



NOVEMBER QUARTERLIES

Community
Legal Centres
NSW

YARN UP
MONDAY 26TH NOVEMBER 2018
GILBERT AND TOBIN
LEVEL 35, TOWER TWO, INTERNATIONAL TOWERS
200 BARANGAROO AVE, BARANGAROO NSW 2000

QUARTERLIES
TUESDAY & WEDNESDAY
27TH, 28TH NOVEMBER 2018
ACON, LEVEL 3
414 ELIZABETH STREET, SURRY HILLS NSW 2010

CLCNSW November Quarterlies Program

Acknowledgments

With thanks to guests, event sponsors and pro bono presentations from: Legal Aid NSW, Corrective Services NSW, Gilbert & Tobin, portable.com, Communitier, NACLC, Ashurst, Larissa Andelman and all contributing member CLCs. We also thank Herbert Smith Freehills and Vanessa Alford for assisting with the printing of this program.

DAY 1

Mon 26 Nov
9:00am - 4:00pm

YARN UP

For CLC Aboriginal and Torres Strait Islander staff only to meet and discuss key policy and practice issues

DAY 2 DAY 3

Tues 27 Nov
9:15am - 5:00pm

Wed 28 Nov
9:15am - 3:30pm

QUARTERLIES

Network meetings and presentations, open to all within the CLC sector in NSW. Some sessions are also open to FV-PLCS and ALS workers

DAY 4

Thurs 29 Nov
9:00am - 4:30pm

MANAGEMENT TRAINING DAY

Positive Leadership
Presenter: Mark Hunyor

DAY 2

Tues 27 Nov
4:30pm - 5:00pm

Womens Legal Service

Publication Launch with Pru Goward, NSW Minister for Family and Community Services and Minister for Social Housing

DAY 3

Wed 28 Nov
2:45pm - 3:30pm

CLCNSW AGM

Presentation of 2017/18 Financial Reports and appointment of new CLCNSW board members

Special Event: Ghosthunter Viewing 26 Nov 2018: 6pm

All Quarterly attendees and friends are invited to attend this special screening of Ghosthunter arranged in collaboration with NACLC, Blueknot and knowmore.



Venue: Palace Centro

Synopsis: A western Sydney security guard and part-time Ghosthunter has spent two decades searching for his absent father. As a survivor of a violent childhood, he seeks to reconcile his fractured memories and reclaim his past. When his search converges with a police investigation, a horrific family secret is exposed — forcing him to face a dark legacy and its many victims.

Pre-booking essential:

<https://fan-force.com/screenings/ghosthunter-palace-central/>

27TH NOVEMBER | TUESDAY

SESSION 1

9:15AM - 10:30AM

1.1 NETWORK MEETING:

Aboriginal Legal Access Program and Aboriginal & Torres Strait Islander Rights Working Group

Convenor: Zac Armytage, ALAP Coordinator, CLCNSW

Room: 3.01

This network supports CLCs operating Aboriginal Legal Access type programs by sharing experience and knowledge.

1.2 NETWORK MEETING:

Admin/Finance Group

Convenor: Kerrith Sowden, Refugee Advice and Casework Service

Rooms: 3.02-3.03

CLC administration and finance officers share relevant systems information and associated policies.

Possible CDP*: Business Skills

1.3 NETWORK MEETING:

Domestic Violence & Victims Compensation Network

Convenors: Karen Mifsud, WLSNSW & Natalie Ross, KLC

Guest Presenter: Peta Blood A/Snr Manager, Victims Support Unit, Offender Management & Programs, Corrective Services NSW

Rooms: 3.10-3.12

The presenter will talk about the NSW Victims Register.

Possible CDP*: Substantive Law

1.4 NETWORK MEETING:

Coordinators & Directors Network

Convenor: Arlia Fleming, EECLC & Robert Pelletier MLC

Rooms: 3.07-3.09

Coordinators & Directors discuss key policy positions.

