

## CLCNSW November Quarterlies Program

Monday 28<sup>th</sup> November – Wednesday 30<sup>th</sup> November 2016  
 Registrations close: 5pm Friday 11<sup>th</sup> November 2016

<b>Day One: Aboriginal Family Law Legal Training Day</b>	
Monday 28 <sup>th</sup> November 2016, 9:00am – 4:00pm	
<b>Venue</b>	Colin Biggers & Paisley, Lvl 42, 2 Park Street, Sydney 2000
<b>Session time</b>	9:00am – 4:00pm
<b>Convenors</b>	Zachary Armytage
<b>Session description</b>	<i>Family Law Legal training</i>

<b>CLCNSW Board meeting</b>	
Monday 28 <sup>th</sup> November 2016, 3:45pm – 6:45pm	
<b>Venue</b>	Gilbert + Tobin, Building 2 Barangaroo, Eora Room
<b>Session time</b>	3:45pm – 6:45 PM
<b>Convenor</b>	Nassim Arrage, Chairperson
<b>Session description</b>	<i>Board meeting of CLCNSW board</i>

### With thanks to event sponsors and pro bono presentations from:

Legal Aid  
 ACON  
 NACLCL  
 Federation of CLCs Victoria  
 Department of Justice

LexisNexis  
 Financial Rights Centre  
 Central Coast CLC  
 All contributing CLCs

November Quarterlies Day Two - Tuesday 29th November 2016		
Venue: ACON Level 3, 414 Elizabeth St, Surry Hills NSW 2010		
AM Day 2 Sessions 1: 9:15am – 10:30am		Possible CPD points*
<p><u>1.1 Committee meeting:</u></p> <p><b>Domestic Violence &amp; Victims Comp Committee</b></p>	<p><u>Convenors:</u> Louisa McKimm, IARC &amp; Liz Snell, WLSNSW – <i>Appoint 2017 convenor**</i></p> <p><u>Description:</u> This network meeting addresses issues affecting DV/VC policies and legislations and making recommendations to govt and non govt agencies.</p>	Substantive Law
<p><u>1.2 Committee meeting:</u></p> <p><b>Coordinators / Directors / Sector Development C'ttee</b></p>	<p><u>Convenor:</u> Polly Porteous, CLCNSW – <i>Appoint 2017 convenor**</i></p> <p><u>Description:</u> Coordinators &amp; Directors share key information and respond to Legal Aid issues. This session includes an update by Legal Aid.</p>	
<p><u>1.3 Network Meeting:</u></p> <p><b>Employment Lawyers Network</b></p>	<p><u>Convenors:</u> Annette van Gent, Marrickville LC – <i>Appoint 2017 convenor**</i></p> <p><u>Description:</u> This network brings employment lawyers together to discuss current issues in relation to employment and discrimination law.</p>	Substantive Law
<p><u>1.4 Yarn Up Session:</u></p> <p><b>Part 1 of 2</b></p>	<p><u>Convenor:</u> Zachary Armytage</p> <p><u>Description:</u> Special Yarn Up session – this session replaces the usual one-day Yarn Up session.</p>	
Welcome to Country 10:30am – 10:40am		
CLCNSW welcome & BINGO networking (Katrina Ironside & Sarah Dale) 10:40am – 11:00am		
AM Day 2 Sessions 2: 11:00am – 12:30pm		Possible CPD points*
<p><b><u>11:00am – 12pm</u></b></p> <p><u>2.1a Committee Meeting:</u></p> <p><b>Professional Indemnity Insurance Committee (PII)</b></p>	<p><u>Convenor:</u> Ken Beilby, Northern Rivers CLC – <i>Appoint 2017 convenor**</i></p> <p><u>Description:</u> The PII committee monitors &amp; supports members' compliance with the Risk Management Guide &amp; informs members of relevant legal practice issues. Principal Solicitors (or their delegate) are required to attend.</p>	Practice Management
<p><b><u>12pm – 12:45pm</u></b></p> <p><u>2.1b Special Consultation</u></p> <p><b>Legal Aid NSW</b></p>	<p><u>Facilitator:</u> Polly Porteous, CLCNSW</p> <p><u>Guest Speaker:</u> Kylie Beckhouse, Family Law, Legal Aid NSW.</p> <p><u>Description:</u> Kylie would like to consult with CLCs about the support or other needs of clients in the Family Court in order to inform the development of Family Court Support services recently funded by Commonwealth Attorney General's Department.</p> <p>Open to all CLC staff and volunteers.</p>	

<p>2.2 <u>Legal Practice Management:</u> <b>LexisNexis</b> <b>(first of two identical sessions)</b></p>	<p><u>Description:</u> Through NACLCL, LexisNexis provides every CLC with access to a library of legal information resources to support the work they do. This session will provide an orientation to the LexisNexis AU platform, LexisNexis Practical Guidance Modules and Lexis Red resources – suitable for new/junior solicitors/PLT students.</p>	<p>Practice Management</p>
<p>2.3 <u>Service Sustainability:</u> <b>Evaluation Capacity Building &amp; Outcomes measurement project</b></p>	<p><u>Presenter:</u> Rohan Thwaites, Federation of CLCs Victoria <u>Description:</u> This project aims to build a sector wide outcomes measurement framework for CLC service delivery and activities in Victoria. Rohan will share the key learnings from the project so far.</p>	<p>Practice Management</p>
<p>2.3 <u>Yarn Up session:</u> <b>Part 2 of 2</b></p>	<p><u>Convenor:</u> Zachary Armytage <u>Description:</u> Special Yarn Up session – this session replaces the usual one day Yarn Up session.</p>	
<p><b>Lunch (ACON Dining Room Ground Floor) 12:30pm – 1:15pm</b></p>		
<p><b>PM Day 2 Sessions 3: 1:15pm – 2:30pm</b></p>		<p><b>Possible CPD points*</b></p>
<p>3.1 <u>Professional development:</u> <b>Cultural Safety</b></p>	<p><u>Presenters:</u> to be advised. <u>Description:</u> This session is a continuation of the sector’s ongoing engagement with, and development of, cultural safety practices.</p>	
<p>3.2 <u>Legal practice Management</u> <b>(repeat session)</b></p>	<p><u>Description:</u> This session will provide an orientation to the LexisNexis AU platform, LexisNexis Practical Guidance Modules and Lexis Red resources. This session also includes an overview of three of the practice area collections, their use and any emerging needs identified by the sector. Suitable for Senior and Principal Solicitors.</p>	<p>Practice Management</p>
<p>3.3 <u>Network Meeting</u> <b>Admin/Finance Group</b></p>	<p><u>Conveners:</u> Martin Bangs, Tenants’ Union; Julie Vitnell, Hunter CLC – <i>Appoint 2017 convenor**</i> <u>Description:</u> CLC administration and finance officers share relevant systems information and associated policies.</p>	
<p>3.4 <u>Legal Practice Management</u> <b>Holding the Line: PII for frontline/intake workers</b></p>	<p><u>Presenter:</u> Nassim Arrage <u>Description:</u> This session covers everything a reception, intake or other frontline intake worker should know and understand about the professional requirements of working in a legal practice and how to meet the requirements of the Risk Management Guide and Professional Indemnity Insurance (PII).</p>	<p>Practice Management</p>
<p><b>Afternoon tea 2:30pm – 2:45pm</b></p>		
<p><b>PM Day 2 Sessions 4: 2:45pm – 4:00pm</b></p>		<p><b>Possible CPD points*</b></p>
<p>4.1 <u>Committee meeting:</u> <b>Regional Rural Remote Issues Committee (RRR)</b></p>	<p><u>Convenor:</u> Kim Richardson Hunter CLC – <i>Appoint 2017 convenor**</i> <u>Description:</u> This committee is open to any RRR members to discuss issues for service delivery and sustainability for CLCs operating regionally and remotely.</p>	

