CLCNSW February Quarterlies Program
Monday 26th February – Wednesday 28th February 2018
Registrations close: 5pm Monday 19th February 2018

Day One: Monday 26th February 2018	
Yarn Up: 9:00am – 4:00pm	
Venue	Baker & McKenzie Tower One - International Towers Sydney Level 46, 100 Barangaroo Avenue Barangaroo
Convenor	Zachary Armytage, CLCNSW
Session description	*Yarn Up:* *For CLC Aboriginal and Torres Strait Islander staff only*
Legal Aid meeting for CLCs re Family Law and Family Violence service delivery: 2:00pm – 4:00 pm Legal Aid NSW: Corner Hay and Castlereagh Streets, Haymarket Level 12, Guwing Room L&D Centre *Note: this has been organised by Legal Aid NSW, not by CLCNSW. For more detail, email Lara.Sabbadin@legalaid.nsw.gov.au	
Days Two and Three: Network Meetings and Presentations	
Tuesday 27th February 9:15am – 5:00pm; Wednesday 28th February , 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: WLS & CLCNSW: Family and Family Violence Legal Training day	
Thursday 1st March 9:00am – 4:30pm	
Venue	Herbert Smith Freehills 161 Castlereagh St, Sydney NSW 2000
Session Description	Family Law and Family Violence Legal Training Day WLS NSW in collaboration with CLCNSW

Day Five: CLASS Training (RRR Centres Only)	
Friday 2nd March 9:00am – 5:30pm	
Venue	Maritime Union of Australia Unit 3/365-375 Sussex St, Sydney NSW 2000
Session Description	CLASS Training for Coorindator, Soliticors and Administrators
With thanks to guests, event sponsors and pro bono presentations from: **Law Right Queensland, Community Legal Centres Queensland, Legal Aid NSW, Law Enforcement Conduct Commission, Law and Justice Foundation, Gilbert & Tobin, Herbert Smith Freehills, 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 27th February 2018 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>Convenor:</u> Zac Armytage, ALAP Coordinator, CLCNSW 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> 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> Karen Mifsud, WLSNSW & Natalie Ross, KLC <u>Description:</u> This network meeting addresses issues affecting DV/VC policies and legislation and makes recommendations to govt and non govt agencies. <u>Guests:</u> Mahashini Krishna, Commisioner of Victims Rights	Substantive Law	3.07-3.09
1.4 <u>Network meeting:</u> **Coordinators & Directors Network**	<u>Convenor:</u> Katrina Ironside <u>Description:</u> Coordinators & Directors share key information and respond to Legal Aid issues. This session includes an update by Legal Aid. <u>Guests:</u>Lara Sabbadin and Sean McCarthy, Legal Aid NSW		3.10-3.12
Welcome to Tim Leach, new CLCNSW Executive Director, over Morning Tea 10:40am – 11:00am Sector Announcements, Mark Riboldi Ice Breakers, Holly Brooke			
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.	Practice management	3.01

2.2 Professional development: **Cultural Safety Training**	Description: Cultural safety strategies for women experiencing Family Law issues and/or Domestic Violence Presenters : Panel of presenters : Christine Robinson (Wirringa Baiya Aboriginal Women's Legal Service), Denise Ranby (Thiyama-li Family Violence Service, Moree), Dixie Link Gordon (Womens Legal Service).	Professional Skills / Ethics	3.07-3.09
2.3 Committee Meeting: **Professional Indemnity Insurance Committee (PII)**	Convenors: Ali Mojtahedi, IARC; Annette Van Gent, MLC; Hilary Kincaid, ICLC. Description: 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
2.4 Professional development: **Legal Health Check**	Description: What is a Legal Health Check? Do you provide CLE to community workers about using a LHC? Do you know about http://legalhealthcheck.org.au and the postcards? Should CLCs be using LHC with their clients? How do other legal services use LHCs? Facilitator: Executive Director CLCNSW Guests: Kerry Wright - CLE Unit, Legal Aid NSW Sue Garlick - Joint Director, Law Right Queensland	Professional skills	3.02-3.03
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	3.10-3.12
3.2 Network Meeting: **Admin/Finance Group**	Convenor: Kerrith Sowden, Refugee Advice and Casework Service Description: CLC administration and finance officers share relevant systems information and associated policies.	Business Skills	3.01
3.3 Network meeting: **Law Reform and Policy Network – Sector Law Reform Priorities**	Convenor: Leo Patterson-Ross, TU NSW. Maria Nawaz, Kingsford Legal Centre Facilitator: Mark Riboldi, CLCNSW.	Practice management	3.02-3.03

	Description: Continuing consultation with the sector, this session will examine suggestions for law reform from CLCs across NSW and attempt to prioritise them.	Substantive law	
3.4 Practice Management: **Client surveys**	Description: CLCs are required to conduct a client survey in the financial year 2017/18. CLCQ has some tools and support available to CLCs in Queensland and NSW to help them conduct the survey. Legal Aid NSW will also attend to talk about their client survey, which might be of assistance to CLCs developing their own questions or methodology. Facilitator: ED (CLCNSW) Presenters: Rosslyn Monroe / James Farrell (CLCQ – by skype/phone), Judith Levitan, Client Services (Legal Aid NSW), Lara Sabbadin / Sean McCarthy (Legal Aid NSW)	Practice Management & Business Skills	3.07-3.09
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.	Practice Management	3.02-3.03
4.2 Legal services Delivery **Legal Issues for people with a disability?**	Description: Update on the new accommodation and service agreements for people with disability living in group homes. Presenter: Tim Chate, IDRS, Solicitor	Substantive Law	3.01
4.3 Service Sustainablity **Organisational Risk Management**	Facilitator: Laurel Draffen, CLCNSW Presenter: Truda Gray, Illawarra Legal centre Description: ILC has recently undertaken an extensive risk management process covering the whole organisation and all their programs. Truda will share the experience and the outcomes from their process so far. Laurel will discuss risk management as part of the NAS standard requirements.	Practice Management & Business Skills	3.10-3.12

