

**Gender Equitable Briefing Policy**

**Barrister Worksheet and Annual Report**

This document comprises a template Worksheet and Annual Report to assist barristers to comply with their reporting obligations under the Law Council of Australia’s Equitable Briefing Policy.

The Worksheet allows barristers to keep a running tally of the gender and seniority of all barristers briefed with them, the gender and seniority of all barristers recommended by them or by other barristers (if known), whether recommendations resulted in a brief (if known), and the number of barristers recommended for new matters.

At the end of the reporting period (from 1 July each year to 30 June the following year), all the reporting barrister will need to do is to compile the total numbers from each of the columns on the Worksheet and prepare an Annual Report for submission to the Law Council of Australia via its online portal by 30 September each year. The template Annual Report can be used for this purpose.

Relevant definitions used are:

“**New matter**” is a matter for which a barrister is asked to make a recommendation for the first time in the reporting year.

“**Senior barrister**” is a barrister of 10 years’ or more standing at the independent bar or who is a Queen’s Counsel or Senior Counsel and “**junior barrister**” means all other barristers.

**WORKSHEET**

**(If more than one barrister has been recommended or briefed with you, use a separate line for each such barrister)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name or Type of Matter** | **New Matter?**  **(Yes/No)** | **Recommendations made by a senior barrister (including by you if you are a senior barrister) (if known)** | | | **Recommendations made by**  **a junior barrister (including by you if you are a junior barrister) (if known)** | | | **If briefed, other barristers briefed with you** | |
|  | **Gender**  **(Female/Male)** | **Senior/**  **Junior** | **Briefed?**  **(Yes/No)** | **Gender (Female/**  **Male)** | **Senior/**  **Junior** | **Briefed? (Yes/No)** | **Gender (Female/Male)** | **Senior/**  **Junior** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**EQUITABLE BRIEFING POLICY ANNUAL REPORT**

**(Reporting period is 1 July to 30 June; report is due by 30 September)**

Barrister Name:

Senior or Junior barrister:

Reporting Period:

Report Date:

**TOTALS**

**(expressed as number of barristers)**

**Barristers briefed with you during the reporting period**

Total female senior:

Total female junior:

Total male senior:

Total male junior:

**Barristers recommended by a senior barrister (including by you if you are a senior barrister) during the reporting period**

Total female senior:

Total female junior:

Total male senior:

Total male junior:

Number briefed:

**Barristers recommended by a junior barrister (including by you if you are a junior barrister) during the reporting period**

Total female senior:

Total female junior:

Total male senior:

Total male junior:

Number briefed:

**New matters in which you or other barristers made recommendations during the reporting period**

Total number: