

CLCNSW September Quarterlies Program	
Monday 4 th September – Wednesday 6 th September 2017 Registrations close: 5pm Wednesday 23 rd August 2017	
Day One: Yarn Up	
Monday 4 th September 2017, 9:00am – 4:00pm	
Venue	Gilbert and Tobin, Barangaroo, Tower 2
Convenor	Zachary Armytage, CLCNSW
Session description	A forum for professional support and development for Aboriginal and Torres Strait Islander workers in Community Legal Centres to safely and confidentially share their experience. <i>NB: For CLC Aboriginal and Torres Strait Islander staff only.</i>
Days Two and Three: Network Meetings and Presentations	
Tuesday 5 th September 9:15am – 5:00pm; Wednesday 6 th September, 9:15am – 4:30pm	
Venue	ACON, Level 3, 414 Elizabeth St, Surry Hills NSW 2010
Session description	<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>
Day Four: Aboriginal Family Law Training Day	
Thursday 7 th September 9:00am – 4:30pm	
Venue	Gilbert + Tobin
Session Description	4 th Annual Aboriginal Family Law Day <i>What can CLCs do, in partnership, to stop the growth of the Second Stolen Generations?</i> <i>Presenting will be Uncles from Kinchela Boys' Home Aboriginal Corporation, Dr Tiffany McCrosley, Judge Matthew Myers AOM, Ricky Welsh (Mt Druitt Aboriginal Men's Shed) and others TBC.</i>
With thanks to event sponsors and pro bono presentations from: Gilbert + Tobin, Aboriginal Legal Service, Uncle Allen Madden, Legal Aid NSW, NACLC, Department of Premier and Cabinet, and all contributing 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.	

Sessions highlighted in green are open to attendance by workers from FVPLS providers and ALS providers.

Sessions highlighted in blue possibly offer MCLE points.

May Quarterlies Day Two - Tuesday 5 th September 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	<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.		3.01
1.2 <u>Network Meeting:</u> Employment & Discrimination Law Network	<u>Convenors:</u> Annette van Gent, MLC, Alexandria Robinson, SWSLC <u>Description:</u> This network brings employment & discrimination lawyers together to 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> Russell Westacott, Seniors Rights Service <u>Description:</u> Coordinators & Directors share key information and respond to Legal Aid issues. This session includes an update by Legal Aid.		3.10-3.12
Welcome to Country 10:30am – 10:40am			
Morning Tea (& Farewell - Elizabeth Morley (Redfern Legal Centre)) 10:40am – 11:00am			
AM Day 2 Sessions 2: 11:00am – 12:30pm		Possible MCLE*	Room
2.1 <u>Professional Development:</u> Financial Management Training	<u>Facilitator:</u> Julie Robson, Financial Services, CLCNSW <u>Presenter:</u> Anna Collet, Purpose Accounting <u>Description:</u> Understanding your financial statements: how do you know your organisation is financially sound? A training session for non-finance staff, specially Coordinators, Chairs, other Board members PLEASE NOTE: All attendees for this training are requested to bring their organisation's recent financial report to the session.	Practice Management	3.01

