

**Gender Equitable Briefing Policy**

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| **Barrister Worksheet and Report Templates**  The Worksheet below allows a barrister who has adopted the Policy to keep a running tally of the gender and experience level of each of those barristers briefed with them, the gender and experience level of each barrister recommended for all recommendations of barristers made, whether each recommendation resulted in a brief and the number of barristers recommended in new matters. The first two entries on the Worksheet are completed as examples.  At the end of the reporting year (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 from the Worksheet and to prepare the Report below for submission to the NSW Bar Association by 30 September each year.  Relevant definitions used are:  “**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.  “**New matter**” is defined as a matter for which a barrister is asked to make a recommendation for the first time in the reporting year.  **WORKSHEET** | | | | | | | |  |
|  |  |  | |  |  |  |  |  |
| **Date** | **Matter Type** | **Briefs With You** | | | **Recommendations** | | | |
| **Female/**  **Male** | **Senior/**  **Junior** | | **Female/**  **Male** | **Senior/**  **Junior** | **Briefed**  **Yes/No** | **New Matter**  **Yes/No** |
| 1.1.17 | Commercial | F | J | |  |  |  |  |
| 31.1.17 | Criminal |  |  | | M | S | Y | N |
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**REPORT**

**Barrister Name:**

**Reporting Period:**

**Report Date:**

**TOTALS (expressed as number of barristers)**

**Briefs With You**

**Total female senior:**

**Total female junior:**

**Total male senior:**

**Total male junior:**

**Recommendations**

**Total female senior:**

**Total female junior:**

**Total male senior:**

**Total male junior:**

**Briefed (if known)**

**New matters:**