4.4 Media Training **CLCs and the Media** (Part 1)	Facilitator: Mark Riboldi, CLCNSW Presenter: Monique Schafter, ABC 730 Report Description: Part One of this training session will focus on CLCs in the media landscape, preparing clients to work with journalists and pitching to the media.	Professional Skills	3.07-3.09
PM Day 2 Sessions 5: 4:00pm – 5:00pm		**Possible MCLE***	**Room**
5.1 Care & Protection network Training	Facilitator: Kenn Clift, Intellectual Disability Rights Service. Description: An update on permanency planning in FACS Out of Home Care. Presenter: TBA	Practice Management	3.02-3.03
5.2 Legal Services Delivery: **Auspicing specialist non-legal programs**	Facilitator: NSW PII convenors Description: Auspicing Specialist Programs. The RMG defines an auspiced service as a funded program with its own identity, but conducted under the auspices of the larger legal entity. This session explores CLC current practice in relation to PII and auspicing arrangements.	Practice Management	3.10-3.12
5.3 Network meeting: **Regional Rural Remote Issues Network (RRR)**	Convenor: Arlia Fleming, EEECLC Description: This network session is open to any RRR members. The RRR roadshow 2018 will be hosted by EECLC – this session is an opportunity to contribute ideas for program content and activities. ***This session is open to attendance by workers from FVPLS providers and ALS providers.***		3.01
5.4 Media Training **CLCs and the Media (Part 2)**	Facilitator: Mark Riboldi, CLCNSW Presenter: Monique Schafter, ABC 730 Report. Description: Part Two of this training session will focus on working with cameras, e.g. for TV news and current affairs. It will be a practical, hands on, session. NB: *This session will follow on from the previous session. It is not required to attend both, but it would be beneficial to.*	Professional Skills	3.07-3.09

November Quarterlies Day Three – Wednesday 28th February 2018			
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: **CLEW Network**	Convenors: Bronwyn Ambrogetti, Hunter CLC; Nalika Padmasena, Seniors Rights Service; Pat Joyce, SRS**.** *Two part session:* *Part 1: 9.15am – 10.15am: CLEW Group: Open to all legal assistance providers:* Guest Speakers: Jane Kenny from the Law and Justice Foundation & Mitch McQueen from IDRS show the video "Get to Know Your AVO" and talk about the project. *Part 2: 10.15am – 10.45am: CLCs CLE meeting:* CLCs-only: a chance for CLCs to provide eachother with peer support and share what's working and what's not working in CLE.	Professional Skills	3.10-3.12
6.2 Network Meeting **Tech & Comms Network**	Convenor: Finn O'Keefe, RLC. Facilitator: Mark Riboldi, Advocacy and Communications Coordinator, CLCNSW. Description: Information, skills and knowledge sharing for people in the sector working in media, communications, digital, fundraising, IT, etc. Bring your questions and ideas.	Practice Management	3.01
6.3 Network Meeting: **Family Relationships Centres / CLCs**	Convenor: Shann Preece, FRC worker, ICLC. Description: An opportunity to share information and practice experience to further develop the Family Relationships Centres and CLC collaboration arrangements.	Substantive Law	3.02-3.03
6.4 Legal Services Delivery: **Law Enforcement Conduct Commission**	Description: Update and information about the role of the Law Enforcement Conduct Commision (LECC) which replaced the Police Integrity Commission and Police Diviison of the Ombudsmans Office Presenter: Louisa Dear, Manager, Community Engagement LECC	Substantive Law	3.07-3.09
10:45am – 11:00am Morning Tea			

AM Day 3 Sessions 7: 11:00am – 12:30pm		Possible MCLE*	Room
7.2 CLC sector legal assistance partners **Collaboration and jurisdictional planning under the NPA**	Facilitator: Holly Brooke, CLCNSW. Description: The Law and Justice Foundation has updated data from the 2016 Census for the NSW version of their Collaborative Planning Tool. Learn about the Need for Legal Assistance (NLAS) indicator, and about how specialist and generalist CLCs can use the Collaborative Planning Tool for strategic planning, funding applications, and more. Presenter: Catriona Mirrlees-Black, Law & Justice Foundation of NSW	Practice Management	3.10-3.12
7.3 Policy/Law reform: **Indigenous Incarceration and Diversion**	Facilitator: Zac Armytage Description: An update an advocacy work on Indigenous Incarceration and Diversion Guests: *Panel of speakers TBA*	Substantive Law	3.07-3.09
Welcome to Country 12.30pm – 12.40pm Lunch 12:40pm – 1:30pm Launch of the CLCNSW RAP Lunch to be held upstairs – level 3			
PM Day 3 Session 8: 1:30pm – 4:00pm			Room
8.1 CLC State-Wide Discussion **1:30 – 3:00 PM**	Facilitator: Executive Director CLCNSW Description: Update on CLC Review, update from CLCNSW Board and Staff, and progressing sector wide projects and planning		3.07-3.09
8.2 Network Meeting Round-up **3PM- 4PM**	Facilitator: Executive Director CLCNSW Description: Network meeting round up – Convenors need to attend this and/or delegate the report-back to someone in the Network Meeting		3.07-3.09

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 (= 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