



AUSTRALIAN  
Judges' Associates HANDBOOK

2004



Australian Law  
Students' Association



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*THE HONOURABLE CHIEF  
JUSTICE MICHAEL BLACK AC*

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I was very pleased to be asked to introduce this inaugural publication of the Judges' Associates Handbook by the Australian Law Students' Association because a judge's associate plays an important role in the administration of justice and the importance and value of an associate's work should be more widely known amongst those who will soon graduate in law. The duties undertaken by a judge's associate will of course vary according to the jurisdiction in which the judge sits. The associate to a judge of a District or County Court may spend many days assisting the judge in the conduct of criminal trials. The trials may be in country areas and the associate may get a special insight into life in parts of Australia with which he or she may not be familiar.

The work of an associate to a Supreme Court judge may also involve criminal trials, generally those of a very serious nature. However in some Supreme Courts the associate is more likely to be involved in civil trials including interesting commercial cases. All associates can expect to undertake research into points of law and this will form a large part of the work of associates to members of appellate courts. In the Federal Court, an associate is also likely to undertake a wide variety of work, ranging from assisting in the management of the judge's docket and trial work, to undertaking research for cases heard by the judge in the Court's wide appellate jurisdiction. In whatever jurisdiction the judge sits, the associate stands to gain much benefit from working closely with a judge in the daily work of the courts, from seeing at close hand how cases are conducted, from observing arguments that are persuasive and those that are not and from noting how experienced advocates present their cases. I should stress that the benefits go both ways; from the judge's viewpoint, an associate has much to contribute and a good associate is seen as a great asset. I hope that the 2004 Judges' Associates Handbook has a wide audience and that the information it provides will encourage many more law graduates to consider an associateship in one of Australia's courts as a rewarding and valuable experience in their career in the law.

MICHAEL BLACK  
Chambers of the Chief Justice

|   |    |
|---|----|
| Introduction.....                             | 3  |
| So, what exactly is a judges associate? ..... | 4  |
| The role of an associate.....                 | 7  |
| How to apply for an associateship .....       | 10 |
| Two perspectives from the bench .....         | 13 |
| Application process for each court.....       | 17 |

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- The Editor would also like to thank Mr Ivan Rubinstein (2003/2004 ALSA President) for his guidance and proofreading.

The Australian Law Students' Association, in conjunction with LexisNexis Butterworths, is very pleased to present the inaugural Judges' Associates Handbook. The overall aim of this publication is to better inform graduating law students about the role of a judge's associate and to provide ready access to the contact details of those courts who are actively seeking new associates. I certainly hope that the publication goes some way to achieving this.

Having been a judge's associate myself for twelve months now, I can attest that the day-to-day role of an associate is indeed varied but always interesting and challenging. There are few words that can aptly describe how invaluable it is to watch a learned member of the judiciary go about their public duty on a daily basis and to interact with them as a valued member of their team. I can certainly recommend the job to anyone who is considering making the practice of the law their profession, and in particular to those who fancy themselves as court room advocates!

If you have any comments about the format or contents of the Handbook, I would be interested to receive your feedback at <lsd\_editor@alsa.asn.au>.

We hope that you will find the Handbook useful. Best of luck!

Michael Knapp  
2004 Law Student Directory Editor  
(Associate to His Honour M Shanahan DCJ)



# so, what exactly is a judge's associate?

STEPHANIE HACK

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***Stephanie is a Legal Officer at Legal Aid Queensland. Here she reflects on her experience as an Associate to a District Court judge.***

A social function on any given Saturday. Two people meet for the first time.

Random partygoer: "So, what do you do?"

Associate: "Oh..., well, I work as a judge's associate"

Random partygoer: "Oh, right." (Long, contemplative pause). "So, what exactly do you do?"

Associate: "Well, I basically cater to the every whim of a middle-aged member of the Judiciary..."

(Shocked partygoer makes a hasty retreat; associate curses the inexplicable mystique of her position).

Yes, I've been there. And as everyone who has ever held the illustrious title of "Associate to His/Her Honour Judge..." will tell you, it is surprisingly hard to explain what is involved in working as a judge's associate. Nevertheless, for the benefit of those nearing the end of their degree and looking for options I will try.

