

# Professional Indemnity Insurance (PII) Policy - Community Legal Services

When reading this Policy, please note the use of specially defined words that appear in **bold** type. There is a list of these words in clause 45. Although the Policy defines the word “we” this word does not appear in bold type. **We draw your attention in particular to clauses printed in red.**

## Who Is Insured

1. We insure the **law practice**.
2. We also insure:
  - (a) a person who is or was a **principal** or **employee** of the **law practice**;
  - (b) a **lawyer** or paralegal who is or was carrying out or involved in **legal services** conducted with the approval of the **law practice**;
  - (c) the estate of each person referred to in clauses 2(a) and 2(b); or
  - (d) a body corporate related to the **law practice** that provides clerical, administrative or management services of the **law practice**.
3. We do not insure a body corporate that is, or is required to be, a **responsible entity**.

## What We Insure

4. We agree to indemnify the **insured** against civil liability for a **claim** that is:
  - (a) made in connection with the provision of **legal services** by the **law practice** in Australia or elsewhere; and
  - (b) first made against the **insured** during the period of insurance or that is deemed under clause 9 to have been first made during the period of insurance.
5. However, we will not indemnify the **insured** if the **claim** relates to a circumstance to which this Policy would otherwise respond which an **insured** notified to us, any other insurer or any other similar indemnity provider, before the period of insurance.

6. When we agree to indemnify the **insured** for a **claim**, our indemnity also extends to **claimant's costs** and **defence costs**.
7. We do not agree to indemnify an **insured** for any loss suffered directly by an **insured**, including arising directly or indirectly from a **cyber incident**.

## Amount Of Indemnity

8. Item 5 of the Schedule sets out the maximum amount of our indemnity for each **claim** for all **insureds**. The maximum amount includes **claimant's costs** and **defence costs** and is over and above the **excess**. The **excess** is the amount paid or payable by the **law practice** and is not indemnified under this Policy.

## Related Claims

9. All **claims** by:
  - (a) one or more claimants that arise from the same act or omission;
  - (b) one or more claimants that arise from one or more related acts or omissions;
  - (c) one or more claimants that arise from one or more acts or omissions in a number of related matters or transactions; or
  - (d) one or more claimants that arise from one matter or transactionwill be treated as a single **claim** and each will be deemed (for the purposes of this Policy and each earlier Policy issued by us to the **law practice**) to be first made during the period of insurance in which the earliest **claim** was first made or notified.

## What We Exclude From The Insurance

### 10. We will not indemnify the **insured** under this Policy when:

- (a) the **claim** arises from:
    - (i) a dispute between current or former **principals** or proposed **principals** or between current or former shareholders or directors of an incorporated legal practice;
    - (ii) the **insured's** activities that constitute auditing of financial reports under the *Corporations Act 2001* (Cth) Chapter 2M (Financial Reports & Audit);
    - (iii) any activity that constitutes the provision of a financial service under the *Corporations Act 2001* (Cth) Chapter 7 (other than an activity that constitutes a referral under the *Corporations Regulations 2001* Regulation 7.6.01(1)(e)) or that constitutes the provision of a credit facility, as defined in the *Corporations Regulations 2001*;
    - (iv) the **insured**, or a **principal**, **employee** or contractor of the **law practice**, being a director or officer of a body corporate (other than a **claim** arising from the **law practice's** provision of **legal services** through any of its directors or officers who are **lawyers**);
    - (v) failure to pay trust money or deliver trust property, or a fraudulent dealing with trust property, where the **law practice** received the money or property on trust in the course of providing **legal services** and where the failure or fraudulent dealing arises from a dishonest act of an associate of the **law practice** (as defined in the *Legal Profession Uniform Law* (NSW) section 6(1));
    - (vi) a contract other than a contract to provide **legal services**, unless liability would have attached in the absence of such contract;
    - (vii) a contract to the extent that it:
      - (A) extends the **insured's** duty beyond exercising the standard of care and skill to be reasonably expected of a **lawyer** in the circumstances; or
      - (B) increases the compensation or damages for which the **insured** are liable for breach of duty beyond the amount payable in tort or under any applicable statute;
    - (viii) a contract or transaction in which the **insured** has or had a direct or indirect financial interest other than an entitlement to receive fees for the provision of **legal services**;
  - (ix) physical loss of, or damage to, property, unless the **claim** relates to property (other than cash, negotiable securities, jewellery, precious metals and stones, art works or antiques) in the **insured's** care, custody and control for which the **law practice** is responsible to a third party in connection with the provision of **legal services**;
  - (x) death or personal injury unless the **claim** is for psychological or psychiatric injury caused by act, error or omission of the **insured** in providing **legal services**;
  - (xi) the consequences outside the control of the **insured** of a terrorist act (as defined in the *Criminal Code Act 1995* (Cth) section 100.1(1));
  - (xii) **war** except to the extent that the **insured's** liability arises, whether directly or indirectly, from an order of any government or public or local authority;
- (b) the **claim** is made against the **insured** by a person because, and only because, the person is or was the **insured's employee** or because the **insured** did not employ the person;
  - (c) the **claim** is for:
    - (i) a refund of any fee or disbursement the **insured** charge a client;
    - (ii) damages or compensation calculated by reference to any fee or disbursement the **insured** charge a client or any non-monetary consideration the **insured** receives for the provision of **legal services**;
    - (iii) payment of costs relating to a dispute about fees or disbursements the **insured** charge a client;
    - (iv) payment of a fine or civil penalty or punitive or exemplary damages;
    - (v) payment of an actual or alleged trading debt;
    - (vi) damages or compensation calculated by reference to any actual or alleged trading debt;
    - (vii) payment of costs relating to a dispute about any actual or alleged trading debt.
- For the purposes of this paragraph, 'disbursement' does not include any amount paid to a barrister or expert;
- (d) the **claim** is by a **responsible entity** in relation to which the **law practice**, or any **principal** in the **law practice**, is a related entity within the meaning of the *Corporations Act 2001* (Cth);

