

8:30am

Getting started

I'm in the office and checking emails. With only five emails - it should be a good day. A few of the emails are on our telecommunications upgrade project, and two newsletters commenting on recent case law developments. I look at my in tray and grab some of the priority contracts - review and amend the service contracts for the provision of cleaning services at our Townsville office, the security patrol at various RACQ locations and the security monitoring and maintenance of water appliances at our head office.



9:30am

Check up

I meet with my Executive Manager to go over my 47 active matters and discuss our strategies on the various files. After the review, he hands me two new matters. First is a project - to undertake a review of the company registers; the second is a variation to a contract.

10:00am

20 years of file history

I start work on the contract variation – these are usually pretty straight forward and I should be able to knock it over in an hour. I grab the original contracts and correspondence. Yikes! It goes back almost 20 years and there's a stack of deeds of variations for different reasons. This is going to take a lot longer than an hour. Time to start at the beginning of the 3 volumes of correspondence and amendments, and track the variations. I hope they took good notes...

12:00pm

Lunch time!

We have a canteen and coffee shop on-site so I quickly grab something to eat from there. The canteen has a nice outdoor eating area so I head onto the deck to eat my lunch.



1:00pm

Back from lunch

I arrive back from lunch and I have two voice messages: one from Travel about an urgent agreement which needs checking and one from our external lawyers on the telecommunications project. Corporate Legal outsource some matters to external lawyers when the legal issues become too technical for our library to handle, or if we need a specialist in the field. I review Travel's agreement. This one allows Travel to make guaranteed reservations with a leading hotel group. After reviewing the agreement I draft an advice to Travel.

2:00pm

Looking after Technology

I grab the next priority contract. It's a loan agreement to test a new IBM PC. I drop into the Technology Support department to chat with managers about the loan agreement, explaining my changes to the contract terms.



3:00pm

Looking after Road Services

Off to the company register to drop off some documents and undertake a quick review of the register. Along the way, I run into a manager from Road Services, he wants me to stop by on my way back. When I arrive at Road Service, I'm told by the manager that someone has been using the RACQ logo without our permission. I take some notes on what happened and the details of the offender in order to draft a cease and desist letter.

4:30pm

... and so is my voice mail!

An IT Project manager drops in to chat about the new telecommunications upgrade project. He arrived with notes and rattles off a few items. We bounce the issues around and work through them. After my meeting I find a voice message from the Executive Manager of Technology Support. I call the manager and we chat about the new RACQ Travel email signatures and any legal requirements we need to address. After my telephone conversation, I notice a new voice message from the Executive Manager of our Convergent Technologies Department saying, "The telephone providers are here and they want to talk to you. If you drop in now, you'll catch him before he leaves". Off I go again to Technology Support to meet with our current telephony equipment and services provider. We finalise the contract and everyone walks away happy – RACQ will have telephones for another year.



3:30pm

The phone is hot today!

I receive a telephone call from IT needing a non-disclosure agreement. I had just put the phone down when it rang again - Audit was wanting information on the person misusing the RACQ logo. I finish the call, and noticed an email in my inbox from our external lawyers. The email is about a technical problem with a contract of mine. They provided a good detailed advice.

5:00pm

Back to my history lesson

I arrive back at my desk and check my emails. It looks like someone is having a dispute about The Road Ahead magazine. I look over the material provided and draft an email advice to our Publishing Manager. Then it's back to unravelling the 20 year old documents and correspondence... before I know it, it's 6.00pm - I don't think I'm going to solve this one today. Time to head home.