THE LAW SOCIETY
OF NEW SOUTH WALES

Legal Graduate Employment and Summer Clerkship Guidelines Review Statement

PART A – THE STATEMENT

1. Objective of the Statement

The objective of this Legal Graduate Employment and Summer Clerkship Guidelines Review Statement (the 'Statement') is to:

(a) set out arrangements for the establishment and operation of the Working Group referred to in the Law Society of New South Wales (the 'Law Society') Legal Graduate Employment and Summer Clerkship Guidelines (the 'Guidelines');

(b) describe the purpose for which the Working Group referred to in the Guidelines is established; and

(c) set out in brief terms the administrative arrangements for the functioning of the Working Group referred to in the Guidelines.

2. Statement Not Legally Binding

The Statement does not constitute or reflect a legally binding agreement between parties.

PART B – THE WORKING GROUP

1. Establishment of the Working Group

1.1 The Law Society will by the written direction of the Chief Executive Officer establish a Working Group for the purposes of the Guidelines (the 'Working Group').

1.2 The Working Group will comprise a representative of the Law Society, a representative of each of the law firms (which term includes government legal offices) whose names are set out in Schedule B to the Guidelines (the 'Law Firms') and each of the legal education providers whose names are set out in Schedule C to the Guidelines (the 'Legal Education Providers').

1.3 The Law Society, each Law Firm and each Legal Education Provider are each a 'member' of the Working Group.

2. Appointment to the Working Group

2.1 The Law Society will invite:

(a) the Law Firms; and

(b) the Legal Education Providers

to each appoint one (1) representative to be that member's representative, in accordance with the Statement, to the Working Group.

2.2 A Law Firm or a Legal Education Provider may choose not to appoint a representative to the Working Group.

2.3 A Law Firm or a Legal Education Provider may change its representative from time to time by notice to the Law Society in writing.

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3. Purpose of the Working Group

The purpose of the Working Group is to be a forum for dialogue between the Law Society, Law Firms and Legal Education Providers concerning the content and operation of the Guidelines, including:

(a) to review annually the Guidelines and provide comment as to their terms, for consideration by the Law Society; and

(b) to provide information to the Law Society to inform it concerning the framing of the key recruitment dates set out in Schedule A to the Guidelines.

4. Working Group Advisory Only

The Working Group is established only as an advisory body for the purpose of providing information and comment in respect of the Guidelines to the Law Society which retains sole discretion concerning the terms of the Guidelines and their operation.

5. Confidentiality

Information provided to or exchanged between members of the Working Group for the purposes of the Working Group will be kept confidential and may not be disclosed, except as required by law.

6. Administration

6.1 Chairperson

(a) The chairperson of the Working Group will be appointed by the Chief Executive Officer of the Law Society in writing.

(b) The role of the chairperson is to:

(i) determine the agenda for meetings of the Working Group taking into account any request or comment made by a member to the chairperson in writing;

(ii) chair meetings of the Working Group and take reasonable steps to facilitate the proper functioning of the Working Group;

(iii) take reasonable steps to advise the Law Society of the Working Group's recommendations on matters falling within the Working Group's objectives;

(iv) take necessary steps to cause the minutes of each meeting of the Working Group to be recorded and retained;

(v) review and sign the minutes of each meeting of the Working Group; and

(vi) provide a copy of the minutes to each member of the Working Group.

6.2 Frequency of Meetings

(a) The Working Group will hold at least one (1) meeting in each calendar year and such additional meetings as are directed by the chairperson.

(b) A member of the Working Group may request the chairperson to convene a meeting of the Working Group in addition to any meeting called at the volition of the chairperson.

(c) Members will be given at least two (2) weeks' written notice (which may include email notification) of any meeting.

6.3 Attendance by Non-Members

(a) The Working Group may invite non-members to attend any meeting of the Working Group.

(b) Non-members have no voting rights and may be requested to withdraw from all or any part of a meeting of the Working Group.

6.4 Meetings Other than in Person

Where deemed appropriate by the chairperson of the Working Group, meetings and subsequent recommendations may be dealt with by way of written resolution or conference call or other electronic means or audio or audio/visual communication.

6.5 Quorum

A quorum for a meeting of the Working Group is one third (rounded up to the nearest whole number) of the members of the Working Group appointed for the time being.

6.6 Voting

In relation to matters which are put to a vote of the Working Group, each member will have one (1) vote.

6.7 Place of Meetings

Meetings of the Working Group will take place at the premises of the Law Society at 170 Phillip Street, Sydney unless another venue in the Sydney CBD is notified by the Law Society to the members of the Working Group.