<p>4.2 <u>Committee meeting:</u> <b>Law reform &amp; Policy</b></p>	<p><u>Convenors:</u> Martin Barker, Marrickville CLC – <i>Appoint 2017 convenor**</i> <u>Description:</u> This committee is responsible for developing and responding to state and federal policies and advocating for the policies and related changes</p>	<p>Practice Management or Professional Skills</p>
<p>4.3 <u>Legal Services management</u> <b>CLASS - Part 1 of 2</b></p>	<p><u>Description:</u> CLASS is replacing CLSIS. This will be one of the key face-to-face training sessions on CLASS. Staff that will be using this database to manage clients and services (e.g. for intake procedures, advices, casework) should attend this training. It is highly encouraged that staff that will be the CLASS Administrators at their Centre attend. If possible, please bring a laptop.</p>	<p>Practice Management</p>
<p><b>PM Day 2 Sessions 5: 4:00pm – 5:00pm</b></p>		<p><b>Possible CPD points*</b></p>
<p>5.1 <u>Network meeting:</u> <b>NACLCL Animal Law Network</b></p>	<p><u>Convener:</u> Emma Davies &amp; Tara Ward, Animal Defenders office – <i>Appoint 2017 convenor**</i> <u>Description:</u> Open to all CLC staff who are practising or interested in animal law issues. Guest speaker to be advised.</p>	
<p>5.2 <u>Network Meeting:</u> <b>Family Relationships Centres / Community Legal Centres</b></p>	<p><u>Convener:</u> Helen Taranto, Principle Solicitor, Western Sydney Legal Centre <i>Appoint 2017 convenor**</i></p>	
<p>5.3 <u>Legal services management:</u> <b>CLASS - Part 2 of 2</b></p>	<p><u>Description:</u> This session is continued from session 4.4. Participants should attend both sessions.</p>	<p>Practice Management</p>
<p>5.4 <u>Professional Development:</u> <b>Social workers / non-legal support workers</b></p>	<p><u>Convener:</u> Liz Thompson (IARC) &amp; Elizabeth Nagy (knowmore) <u>Description:</u> This session enables CLC social and other support workers working in CLCs to share issues.</p>	

September Quarterlies Day Three - Wednesday 30 <sup>th</sup> November 2016		
Venue: ACON Level 3 414 Elizabeth St, Surry Hills NSW 2010		
AM Day 3 Sessions 6: 9:15 am – 10:45am		Possible CPD points*
6.1 Network meeting: <b>Community Legal Education Workers</b>	<p><u>Convenors:</u> Bronwyn Ambrogetti, Hunter CLC; Nalika Padmasena, Seniors Rights Service; Pat Joyce, SRS</p> <p><i>Appoint 2017 convenor**</i></p>	
6.2 Network Meeting: <b>Technology and Communications</b>	<p><u>Convenors:</u> Drew McCrae (FRLC), Leo Patterson Ross (TU)</p> <p><i>Appoint 2017 convenor**</i></p> <p><u>Description:</u> Share current issues, exchange information and make suggestions to strengthen sector IT and communications.</p>	
6.3 Network Meeting: <b>CLC Care Partner Project &amp; Care &amp; Protection Network</b>	<p><u>Facilitator:</u> Helen Campbell, WLSNSW</p> <p><u>Convenor:</u> Liz Snell WLSNSW</p> <p><i>Appoint 2017 convenor**</i></p>	Professional Skills
6.4 <u>Legal Project Update:</u> <b>Justice and Corrections Gambling Help Project Panel</b>	<p><u>Presenter:</u> Alison Handmer, NSW Department of Justice; Gambling Help panel with Sondra Kalnins of Inner City Gambling Help (Hope Street), Maria-Lujza Ghuczy of the Multicultural Problem Gambling Service, and Richard Brading or Jodie Rollason from Wesley Community Legal Service.</p> <p><u>Description:</u> An overview of</p> <ul style="list-style-type: none"> <li>• the nature and extent of problem gambling and how to raise this issue with clients;</li> <li>• free Gambling Help services throughout NSW; and</li> <li>• the value of seeking court-based sentencing and community-based orders for offenders with gambling problems, to maximise opportunities for treatment.</li> </ul>	
10:45 – 11:00 Morning Tea		
AM Day 3 Sessions 7: 11:00am – 12:30pm		Possible CPD points*
7.1 Network meeting: <b>Prisoners Rights Working Group</b>	<p><u>Convenors:</u> Carolyn Jones, WLSNSW; Pat O'Callaghan, Western CLC</p> <p><u>Speaker:</u> Alison Handmer explains the Gambling Help toolkit</p> <p><u>Description:</u> For CLC staff who visit clients in prison, work for, or have an interest in prisoners rights to share their experience, discuss current issues and contribute to policy development.</p>	Professional Skills
7.2 <u>Organisation Development:</u> <b>CLC Annual Reports Showcase</b>	<p><u>Facilitator:</u> Laurel Draffen CLCNSW</p> <p><u>Description:</u> What are the features of a great Annual Report? Centres are invited to bring copies of their most Annual Reports to share and discuss what should be included in a CLC Annual report.</p>	

