

ORBIT

FLEXIBLE LAW AT ITS BEST

WHO ARE WE?

Orbit is about working differently.

Orbit is a Corrs Chambers Westgarth business and a flexible resourcing solution to respond to the needs of business and lawyers.

We provide experienced, high calibre lawyers the opportunity to work flexibly on contract assignments.

You have the opportunity to join a team of outstanding lawyers who desire greater variety, choice and control of when and where they work. It's about choosing interesting and diverse assignments across different working environments that fit with your career choices and lifestyle.

With access to learning and development programs developed by Corrs Chambers Westgarth - a world class premium independent law firm - your ongoing professional development will also continue to grow.

WHO ARE WE LOOKING FOR?

We need lawyers who are committed to providing high quality legal advice and creative business solutions for our clients. You are the type of person who can work without some of the structure of traditional private practice and can quickly integrate into our clients' legal teams.

We invite lawyers who hold a current and unrestricted practising certificate in Australia to consider joining us.

Ideally you will have experience in a top-tier commercial firm (including secondment experience) or have worked in leading in-house legal teams. You must have strong technical skills and be ready to work in a new and innovative way.

We are seeking general commercial lawyers and candidates who have experience in commercial fields of law such as Corporate Advisory, Banking and Finance, Intellectual Property, Technology, Competition, Litigation, Workplace Relations, Property and Construction.

ORBIT LAWYER GUIDE



ORBIT

A Corrs Group Business

HOW CAN YOU JOIN?

To register your interest in joining Orbit simply contact any member of the Orbit team. Our interview and selection process then gives you the opportunity to understand Orbit in more detail and what joining our panel of contract lawyers might mean for you.

Once you've successfully joined Orbit, we will keep in touch with you about contract assignments that best suit your requirements and experience. Our assignments range in nature and duration.

ORBIT PUTS YOU IN CONTROL

All lawyers are independent contractor with their own incorporated or unincorporated legal practice. This puts you in control of when and how you work.

This guide is intended to provide you with some useful information about how to establish your own independent legal practice. Please note that this guide is not an exhaustive list of information that you need to consider. We recommend that you seek independent advice.

WHAT TYPE OF PRACTISING CERTIFICATE DO I NEED?

As an independent contractor you will need to have an **unrestricted principal practising certificate**.

To obtain an unrestricted principal practising certificate you must have completed your period of supervised legal practice (usually two years). After two years of continuous full-time supervision (or part-time equivalent) on a restricted practising certificate, you can apply to have this condition removed. For information on the application process please contact your local law society.

You will be responsible for the renewal of your practising certificate on an annual basis. Practising certificates are valid from 1 July to 30 June each year.

BECOMING AN INCORPORATED LEGAL PRACTICE

Setting up an incorporated legal practice is relatively straightforward.

You should consider obtaining financial and/or legal advice concerning the provision of legal services through a corporation. Often, the simplest option is to appoint an accountant to handle both the set up and administration of your company. This will include preparing accounts, filing tax returns and managing your invoicing.

Below are links to information guides on the commencement, practice and compliance requirements of an incorporated legal practice.

Law Society	Useful links
Law Society of New South Wales	https://bit.ly/2KATzE8
Legal Services Board Victoria	https://bit.ly/2P7oAhu
Queensland Law Society	https://bit.ly/2XdW19W (You must be a member of the QLS to access this kit)
Legal Practice Board of Western Australia	https://bit.ly/2Uf6M5e

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WHAT IF I HAVE AN UNINCORPORATED LEGAL PRACTICE?

We also work with lawyers who have an unincorporated legal practice/sole practitioners.

Orbit is classified as a labour-hire firm for the purposes of Australian tax laws. This means that notwithstanding that you are engaging with Orbit as an independent contractor, because you are engaging with Orbit as an individual, Orbit is required to withhold PAYG tax instalments and to pay superannuation contributions to your nominated superannuation fund from payments we would make to you in the same way as if you were an employee receiving a salary.

As these payments are already subject to tax payments being withheld, the supply of your services would not be a taxable supply for GST purposes and you are therefore not able to include GST in your invoices to Orbit.

The ATO website provides additional background pertaining to these requirements:

<https://bit.ly/313Haga>

INSURANCE

In order to establish an independent legal practice, you are required to take out a personal professional indemnity insurance policy.

It is important that you enter into a statutory scheme to limit your liability to a capped amount (ie the amount of your professional indemnity insurance cover). These schemes are state based and created under Professional Standards legislation operating in each state and territory.

Limited liability schemes create a ceiling on damages that can be recovered by a plaintiff in a negligence action taken against a member of the scheme. You will have insurance of \$2 million obtained through the relevant state compulsory professional indemnity insurer as a prerequisite to being granted a practising certificate. If, however, you were sued for more than \$2 million you would be exposed to serious financial risk. This scheme provides protection by seeking to limit the damages that can be awarded against you as a member of a limited liability scheme to \$1.5 million.

Detailed information on the process for becoming a member of the relevant scheme is contained in the links set out in the table **below**.

Law Society	Useful links
Law Society of New South Wales	https://bit.ly/2WLEoNa https://bit.ly/2P9DeF2
Legal Services Board Victoria	https://bit.ly/2XfX58t https://bit.ly/2XmnJNb
Queensland Law Society	https://bit.ly/1V0daeM https://bit.ly/2lw3esZ
Legal Practice Board of Western Australia	https://bit.ly/2liG4qN https://bit.ly/2qSqGH4

CONTRACTOR AGREEMENT

To join Orbit you will need to sign a contractor agreement. Each offer of work that you accept will be treated as a separate assignment and the specific arrangements relating to that particular assignment will be confirmed in writing.

CAN I WORK FOR OTHER CLIENTS?

Just as Orbit is not obliged to guarantee you any work, you are not obliged to accept work offered by us or to work exclusively for us. You will have the option to accept or decline any proposed assignment.

You can work for other organisations between assignments but will be required to disclose any potential conflict of interest that may arise in respect of a specific assignment prior to accepting that assignment.

HOW WILL I BE PAID AS A CONTRACT LAWYER?

We will agree a daily or hourly rate that is appropriate to the work offered, rather than to your personal skills and experience. Or we might agree a fixed fee for specific pieces of work. The agreed rate for one assignment will not affect the rates of later assignments.

You will be paid monthly upon submitting an invoice to Orbit. You will submit an invoice for your work to Orbit according to how much work you have done.

As a contractor you are only paid for work that you have done and not for any days you do not work. Your rate will reflect this.

You will be personally liable for the payment of taxes, superannuation, all types of leave and any insurances. You are also responsible for the costs of operating your business.

WILL I HAVE ACCESS TO TRAINING AND DEVELOPMENT SESSIONS?

In order to maintain your practising certificate and stay up to date on critical technical and legal knowledge, you will need to undertake continuing professional development (CPD) activities during each CPD year and attend training at your own expense to accumulate CPD points.

Orbit lawyers are also provided with access to CPD opportunities through Corrs Chambers Westgarth.

WANT TO KNOW MORE?

To discuss how you can join Orbit, please contact:

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