Community Legal Centres NSW

CLCNSW November Quarterlies Program
Monday 27ᵗʰ November – Wednesday 29ᵗʰ November 2017
Registrations close: 5pm Monday 20ᵗʰ November 2017

Day One: Yarn Up	
Monday 27th November 2017, 9:00am – 4:00pm	
Venue	
Convenor	Zachary Armytage, CLCNSW
Session description	*For CLC Aboriginal and Torres Strait Islander staff only Yarn Up will be part of the Aboriginal Family Law Day Conference being held at the same time. For further information contact Zac* zachary@clcnsw.org.au

Days Two and Three: Network Meetings and Presentations	
Tuesday 28ᵗʰ November 9:15am – 5:00pm; Wednesday 29ᵗʰ November , 9:15am – 4:30pm	
Venue	ACON, Level 3, 414 Elizabeth St, Surry Hills NSW 2010
Session description	*Network meetings and presentations, open to all within the CLC sector in NSW. Some sessions are also open to FVPLCS and ALS workers.*

Day Four: Financial Management Training day	
Thursday 30ᵗʰ November 9:00am – 4:30pm	
Venue	*Gilbert + Tobin, Barangaroo Tower 2 Woodstock room*
Session Description	Purpose Accounting provides essential financial management updates and best practices for all CLC centre staff and board members with responsibility for financial management.

**With thanks to event sponsors and pro bono presentations from:
Leo Cussen Centre for Law, Macquarie University PACE program, Uncle Allen Madden, Legal Aid NSW, FACS, knowmore and all contributing member CLCs**

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.

November Quarterlies Day Two – Tuesday 28th November 2017 Venue: ACON Level 3, 414 Elizabeth St, Surry Hills NSW 2010			
AM Day 2 Sessions 1: 9:15am – 10:30am		**Possible MCLE***	**Room**
1.1 <u>Network Meeting:</u> **Aboriginal Legal Access Program and Aboriginal & Torres Strait Islander Rights Working Group**	For CLC Aboriginal and Torres Strait Islander staff – this session will now be part of the Aboriginal Family Law Day Conference being held at the same time. If unsure please contact Zac: zachary@clcnsw.org.au.		
1.2 <u>Network Meeting:</u> **Employment & Discrimination Law Network**	<u>Convenors:</u> Annette van Gent, MLC, Alexandria Robinson, SWSLC. <u>Description:</u> Employment & discrimination lawyers discuss current issues in relation to employment and discrimination law.	Substantive Law	3.02-3.03
1.3 <u>Network meeting:</u> **Domestic Violence & Victims Compensation Network**	<u>Convenors:</u> Louisa McKimm, IARC & 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.	Substantive Law	3.07-3.09
1.4 <u>Network meeting:</u> **Coordinators & Directors Network**	<u>Convenor:</u> Arlia Fleming, EECLC. <u>Description:</u> Coordinators & Directors share key information and respond to Legal Aid issues. This session includes an update by Legal Aid. <u>Presenters:</u> Shirley Southgate, Director Practical Legal Training; Leo Cussen Centre for Law.		3.10-3.12
Welcome to Country 10:30am – 10:40am Morning Tea 10:40am – 11:00am			
AM Day 2 Sessions 2: 11:00am – 12:30pm		**Possible MCLE***	**Room**
2.1 <u>CLCNSW ICT project</u> **ICT Project Update**	<u>Facilitator:</u> Angeline Veeneman, ICT project Manager CLCNSW. <u>Description:</u> An update on the development of new online systems for CLCs in NSW , including volunteer / event / stakeholder management, online discussion, websites and elearnng capabilities.		3.02-3.03
2.2 <u>Professional development:</u> **Cultural Safety Training**	<u>Description:</u> Developing your Cultural Guiding documents: Work Plan, Inclusion Framework, Cultural Safety Policy and RAP. <u>Presenter:</u> Lorraine Murray, Operations Manager, Hume Riverina CLC. *This session is aimed at non Aboriginal workers. Aboriginal workers are also welcome to attend.*	Professional Skills / Ethics	3.10-3.12
2.3 <u>Committee Meeting:</u> **Professional Indemnity Insurance Committee (PII)**	<u>Convenors:</u> Ali Mojtahedi, IARC; Annette Van Gent, MLC; Hilary Kincaid, ICLC. <u>Description:</u> The PII committee monitors & supports members' compliance with the Risk Management Guide & informs members of relevant legal practice issues. Principal Solicitors (or their delegate) are required to attend. <u>Presenters:</u> Shirley Southgate, Director Practical Legal Training, Leo Cussen Centre for Law.	Practice Management	3.07-3.09