- (e) the **claim** is by a corporation that has issued or proposes to issue securities (within the meaning of the *Corporations Act 2001* (Cth) section 92(2)) to the public, and the **law practice**, or one or more of its directors or **principals**, controls the corporation;
- (f) the **claim** is by a **principal**, officer or **employee** of the **law practice** or by a corporation controlled by a **principal**, officer or **employee** of the **law practice** and the **claim** is in connection with the provision of **legal services** by the **law practice** to that person or corporation and that person handled or supervised any part of the provision of those **legal services**.

For the purposes of sub-clauses (e) and (f) 'control' means that the entity, or one of its directors or **principals**, has the capacity to determine the outcome of decisions about the other entity's financial or operating policies, where:

- (i) the practical influence that can be exerted (rather than the rights that can be enforced) is the issue to be considered; and
- (ii) any practice or pattern of behaviour affecting the entity's financial or operating policies is to be taken into account (even if it involves a breach of an agreement or a breach of trust);
- (g) to do so would or would potentially expose us (or any of our reinsurers) to or put us (or any of our reinsurers) in breach or potential breach of any legal, economic, political or trade sanction, prohibition or restriction in Australia, the European Union, United Kingdom or United States of America.

### We Will Reject Fraudulent Claims

- 11. We will reject a fraudulent claim for indemnity or any part of a claim for indemnity that is fraudulent.

### Claims Involving Dishonesty Or Fraud

- 12. We will not indemnify an **insured** under this Policy when the **claim** arises, whether directly or indirectly, from any dishonest or fraudulent act or omission of that **insured**.
- 13. We will not indemnify an **insured** under this Policy when the **claim** arises, whether directly or indirectly, from any dishonest or fraudulent act or omission of another **insured** and the first **insured** was knowingly connected with that dishonesty or fraud.

- 14. In establishing whether an incorporated legal practice has engaged in dishonest or fraudulent conduct for the purpose of clause 12 each director of the incorporated legal practice must have the requisite state of mind.
- 15. If we make a payment under this Policy for a **claim** which arises, whether directly or indirectly, from a dishonest or fraudulent act or omission of an **insured**, we have the right to recover payment from that **insured** and from any other **insured** knowingly connected with the dishonesty or fraud.

### When The Insured Has To Notify Us

- 16. **The insured must notify us in writing as soon as practicable of any claim made against them, even if the claim is for less than the excess.**

### The Insured Must Not Admit Liability Or Incur Costs

- 17. The **insured** agree that they will not, without our consent:
  - (a) admit liability for a **claim**;
  - (b) settle a **claim**;
  - (c) incur any costs or expenses in connection with a **claim**.

### We Have Conduct Of The Claim

- 18. The **insured** agree that:
  - (a) we have the conduct of a **claim** against the **insured**, including its investigation, defence, avoidance, reduction, or, subject to clauses 22 to 25, settlement or any appeal;
  - (b) we have the right to appoint **lawyers** to act in the conduct of the **claim**;
  - (c) we have the right to refer a **claim** to any dispute resolution process and, subject to clause 22, to settle it as part of that process; and
  - (d) we have the right to conduct the **claim** in the name of the **insured**.
- 19. If the **claim** is for less than the **excess** the **law practice**:
  - (a) may assume the conduct of the **claim** with our prior written consent and must do so within 14 days of receiving written notice from us requiring it to do so; and
  - (b) may settle the **claim** with our prior written consent.

