



VICTORIAN BAR

Owen Dixon Chambers East
Level 5, 205 William Street
Melbourne Victoria 3000

Name
Address 1
Address 2
City State Postcode

By email:

Dear

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F: 03 9225 6068
E: vicbar@vicbar.com.au
www.vicbar.com.au
ABN 42 079 229 591

Indigenous Clerkship Program 2024

1. Offer of Clerkship position

The Victorian Bar Inc is pleased to offer you the position of Vacation Clerk, commencing on a date in February or March 2024 for a period of four weeks. Your clerkship will involve time at the Victorian Bar, the Federal Court of Australia, the Supreme Court of Victoria and the County Court of Victoria.

The program will commence in February 2024, with the dates for completion of the program to be set after discussion with you. At the beginning of your program, you are required to attend a short induction with the Bar office to discuss the operation of the clerkship, your responsibilities as a participant and the Bar's responsibilities to you.

Set out below are the terms upon which the position is offered to you.

2. Remuneration

The vacation clerk will be remunerated at the same rate applicable to the position as a casual employee at a Level 3 classification as prescribed by the Legal Services Award 2020. This is presently \$32.69 per hour and, multiplied by 35 hours/week totals \$1,144.15 gross per week.

The vacation clerk will be remunerated on a fortnightly basis by way of direct debit to the vacation clerk's bank account as arranged between the Victorian Bar and the Clerk upon confirmation of completion of each week of clerkship.

3. Hours of work

The hours of work will be 9.00am to 5.00pm each weekday for the period of clerkship referred to above, with an unpaid lunch break between 1.00pm and 2.00pm.



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You may choose to perform reasonable overtime (which may require an early start, reduced break during the day or extra time after 5.00pm weeknights). Your salary presumes the working of some overtime and there will be no additional payment for work performed overtime.

4. Confidentiality

As you are likely to be aware, as lawyers, we are required to keep all information derived by us in the course of undertaking our duties as lawyers, strictly confidential. This obligation will extend to you and must be strictly observed. Additionally, you must treat our personal matters in the strictest confidence. A failure to do so may result in the summary dismissal of your employment.

5. Award

All other terms and conditions are those set out in the Legal Services Award 2020. If you request a copy, we shall arrange for a copy to be provided to you.

6. Supervisors & Mentors

You will be formally supervised in your employment by the Manager, Finance and Membership, at the Victorian Bar. On the first day of your clerkship you should come to the Chambers of Tim Goodwin at Aickin Chambers, Room 1609, Level 16, 20 Queen St, Melbourne at 8.45am.

Each vacation clerk will have assigned to him or her appropriate mentors for each phase of the clerkship. The mentors will be a barrister while you are at the Victorian Bar, and a Judge and their associates while you are at the Federal Court, Supreme Court and County Court.

7. Illness

If you are ill, as soon as possible, you must contact the Manager, Finance and Membership, Tim Goodwin or Julian Murphy to let them know. If your illness occurs while you are on placement at the court, you must also contact the Associate to the Judge in chambers where you have been placed to let them know too.

If you are unable to attend due to illness, you will generally be expected to make up the time at a later date.



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8. Acceptance of Employment

If the above terms are acceptable, we ask that you sign and date the attached copy and return it to us within seven days. You should keep the original for your records.

By signing this letter, you agree to:

- The terms and conditions set out in the Letter of Employment;
- Continue to abide by the Application Procedure and the Selection Criteria; and
- Abide by the rules of the Victorian Bar so far as such can apply to a vacation clerk. The Uniform Law and Rules and Barrister's Practice Rules and Regulations that members of the Victorian Bar are subject to are available on the Bar's website, at <https://www.vicbar.com.au/public/about/uniform-law-and-conduct-rules>

If you have any questions, please contact:

Indigenous Justice Committee
Victorian Bar Inc.
Level 5, 205 William Street
Melbourne VIC 3000
03 9225 7111
Or by email to clerkships@vicbar.com.au

9. Acceptance

I agree to accept the position of employment on the terms and conditions in this letter.

Name:	
Signed:	
Date:	