My story begins on George Street, Brisbane. Three important entities exist in a big U-shaped building with a leafy green courtyard. They are the Queensland District Court, the Supreme Court of Queensland, and the Queensland Court of Appeal. My position as an associate in the Queensland District Court was my first job after graduating from law school and I can say, with absolute certainty, that I loved almost every minute of it. The Queensland District Court comprises of 35 judges located all over Queensland, with the majority based in Brisbane. The jurisdiction of the court is determined by statute, but the basic sittings are in crime, civil and applications. Some judges also have special commissions in different courts and tribunals – for example my judge was a member of the Planning and Environment Court and about a third of our time was spent in that jurisdiction.

An associate's job is hard to define, as every associate's job is different. Each judge works in a different way, and accordingly, the tasks of their associate will differ too. However, as a guide, a District Court associate's tasks can be divided into three principal areas: court work, research, and administration. Whenever the judge sits in court (which is usually most of the time) the associate also sits in court, just in front of the judge. The associate will typically have specific court duties to attend to, including the ever popular "How do you plead, guilty or not guilty?". In addition, associates need to be aware of what is going on in a legal sense so that they can do any follow up work for the judge out of court.

Often there are significant points of law which the judge will have to consider, either immediately as you adjourn from court or over a short period of time as the judgment

is written. This invariably means the associate will need to be able to complete research for the judge. Topics range from small issues concerning the law of evidence and procedure (i.e. should a photo board used to identify an accused person be admitted as evidence?), to huge and unwieldy explorations into the murky world of English planning law. Other tasks that I completed included looking into the mating habits of a variety of bird species found in Brisbane's western suburbs, and I also prepared a mock booklet to be given to jurors in criminal trials explaining some of the basics of the legal system. You quickly find that (warning: massive but true cliché ahead) the research you were forced to do for university assignments becomes infinitely more exciting when you know the end result will be published in a hardcover law report!

Then there is the "administrivia". As an associate you are responsible for organising your judge's work life. The stream of organisational tasks (and thousands of accompanying government forms) is never-ending. Tasks include booking motel rooms, organising your judge's schedule, typing memos, talking to listings staff about bringing a matter on before the judge, and more. It tends to be quite mundane, but I guarantee that after doing the job for a year you'll have the organisational skills of a human Filofax.

**"I guarantee that after doing the job for a year you'll have the organisational skills of a human Filofax."**

The other important part of working in the District Court is that most of the judges do at least 12 weeks per year of "circuit". This means the judge and their associate travel to one of the regional centres in which the court sits and hears matters for usually two weeks at a time. Circuit is

simultaneously one of the most stressful and enjoyable parts of an associate's job. It is difficult to recreate the judge's chambers in, for example, downtown Weipa; not only do you not have a computer, but the man at the general store may laugh or look perplexed when you ask for a skinny latte to calm your nerves. On the up side, circuit provides a chance to see places which, although not terribly exotic, are places that you wouldn't otherwise see. For example, I've visited Roma, Maryborough, and a variety of Aboriginal communities in Cape York. Not only are they great places to visit but the people you'll find in country towns are consistently kind, helpful, and a joy to meet. So the moral of the circuit experience is: no pain, no gain.

Having taken you on a brief stroll through the world of an associate I've now reached the most important and, in my opinion, best part of being a judge's associate: you get to work with a judge. Most associates engage in what is commonly called "judge worship", and I am no different. I absolutely love my judge (note the possessive pronoun). It is a privilege to work closely with a member of the judiciary: not because

of their title, but because of what you can learn from them. Moreover it is a very unique relationship. Due to their position, judges cannot have contact with members of the public which means their associate is basically the only person they will see and speak to during the day outside of court. You travel together, have dinner (and breakfast, and lunch) together, share court gossip, and discuss a variety of issues, ranging from weighty issues such as recent changes to sentencing procedure in Queensland to the not-so-weighty issues, such as the relative merits of pin-striped versus plain suits. Also, in most cases a judge will keep in contact with his or her previous associates and be available to give advice when needed, or just catch up for coffee!

