

# Risk Management Programme 2018/2019

## Registration Form and Tax Invoice

The Programme is delivered by the Law Society for Law Mutual (WA).

ABN 41 434 516 549

REGISTRATION DETAILS		ENQUIRIES:	
<b>FAX:</b>	(08) 9324 8699	<b>IN PERSON:</b>	(08) 9324 8600
<b>MAIL:</b>	The Law Society of Western Australia PO Box Z5345, Perth WA 6831 (DX 173 PERTH)		The Law Society of Western Australia Level 4, 160 St Georges Terrace Perth WA 6000
<b>EMAIL:</b>	cpd@lawsocietywa.asn.au	<b>ONLINE:</b>	lawsocietywa.asn.au/cpd

PERSONAL DETAILS					
Title:	Mr	Mrs	Ms	Miss	Other (please specify)
Roll Number:				Law Society Member Number:	
First Name:				Family Name:	
Postal Address:					
Suburb:				State:	Postcode:
Phone Number:				Mobile Number:	
Email Address:					

SEMINARS (CHOOSE ONLY ONE SESSION PER SEMINAR)				
Seminar	Date	Law Mutual Insureds	Law Society Member	Non-member
<b>You're not my client; are you?</b>	Wednesday, 9 May 2018, 11.00am – 12.00pm	\$0	\$125	\$185
	Wednesday, 18 July 2018, 4.00pm – 5.00pm	\$0	\$125	\$185
	Tuesday, 30 October 2018, 9.00am – 10.00am	\$0	\$125	\$185
	Thursday, 7 February 2019, 10.00am – 11.00am	\$0	\$125	\$185
<b>Supervision &amp; Delegation</b>	Tuesday, 22 May 2018, 9.00am – 11.00am	\$98	\$180	\$250
	Wednesday, 22 August 2018, 9.00am – 11.00am	\$98	\$180	\$250
	Wednesday, 7 November 2018, 3.00pm – 5.00pm	\$98	\$180	\$250
	Wednesday, 13 February 2019, 9.00am – 11.00am	\$98	\$180	\$250
<b>Client Engagement Agreements - Planning for Success</b>	Thursday, 7 June 2018, 10.00am – 11.00am	\$0	\$125	\$185
	Wednesday, 15 August 2018, 9.00am – 10.00am	\$0	\$125	\$185
	Thursday, 25 October 2018, 2.00pm – 3.00pm	\$0	\$125	\$185
	Wednesday, 20 February 2019, 3.00pm – 4.00pm	\$0	\$125	\$185
<b>Introduction to Practice Management and Matter Management Guidelines</b>	Wednesday, 13 June 2018, 3.00pm – 5.00pm	\$0	\$180	\$250
<b>Screening new clients for Conflicts</b>	Thursday, 26 July 2018, 11.00am – 12.00pm	\$0	\$125	\$185
	Thursday, 6 September 2018, 11.00am – 12.00pm	\$0	\$125	\$185
	Thursday, 15 November 2018, 9.00am – 10.00am	\$0	\$125	\$185
	Thursday, 31 January 2019, 3.00pm – 4.00pm	\$0	\$125	\$185
<b>Matter Management Guidelines - Screening &amp; Engaging</b>	Wednesday, 8 August 2018, 3.00pm – 5.00pm	\$0	\$180	\$250
	Wednesday, 24 October 2018, 12.00pm – 2.00pm	\$0	\$180	\$250
	Thursday, 22 November 2018, 12.00pm – 2.00pm	\$0	\$180	\$250
	Tuesday, 19 February 2019, 12.00pm – 2.00pm	\$0	\$180	\$250
<b>Introduction to Risk Management - including drinks and light snacks afterwards with the YLC</b>	Wednesday, 12 September 2018, 4.00pm – 5.00pm	\$0	\$125	\$185

Law Mutual (WA) Insured practitioners are entitled to attend two hours only of Law Mutual (WA) subsidised training. After two hours of subsidised training; please complete a separate application and pay Law Society or non-member rates for any additional training. Confirmation of registration will be sent upon receipt of payment.

PAYMENT DETAILS (Please note – payment must be received prior to the event)			
Visa	Mastercard	AMEX	Cheque (Payable to 'The Law Society of Western Australia')
Card Number:	Expiry Date:		CVV Number:
Cardholder's Name:			
Cardholder's Signature:			Date:

### I have read and agree to the Terms and Conditions below

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amount Payable: \$ \_\_\_\_\_

**LAW SOCIETY OF WA (INC) COLLECTION NOTICE:** The Law Society collects the personal information contained in this form pursuant to the provisions of the *Privacy Act, 1988*, the Australian Privacy Principles/APP. The information is collected by the Law Society to enable it to deal with the matters the subject of this form and to provide its services and benefits (and the benefits and services of the Law Council of Australia) to its members and the public. Those services and benefits are set out on the Law Society's website (lawsocietywa.asn.au). If the information collected in this form is not provided, the Law Society may not be able to provide its services as effectively. Individuals who wish to access information held about them, who wish to make any complaints or who wish to obtain details about information which is disclosed by the Law Society to overseas recipients may do so by accessing the Privacy Collection Notice located on the Law Society's website or may contact the Law Society's Privacy Officer. **TERMS AND CONDITIONS:** The Law Society of Western Australia (the Law Society) reserves the right to alter this programme or presenter(s) without further notice, however the programme is intended to run as advertised. The Law Society reserves the right to cancel this activity due to insufficient numbers – registrants will be notified if this occurs and credit (seminar value) will be carried forward to a seminar of the participants choice. Cancellations will incur a \$50 fee. Cancellations or transfers must be advised at least 7 days prior to the event. Refunds will not be granted if a registrant fails to attend an event or cancels within 7 days of the activity. **USE OF PHOTOGRAPHY:** The Law Society reserves the right to use photography and filming from its events for future promotional use. Please advise a Law Society staff member at each event if you wish to opt out.