verma, Anurag	Public	29/10/2007	21728917	Legal
105300731	1	Protocol...	Verma, Anurag	Public	29/10/2007	21728917	Legal
110588943	2	CU Partners GL Summary 2014, July 2014...	Houston, Alexia	View	14/07/2014		SharedServices
101514092	2	Version 2 (includes secretaries) adidas ...	Segal, Sharon	Public	07/02/2006	00006666	Legal
23522492	1	Risk Management Policy "Leaving the Firm...	Hornibrook, Michael	View	23/02/2006	80005857	Archive
104187471	1	Risk Management Policy "Absence from Off...	Hornibrook, Michael	Public	08/05/2007	80007197	Archive
104056923	1	Risk Management Policy "Absence from Off...	Hornibrook, Michael	Public	18/04/2007	80007197	Archive

Preview

Filters

+ Source
− Document type
Policy
Show Excluded Items...
+ File format

Date filter

Last 12 months

Search within results ▾

Document type is **POLICY** X Date in **Last 12 months** X

1 - 9 of about 9 Results

Doc Num	Version	Title	Author	Security	Edit Date	Matter	Source
109881496	1	Working parents toolkit...	Bohan, Vicki	View	10/12/2014		SharedServices
110507811	4	2013 09 26 - CLUTZ - Shared Services sta...	Sowden, Annette	View	30/01/2015		SharedServices
110507809	5	Summary of Life & TPD Managers & Lawyers...	Sowden, Annette	View	14/07/2014		SharedServices
110507808	4	Life & TPD, Lawyers & Managers Updated 1...	Sowden, Annette	View	14/07/2014		SharedServices
110588942	3	CU Partners SCI Summary 2014, Jan 2015...	Houston, Alexia	View	29/01/2015		SharedServices
110588943	2	CU Partners GL Summary 2014, July 2014...	Houston, Alexia	View	14/07/2014		SharedServices
100083778	1	Risk Management Handbook...		View	14/11/2014		Knowledge
104441379	2	Stockland Leasing Procedures - Julie Apt...	Kilcran, Deborah	Public	04/02/2015	41505057	Legal
102213433	7	Corporate Travel Policy 2013 / 2014...	Houston, Alexia	View	17/09/2014	00001111	SharedServices

Preview

Filters

+ Source
− Document type
Policy
Show Excluded Items...
+ File format

Date filter

Last 12 months

Document type is **POLICY** X Date in **Last 12 months** X

1 - 9 of about 9 Results

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	110588942	3	CU Partners SCI Summary 2014, Jan 2015...
	110588943	2	CU Partners GL Summary 2014, July 2014...
	100083778	1	Risk Management Handbook...
	104441379	2	Stockland Leasing Procedures - Julie Apt...
	102213433	7	Corporate Travel Policy 2013 / 2014...

Preview: Working parents toolkit

Highlight Terms:

Working Parents Toolkit
A guide to parental leave and returning to work
EMMA WALSH KATE SYKES REBECCA HARPER KAREN MILES
The "Working Parents Toolkit" is provided for your general information only. It is a generic document and
is not intended to reflect Clayton Utz policy or procedure. For specific information relating to Parental
Leave and Flexible Work Practices at Clayton Utz we recommend you refer to the Clayton Utz Employee Handbook or your local Human Resources Team.
Welcome
Working Parents Toolkit
How to use this Toolkit
About this Toolkit
?is Toolkit is designed to give new and expectant parents relevant and
practical information about managing work and parenthood.
As a new parent combining work and family responsibilities, there are
many things that you will need to consider and decide. Use this Toolkit
as a reference guide while you are pregnant at work, on parental leave,
and when you decide to return to work.
?is Toolkit has been prepared by working parents and 'work experts'
who understand the challenges, thinking, and decision-making support
new parents need.
Structure of the Toolkit
?e Toolkit is divided into ten sections which deal with different topics
and explore everything from managing pregnancy at work, preparing
for parental leave, negotiating a flexible return to work, child care and
more. ?e sections in this Toolkit not only explore common workrelated
questions but also share insights into the often

Preview

1 - 6 of about 6 Results

Flexible Work Program

Flexible Work Program. We are introducing a Flexible Work Program which will help match our resources to the current environment. Having people ready to work when and where needed is very important to ensure those available are being fully utilised. There are the following aspects to the program:

Source: news | **Intranet space:** NEWS | **Author:** mroberts | **Last edited:** 18/12/2012

Flexible Work Program - Key dates to remember

Flexible Work Program - Key dates to remember. Would you enjoy more flexible working hours? We recently introduced our Flexible Work Program to help match our resources to the current needs of the business. If you are interested in participating in the Flexible Work Program, please keep in mind the