Morning Tea
10:45AM -
11:00AM

27TH NOVEMBER | TUESDAY

SESSION 2

11:00AM - 12:30PM

2.1 CLCNSW ICT PROJECT:

ICT Project Update

Facilitator: Alice Jones Rabbit CLCNSW & Rafael Mazzoldi CLCNSW

Room: 3.01

An update on the development of new online systems for CLCs in NSW, including volunteer / event / stakeholder management, online discussion, websites and e-learning capabilities.

Possible CDP*: Practice Management

2.2 PROFESSIONAL DEVELOPMENT:

Cultural Safety

Convenor: John Massa, Tenants Union of NSW

Presenters: Bibi Baba, AITB coordinator & Lee Elsdon, AITB Paralegal & Roxanne Lorenz, Arts Law Lawyer.

Rooms: 3.10-3.12

Artists in the Black (AITB) is a specialised service for Aboriginal and Torres Strait Islander artists, communities and arts organisations. It is operated by the Arts Law Centre of Australia (Arts Law), the national community legal centre for the arts. AITB will discuss their work.

Possible CDP*: Professional Skills / Ethics

2.3 NETWORK MEETING: COORDINATORS & DIRECTORS NETWORK

Facilitator: Tim Leach, CLCNSW

Rooms: 3.07-3.09

This is the follow up session from the previous network meeting.

2.4 LEGAL SERVICES : LAW REFORM PROJECT

Facilitator: Mark Riboldi, CLCNSW

Presenter: Jilly Field, Ashurst Lawyers

Rooms: 3.02-3.03

Jilly Field's presentation will cover the Law Reform project she is coordinating with Ashurst. The project centres around supporting legal assistance organisations capturing case studies and stories for use in practice development, funding and law reform submissions and advocacy.

Possible CDP*: Substantive Law

**Lunch
12:30PM -
1:15PM**

27TH NOVEMBER | TUESDAY

SESSION 3

1:15PM - 2:30PM

3.1 NETWORK MEETING:

Prisoners' Rights Working Group

Convenors: Carolyn Jones, WLSNSW; Camilla Pandolfini, PIAC.

Guest presenter: Dr Kath McFarlane, Senior Lecturer, Centre for Law and Justice, Charles Sturt University. Dr McFarlane's presentation will cover: 'Care criminalisation and its consequences'.

Rooms: 3.02-3.03

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.

Possible CDP*: Substantive Law

3.2 SERVICE SUSTAINABILITY:

Design for Justice

Presenter: Simon Goodrich [Portable.com](https://www.portable.com)

Room: 3.01

Design for Justice - insights into current design and technology developments in justice. Please see <https://www.portable.com.au/reports>

Possible CDP*: Practice Management

3.3 NETWORK MEETING:

Law Reform and Policy Network – Sector Law Reform Priorities

Convenors: Leo Patterson-Ross, TU NSW. Maria Nawaz, Kingsford Legal Centre

Facilitator: Mark Riboldi, CLCNSW

Rooms: 3.07-3.09

Continuing consultation with the sector, this session will examine suggestions for law reform from CLCs across NSW and attempt to prioritise them.

Possible CDP*: Substantive Law

3.4 NETWORK MEETING:

Employment and Discrimination Law Network

Convenors: Annette van Gent, MLC, Alexandria Robinson, SWSLC.

Guest presenter: Larissa Andelman, Barrister

Rooms: 3.10-3.12

Employment & discrimination lawyers discuss current issues in relation to employment and discrimination law.

Possible CDP*: Substantive Law

**Afternoon Tea
2:30PM - 2:45PM**

27TH NOVEMBER | TUESDAY

SESSION 4

2:45PM - 4:00PM

4.1 NETWORK MEETING:

CLC Care & Protection Network

Convenor: Kenn Clift, Intellectual Disability Rights Service

Rooms: 3.07-3.09

The care and protection network provides an opportunity for CLCs to discuss relevant care and protection practice and law reform issues.