I would strongly encourage everyone, including those committed to a career in anything but the law, to explore the possibility of working as an associate. If you want to be a solicitor or a barrister it is a fantastic way to see how things work from the inside. If you don't want to be a lawyer, it is still an excellent job to try, simply because of the wide range of work you will undertake, the skills you will develop, and the people you will meet. Moreover, it is the perfect job for someone who hasn't yet worked out what they want to do and needs a year or two to figure it out!





*Joe has been Associate to Justice Spender on the Federal Court, and two District Court judges: Senior Judge Skoien and Judge Boyce. He now practices as a barrister.*

The title “judge’s associate” is almost as nondescript as “consultant”. Many people, even within the legal profession, are unaware of what an associateship entails. Unfortunately there is no definitive answer. In short the position is akin to that of a private secretary. The role can vary widely from court to court and indeed from judge to judge. However, there are four functions that are common to the role of an associate no matter the court or the judge; legal, research, administrative and personal.

## ***Legal Function***

In the Criminal jurisdiction it is the associate who arraigns the accused (“...how do you plead, guilty or not guilty”), empanels the jury and takes the verdict. The associate is also responsible for keeping any exhibits that are tendered. These can range from weapons, drugs or clothing in criminal cases to aerial photographs and expert reports in jurisdictions such as Planning & Environment or Local Government Courts. A fire hydrant has sat in the corner of one Planning & Environment Court for years. It is a silent testament to an associate who didn’t keep track of their exhibits!

In appellate or civil proceedings, case reviews, directions or applications (as they are variously called) and judgments the associate is responsible for calling the name of each matter before it is heard. While Court is in session only the associate and bailiff (or court officer) are allowed to move around the body of the court. As such, when a bailiff is absent from court the associate is also responsible for the running of the court and may be required to swear witness, hand up documents or open and close the court.

## ***Administrative Function***

Back in chambers the role of an associate can range from the mundane to the exciting. Even if a judge has a tipstaff or personal assistant it is difficult to avoid tasks such as running errands, doing banking, playing chauffeur, answering the phone and making tea or coffee. I have known associates who have had to shop for goldfish, take sick dogs to the vet, cover books in contact and return faulty toasters.

Conversing with legal representatives is a task all associates will have to do. It should always be understood that when associates speak in this capacity they are doing so on behalf of the judge. Practitioners should also understand that when conversing with associate they are taken to be speaking to the judge, through the associate.

Associates have administrative duties like any other office job. One duty that seems to be universal is keeping the judge’s diary. There is also a variety of paperwork to be

done. Paperwork may relate to court proceedings, such as maintaining exhibit or jury lists or endorsing orders, or it may relate to the judge's travel, car or library subscriptions. Judges will often have their associate do personal chores such as banking, medical rebates, and booking restaurants or arranging other social occasions. One associate this year had to spend the first few hours of his day phoning to secure Rugby World Cup tickets. So be prepared for this, and try to enjoy it while you can!

### **Research Function**

The amount of legal research involved in an associate's job depends very much on the judge. Some have their associates write draft judgments; some require a constant production of memos on particular points of law. I knew one associate who spent 80% of his time collating statistical data for his judge on a particular court and another who spent an inordinate amount of time trawling through 19th century English cases.

Some judges like to discuss cases with their associates and expect them to have read all the material and be familiar with both the facts and the law. Some never discuss cases at all. The only legal research that one associate was required to do was fetch books from the library. Another had a research memo they had prepared on their first day used in an ex-tempore judgement of a five judge bench of the Full Federal Court. It all depends on the judge.

### **Personal Function**

The personal function of an associate is to be discrete and trustworthy. No matter what court or for which judge, all will demand a high level of both. This was the focus of judicial comment in *Hurley v Macdonald's Australia Ltd* (2000) 101 FCR 570 at par 59. The case involved an associate leaving employment of a judge half way through a long trial and taking up a position with the solicitors who acted for the respondent.