Lunch (ACON Dining Room Ground Floor) 12:30pm – 1:15pm			
PM Day 2 Sessions 3: 1:15pm – 2:30pm		**Possible MCLE***	**Room**
3.1 Network meeting: **Prisoners' Rights Working Group**	Convenors: Carolyn Jones, WLSNSW; Camilla Pandolfini, PIAC. Description: 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.	Substantive Law	3.07-3.09
3.2 Network Meeting: **Admin/Finance Group**	Convenor: Martin Bangs, Tenants' Union. Description: CLC administration and finance officers share relevant systems information and associated policies.		3.02-3.03
3.3 Network Meeting **Tech & Comms Network: Inclusive Design**	Convenor: Sophie Byrne, ALA; Finn O'Keefe, RLC. Facilitator: Mark Riboldi, Advocacy and Communications Coordinator, CLCNSW. Description: Presentation by Media Access Australia / Centre for Inclusive Design, plus sharing current issues.		3.10-3.12
3.4 Service Sustainability: **Macquarie University PACE Program**	Facilitator: Marie Kelliher, Macquarie University. Description: An overview of the PACE (Professional and Community Engagement) volunteer program and opportunities for partnerships with CLCs. Presenter: Macquarie University Pace program.	Practice Management	3.01
Afternoon tea 2:30pm – 2:45pm			
PM Day 2 Sessions 4: 2:45pm – 4:00pm		**Possible MCLE***	**Room**
4.1 Network Meeting: **CLC Care & Protection Network**	Convenor: Kenn Clift, Intellectual Disability Rights Service. Description: The care and protection network provides an opportunity for CLCs to discuss relevant care and protection practice and law reform issues.		3.07-3.09
4.2 Law Reform & Advocacy **Marriage Equality survey: what we learned**	Facilitators: Mark Riboldi, Holly Brooke CLCNSW. Description: The results of the Australian Marriage Law postal survey are out now. What can we learn from test case litigation and the different campaign strategies used to support the YES vote? Presenters: ICLC, PIAC, HRLC, Australian Marriage Equality.		3.10-3.12
PM Day 2 Sessions 5: 4:00pm – 5:00pm		**Possible MCLE***	**Room**
5.1 Care & Protection network Training **Permanency planning in FaCS Out of Home Care**	Facilitator: Kenn Clift, Intellectual Disability Rights Service. Description: An update on permanency planning in FACS Out of Home Care. Presenter: Penny Hood, Director Permanency Planning Review FACS.	Practice Management	3.07-3.09

5.2 Legal practice **Client Agreements and Central File Register**	Description: Client Agreements and File Registers – What Works. A discussion and sharing of practice to meet the requirements of the RMG and NAS. Please bring copies of your centre's Client Agreement template to compare notes. Presenters: NSW PII Convenors Ali Mojtahedi, IARC; Annette Van Gent, MLC; Hilary Kincaid, ICLC.	Practice Management	3.02-3.03
5.3 Law Reform & Advocacy	*Continued from session 4.2*		3.10-3.12
5.4 Network meeting: **NACLC Animal Law Network**	Convenor: Tara Ward, Animal Defenders Office Description: Open to all CLC staff who are practising or interested in animal law issues. ***This session is open to attendance by workers from FVPLS providers and ALS providers.***	Substantive Law	3.01