Possible CDP*: Substantive Law

4.2: LEGAL SERVICES:

Social Security Law

Presenter: Kathryn Boyle & Danny Shaw, Welfare Rights Centre

Rooms: 3.10-3.12

An overview of Centrelink, the legal issues your clients can face and how to spot them, as well as what their options might be.

Possible CDP*: Substantive Law

4.3 SERVICE SUSTAINABILITY:

Accreditation Update

Facilitator: Laurel Draffen CLCNSW

Presenter: Meg Houston NACLC & Ingrid Rikkert CLCNSW

Rooms: 3.02-3.03

An update on the National Accreditation Scheme and changes to Accreditation 3 due to roll out in 2019.

Possible CDP*: Business Skills

4.4 SERVICE SUSTAINABILITY

Presenter: NACLC CLASS team

Room: 3.01

An update on recent CLASS features and fixes, including opportunities for questions.

Possible CDP*: Practice Management

27TH NOVEMBER | TUESDAY

SESSION 5

4:00PM - 5:00PM

5.1 CARE & PROTECTION NETWORK TRAINING

Facilitator: Kenn Clift, Intellectual Disability Rights Service.

Presenter: Susan Foley, Director Children's Court Clinic NSW

Rooms: 3.10-3.12

Susan will present on a range of issues including parenting capacity assessments and restoration.

Possible CDP*: Practice Management

5.2 SERVICE SUSTAINABILITY:

CLCNSW Governance Benchmarking Tool

4:00 – 4:30pm

Facilitator: Laurel Draffen, CLCNSW

Rooms: 3.07-3.09

CLCNSW Governance benchmarking tool – overview of this tool and how it can be used to improve a centre's governance, and sector information about governance.

4:30 – 5:00PM

WOMENS LEGAL SERVICE:

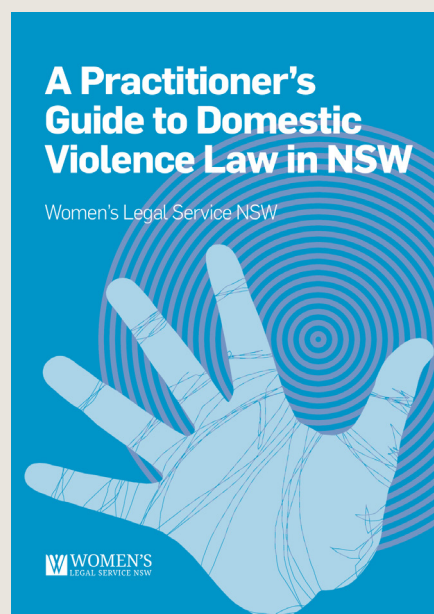
Publication Launch with Pru Goward

**NSW Minister for Family and Community Services
and Minister for Social Housing**

Rooms: 3.07-3.09

Womens Legal Service is proud to launch its newest publication:

A practitioners Guide to Domestic Violence Law in NSW
<http://www.wlsnsw.org.au/resources/dv-law-nsw/>



MOVIE EVENT GHOSTHUNTER

6:00PM SPECIAL FILM SCREENING : GHOSTHUNTER

Convenor: Kerrith Sowden, Refugee Advice and Casework Service

This special screening hosted by Blueknot Foundation, CLCNSW and knowmore includes Q&A with the producer. Pre booking of tickets is required. For further information and to book tickets <https://fan-force.com/screenings/ghosthunter-palace-central/>



28TH NOVEMBER | WEDNESDAY

SESSION 6

9:15AM - 10:45AM

6.1 NETWORK MEETING:

CLEW Network

Facilitator: Dulita Lewis, CLE Coordinator Hunter CLC

Rooms: 3.10-3.12

Two part session:

Part 1: 9:15am – 10:15am: *CLEW Group: Presentation by Legal Aid NSW – update on the national CLE project and Legal Aid CLE*

Part 2: 10:15am – 10:45am: *CLCs CLE meeting:*

CLCs-only: a chance for CLCs to provide each other with peer support and share what's working and what's not working in CLE

Possible CDP*: Professional Skills

6.2 NETWORK MEETING :

Communications Network

Convenor: Finn O'Keefe, RLC

Facilitator: Darren Smith, Communications Officer CLCNSW

Rooms: 3.02-3.03

Information, skills and knowledge sharing for people in the sector working in media, communications, digital, fundraising, IT, etc. Bring your questions and ideas.

