

<p>CLCNSW February Quarterlies Program Monday 20th February – Thursday 23rd February 2017 Registrations close: 5pm Monday 13th February 2017</p>	
<p>Day One: Yarn Up</p>	
<p>Monday 20 February 2017, 9:00am – 4:00pm</p>	
Venue	TBC
Convenors	Zachary Armytage, CLCNSW, Jo Groves, NRCLC
Session description	<i>A forum for Aboriginal workers in the Community Legal Sector to share their experience.</i>
<p>CLCNSW Board meeting</p>	
<p>Monday 20 February 2017, 3:45pm – 6:45pm</p>	
Venue	Gilbert + Tobin, Building 2 Barangaroo, Corowa Room
Convenor	Linda Tucker, Chairperson
Session description	<i>Meeting of the CLCNSW board</i>
<p>Days Two and Three: Network Meetings and Presentations</p>	
<p>Tuesday 21 February 9:15am – 5:00pm; Wednesday 22 February, 9:15am – 4:30pm</p>	
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.</i>
<p>Day Four: Legal Training Day</p>	
<p>Thursday 23rd February 9:00am – 4:30pm</p>	
Venue	Maritime Union of Australia, 365 Sussex St, Sydney 2000
<p>With thanks to event sponsors and pro bono presentations from: Gilbert + Tobin, Aboriginal Legal Service, Uncle Allen Madden, Legal Aid NSW, NACLIC and all contributing CLCs</p>	
<p>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.</p>	

February Quarterlies Day Two - Tuesday 21 st February 2016			
Venue: ACON Level 3, 414 Elizabeth St, Surry Hills NSW 2010			
AM Day 2 Sessions 1: 9:15am – 10:30am		Possible CPD*	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	<u>Convenors:</u> Annette van Gent, MLC, Alexandria Robinson, SWSLC, Shane Wescott, Justice Connect <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	<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	<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. <u>Presenter (10:10am-10:30am):</u> Geoff Mulherin, Director of the Law and Justice Foundation, provides information about the 2017 50 th Anniversary Grants Program		3.10-3.12
Welcome to Country 10:30am – 10:40am			
Morning Tea & CLCNSW welcome 10:40am – 11:00am			
AM Day 2 Sessions 2: 11:00am – 12:30pm		Possible CPD*	
2.1 <u>Professional Development:</u> Payroll Systems and Procedures	<u>Facilitator:</u> Julie Robson, CLCNSW Financial Service Manager <u>Description:</u> Payroll – systems and procedures, common errors, including termination payments, leave entitlements		3.01
2.2 <u>Service Sustainability:</u> Administrative Efficiencies	<u>Facilitator:</u> Bruce Knobloch, CLCNSW <u>Description:</u> Report back from grants & projects over last 12 months <u>Presenter:</u> Bron McCutcheon, Legal Aid NSW	Practice Management	3.02-3.03

<p><u>2.3 Professional development:</u> Cultural Safety</p>	<p><u>Description:</u> Sigrid will share her academic and practice experience of educating workers in human services about cultural safety. <u>Presenter:</u> Sigrid Herring, co author of The Intersection of Trauma, Racism and Cultural Competence in Effective Work with Aboriginal People: Waiting for Trust; Statewide Educator in the Aboriginal Programs at the NSW Health Education Centre Against Violence.</p>	<p>Professional Skills</p>	<p>3.07-3.09</p>
<p><u>2.4 Committee Meeting:</u> Professional Indemnity Insurance Committee (PII)</p>	<p><u>Convenor:</u> Ali Mojtahedi, IARC <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.</p>	<p>Practice Management</p>	<p>3.10-3.12</p>
<p>Lunch (ACON Dining Room Ground Floor) 12:30pm – 1:15pm</p>			
<p>PM Day 2 Sessions 3: 1:15pm – 2:30pm</p>		<p>Possible CPD*</p>	
<p><u>3.1 Law Reform and Policy</u> HIV related legal issues</p>	<p><u>Description:</u> Find out about the Law Reform work of HALC in relation to people with HIV related legal issues. <u>Presenter:</u> Alexandra Stratigos, Principal Solicitor HIV/AIDS Legal Centre (HALC).</p>	<p>Substantive Law</p>	<p>3.02-3.03</p>
<p><u>3.2 Legal issues:</u> DV and Animals</p>	<p><u>Description:</u> Domestic violence and animals <u>Presenter:</u> Ingrid Reilly, DV Liaison Officer</p>	<p>Substantive Law</p>	
<p><u>3.3 Network Meeting:</u> Admin/Finance Group</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>		<p>3.01</p>
<p><u>3.4 CLC sector and other legal assistance providers</u> Service planning and delivery updates</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; update on the new Family Court Integrated FV Service. <u>Presenters:</u> Rob Roberts, Aboriginal Legal Service (NSW/ACT) Work Development Order Field Officer, Aboriginal Civil Law Field Officer Program; Kylie Beckhouse and Ruth Pilkinton, Legal Aid NSW Family Law Division; Michelle Jones, Legal Aid NSW WDV CAP Manager</p>		<p>3.07-3.09</p>
<p>Afternoon tea 2:30pm – 2:45pm</p>			
<p>PM Day 2 Sessions 4: 2:45pm – 4:00pm</p>		<p>Possible CPD*</p>	