## Duty To Co-Operate

20. **The insured agree, without charge to us, to:**
- (a) give us and any investigators and **lawyers** employed or appointed by us all information, documents and assistance we reasonably require; and
  - (b) co-operate fully with us, and any investigators and **lawyers** employed or appointed by us.
21. The **insured** further agree to waive any claim for legal professional privilege or confidentiality to the extent only that the privilege or confidentiality would otherwise prevent **lawyers** employed or appointed by us from disclosing information to us.

## Deciding Whether To Settle

22. We will not settle any **claim** against any **insured** without seeking the prior consent of that **insured**. However, if that **insured** does not accept or does not respond to our recommendation for settlement, then, at our option, either:
- (a) We may notify the **insured** that the **insured** have 14 days (or in case of urgency, a period less than 14 days) to provide consent to the settlement after which time the **insured** may assume conduct of the defence of the **claim**, the entitlement of all **insureds** to **defence costs** will cease and our liability to all **insureds** for that **claim** will be limited to the amount of the recommended settlement plus **defence costs** up to the date of the notice; or
  - (b) we may notify the **insured** that the **insured** have 14 days (or in case of urgency, a period less than 14 days) to request that an opinion be obtained from a **lawyer** under clause 35. If a request for an opinion is not made, or if an opinion is obtained and the **lawyer's** opinion is that the **claim** should be settled, in either case the **insured** will be deemed to have consented to settlement and we may settle the **claim**.

## Deciding Whether To Appeal

23. We will make a decision whether or not to appeal, and we will provide notice to the **insured** of that decision.
24. If the **insured** object to our decision regarding an appeal, the **insured** have 14 days after receiving notice of our decision within which to notify us that they require an opinion from a **lawyer** under clause 34. However, in case of urgency, we may require the **insured** to notify us within a shorter period specified by us in writing.

25. If the **insured** do not notify us under clause 24 they will be deemed to have agreed with our decision regarding an appeal.

## Payment Of Excess

26. The **law practice** agrees to pay the **excess** to us or as we direct.
27. The **excess** becomes due and payable:
- (a) if the amount shown in Item 4 of the Schedule does not refer to **defence costs**, on settlement, judgment or compensation order; or
  - (b) if the amount shown in Item 4 of the Schedule refers to **defence costs**, progressively within 28 days of receipt of a valid tax invoice for **defence costs** and the balance on judgment, compensation order or settlement if **defence costs** are less than the amount shown in the schedule.
28. The **law practice** as constituted at the time of inception of the Policy is responsible as between us and the **insured** for the payment of the **excess**.

## We May Reduce Indemnity For Costs

29. When a **claim** is in relation to a mix of matters, and we indemnify the **insured** for some but not for others, we may reduce the amount of **defence costs** and **claimant's costs** we pay to a proportion that we determine reflects an amount fairly attributable to the matters we indemnify the **insured** for having regard to the value of the proportion of the matters we indemnify the **insured** for and those we do not. We will notify the **insured** of our determination.
30. If the **insured** disagree with our determination under clause 29, the **insured** have 14 days after receiving notice of our determination to notify us that they require an opinion from a **lawyer** under clause 35 to resolve the dispute. If the **insured** do not notify us under this clause, they will be deemed to have agreed with our determination.

## Breach

31. **If an insured's breach of this Policy substantially prejudices our conduct or settlement of a claim, that insured will indemnify us to the extent that the breach has prejudiced our interests, but such indemnity does not extend where our fraud, negligence or wilful misconduct has contributed to the breach.**

## Subrogation

32. If we make a payment under this Policy, we are subrogated to all the **insureds'** rights of contribution, indemnity or recovery, without their consent. However, we will not exercise our right of subrogation against an **employee** except in the case of that person's dishonesty or criminal act or omission.
33. **The insured agree not to surrender any right to, or settle any claim for, contribution, indemnity or recovery without our prior written consent.**

## Dispute With Another Insured

34. If there is a dispute between the **law practice** or an **insured** and another person or entity for whom we issued a policy of insurance, including a Run Off Policy, and the dispute relates to a **claim**, including the notification of a **claim** or the conduct of a **claim**, the following procedure applies:
- (a) we will notify the relevant persons or entities that the dispute exists;
  - (b) we will request an opinion from a **lawyer** under clause 35.

