

<p><b>CLCNSW May Quarterlies Program</b>                  Monday 15<sup>th</sup> May – Wednesday 17<sup>th</sup> May 2017                  Registrations close: 5pm Wednesday 3<sup>rd</sup> May 2017</p>	
<p><b>Day One: Yarn Up</b></p>	
<p>Monday 15<sup>th</sup> May 2017, 9:00am – 4:00pm</p>	
<b>Venue</b>	Gilbert and Tobin, Barangaroo, Tower 2
<b>Convenors</b>	Zachary Armytage, CLCNSW
<b>Session description</b>	<i>A forum for Aboriginal workers in the Community Legal Sector to share their experience.</i>
<p><b>Days Two and Three: Network Meetings and Presentations</b></p>	
<p>Tuesday 16<sup>th</sup> May 9:15am – 5:00pm; Wednesday 17<sup>th</sup> May, 9:15am – 4:30pm</p>	
<b>Venue</b>	ACON, Level 3, 414 Elizabeth St, Surry Hills NSW 2010
<b>Session description</b>	<i>Network meetings and presentations, open to all within the CLC sector in NSW. Some sessions are also open to FVPLCS and ALS workers.</i>
<p><b>Day Four: Management Training Day</b></p>	
<p>Thursday 18<sup>th</sup> May 9:00am – 4:30pm</p>	
<b>Venue</b>	Ashurst, 5 Martin Place Sydney
<b>Session Description</b>	<i>Person Centred Supervision (places are limited, separate registration required) Presenter: Tim Childs</i>
<p><b>With thanks to event sponsors and pro bono presentations from:                  Gilbert + Tobin, Ashurst, Aboriginal Legal Service, Uncle Allen Madden, Legal Aid NSW, NACLCL, Department of Premier and Cabinet, Price Waterhouse Coopers, and all contributing CLCs</b></p>	
<p><b>We acknowledge that the land upon which these meetings are taking place is land of the Gadigal people of the Eora nation and pay our respects to elders past, present and emerging.</b></p>	

<b>May Quarterlies Day Two - Tuesday 16<sup>th</sup> May 2017</b> <b>Venue: ACON Level 3, 414 Elizabeth St, Surry Hills NSW 2010</b>		
AM Day 2 Sessions 1: 9:15am – 10:30am		Possible MCLE*
<p>1.1 <u>Network Meeting:</u> <b>Aboriginal Legal Access Program and Aboriginal &amp; Torres Strait Islander Rights Working Group</b></p>	<p><u>Convenors:</u> Zac Armytage, CLCNSW, Jo Groves, Northern Rivers CLC. <u>Description:</u> This network supports CLCs operating Aboriginal legal access type programs by sharing experience and knowledge.</p>	
<p>1.2 <u>Network Meeting:</u> <b>Employment &amp; Discrimination Law</b></p>	<p><u>Convenors:</u> Annette van Gent, MLC, Alexandria Robinson, SWSLC, Shane Wescott, Justice Connect <u>Description:</u> This network brings employment &amp; discrimination lawyers together to discuss current issues in relation to employment and discrimination law. <u>Presenter:</u> Carmine Santone from Santone Lawyers Workers will speak on Compensation and Employment Law</p>	Substantive Law
<p>1.3 <u>Network meeting:</u> <b>Domestic Violence &amp; Victims Compensation</b></p>	<p><u>Convenors:</u> Louisa McKimm, IARC &amp; Liz Snell, WLSNSW <u>Description:</u> This network meeting addresses issues affecting DV/VC policies and legislation and makes recommendations to govt and non govt agencies.</p>	Substantive Law
<p>1.4 <u>Network meeting:</u> <b>Coordinators &amp; Directors</b></p>	<p><u>Convenor:</u> Russell Westacott, Seniors Rights Service <u>Description:</u> Coordinators &amp; Directors share key information and respond to Legal Aid issues. This session includes an update by Legal Aid.</p>	
<b>Welcome to Country 10:30am – 10:40am</b> <b>Morning Tea &amp; CLCNSW welcome 10:40am – 11:00am</b>		
AM Day 2 Sessions 2: 11:00am – 12:30pm		Possible MCLE*
<p>2.1 <u>Professional Development:</u> <b>Financial Reports and Audits</b></p>	<p><u>Facilitator:</u> Julie Robson, Financial Services, CLCNSW <u>Description:</u> Ask the right questions – how do you (as a Coordinator and/or Finance Manager) get the right information to know what’s really happening financially? A look at Financial Reports and Audits and what you should expect to find out. <u>Speaker:</u> TBA</p>	
<p>2.2 <u>Professional development:</u> <b>Cultural Safety</b></p>	<p><u>Facilitator:</u> Bobby Murray, Central Coast CLC <u>Description:</u> <b>New resources</b> Overview of NACLCL’s recently launched Guides for working with Aboriginal and Torres Strait Islander communities and employees. CLCNSW has developed a draft Reconciliation Action Plan (RAP) template for use by CLCs in NSW <u>Presenters:</u> Zac Armytage CLCNSW, Bobbi Murray, Central Coast LC</p>	Professional Skills