<p>7.3 <u>Professional development:</u> <b>FACS Safety Assessment and Risk Assessment Training</b></p>	<p><u>Facilitator:</u> Liz Snell <u>Presenters:</u> Dom Limbrey, manager Client Services, FaCS Fairfield; Vicky Averkiou, FaCS casework specialist; Ed Apon, Director, Community Services, FaCS South Western Sydney (TBC).</p>	<p>Professional Skills</p>
<p>7.4 <u>Law Reform and Professional Development:</u> <b>Law Reform Wins and Updates from the Financial Rights Legal Centre</b></p>	<p><u>Presenter:</u> Drew McRae, Financial Rights Legal Centre <u>Description:</u> Hear from the Financial Rights Legal Centre about their recent law reform wins and updates, for instance the Insurance Investigations report and recently adopted Life Insurance Code of Conduct.</p>	<p>Professional Skills</p>
<b>Lunch 12:30pm – 1:30pm</b>		
<b>PM Day 3 Session 8: 1:30pm – 3:00pm</b>		
<p>8.1 <u>CLC Sector Wide Forum:</u> <b>Funding Review &amp; Advocacy Update</b></p>	<p><u>Convenor:</u> Polly Porteous, Interim ED CLCNSW <u>Description:</u> Member discussion</p>	
<b>Working afternoon tea</b>		
<b>PM Day 3 Annual General meeting: 3:00pm – 4:00pm</b>		
<p>8.3 <u>CLCNSW Annual General Meeting</u></p>	<p><u>Chair:</u> Nassim Arrage, Central Coast CLC <u>Description:</u> All members are required to attend CLCNSW’s Annual General Meetings as a requirement of their membership of CLCNSW</p>	

## November 2016 Quarterlies - Notes

### \* CPD POINTS

#### Disclaimer

CLCNSW indicates whether a session may be appropriate to attract CPD points for professional development, but takes no responsibility if the content does not meet CPD requirements. CLC solicitors should make their own assessment of whether the session meets their CPD requirements, and maintain their own records for meeting CPD requirements. Further information about CPD requirements are available on the Law Society NSW website. Relevant extracts are copied below:

<http://www.lawsociety.com.au/ForSolicitors/practisinglawinnsw/mclecpd/index.htm>

#### Required CPD units

The CPD year runs from 1 April to 31 March the following year and you are required to complete 10 CPD units each year.

Practitioners must include at least one (1) CPD unit every year in each of the following fields:

- Ethics and Professional Responsibility
- Practice Management and Business skills
- Professional Skills
- Substantive Law

#### Compliance and audit

CPD Audit - The Law Society verifies compliance with the CPD scheme by a random audit of solicitors each year.