## Lawyer's Opinion

35. The procedure for obtaining a **lawyer's** opinion is as follows:
- (a) we are both to agree on the choice of a **lawyer**; if we cannot, the President for the time being of a **law society** is to appoint a **lawyer**;
  - (b) we may each make written submissions, but not oral submissions;
  - (c) the **lawyer** will provide an opinion as an expert, not as an arbitrator;
  - (d) in the case of **defence costs**, the **lawyer** will have regard to clause 29;
  - (e) in the case of an opinion as to whether a **claim** should be settled or an appeal should be pursued the **lawyer** must take into account the legal issues in the **claim** and the future **defence costs**;
  - (f) in the case of a dispute between the **insured** and another person or entity for whom we issued a policy of insurance, including a Run Off Policy:

- (i) the **lawyer's** opinion must state:
    - (A) which, if any, of those persons or entities is likely to be held liable to the claimant (whether or not a **claim** is made against all of them by the claimant); and
    - (B) if more than one person is likely to be held liable, the proportional liability of each of them;
  - (ii) the **lawyer** is to base the opinion on what the **lawyer** believes, in their professional judgment, to be equitable and appropriate in the circumstances;
  - (g) **we share the lawyer's fee for the opinion equally.**
36. **We both agree to be bound by the lawyer's opinion.**

## No Right To Avoid Or Cancel The Policy

37. We will not cancel or avoid the Policy.

## Set Off

38. We may not set off any amount the **insured** owe us against our liability under the Policy.

## Prior Practice Determination

39. The **insured** agree that we may determine whether the **law practice** is the successor to a prior practice and we will notify the **insured** of such determination.
40. In so determining, we may have regard to one or more of the following:
- (a) the **law practice** holding itself out as the successor of the prior practice or as incorporating it where:
    - (i) the holding out can be express or implied;
    - (ii) the holding out can be contained in notepaper, business cards, form of electronic communications, publications, promotional material or otherwise, or is contained in any statement or declaration the **law practice** makes to any regulatory or taxation authority;
  - (b) the **law practice** employing, or taking on as **principals**, all or a majority of the **principals** of the prior practice;
  - (c) the **law practice** employing a majority of the **employees** previously employed by the prior practice;
  - (d) the **law practice** acquiring the goodwill, the assets, or the majority of client files of the prior practice; or assuming its liabilities;

- (e) the **law practice** adopting the name formerly used by the prior practice, or a name which substantially incorporates that name;
- (f) the **law practice** carrying on business from the premises of the prior practice;
- (g) any other relevant information that the **law practice** submits.

### Additional Premium If Required By APRA Capital Requirements

41. If the Australian Prudential Regulatory Authority (APRA) requires us to increase our capital during the period of insurance, we may require the **law practice** to pay an additional premium. Any additional premium payable by the **law practice** pursuant to this clause will be calculated only to the extent that the increase in capital is related to **law practices** whose principal place of practice is in the same State or Territory as your principal place of practice. We will calculate that additional premium in the proportion the **law practice's** premium bears to the total of all premiums payable by **law practices** we insure in the period of insurance in the same State or Territory as the principal place of practice of the **law practice**. The total of all additional premiums payable by **law practices** pursuant to this clause will not exceed the increase in capital required by APRA.

### Address For Notices To Insurer

42. The **insured** may serve any summons, notice, or process on us at the address specified in the Schedule.

### Jurisdiction For Dispute With Insurer

43. Any dispute that arises under this Policy will be subject to the laws of the State of New South Wales and the Commonwealth of Australia and to the jurisdiction of the Courts of New South Wales and any Courts of Appeal therefrom.

### Interpretation

44. In this Policy, unless the context requires otherwise:

- (a) the singular includes the plural and vice versa;
- (b) the male gender includes the female and vice versa;
- (c) where an expression is defined for the purpose of this Policy, any other grammatical form of the expression has the same meaning;

- (d) headings are merely descriptive and not an aid to interpretation;
- (e) references to an amount of money are references to that amount in Australian dollars;
- (f) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and also any subordinate legislation issued under, that legislation or legislative provision.