<u>2.2 Professional development:</u> Cultural Safety Training	<u>Facilitator:</u> Zac Armytage <u>Presenter:</u> Russell Cavanagh Aboriginal Legal Access Officer, Legal Aid Port Macquarie <u>Description:</u> How do non Aboriginal workers work with and engage communities that are divided by internal tensions?	Professional Skills / Ethics	3.02-3.03
<u>2.3 Service Sustainability</u> Communications & Advocacy: Talking About Legal Centres	<u>Facilitator:</u> Mark Riboldi, Advocacy and Communications Coordinator, CLCNSW <u>Description:</u> <i>Talking About Legal Centres</i> - Launch and presentation of the new report about how CLCs are talked about, how we talk about ourselves, and how we can improve both.		3.07-3.09
<u>2.4 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.	Practice Management	3.10-3.12
Lunch (ACON Dining Room Ground Floor) 12:30pm – 1:15pm			
PM Day 2 Sessions 3: 1:15pm – 2:30pm		Possible MCLE*	Room
<u>3.1 Service sustainability</u> Gathering and using Client Feedback	<u>Facilitator:</u> Polly Porteous, Executive Director, CLCNSW <u>Presenters:</u> NACLCL speaker TBC; Laurel Draffen, Capacity Building Coordinator, CLCNSW <u>Description:</u> Gathering and using client feedback – compliance, good practice or both? The speaker from NACLCL will discuss the new NPA requirements for conducting client surveys. Laurel will discuss Accreditation standard D2 – Assessing client satisfaction and managing complaints	Practice Management	3.07-3.09
<u>3.2 Network Meeting:</u> Admin/Finance Group	<u>Convener:</u> Martin Bangs, Tenants' Union <u>Description:</u> CLC administration and finance officers share relevant systems information and associated policies.		3.01
<u>3.3 CLCNSW ICT Project</u> ICT project user groups (Part 1)	<u>Facilitator:</u> Angeline Veeneman, ICT Project Manager, CLCNSW; Mark Riboldi, Advocacy and Communications Coordinator, CLCNSW. <u>Description:</u> CLCNSW ICT project: be part of the design process for the development of new online systems for CLCs in NSW, including volunteer/event/stakeholder management, online discussion spaces, websites and e-learning capabilities.		3.02-3.03
<u>3.4 Legal services</u> Family Violence and Migration Law	<u>Presenter:</u> Louisa McKimm, Solicitor & Migration Agent, IARC <u>Description:</u> Family Violence and Migration law	Substantive law	3.10-3.12
Afternoon tea 2:30pm – 2:45pm			

PM Day 2 Sessions 4: 2:45pm – 4:00pm		Possible MCLE*	Room
4.1 <u>Network meeting:</u> Regional Rural Remote Issues network (RRR)	<p><u>Convenor:</u> Arlia Fleming, EECLC</p> <p><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><i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i></p>		3.07-3.09
4.2 <u>CLCNSW ICT Project:</u> ICT project user groups (Part 2)	<p><u>Facilitator:</u> Angeline Veeneman, ICT Project Manager, CLCNSW; Mark Riboldi, Advocacy and Communications Coordinator, CLCNSW.</p> <p><u>Description:</u> be part of the design process for the development of new online systems for CLCs in NSW, including volunteer/event/stakeholder management, online discussion, websites and e-learning capabilities.</p>		3.02-3.03
4.3 <u>Service Sustainability:</u> Workplace supervision	<p><u>Facilitator:</u> Laurel Draffen, CLCNSW</p> <p><u>Description:</u> This session is a follow up to the Person Centred Supervision session held in May. This is a facilitated session to share practice in providing workplace supervision – for anyone in CLCs who are responsible for supervising (non legal and legal) staff.</p>	Practice Management	3.10-3.12
PM Day 2 Sessions 5: 4:00pm – 5:00pm		Possible MCLE*	Room
5.1 <u>Network meeting:</u> NACL Animal Law Network	<p><u>Convener:</u> Tara Ward, Animal Defenders Office</p> <p><u>Description:</u> Open to all CLC staff who are practising or interested in animal law issues.</p> <p><i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i></p>	Substantive Law	3.01
5.2 <u>Network Meeting:</u> Family Relationships Centres / CLCs	<p><u>Convener:</u> Shann Preece, FRC worker, Inner City Legal Centre</p> <p><u>Description:</u> An opportunity to share information and practice experience to further develop the Family Relationships Centres and CLC collaboration arrangements.</p>		3.07-3.09

<p>5.3 <u>Service sustainability</u> UTS Law and Technology</p>	<p><u>Facilitator:</u> Polly Porteous, CLCNSW <u>Presenter:</u> Associate Professor Penny Crofts, Director of Academic Programs, Faculty of Law; Maxine Evers, Associate Dean (Education), Faculty of Law <u>Description:</u> UTS Law Faculty has a range of courses that engage students to think about how technology is changing legal services, and how technology could be harnessed to improve legal services for disadvantaged people. There are numerous opportunities for community legal centres to “pitch” problems/ideas to students, to see if there might be some technological “solutions” to these problems.</p> <p>RACS and Macarthur Legal Centre have already engaged with UTS, but there are even more opportunities coming up in the future. In addition, there are a range of other (non-technology) law courses where students need to work on social justice projects, which CLCs may be interested in putting their hand up for. Come along to find out more.</p>	<p>Practice Management</p>	<p>3.10-3.12</p>
<p>5.4 <u>Professional Development:</u> Social workers / non-legal support workers</p>	<p><u>Convener:</u> Tracey Willow (NRCLC) & Elizabeth Nagy (knowmore) <u>Description:</u> This session enables social and other support workers working in CLCs to share issues.</p>		<p>3.02-3.03</p>