<p>4.1 <u>Network meeting:</u> Regional Rural Remote Issues Committee (RRR)</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. <u>Presenter:</u> Jenny Lovric, CLSD coordinator, Legal Aid NSW, to give a brief presentation on the CLSD program.</p>		3.07-3.09
<p>4.2 <u>Network meeting:</u> Law Reform & Policy</p>	<p><u>Convenors:</u> Martin Barker, Marrickville CLC; Siobhan Ryan, Justice Connect; 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</p>	Professional Skills	3.02-3.03
<p>4.3 <u>Legal Services Delivery</u> Law & Justice Foundation CLC Award 2016 Showcase</p>	<p><u>Facilitator:</u> Holly Brooke, CLCNSW <u>Description:</u> Hear from some of the nominees for the 2016 Law & Justice Foundation CLC Award about their nominated projects. <u>Presenters:</u> Julie Lee, Tenants' Union; Hilary Kincaid, Inner City Legal Centre; Jemilah Hallinan, EDO NSW; Louisa McKimm, IARC; Helen Campbell, WLSNSW</p>		3.10-3.12
PM Day 2 Sessions 5: 4:00pm – 5:00pm		Possible CPD*	
<p>5.1 <u>Network meeting:</u> NACLCL Animal Law Network</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.</p>	Substantive Law	3.01
<p>5.2 <u>Network Meeting:</u> Family Relationships Centres / CLCs</p>	<p><u>Convener:</u> Helen Taranto, Principal Solicitor, Western Sydney Legal Centre</p>	Substantive Law	3.02-3.03
<p>5.3 <u>Service sustainability:</u> Staff Supervision</p>	<p><u>Facilitator:</u> Laurel Draffen, CLCNSW <u>Description:</u> Trends from Accreditation assessments. What works in your centre in relation to supervising legal and non legal staff? While there are requirements for supervision of legal practice, all staff should have access to supervision for all aspects of their role. Join this facilitated discussion to share your experience, practice and learn from each other.</p>		3.07-3.09
<p>5.4 <u>Professional Development:</u> Social workers / non-legal support workers</p>	<p><u>Convener:</u> Liz Simpson (IARC) & Elizabeth Nagy (knowmore) <u>Description:</u> This session enables social and other support workers working in CLCs to share issues. <u>Presenter:</u> Katrina Wong will speak about her work in Victoria with Youthlaw and her current experience with Legal Aid Children's Law Service</p>		3.10-3.12

September Quarterlies Day Three - Wednesday 22 nd February 2017			
Venue: ACON Level 3 414 Elizabeth St, Surry Hills NSW 2010			
AM Day 3 Sessions 6: 9:15 am – 10:45am		Possible CPD*	Room
6.1 <u>Network meeting:</u> Community Legal Education Workers	<p><u>Convenors:</u> Bronwyn Ambrogetti, Hunter CLC; Nalika Padmasena, Seniors Rights Service; Pat Joyce, SRS</p>	Professional Skills	3.07-3.09
6.2 <u>Network Meeting:</u> Technology and Communications	<p><u>Convenors:</u> Drew McCrae (FRLC), Leo Patterson Ross (TU)</p> <p><u>Description:</u> Share current issues, information and make suggestions to strengthen sector IT and communications.</p> <p><u>Presenters:</u> Leo will present on Google Advertising and their Grants System; Drew will present on Sample Letter Generators.</p>		3.01
6.3 <u>Service sustainability</u> NACLCL's Legal Needs Assessment Toolkit	<p><u>Description:</u> How to use NACLCL's revised Legal Needs Assessment toolkit to assist with evidence-based strategic planning.</p> <p><u>Presenter:</u> Catherine Hastings, with Chantel Cotterell or John McMillan, NACLCL</p>	Practice Management	3.02-3.03
6.4 <u>Professional development:</u> FaCS Case Management	<p><u>Facilitator:</u> Liz Snell</p> <p><u>Description:</u> This follows on from the November 2016 Quarterlies. Presenters will explain FaCS processes for case management.</p> <p><u>Presenters:</u> Joanne Dobry & Dominique Limbrey (FaCS)</p>	Professional Skills	3.10-3.12
10:45 – 11:00 Morning Tea			
AM Day 3 Sessions 7: 11:00am – 12:30pm		Possible CPD*	Room
7.1 <u>Network meeting:</u> Prisoners Rights Working Group	<p><u>Convenors:</u> Carolyn Jones, WLSNSW; Pat O'Callaghan, Western CLC</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>	Substantive Law	3.01
7.2 <u>Network Meeting:</u> CLC Care Partner Project & Care & Protection Network	<p><u>Facilitator:</u> (Care Partners Project) Helen Campbell, WLSNSW</p> <p><u>Convenor:</u> (Care & Protection Network) Liz Snell, WLSNSW</p> <p><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>	Substantive Law	3.02-3.03

