



THE VICTORIAN BAR INCORPORATED

**INDIGENOUS LAW STUDENTS'
CLERKSHIP 2024**

INFORMATION BOOKLET

INTRODUCTION

OVERVIEW

The Victorian Bar offers a unique opportunity to see a side of the legal profession that is normally hidden. The Bar is offering up to six paid clerkship positions to Indigenous law students. The program operates like a vacation clerkship at solicitor firms. The Bar's program places emphasis on the tasks undertaken by barristers and judges. This work experience opportunity will be of interest to persons with an interest in considering a career in law. You do not have to have decided that you want to be a barrister.

THE 2024 PROGRAM – WHAT IS INVOLVED?

The clerkship will take place on mutually agreed dates in February and March 2024, depending on university timetables.

The clerkship involves four consecutive weeks with rotations as follows (not necessarily in this order):

- One week at the Victorian Bar;
- One week at the Federal Court of Australia;
- One week at the Supreme Court of Victoria;
- One week at the County Court of Victoria.

Although the Bar and the Courts have a firm preference for the clerkship occurring over consecutive weeks, where there are good reasons alternative arrangements may be able to be made.

Nonetheless, the weeks at the Courts should be completed in a single block (i.e. a single week at each).

At the beginning of the 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.

While at the Bar, you will be placed with a barrister. You will attend client conferences or Court as appropriate. You may be asked to do some research tasks. The main focus will be on providing you with an opportunity to observe a barrister working and to ask any questions you might have. The barrister will talk to you about the tasks that he or she is undertaking at that time.

While you are at the Supreme Court, Federal Court or County Court, you will be based in a Judge's chambers. You will attend Court with the Judge and discuss the cases that he or she is sitting on. You may be asked to do some research tasks. It is important that you maintain confidentiality of the tasks you undertake.

On completion of the clerkship, you will be:

- (a) asked to complete a questionnaire reviewing your experiences and observations throughout the clerkship; and
- (b) provided with a letter for your records setting out details of the completed clerkship.

ELIGIBILITY

Applicants who are Aboriginal and/or Torres Strait Islander and are currently enrolled in a law degree at a recognised Australian University are eligible to apply for the clerkship.

APPLICATION PROCESS

Applications are to be made by submitting the form attached in Schedule 1 to:

Manager, Finance and Membership
Victorian Bar Inc.
Level 5, 205 William Street
Melbourne VIC 3000
Or by email to clerkships@vicbar.com.au

By submitting the attached form, the applicant:

- Agrees that they meet the eligibility criteria set out above;
- Agrees to be bound by the provisions of this application and selection procedure; and
- Agrees, if accepted, to commit their time to the full four weeks of the clerkship program.

APPLICATION DEADLINE

The closing date for receipt of applications for the clerkship position is 4 December 2023.

SELECTION PROCESS

A selection panel comprised of some members of the Victorian Bar's Indigenous Justice Committee will receive and determine all applications in accordance with the criteria set out below.

ASSESSMENT OF APPLICATION

The elections process requires the consideration by the selection panel of all relevant criteria, including:

- Academic results in their legal studies at the time of the application;
- Stage reached by each applicant in his or her study;
- Interest in pursuing a career in law (including possibly at the Bar);
- Involvement in or contribution to the wider community;
- Previous legal experience; and
- Leadership qualities and overall persona characteristics of each applicant.

The selection panel may choose a "short list" of candidates and conduct an interview with each of them prior to concluding their assessment.

The decision of the selection panel will be final, and no correspondence will be entered into with any applicant except as outlined above and below.

NOTIFICATION

Upon the selection panel reaching a decision in respect of each clerkship position, the selection panel shall notify each applicant as follows:

1. Successful candidate

By email or letter enclosing a copy of the Letter of Employment (to be signed and returned to the Victorian Bar by the applicant within 7 days)

2. Unsuccessful applicant

By email or letter, thanking them for their application and informing them that their application was not successful and where appropriate, inviting them to apply again.

TERMS OF EMPLOYMENT

Each vacation clerk will be employed on the following basis:

1. Victorian Bar

The employer shall be the Victorian Bar Inc and the vacation clerk will report to and follow all such lawful directions of such person appointed by the Victorian Bar to supervise the vacation clerk as set out in the Letter of Employment.

The period of employment shall be the time specified in the Letter of Employment and the hours of employment will be from 9.00am to 5.00pm each weekday, with an unpaid lunch break between 1.00-2.00 pm.

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 \$34.58 per hour and, multiplied by 35 hours/week totals \$1,210.30 gross per week.

The vacation clerk will be remunerated on a fortnightly basis by way of direct credit 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. Confidentiality

The vacation clerk undertakes and agrees to keep confidential all such information derived by him or her in the course of undertaking his or her duties as a vacation clerk.

4. Mentors

Each vacation clerk will be assigned a mentor, being barristers who are members of the Victorian Bar's Indigenous Justice Committee, or Judges, where the vacation clerkship occurs at the Supreme, Federal or County Court.

5. Appointment binding

By signing the Letter of Employment the vacation clerk agrees to:

- The terms and conditions set out in the Letter of Employment;
- Continue to abide by this application procedure and selection criteria; and
- Abide by the rules of the Victorian Bar so far as those rules can apply to a vacation clerk.

LETTER OF EMPLOYMENT

Each vacation clerk is required to sign the Letter of Employment set out at Schedule 2 before commencing the vacation clerkship offered to him or her.

INFORMATION

Any enquiries about this application procedure and selection criteria or the vacation clerkship generally may be made to:

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

SCHEDULE 1

THE VICTORIAN BAR INDIGENOUS JUSTICE COMMITTEE

INDIGENOUS LAW STUDENTS' CLERKSHIP PROGRAM 2024

APPLICATION FORM

PERSONAL DETAILS

NAME	
ADDRESS	
TELEPHONE	
MOBILE	
EMAIL	

ACADEMIC DETAILS

UNIVERSITY	
DEGREE	
YEARS OF STUDY	
LAW SUBJECT/S COMPLETED	

INDIGENOUS BACKGROUND

Please tell us about your background as an Aboriginal and/or Torres Strait Islander (i.e. your First Nations, if you know it; where your traditional country is; family history your mob)

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INTEREST IN PRACTISING LAW

Please let us know why you think you might be interested in practising law

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AREAS OF LAW INTERESTED IN

What areas/subjects of law interest you and why

--

REFEREES

You may, if you wish, nominate a referee or referees (no more than two), who you feel are able too support your application.

REFEREE NO 1	
NAMES	
POSITION	
CONTACT DETAILS	
EMAIL	
TELEPHONE	

REFEREE NO	
NAMES	
POSITION	
CONTACT DETAILS	
EMAIL	
TELEPHONE	

DECLARATION

NAME	
SIGNATURE	
DATE	

SCHEDULE 2



VICTORIAN BAR

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

Name
Address 1
Address 2
City State Postcode

T: 03 9225 7111
F: 03 9225 6068
E: vicbar@vicbar.com.au
www.vicbar.com.au
ABN 42 079 229 591

By email:

Dear

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 \$34.58 per hour and, multiplied by 35 hours/week totals \$1,210.30 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.

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 1614, Level 16, 20 Queen St, Melbourne at 8.45am, or as otherwise directed.

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 and 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.

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:	