Source: news | **Intranet space:** NEWS | **Author:** mroberts | **Last edited:** 22/01/2013

Adrienne puts flexibility into practice

Adrienne puts flexibility into practice. The days of the traditional five day week, 9-5 desk job are fast disappearing, with flexible hours and part-time work becoming increasing popular in the Australian workplace. Recognising the changing needs of our workforce, at Clayton Utz we continue to

Source: news | **Intranet space:** NEWS | **Author:** mroberts | **Last edited:** 18/03/2013

Why diversity and inclusion is good for business

Why diversity and inclusion is good for business. Discussion at last month's Diversity Council meeting focussed on a paper that set out the business case for why diversity and inclusion is good for business. The business case highlighted the many benefits a diverse workforce and inclusive

Source: news | **Intranet space:** NEWS | **Author:** mroberts | **Last edited:** 25/06/2013

What Evelyn did next

What Evelyn did next. Melbourne LDR lawyer Evelyn Tadros - who recently commenced a 12-month leave of absence to take up an associateship with His Honour Justice Almond of the Victorian Supreme Court - has helped to further strengthen our relationship with long-term pro bono partner, PILCH

Source: news | **Intranet space:** NEWS | **Author:** mroberts | **Last edited:** 13/02/2013

Making flexible working work...meet the inspirational Majella Pollard

Making flexible working work...meet the inspirational Majella Pollard. To many, Majella Pollard is the ultimate super-woman, with kids and a high-flying career as a partner in our Brisbane office. In reality, Majella owns up to having made a lot of sacrifices to get where she is now, and credits a

Source: news | **Intranet space:** Firm News | **Author:** nnagin | **Last edited:** 28/07/2014

3. HOW IT WORKS

TECHNOLOGY STACK

TECHNOLOGY STACK + DATA

InterAction

90k

Clients

Aderant Expert

400k

Matters

1.6m

Time sheets

iManage

70m

Documents

Confluence wiki pages

1k

Confluence blogs

2k

PeopleSoft

1.5k

Profiles

Saba

2k

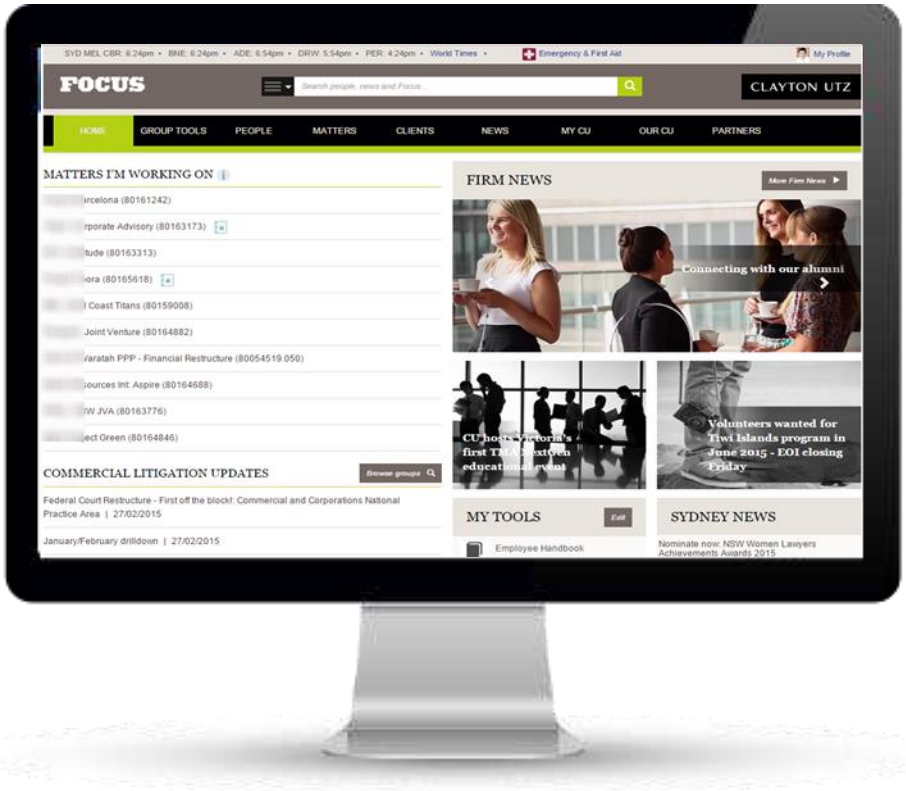
Courses

Cognos

hp IUS

"Herman"