### Definitions

45. In this Policy, unless the context otherwise requires:

- (a) **claim** means:
  - (i) a demand for, or an assertion of a right to, compensation or damages; or
  - (ii) an intimation of an intention to seek compensation or damages; or
  - (iii) an order for costs made against an **insured** in proceedings to which that **insured** is not a party, an application for such an order, or an intimation of an intention to seek such an order;
- (b) **claimant's costs** means legal costs the **insured** has to pay to the person making a **claim** against them;
- (c) **community legal service** means a community legal service, or a complying community legal centre, or a community legal centre, as those terms are defined in the *Legal Profession Uniform Law (NSW)* or relevant equivalent legislation in the Australian State or Territory where the service operates;
- (d) **computer system** means any computer, hardware, software, communications system, electronic device (including, but not limited to smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility, owned or operated by the **insured** or any other party;
- (e) **cyber incident** means an unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any computer system, or any partial or total unavailability or failure or series of related partial or total unavailability of failures to access, process, use or operate any **computer system**;

- (f) **defence costs** means legal costs, disbursements and related expenses:
- (i) we reasonably and necessarily incur; or
  - (ii) the **law practice** incurs, with our consent, in satisfaction of its obligation to pay an **excess** in relation to a **claim** it reports to us, but does not include reimbursement of any time the **insured** spend in relation to the **claim**. (When we calculate **defence costs** we will deduct an amount equivalent to the amount of any input tax credit that the **insured** or we are entitled to **claim** for the GST component of those **defence costs**);
- (g) **employee** means a person who, at any time, is or was:
- (i) employed or similarly engaged by the **law practice** (such as a solicitor, **lawyer**, articulated clerk, paralegal, overseas qualified legal practitioner, special counsel, office or clerical staff); or
  - (ii) carrying out or involved in **legal services** conducted with the approval of the **law practice**; or
  - (iii) seconded to work in the **law practice** or seconded by the **law practice** to work elsewhere; or
  - (iv) a **lawyer** engaged by the **law practice** as a locum on a short term or fixed term basis; including in a voluntary capacity, but does not mean any independent contractor who provides legal or other services (such as auditing, advisory or consulting) to the **law practice** or to its clients;
- (h) **excess** means the amount specified in Item 4 of the Schedule and is the amount payable by the **law practice** including, if so specified in the Schedule, for **defence costs** and **claimant's costs**;
- (i) **insured** means the **law practice** and the other parties referred to in clause 2 or where the context requires any one or more of the **law practice** and the other parties referred to in clause 2;
- (j) **law practice** means the **community legal service** named in Item 2 of the Schedule and includes:
- (i) any organisation or entity referred to in clause 1;
  - (ii) a prior practice as we determine under clause 39;
- (k) **law society** means a body representing solicitors, or barristers and solicitors, in an Australian State or Territory where proceedings have been commenced against the **insured**;
- (l) **lawyer** means a person who is admitted to the legal profession in Australia and includes an Australian registered foreign lawyer;
- (m) **legal services** means work done or business transacted in the ordinary course of legal practice in a **community legal service** in Australia and includes:
- (i) services provided to clients in Australia or outside Australia; and
  - (ii) retaining a legal practitioner entitled to practice law in a foreign jurisdiction to advise on the law in that jurisdiction and services related to that advice;
- (n) **principal** means:
- (i) a *supervising legal practitioner as defined under the Legal Profession Uniform Law (NSW)* or relevant equivalent legislation in the Australian State or Territory where the service operates, or a legal practitioner who is generally responsible for the provision of **legal services** by the **law practice**; or
  - (ii) a legal practitioner director in the **law practice**;
- (o) **responsible entity** means a responsible entity of a managed investment scheme within the meaning of the *Corporations Act 2001* (Cth);
- (p) **war** means war occasioned by or happening through or in consequence of war, invasion, bombardment, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped *power*, or confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government or public or local authority;
- (q) **we** means the insurer named in Item 1 of the Schedule except when the context requires 'we' to refer to both the insurer and the **insured**.

# SCHEDULE: PROFESSIONAL INDEMNITY INSURANCE

Policy number:		
Item 1: The Insurer:	Lawcover Insurance Pty Limited ABN (15 095 082 509)	
Item 2: The <b>law practice</b> :		Law practice No:
Item 3: Period of insurance:	From 1 July 2026 to 30 June 2027, inclusive	
Item 4: <b>Excess</b> :	\$5,000 each <b>claim</b> , up to a maximum of \$25,000 for all <b>claims</b> under this Insurance Policy.	
Item 5: Maximum amount of our indemnity	\$2,000,000 each <b>claim</b>	
Item 6: Address for service:	The Claims Department Lawcover Insurance Pty Limited Level 13, 383 Kent Street SYDNEY NSW 2000	

Signed on behalf of the Insurer  
LAWCOVER INSURANCE PTY LIMITED  
ABN 15 095 082 509



Kerrie Lalich  
Chief Executive Officer

*Information correct as of February 2026*