All associates will work in close quarters with their judges, usually in adjacent chambers. Thus it is essential to have a good working relationship. Some courts, such as the District/County or Federal Courts will involve a degree of travel. This means the associate and judge will spend a lot of time together both in and outside of working hours. Associates have to be prepared to put up with some level of unwarranted criticism or ill temper. It goes with the territory and persons who are thin-skinned need not apply. Judges are obliged to show some level of courtesy in court and never make comments to the media. Often it is only once they are out of court and behind closed doors that they can vent their emotions. A bit like the old adage that when you have a bad day you go home and kick the dog, sometimes, when a judge has a bad day they go back to chambers and kick the associate, so to speak.

All judges, without exception, have some idiosyncrasies that an associate must accept. Judges may be inveterate chatters, frustrated comedians who expect a receptive audience or prone to cranky outbursts.

They may be pedantic about how their coffee is made, or obsess over using a particular chair in court. The role of an associate is to fit into whatever grove the judge has organised for their chambers.

### ***Conclusion***

There are many well-known barristers and judges in Australia who have been associates. Two High Court Justices began their legal careers as associates in the High Court. Both Justices McTiernan and Aickin were associates to Justice Rich and Chief Justice Dixon respectively. In fact Justice McTiernan was elevated to the High Court while Rich was still a member of its bench. Another of Sir Owen Dixon's associates is John Merralls QC, the General Editor of the Commonwealth Law Reports. Justice Williams of the Queensland Court of Appeal, Justice James Douglas of the Queensland Supreme Court and David Jackson QC of Sydney were associate to Chief Justice Sir Harry Gibbs. Justice Kenny of the Federal Court was associate to Justice Stephen of the High Court. Justice Atkinson and Mr Justice Chesterman of the Queensland Supreme Court were associates to Sir Gerard Brennan Chief Justice of the High Court and Sir Charles Wanstall Chief Justice of Queensland respectively. Sir Gerard Brennan was an associate himself, to Mr Justice Townley of the Queensland Supreme Court and Judge Boulton of the Queensland District Court was associate to Justice James Archibald Douglas of the Queensland Supreme Court in the same chambers in which he is now a judge.

The position of an associate has a long and honourable tradition. To what extent an associateship will contain the common features outlined above depends on the court and the judge. Like any job it is as rewarding as you want to make it. However unlike most jobs, it is an opportunity to see the works of a poorly understood part of the Australian legal landscape, the judiciary.



# how to apply for an associateship

BY BENJAMIN DOYLE

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*Ben is currently an Associate to His Honour Chief Justice M Gleeson AC of the High Court of Australia.*

Undertaking an associateship is an extremely valuable experience for lawyers of almost all persuasions. An associateship is not simply a job for those planning to go to the bar. The skills you learn are applicable in a wide range of areas of practice. Apart from observing advocacy on a regular basis you will gain an appreciation of procedure, become aware of the importance of pleadings and written submissions and learn to balance the need for rigour and precision with the time-pressures of court work.

Obviously the nature of the work will differ according to both the jurisdiction and the level of the court concerned. If you have, for example, a preference for gaining insight into the criminal justice system, or an interest in immigration law, you should direct your applications accordingly. You should also bear in mind whether you wish to gain exposure to trial work, or whether you would prefer to be involved in appellate work. If you are unaware of the nature of the business of the different courts, you should be able to find the relevant information on that court's website.

Within each court the nature of the work undertaken by an associate will vary from chambers to chambers. Past associates are a great source of information about the nature of the work for a particular judge. In some courts, each judge has a tipstaff and an associate in addition to a personal assistant. In other courts a judge may have only one assistant who will need to perform many functions. The terminology can be confusing so it is best to contact someone who has experience in the relevant court.

In some courts judges will ask associates to undertake research into aspects of a case. Some judges may invite associates to attempt to draft answers to questions arising in a case. In all courts there will necessarily be some administrative work to be undertaken by the associate. In some courts this will include communicating with parties and other court staff, in other it might involve letter writing or the proofing of judgments.