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November Quarterlies Day Three – Wednesday 29th November 2017 Venue: ACON Level 3 414 Elizabeth St, Surry Hills NSW 2010			
AM Day 3 Sessions 6: 9:15 am – 10:45am		**Possible MCLE***	**Room**
6.1 <u>Network meeting:</u> **CLEW Network**	<u>Convenors:</u> Bronwyn Ambrogetti, Hunter CLC; Nalika Padmasena, Seniors Rights Service; Pat Joyce, SRS**.**	Professional Skills	3.02-3.03
6.2 <u>Network meeting:</u> **Law Reform and Policy Network - Achieving law reform in NSW**	<u>Convenor:</u> Leo Patterson-Ross, TU NSW. <u>Facilitator:</u> Mark Riboldi, CLCNSW. <u>Description:</u> Presentation of a report about the value and use of submissions in the law reform process + an overview of the structure and strategy of the Make Renting Fair campaign.		3.07-3.09
6.3 <u>Network Meeting:</u> **Family Relationships Centres / CLCs**	<u>Convenor:</u> Shann Preece, FRC worker, ICLC. <u>Description:</u> An opportunity to share information and practice experience to further develop the Family Relationships Centres and CLC collaboration arrangements.		3.01
6.4 <u>Legal Services Delivery</u> **Trauma Informed/ Aware Practice**	<u>Description:</u> Prue will share her experience of working within a trauma informed practice approach. <u>Presenter:</u> Prue Gregory, Principal Solicitor knowmore, winner 2017 NSW Justice Medal. ***This session is open to attendance by workers from FVPLS and ALS providers.***		3.10-3.12
10:45 – 11:00 Morning Tea			
AM Day 3 Sessions 7: 11:00am – 12:30pm		**Possible MCLE***	**Room**
7.1 <u>Network meeting:</u> **Regional Rural Remote Issues network (RRR)**	<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. ***This session is open to attendance by workers from FVPLS providers and ALS providers.***		3.10-3.12
7.2 <u>CLC sector legal assistance partners</u> **Collaboration and jurisdictional planning under the NPA**	<u>Facilitator:</u> Polly Porteous, CLCNSW. <u>Description:</u> Collaboration and jurisdictional planning under the NPA. What does the NPA require in terms of jurisdictional service planning? How is jurisdictional service planning taking place across the country? What are the principles to underpin good practice, collaborative jurisdictional service planning? <u>Presenters:</u> (attending by Skype/phone) NACLC and CLC associations in WA, Victoria and Queensland.	Practice Management	3.07-3.09
Lunch 12:30pm – 1:30pm			
PM Day 3 Session 8: 1:30pm – 4:00pm			**Room**
8.1 <u>CLC Sector-Wide Discussion</u> **CLC Industry/sector strategy 2018**	<u>Facilitators:</u> Polly Porteous, CLCNSW; Lara Sabbadin, Legal Aid <u>Description:</u> CLC Industry/sector strategy 2018		3.10-3.12
8.2 CLCNSW AGM **3PM- 4PM**	<u>Facilitator:</u> Polly Porteous, Executive Director CLCNSW <u>Description:</u> CLCNSW AGM		3.10-3.12

September 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:
  o Conflicts of interest
  o How to identify an ethical issue
  o Communicating direct with third parties
  o Lawyer's duties to the court
  o Ethics within a technical legal context
- Practice Management and Business skills; examples of topics include:
  o Risk management
  o File management
  o Cost rules
  o Business planning
  o Financing a practice
  o Effective use of technology
- Professional Skills; examples of topics include:
  o Communication and interpersonal skills • Client interviewing
  o Plain English drafting
  o Negotiation and mediation skills
  o Career and personal development • Advocacy
  o 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 (= I 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 (= I 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