May Quarterlies Day Three - Wednesday 6th September 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 Network meeting: CLE Strategic Communication workshop	<u>Convenors:</u> Bronwyn Ambrogetti, Hunter CLC; Nalika Padmasena, Seniors Rights Service; Pat Joyce, SRS <u>Presenter:</u> Mark Riboldi, Advocacy and Communications Coordinator, CLCNSW <u>Description:</u> Strategic Communication Workshop: applying learnings from Voices for Civil Justice in the US to improve advocacy, communications and storytelling by CLCs in NSW. <i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i>	Professional Skills	3.10-3.12
6.2 Network meeting: Law Reform & Policy Network	<u>Convenor:</u> Julia Davis, Financial Rights Legal Centre <u>Description:</u> This committee is responsible for developing and responding to state and federal policies and advocating for the policies and related changes		3.06
6.3 Legal Services Delivery Class Reporting update	<u>Facilitator:</u> Chris Dubrow, NACLC <u>Description:</u> An update the CLASS reporting function and capability.		3.07-3.09
6.4 Professional development: Children’s Guardian – Working with Children Checks	<u>Presenters:</u> Sharminie Giles, Director Legal Services Office of Children’s Guardian <u>Description:</u> An update on the requirements for the Working with Children Check legislation and what community lawyers working with carers and young people should know.		3.02-3.03
10:45 – 11:00 Morning Tea			
AM Day 3 Sessions 7: 11:00am – 12:30pm		Possible MCLE*	Room
7.1 Network meeting: Prisoners’ Rights Working Group	<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.	Substantive Law	3.06
7.2 Network Meeting: CLC Care Partner Project & Care & Protection Network	<u>Convenor:</u> Kenn Clift, Intellectual Disability Rights Service <u>Description:</u> The care and protection network provides an opportunity for CLCs to discuss relevant care and protection practice and law reform issues.		3.02-3.03

<p><u>7.3 CLC sector legal assistance partners</u> Service planning and delivery updates</p>	<p><u>Facilitator:</u> Polly Porteous CLCNSW <u>Presenter:</u> Jenny Lovric, CLSD Program Manager, Legal Aid <u>Description:</u> Building collaboration and consultation between CLCs, Legal Aid and other providers.</p> <p><i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i></p>	<p>Practice Management</p>	<p>3.07-3.09</p>
<p><u>7.4 Policy/Law reform:</u> Nudge Theory and Behavioural Insights</p>	<p><u>Presenter:</u> Clare Power, Edwina James Behavioural Insights Unit, Department of Premier and Cabinet <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.</p> <p><i>This session is open to attendance by workers from FVPLS providers and ALS providers.</i></p>	<p>Substantive Law</p>	<p>3.10-3.12</p>
<p>Lunch 12:30pm – 1:30pm</p>			
<p>PM Day 3 Session 8: 1:30pm – 4:00pm</p>			
<p>Working Afternoon tea @ 2:45</p>			<p>Room</p>
<p><u>8.1 CLC State-Wide Discussion & We won the #FundEqualJustice campaign, where to now?</u></p>	<p><u>Facilitator:</u> Polly Porteous, Executive Director CLCNSW <u>Presenters:</u> Mark Riboldi, Advocacy and Communications Coordinator, CLCNSW & Polly Porteous <u>Description:</u> We won the #FundEqualJustice campaign, where to now? Presentation of an analysis of the strengths and weaknesses of the #FundEqualJustice campaign, followed by a collaborative discussion on future campaigning priorities for the CLC sector in NSW.</p>	<p>3.10-3.12</p>	
<p><u>8.2 Quarterlies wrap up</u></p>	<p><u>Facilitator:</u> Polly Porteous, Executive Director CLCNSW <u>Description:</u> An important summary of key take away issues, changes in the sector any actions emerging from the September Quarterly.</p>	<p>3.10-3.12</p>	

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:
 - 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