## ***In applying for an associateship you should bear the following matters in mind:***

- If you wish to apply to several judges in the same court, you should not hesitate to do so, though, of course, you should address a separate application to each judge.
- You should take great care to address the letter correctly. Many judges will have post-nominals (e.g. AC). Judges who were Queen's Counsel or Senior Counsel before elevation to the bench generally do not use the post-nominals QC or SC after appointment (but some do, so make sure you get it right!). The titles differ between levels in the judicial system and from jurisdiction to jurisdiction. Again this information

- can probably be found on the court's website or by calling the relevant chambers.
- Generally speaking, District or County Court judges should be addressed as "Judge Bloggs" and Supreme, Federal, Family and High Court judges as "Justice Bloggs". Some States have a Court of Appeal which is formally separate from the Supreme Court, and the titles may differ accordingly. The style you will have seen used in judgments, (i.e. "In Jones' Case, Bloggs J held that ...") should not be used in a letter. If you are writing to Bloggs J, you should write "Justice Bloggs".
  - If you are writing to a Chief Judge, Chief Justice or a President of a Court of Appeal, you should use those terms, not "Judge" or "Justice".
  - There is no special style of letter writing appropriate for judges. The judge's full and correct title and the address of his or her chambers should appear as per any letter in the top left margin.
  - You may like to include a short title before the text of the letter such as "Associateship application".
  - Your letter should commence "Dear Judge Bloggs", "Dear Justice Bloggs" or "Dear Chief Justice" (whichever is appropriate to that judge).
  - You should state briefly that you are applying to undertake an associateship and, if you are only available for certain dates, you should make that clear.
  - In your covering letter you should state briefly why you are interested in becoming an associate and why you would be a suitable appointment.
  - You should write in a straightforward manner.
  - Remember your target audience. While the style you choose is a personal matter, judges may be less used to and less receptive to self-promotion and marketing than a law firm's Human Resources manager.
  - Your letter should be signed and dated.
  - Your letter should include all relevant contact details.
  - You should attach a resume (or "curriculum vitae"). It is advisable to include an official copy of your academic transcript. You need not have completed your studies at the time of applying (although some particular judges may have a preference for more experienced applicants), but you should include all relevant results to date. Please note that I am not suggesting that marks are everything or that you should not apply for an associateship if your marks are not outstanding! Your resume should also set out other achievements, interests and work experience. Recent experiences or achievements are likely to be more relevant.
  - Your application should include written references or the names of referees who have agreed to act as such. While selection of referees is obviously a matter of personal choice, generally speaking it is a good idea to include an academic referee from your university, someone who can speak about any professional experience you have, and perhaps someone who can speak of your personal qualities. There is no set formula, but three referees will usually be sufficient.

- It is always a good idea to get someone else (ideally a legal practitioner or academic) to read your application and look over your resume to check for spelling and grammatical mistakes. Often the writer cannot see his or her own mistakes or omissions even if they are obvious.

***If you are contacted to attend an interview, the following points may be of assistance:***

- Before you begin, have clear in your mind your other commitments (further study, employment and so on) so that if you are offered a position at some point in the future you have some idea whether it will be possible to accept. Some judges appoint associates up to three years in advance. Others appoint only a month or two before commencement. If you are applying for a Federal Court or High Court associateship you may need to be prepared to move. The Justices of the High Court usually have one associate in their home city, who travels to Canberra when Court is sitting, and another associate who remains principally in Canberra. Federal Court Justices regularly travel on circuit.
- The usual standards of dress and etiquette apply.
- The interview may be formal or casual, depending on the judge. But in all cases you should remember that the judge will be looking for someone with whom he or she feels comfortable. As far as possible you should try to relax and smile!
- Addressing a judge in person can be tricky. You might initially say "Good morning Justice Bloggs" (if a Supreme, Federal, Family or High Court judge), but repeating their title and name can become cumbersome. The abbreviation is simply "Judge", not "Justice". So you would never respond "Yes, Justice". The exception is a Chief Justice, to whom you can say "Yes Chief Justice, no Chief Justice, three bags full Chief Justice".

These notes are very general in nature and there will always be judges who prefer to do things very differently. If you do have an interview, try to sense what is appropriate from the judge's manner. It is also invaluable to speak to past associates about their experiences.

Good luck!