<p><u>2.3 Service Sustainability:</u> <b>Finding Organisation Identity</b></p>	<p><u>Description:</u> Finding your unique identity – strategies for promoting and positioning your centre <u>Presenter:</u> Mark Riboldi, Communications Coordinator CLCNSW <i><b>This session is open to attendance by workers from FVPLS providers and ALS providers.</b></i></p>	
<p><u>2.4 Committee Meeting:</u> <b>Professional Indemnity Insurance Committee (PII)</b></p>	<p><u>Convenors:</u> Ali Mojtahedi, IARC, Annette Van Gent, MLC, Hilary Kincaid, ICLC <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
<b>Lunch (ACON Dining Room Ground Floor) 12:30pm – 1:15pm</b>		
<b>PM Day 2 Sessions 3: 1:15pm – 2:30pm</b>		<b>Possible MCLE*</b>
<p><u>3.1 Cultural Safety</u> <b>“Reparations for the Stolen Generations – Unfinished Business”</b></p>	<p><u>Facilitator:</u> Elizabeth Morley and Zac Armytage <u>Description:</u> “Reparations for the Stolen Generations – Unfinished Business” - the NSW Govt response to Standing Committee report was tabled in the NSW Parliament on 2 Dec 2016. This session will update progress on implementation of findings. <u>Presenter:</u> TBC <i><b>This session is open to attendance by workers from FVPLS providers and ALS providers.</b></i></p>	
<p><u>3.2 Network Meeting:</u> <b>Admin/Finance Group</b></p>	<p><u>Convener:</u> Martin Bangs, Tenants' Union <u>Description:</u> CLC administration and finance officers share relevant systems information and associated policies.</p>	
<b>Afternoon tea 2:30pm – 2:45pm</b>		
<b>PM Day 2 Sessions 4: 2:45pm – 4:00pm</b>		<b>Possible MCLE*</b>
<p><u>4.1 Network meeting:</u> <b>Regional Rural Remote Issues Committee (RRR)</b></p>	<p><u>Convenor:</u> Arlia Fleming, EECLC <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. <i><b>This session is open to attendance by workers from FVPLS providers and ALS providers.</b></i></p>	
<p><u>4.2 Network Meeting:</u> <b>Technology and Communications</b></p>	<p><u>Convenors:</u> Drew McCrae (FRLC), Leo Patterson Ross (TU) <u>Description:</u> Share current issues, information and make suggestions to strengthen sector IT and communications. <u>Presenters:</u> Drew will present on Sample Letter Generators</p>	
<p><u>4.3 Service Sustainability:</u> <b>Building our non-legal pro bono relationships</b></p>	<p><u>Facilitator:</u> Bruce Knobloch, CLCNSW <u>Description:</u> How to get stuff for free. Pro bono developments at PwC and like organisations. <u>Presenter:</u> Jim Scollon, Price Waterhouse Coopers</p>	Practice Management

