

# Risk Management Resources Road Map

GRANT FEARY, DEPUTY DIRECTOR, LAW CLAIMS

The Society's website [www.lawsocietysa.asn.au](http://www.lawsocietysa.asn.au) contains a wealth of Risk Management information to assist practitioners. This month's Riskwatch is a brief "road map" to assist practitioners find this material.

From the Society's Homepage a click on the heading *Lawyers* will take you to the following sub-headings

- Professional Indemnity Insurance Scheme
- Operating a Legal Practice
- Publications, Guidelines & Resources
- Practitioner Support

All of the other tabs under the heading *Lawyers* (e.g. *Admission, Practising Certificates*) contain much useful information, but the *Operating a Legal Practice* tab, the *Professional Indemnity Insurance Scheme* tab, the *Practitioner Support* tab and the *Publications, Guidelines & Resources* tab are the focus of this article.

The *Operating a Legal Practice* tab contains a further tab – *Establishing a New Legal Practice* – which contains information on opening and closing to the *Practice Management Directory* and the *Small Practice Kit*.

The *Practice Management Directory* is an extensive collection of links and resources for commencing and managing your practice.

The *Small Practice Kit* (available to Members only) is the product of a great deal of hard work by the Small Practice Committee and the Ethics and Practice Unit of the Society and is a useful quick reference guide on issues that the Small Practice Committee felt were most crucial to small or sole practice.

The *Operating a Legal Practice* tab also contains the tab for *Risk Management*. Under the *Risk Management* tab can be found:

- Schedule of Limitations Dates
- Riskwatch articles (as published in the Bulletin) and
- Riskwatch News

The Schedule of Limitation Dates contains a compilation of useful time limits as contained in State and Commonwealth legislation. This Schedule is updated annually and the current version was published in November 2018.

Riskwatch articles appear monthly in the Bulletin and address current issues relating to practice and practitioner liability. The last three years' worth of articles are available through the Risk Management page, and an archive of older articles is also available.

Riskwatch News is an annual compilation of useful and interesting cases and legislation. It is prepared in January each year and relates to cases decided and legislation passed in the previous calendar year. The most recent edition – Riskwatch News 2018 – is now available.

The *Professional Indemnity Insurance* section contains, amongst other things the PII Scheme Documents, both current and historical.

Another fertile area for practitioners to explore is the *Publications, Guidelines & Resources* tab which is also on the Home page under the heading *Lawyers*.

The *Publications, Guidelines & Resources* tab brings guidelines, articles and other resources from the Society's website to one centralised and searchable location. The *Guidelines* tab (click through from the *Publications, Guidelines & Resources* screen) contains a collection of Guidelines developed by the Ethics and Practice Unit on topics including Closing Files, Handling the departure of a legal practitioner, Access to Lawyers premises, Information Barriers and more. There are also Guidelines in other areas e.g. Client Capacity, Dealing with Aboriginal clients, Anti-money laundering etc.

- The *Publications* tab (also click through from the *Publications, Guidelines & Resources* screen) contains the following
- The Bulletin

- Special Interest Newsletters – being
- InBrief
- Small Practice Newsletter (members only)
- The Last Testament (members only)
- Family Law Newsletter (members only)
- Criminal Law Newsletter (members only)

As we all know, issues surrounding costs are important and can be complex. If you click on the *Operating a Legal Practice* tab, and then the *Practice Management and Marketing* tab you will find a tab entitled *Costs Disclosure Forms and Fact Sheets*. The tab contains information regarding lawyer's duties in this regard and the Forms/Fact Sheets required to be provided to clients under the *Legal Practitioners Act 1981* (SA) including versions of those documents translated into a number of different languages.

Further information on Legal Costs is available through one of the common searches on the *Publications, Guidelines & Resources* page.

Of course, no survey of the on-line resources of the Society would be complete without mention of the Wellbeing & Resilience online programme, completion of which will give a practitioner a free MCPD point in the areas of Professional Skills or Practice Management. Also available is a Wellbeing & Resilience Guide which is a booklet devoted to keeping lawyers' bodies and minds together. These items can be found through the *Practitioner Support* tab (found on the *Lawyers* page) mentioned above.

The *Practitioner Support* tab also contains information about the Society's Law Care program, the Lawyers' Support Group, Young Lawyers Support Group and the Lawyers' Complaint Companion Service.

We encourage all practitioners to spend some time "poking around" on the Society's website to familiarise themselves with the range of useful material that is available: the resources mentioned in this article are the key Risk Management resources, and there is an enormous amount of other material also available.