

# ORBIT

## A NEW FRONTIER

A flexible resourcing  
solution to respond to  
the needs of business  
and lawyers

## Who are we?

Orbit is about working differently.

Orbit is a Corrs Chambers Westgarth business that provides experienced, high calibre lawyers the opportunity to work on flexible interim arrangements.

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 that fit with your lifestyle.

Further, with access to learning and development programs developed by Corrs Chambers Westgarth - a world class premium independent law firm - your professional development will 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 clients. You will be the type of person who can work without some of the structure of traditional private practice and can quickly integrate into our client's legal teams for short periods of time.

We invite lawyers who qualify for an unrestricted practising certificate in Australia to join Orbit.

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

Most of our clients and placements are based in Sydney, Melbourne, Brisbane and Perth.

## How can you join?

To register your interest in joining Orbit visit [www.orbitlegal.com.au](http://www.orbitlegal.com.au) and select the Recruitment page, where you will be able to complete an initial form and upload your CV.

Our selection process gives you the chance to understand Orbit and what joining our panel would mean for you.

Once you've successfully joined our panel of contract lawyers, we will keep in touch with you about contract assignments which suit your needs and experience. These assignments will range in nature and duration.

## Orbit puts you in control

All Orbit contract lawyers are self-employed. Rather than being employed by Orbit or Corrs Chambers Westgarth, you will be an independent contractor with your own incorporated 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 self-employment, what is involved and how you can go about it.

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 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

As an independent contractor, you will be required to set up an incorporated legal practice. Orbit then contracts with your incorporated legal practice.

Setting up an incorporated legal practice is straightforward provided you have the required information. 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	<a href="#">General Notes</a> <a href="#">Law Practice Corporation checklist</a>
Legal Services Board Victoria	<a href="#">ILP Information Kit (Victoria)</a>
Queensland Law Society	<a href="#">Information Kit for Incorporated Legal Practices</a> (You must be a member of the QLS to access this kit)
Legal Practice Board of Western Australia	<a href="#">Notice of a Corporation's Intention to Provide Legal Services in Western Australia</a>

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 they can manage your invoicing.

## Insurance

As an independent contractor, 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 of the states in which Orbit operates.

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.

To participate in a limited liability scheme, you must first become a member of the relevant state Law Society or Institute.

You also need to be sure you comply with the requirements for participating in the relevant state scheme. For example, members of the scheme need to disclose their limited liability status. Non-disclosure is an offence under the various state Professional Standards legislation. 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	<a href="#">Solicitor Membership application form</a> <a href="#">Guide to the Limitation of Liability Scheme</a> <a href="#">Scheme application form</a>
Law Institute of Victoria	<a href="#">Incorporated Legal Practice Membership application form</a> <a href="#">Scheme application form</a> <a href="#">Limitation of Liability Scheme FAQ</a>
Queensland Law Society	<a href="#">Membership application form</a> <a href="#">Limitation of Liability Scheme – guide, summary and application form</a>
Law Society of Western Australia	<a href="#">Incorporated Legal Practice Membership application form</a> <a href="#">Guide to the Limitation of Liability Scheme</a> <a href="#">Scheme application form</a> <a href="#">Limitation of Liability Scheme FAQ</a>

## Contractor agreement

You will need to sign the Orbit contractor agreement to join Orbit. Each offer of work that you accept will be treated as a separate assignment and the specific arrangements relating to that assignment will be confirmed in writing. These include for example the place of work and the hours of work (these will depend on the nature of the work and deadlines).

## Can I work for other clients?

Just as Orbit is not obliged to guarantee you any work, you are not obliged either to accept all work offered or to work exclusively for us. You will have the option to accept or decline a piece of work.

You can work for other organisations between assignments. However you will be required to notify Orbit of any potential conflict of interest that may arise in respect of a particular assignment prior to accepting that assignment.

## How will I be paid as a contract lawyer?

We will agree a daily or half daily 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.

To be paid you must:

- carry out any work on time and to the satisfaction of the client;
- arrange for accurate time-sheets to be authorised by the client each week;
- submit the client authorised time-sheet to Orbit by a fixed date each week; and
- submit an invoice for your work to Orbit.

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.

Orbit will reimburse you for any reasonable expenses during assignments that have been approved by the client. You must provide the appropriate valid tax invoices and receipts.

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 will also be provided with access to CPD opportunities through Corrs Chambers Westgarth.

## Want to know more?

To discuss how you can join Orbit, please contact:

### **Adelaide Wilkinson**

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To register your interest visit [www.orbitlegal.com.au](http://www.orbitlegal.com.au) and select the Recruitment page, where you will be able to complete an initial form and upload your CV.

# Lawyer Guide