14 CMS pages



Livesite

4. LOOKING FORWARD

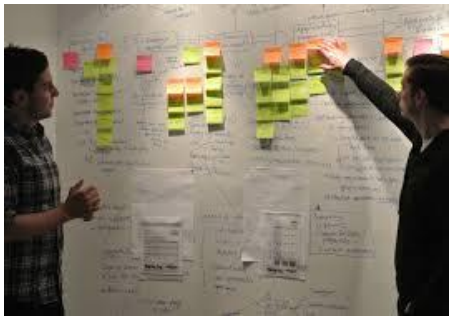
KEEP HELPING KATE

Clients

Documents & Emails

Learning

Fees & Billing

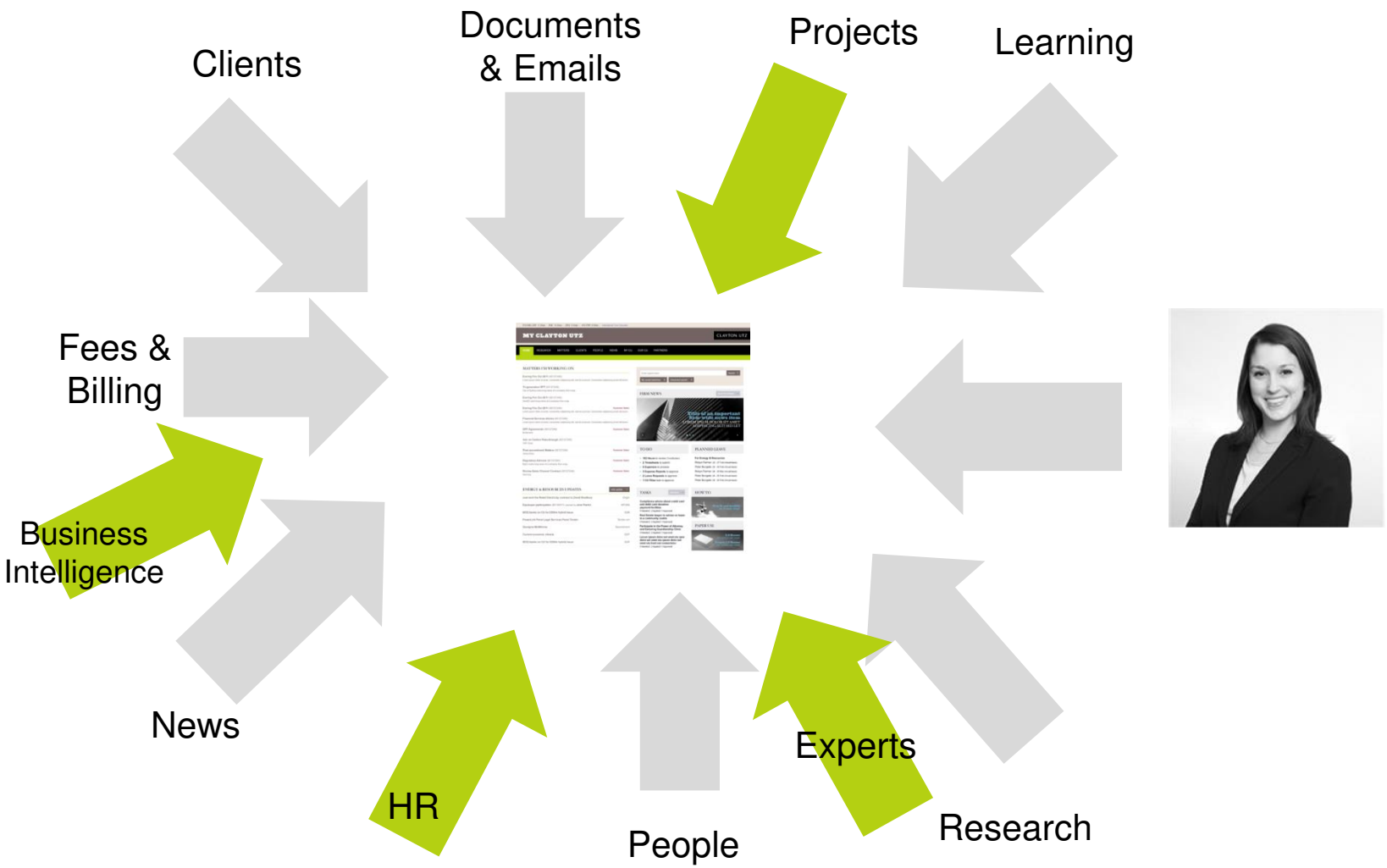


News

People

Research

ADD MORE STUFF



RE-CAP

1. WHY WE BUILT IT
2. WHAT IT DOES
3. HOW IT WORKS
4. LOOKING FORWARD

WE USED SEARCH TO DRIVE OUR INTRANET

THANKS.

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