<p><u>7.3 Service sustainability</u> Successful Volunteer Programs & LegalVitae Portal</p>	<p><u>Facilitator:</u> Bruce Knobloch, CLCNSW <u>Description:</u> Does your centre have a volunteer roster? Maybe your volunteer program needs re-energising? Maybe you don't currently use volunteers? Is there anything CLCNSW can do to assist in these areas? <u>Presenters:</u> John Macmillan, NACLIC; Vicki Harding, ICLC; Suzanne Castellias, HALC</p>	<p>Practice Management</p>	<p>3.07-3.09</p>
<p><u>7.4 Legal services delivery</u> Centrelink and 'robodebt'</p>	<p><u>Description:</u> Centrelink's 'robodebt' system and what CLCs need to know for your clients (advice, resources, referrals) <u>Presenter:</u> Katherine Boyle and other Welfare Rights Centre staff.</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 – 2:30pm</p>			<p>Room</p>
<p><u>8.1 CLC State-Wide Discussion</u> CLCs and Social Enterprises</p>	<p><u>Facilitator :</u> Polly Porteous, Interim ED CLCNSW <u>Description:</u> CLC funding and social enterprises – is there a role for social enterprise? <u>Presenter:</u> Vanessa Lesnie from Social Outcomes will present her research.</p>		<p>3.10-3.12</p>
<p>PM Day 3 Session 8: 2:30pm – 3:30pm</p>			<p>Room</p>
<p><u>8.2 CLC State-Wide Discussion</u> CLC Funding and Advocacy</p>	<p><u>Facilitator:</u> Polly Porteous, Interim ED CLCNSW <u>Description:</u> CLC funding and advocacy</p>		<p>3.10-3.12</p>
<p>PM Day 3 CLCNSW Wrap Up: 3:30pm – 4:00pm</p>			<p>Room</p>
<p><u>8.3 CLCNSW Wrap Up</u></p>	<p><u>Facilitator :</u> Polly Porteous, Interim ED CLCNSW <u>Description:</u> Report back from network meetings and Quarterlies wrap up</p>		<p>3.10-3.12</p>

CLCNSW - LEGAL TRAINING DAY Thursday 23 February 2017 9:00am – 4:00pm VENUE: Maritime Union of Australia meeting room, Ground floor, 365-375 Sussex St, Sydney (Chinatown)	
Introductions and Welcome to Country 9:00am – 9:15	
Session 1 9:15am – 10:15am	
<u>Practical Legal Ethics</u> Ethics in Practice	Presenter: Linden Barnes, Law Society of NSW Linden will discuss some of the more pressing ethical issues for those working in community legal centres. This will include conflicts and how to manage them, and the confidentiality obligations owed to clients. It will also include ethical advocacy, for instance not being a “mere mouthpiece” of the client.
Session 2 10:15am – 11:30am	
<u>Professional Skills</u> What does it mean to be a community lawyer?	Presenter: Nassim Arrage, CEO, NACLCL Nassim has worked in metropolitan and regional CLCs -most recently as Principal Solicitor with Central Coast Community Legal Centre. His presentation will draw on his knowledge and experience and cover topics including being a community lawyer, working with diverse client groups, responsibilities of a principal solicitor in a CLC, recordkeeping / reports / PI Insurance / being on the record, relationship with financial & other management staff, making decisions about the legal practice, supervision of staff & volunteers, relationships with pro bono partners, policies and culture, Aboriginal Cultural Safety and collaboration with other agencies.
Morning Tea 11.30am – 11.45am	
Session 3 11:45am – 1:00pm	
<u>Practice Management</u> Insurance, Risk and Work Management	Presenter: Ali Motjahedi, Principal Solicitor, Immigration Advice Rights Centre, PII Committee convenor NSW Ali’s presentation will cover practice issues in relation to CLC Risk Management Guide, identifying Legal Service Delivery Risk, effective risk management processes and effective legal service delivery for CLCs.
Lunch 1:00pm – 1.30pm	
Session 4 1:30pm – 2:45pm	
<u>Substantive Law</u> Appealing NDIS Decisions	Presenter: Ndinawe Mtonga, Advocacy Coordinator, Disability Advocacy NSW Ndi has been working as an NDIS Appeals Officer since NDIS was introduced in 2013. Ndi will share her knowledge and experience of working with the NDIS Appeals process.
2:45pm – 3:00pm Afternoon Tea	
Session 5 3:00pm – 4:00pm	
<u>Substantive Law</u> Employment Law: Sham Contracts	Presenter: Mark Gibian, Barrister HB Higgins Chambers An update on sham contracts (e.g. Deliveroo, Uber) and the rights of workers.

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:

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; 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)

** 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

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