<p><u>4.4 Policy and Law Reform:</u> <b>Nudge Theory and Behavioural Insights</b></p>	<p><u>Description:</u> What is nudge theory, or "behavioural insights? How can it shape justice policy or improve client outcomes? This session will cover general theory about Behavioural Insights, including how it's been used internationally, examples such as FACS rent arrears text messages project and the DoJ Plain English ADVO project. <u>Presenter:</u> Clare Power, Edwina James Behavioural Insights Unit, Department of Premier and Cabinet <b><i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i></b></p>	
<p><b>PM Day 2 Sessions 5: 4:00pm – 5:00pm</b></p>		<p><b>Possible MCLE*</b></p>
<p><u>5.1 Network meeting:</u> <b>NACLC Animal Law Network</b></p>	<p><u>Convener:</u> Tara Ward, Animal Defenders Office <u>Description:</u> Open to all CLC staff who are practising or interested in animal law issues. <b><i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i></b></p>	<p>Substantive Law</p>
<p><u>5.2 Network Meeting:</u> <b>Family Relationships Centres / CLCs</b></p>	<p><u>Convener:</u> Helen Taranto, Principal Solicitor, Western Sydney Legal Centre <u>Description:</u> Discussion topic – Pre LAFDR disclosure of safety issues for a family.</p>	<p>Substantive Law</p>
<p><u>5.3 Service sustainability:</u> <b>CLASS Update</b></p>	<p><u>Facilitator:</u> <u>Description:</u> CLASS UPDATE – project priorities, what has just been fixed, and the timeline for new features, such as reporting. <b><i>NB Chris is also available for one to one sessions during the Quarterly for any trouble shooting on specific issues with CLASS your centre may have. Please schedule an individual session directly with CLCNSW by contacting Holly on <a href="mailto:holly_brooke@clc.net.au">holly_brooke@clc.net.au</a>.</i></b> <u>Presenter:</u> Chris Dubrow, IT Project Manager, NACLC</p>	
<p><u>5.4 Professional Development:</u> <b>Social workers / non-legal support workers</b></p>	<p><u>Convener:</u> Liz Simpson (IARC) &amp; Elizabeth Nagy (knowmore) <u>Description:</u> This session enables social and other support workers working in CLCs to share issues. NB: The future sustainability of this network is in doubt. New convenors are needed. If you have any interest in the continuation of the network please consider becoming a convenor and/or attend this session to indicate your interest in the network continuing. <b><i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i></b></p>	

<b>May Quarterlies Day Three - Wednesday 17th May 2017</b> <b>Venue: ACON Level 3 414 Elizabeth St, Surry Hills NSW 2010</b>		
<b>AM Day 3 Sessions 6: 9:15 am – 10:45am</b>		<b>Possible MCLE*</b>
<p>6.1 <u>Network meeting:</u> <b>Community Legal Education Workers</b></p>	<p><u>Convenors:</u> Bronwyn Ambrogetti, Hunter CLC; Nalika Padmasena, Seniors Rights Service; Pat Joyce, SRS <i><b>This session is open to attendance by workers from FVPLS providers and ALS providers.</b></i></p>	<p>Professional Skills</p>
<p>6.2 <u>Network meeting:</u> <b>Law Reform &amp; Policy</b></p>	<p><u>Convenors:</u> Julia Davis, Financial Rights Legal Centre, Jemima Mowbray, Tenants Union <u>Description:</u> "How to write an effective short submission" with representatives from NCOSS and the NSW Legislative Council This committee is responsible for developing and responding to state and federal policies and advocating for the policies and related changes</p>	
<p>6.3 <u>Legal Services Delivery</u> <b>Strata Collective Sales Service</b></p>	<p><u>Description:</u> Strata Collective Sales Service – an overview of this new service which both the Seniors Rights Service and Marrickville Legal Centre have been funded to provide. <u>Presenters:</u> Seniors Rights Service and Marrickville Legal Centre <i><b>This session is open to attendance by workers from FVPLS providers and ALS providers.</b></i></p>	<p>Practice Management</p>
<p>6.4 <u>Professional development:</u> <b>Case and Cultural Planning</b></p>	<p><u>Facilitator:</u> Liz Snell, WLS NSW <u>Description:</u> Case and Cultural Planning <u>Presenters:</u> TBA</p>	<p>Professional Skills</p>
<b>10:45 – 11:00 Morning Tea</b>		
<b>AM Day 3 Sessions 7: 11:00am – 12:30pm</b>		<b>Possible MCLE*</b>
<p>7.1 <u>Network meeting:</u> <b>Prisoners' Rights Working Group</b></p>	<p><u>Convenors:</u> Carolyn Jones, WLSNSW; Camilla Pandolfini, PIAC <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>	<p>Substantive Law</p>
<p>7.2 <u>Network Meeting:</u> <b>CLC Care Partner Project &amp; Care &amp; Protection Network</b></p>	<p><u>Facilitator:</u> (Care Partners Project) Helen Campbell, WLSNSW <u>Convenor:</u> (Care &amp; Protection Network) Liz Snell, WLSNSW <u>Description:</u> The care and protection network provides an opportunity for CLCs to discuss relevant care and protection practice and law reform issues.</p>	<p>Substantive Law</p>

