

# LANDER & ROGERS

## RISK COMMITTEE CHARTER

### Purpose

1. This Charter sets out the role, composition and operation of the Risk Committee of Lander & Rogers.
2. The Risk Committee is an internal committee reporting to the Chief Executive Partner (**CEP**).

### Role

3. The primary role of the Committee is to monitor assist and advise on firm-wide quality standards that help Landers people to manage the day-to-day risks so as to ensure compliance with their professional obligations in their practice of law.
4. The Committee is also required to monitor potential professional indemnity claims and complaints that the firm may be exposed to.
5. The Committee shall consider the firm's values, policies and relevant legal profession laws, including the [Legal Profession Uniform Law](#), [Legal Profession Act 2007](#) and [Australian Solicitor's Conduct Rules](#) in carrying out its role.
6. The CEP may also from time to time delegate other responsibilities to the Committee that the CEP believes are appropriate for consideration by the Committee and consistent with this Charter.
7. The Committee acts primarily as an advisory body to the CEP and its responsibilities are limited to oversight and making recommendations to the CEP. The Committee's actions and recommendations are subject to review and approval by the CEP.

### Composition

8. The Chair of the Committee Chair and other members of the Committee are appointed by the CEP.
9. The Committee will consist of at least seven members, with representatives from each Practice Group across different office locations.
10. The Committee may, at its discretion, invite attendance at its meetings members of the firm or external people that the Committee believes to be necessary or appropriate.
11. The members of the Committee and other attendees may not participate in deliberations of the Committee where the matter could affect their position or where they have a potential, actual or perceived conflict of interest.

### Operation

12. The Committee will meet at least three times per year or more frequently as required.

13. The Committee shall:
- (a) Develop and at least biannually review protocols for robust, firm-wide management of the risk on non-compliance with the professional laws in our practice of law (**Risk Protocols**);
  - (b) Collaborate with Practice Groups and Business Services Groups to develop and embed robust and proportionate processes that support the Risk Protocols;
  - (c) Champion compliance with the Risk Protocols;
  - (d) Provide advice and support to anyone in the firm regarding compliance with professional laws eg potential conflicts of interest, retainer terms, file transfers;
  - (e) Raise firmwide awareness of professional compliance risk issues;
  - (f) Where an issue relates to strategic client intake/continuance or a new information barrier, refer it to the CEP;
  - (g) Report at least three times per year to the CEP on all activities;
  - (h) Consider at least three times per year, the firm's register of complaints, professional indemnity claims, notifications and near misses (**Risk Register**);
  - (i) Collaborate with the People team to ensure relevant and appropriate professional compliance risk training is offered firm-wide, to mitigate future professional compliance risk; and
  - (j) Maintain a SharePoint page with relevant information.
14. The Committee shall:
- (a) Report to the CEP periodically on all matters for which the Committee has responsibility;
  - (b) Provide minutes of each Committee meeting for noting by the CEP; and
  - (c) At the request of the CEP or Board, report on matters which have been delegated to the Committee.
15. The Committee may request, as required, additional independent, professional or other advice to carry out its responsibilities, if necessary.
16. The Committee will periodically review and evaluate the performance of the Committee to determine whether it is functioning effectively by reference to its Charter and current best practice.
17. These terms of this Charter are subject to change from time to time by the CEP.

**Policy owner:** Chief Executive Partner  
**Last updated:** 11 February 2021