Possible CDP*: Practice Management

6.3 NETWORK MEETING:

Family Relationships Centres / CLCs

Convenor: TBA

Room: 3.01

An opportunity to share information and practice experience to further develop the Family Relationships Centres and CLC collaboration arrangements.

6.4 COMMITTEE MEETING:

Professional Indemnity Insurance Committee (PII)

Convenors: Ali Mojtahedi, IARC

& Annette Van Gent, MLC & Hilary Kincaid, ICLC

Rooms: 3.07-3.09

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.

Possible CDP*: Practice Management

Morning Tea
10:45AM -
11:00AM

28TH NOVEMBER | WEDNESDAY

SESSION 7

11:00AM - 12:30PM

7.1 SERVICE SUSTAINABILITY:

Innovation in Volunteering

Presenter: Victor Lee, Communit eer

<https://www.communiteer.org/>

Rooms: 3.07-3.09

Victor has been the General Manager (Operations) at knowmore since its inception 5 years ago. He left knowmore earlier this year and co-founded Communit eer, a social venture that facilitates cross-sector collaboration between skilled volunteers and for-purpose organisations. He will be sharing his vision on how organisations such as CLCs can improve their operational capacity with skilled volunteers and relate back to his time in the sector.

7.2: RRR NETWORK MEETING

Convenor: Arlia Fleming, EECLC

Rooms: 3.02-3.03

This network session is open to any RRR members. The RRR roadshow 2019 will be hosted by WNSWCLC in Dubbo. This session is an opportunity to review planning guidelines and contribute ideas for program content and activities.

This session is open to attendance by workers from FVPLS providers and ALS providers.

7.3 LEGAL SERVICES DELIVERY:

Facilitator: Robert Pelletier, CEO Macarthur Legal Centre

Presenter: Prue Gregory, Principal Solicitor, knowmore

Rooms: 3.10-3.12

Update on the redress scheme for survivors of institutionalised child sex abuse

Possible CDP*: Substantive Law

**Lunch
12:30PM -
1:30PM**

28TH NOVEMBER | WEDNESDAY

SESSION 8

1:30PM - 3:30PM

8.1 QUARTERLY NETWORK ROUND UP:

1:30PM – 2:15 PM

Facilitator: Executive Director CLCNSW

Rooms: 3.07-3.09

Session/Network report back. One person from each network (and session) to provide 3 key points from each of the Quarterly

8.2 SECTOR WIDE FORUM:

2:15pm – 2:45PM

Facilitator: Executive Director CLCNSW

Rooms: 3.07-3.09

Discussion of next steps following the close of the NSW Application/Procurement process.

8.3 CLCNSW AGM:

2:45PM - 3:30 PM

Facilitator: Executive Director CLCNSW

Rooms: 3.07-3.09

Presentation of 2017/18 Financial Reports and appointment of new CLCNSW board

AGENDA:

- Acknowledgement of country
- Minutes of the last Annual General Meeting
- Board reports upon the activities of the Association during the last financial year
- Executive Director's report
- Financial report 2017-2018
- Appointment of auditors
- Election of the Board

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 on the next following pages.

CDP Requirements

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 directly 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 practice 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.

CDP Requirements

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 the materials are designed for the purpose of updating a solicitor's 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 action 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



Community Legal Centres NSW

State Office

SUITE 102, LEVEL 1
55 HOLT STREET
SURRY HILLS, NSW 2010

T: (02) 9212 7333
F: (02) 9212 7332
E: CLCNSW@CLCNSW.ORG.AU
ABN 22 149 415 148