#### Obtaining your CPD units

The CPD scheme is based on self-assessment of educational activity. If you assess that it is relevant to your immediate or long-term needs in relation to your professional development and practise of the law, then you can claim the activity towards satisfaction of the CPD requirements.

#### Legal Profession Uniform Continuing Professional Development (Solicitors) rules

Compliance with CPD is administered in accordance with the Legal Profession Uniform Continuing Professional Development (Solicitors) Rules 2015.

<http://www.lawsociety.com.au/cs/groups/public/documents/internetregistry/1055953.pdf>

#### CPD Content

Rule 7 provides that each CPD activity undertaken by a solicitor must be an activity:

- 7.1.1 of significant intellectual or practical content and must deal primarily with matters related to the solicitor's practice of law; and
- 7.1.2 conducted by persons who are qualified by practical or academic experience in the subject covered; and
- 7.1.3 that extends the solicitor's knowledge and skills in areas that are relevant to the solicitor's practice needs or professional development.

#### CPD Format

There are a variety of ways to meet your CPD requirements.

Rule 8.1 provides that a CPD activity may consist of:

- 8.1.1 a seminar, workshop, lecture, conference, discussion group, multimedia or web-based program (= 1 unit per hour minus refreshment breaks)
- 8.1.2 the research, preparation or editing by a solicitor of:
  - 8.1.2.1 an article published in a legal publication, or
  - 8.1.2.2 a legal article published in a non-legal publication, or
  - 8.1.2.3 published Law Report or other legal services, (= 1 unit per 1000 words, maximum 5 units) or
- 8.1.3 the preparation and/or presentation by a solicitor of written or oral material to be used in a CPD activity or in other forms of education provided to solicitors and/or other professional and/or to other persons including those undertaking practical or supervised legal training (= 1 unit per hour, maximum 5 units) , or

8.1.4 membership of a committee, taskforce or practice section of a professional association, designated local authority or the Law Council of Australia or of other committees, provided that the solicitor regularly attends its meeting, if the work performed on the committee, taskforce or practice section is of substantial significance to the practice of law and is reasonably likely to assist the solicitor's professional development

8.1.5 post graduate studies relevant to a solicitor's practice needs

Rule 8.2 - private study of audio/visual material or any other educational activity is only acceptable for CPD points if designed for the purpose of updating a solicitor's knowledge or skills relevant to his or her practice needs (= 1 unit per hour minus refreshment breaks)

\*\* Networks should conduct some kind of formal process to appoint/reappoint convenors for 2017  
Guidelines for the roles and responsibilities of convenors are provided as follows:

Role of Network convenors (for appointment/re appointment during November Quarterlies)

**Requirements:**

- Experience and/or interest in the area of the network
- Commitment and availability to attend and lead network session at each Quarterly
- Willingness to be a point of contact between CLCNSW and the network
- Assisting CLCNSW to maintain email groups of people interested in work of the network

**Preparation for Quarterlies:**

- If appropriate, arrange speakers - notify CLCNSW one month in advance to enable inclusion in the program
- Advise CLCNSW of any technology or other requirements for the network meeting at least one week prior to the date of Quarterly

**Facilitate network meeting**

- Prepare and distribute agenda
- Facilitate network meeting - welcome participants, introduce guests, review any actions items from previous meeting, keep agenda items to time, facilitate discussion and any decision making within time frame

**Meeting Administration**

- Ensure meeting minutes are kept
- Ensure participants sign in (registration forms provided) at each meeting
- Distribute and collect evaluation forms - return to room folder at the end of the session

**Reporting and Accountability**

- Ensure an oral summary report of the network meeting is given at the end of each Quarterly at the Sector wide meeting
- Emailing copies of the minutes to the Network members
- Ensure meeting minutes are emailed to CLCNSW for record keeping