<p><u>7.3 CLC sector legal assistance partners</u> <b>Service planning and delivery updates</b></p>	<p><u>Facilitator:</u> Polly Porteous CLCNSW <u>Description:</u> Information sharing and consultation with other legal assistance providers; service mapping and referral pathways collaboration discussion. <u>Presenters:</u> Rob Roberts, Aboriginal Legal Service (NSW/ACT) Work Development Order Field Officer, Aboriginal Civil Law Field Officer Program <b><i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i></b></p>	<p>Practice Management</p>
<p><u>7.4 Service Sustainability:</u> <b>Accreditation update</b></p>	<p><u>Facilitator:</u> Laurel Draffen CLCNSW <u>Description:</u> Accreditation update – preparing for Accreditation assessment, feedback from the Accreditation coordinator, and six monthly reporting requirements</p>	<p>Substantive Law</p>
<p><b>Lunch 12:30pm – 1:30pm</b></p>		
<p><b>PM Day 3 Session 8: 1:30pm – 4:00pm</b></p>		
<p><b>Working Afternoon tea @ 2:45</b></p>		
<p><u>8.1 CLC State-Wide Discussion &amp;</u></p>	<p><u>Facilitator:</u> Polly Porteous, Interim ED CLCNSW <u>Description:</u> Funding Campaign achievements and new campaign strategies <u>Presenter:</u> Mark Riboldi CLCNSW</p>	
<p><u>8.2 Quarterlies wrap up</u></p>	<p><u>Facilitator:</u> Polly Porteous, Interim ED CLCNSW</p>	

## May 2017 Quarterlies - Notes

### \* MCLE POINTS

#### Disclaimer

CLCNSW indicates whether a session may be appropriate to attract Mandatory Continued Legal Education (MCLE) points for professional development, but takes no responsibility if the content does not meet MCLE requirements. CLC solicitors should make their own assessment of whether the session meets their Continuing Professional Development (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:

### Required MCLE (also known as 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; examples of topics include:
  - Conflicts of interest
  - How to identify an ethical issue
  - Communicating direct with third parties
  - Lawyer's duties to the court
  - Ethics within a technical legal context
- Practice Management and Business skills; examples of topics include:
  - Risk management
  - File management
  - Cost rules
  - Business planning
  - Financing a practice
  - Effective use of technology
- Professional Skills; examples of topics include:
  - Communication and interpersonal skills • Client interviewing
  - Plain English drafting
  - Negotiation and mediation skills
  - Career and personal development • Advocacy
  - Legal research
- Substantive Law; which includes topics relating to solicitors' areas of practice

### 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](#).

### 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 solicitors knowledge or skills relevant to his or her practice needs (= 1 unit per hour minus refreshment breaks)

## Role of Network conveners - Guidelines

### 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