# two perspectives from the bench



*THE HONOURABLE JOHN DOYLE AC,  
CHIEF JUSTICE OF SOUTH AUSTRALIA*

*With assistance from Lisa Duong, Associate to the Chief Justice*

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The staff in a judge's chambers is a small team that support the judge in hearing cases, preparing judgments and delivering them. Choosing judicial support staff is an important decision because they work so closely together and so closely with the judge. I will start with the attributes that I think are important, and then outline how I choose an associate.

## ***Knowledge of the Law and how to write well***

An associate must have a sound understanding of Australian Law, and be able to understand and analyse legal concepts. This is essential if the associate is to contribute to the drafting of judgments and to carry out legal research for the judge. The checking of judgments requires that the associate have a good eye for detail.

## ***Communication skills***

An associate must have the ability to communicate with a wide variety of people, from judges and lawyers to registry staff, members of the public and sometimes the media. The skills needed to explain court processes to an unrepresented litigant are poles apart from those needed when drafting or checking judgments. An associate is also often a channel for information between a judge and other judges' chambers, court staff, practitioners, parties and the general public. Discretion, diplomacy and tact are required.

## ***Working well with others***

Interpersonal skills are important. An associate must be able to work closely with the judge's personal assistant and tipstaff, and any other chamber staff. Because the associate's position is usually held for a relatively short term, a year or so, the associate must be able to learn quickly and to adapt to work methods used in the judge's chambers.

## ***Getting the job done***

Organisational skills are important as associates help manage the judge's court diary, assist in arranging listings and preparing the court hearings and are part of the process of producing judgments. They need to be able to manage their own workload efficiently and to be able to perform tasks within a short period of time. An associate needs to be well organised and able to adapt to the unexpected. The associate needs to be able to work efficiently in an environment that is sometimes quite hectic.

## ***Choosing an Associate***

Choosing an associate with all of these qualities can be difficult. Most applicants have recently completed their degree. Often the appointment will be their first full time employment, at least in law. Usually the choice is made by assessing potential, rather than by assessing past performance in similar work.

When assessing written applications I look first of all for strong academic results throughout the degree.

Consistently good academic results should be a reliable indicator of the required intellectual and organisational skills, and of a willingness to work hard.

Next I consider any employment the applicant has undertaken while at university. If employment references are provided, I am always interested to see what they say about the applicant's practical work skills and ability to work with others.

I look for indicators of an enquiring mind. Usually this will emerge from the applicant's outside interests and activities.

I look for indicators of research skills. Some applicants will have completed an honours degree that includes a requirement of a short thesis. I am always interested in comments on the thesis from academic referees and in the grading of the thesis.

After reading the written applications I usually prepare a short list for interview. I usually interview no more than about four or five applicants. I work on the basis that each person I am interviewing will be strong academically, will have demonstrated an ability to work hard, reasonable research skills and an enquiring mind.

In the interview I try to assess the applicant's personality and personal attributes, and to consider how the applicant will measure up against the attributes that I have indicated as being important. This is difficult to assess reliably in a short interview. At the interview I look particularly for someone who is reasonably confident, who can express himself or herself clearly, and who has a personality that will enable him or her to fit in with my personal assistant and tipstaff. I look for someone who seems genuinely enthusiastic about the job and the work, and with whom I think I will get on well.

It may seem difficult to make this sort of assessment in a short interview, but so far the process has worked well. This reflects the fact that the quality of applicants is usually high and my preliminary screening means that those I interview are of a very high quality. At the end of the interview process I always finish up wishing that I could offer a position to several of the applicants!

*THE HONOURABLE DAVID K MALCOLM AC  
CITWA, CHIEF JUSTICE OF WESTERN AUSTRALIA*

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Since my appointment as Chief Justice more than 15 years ago I have had a number of associates. The first, whom I inherited, was not legally qualified, but who



had very considerable experience in the workings of the Court and matters of procedure. Since then, my associates have all been legally qualified and some of them have been admitted to practice. In more recent times, most have been recent graduates.

The key to being a good associate is to be well organised and systematic. The associate is one of the main channels of communication between members of the profession and the judge in relation to litigation. As Chief Justice, most of my time in court is now spent hearing criminal and civil appeals, although I do spend some time in the Criminal Court in Perth and on circuit.

My associate has the duty of chasing up submissions by counsel to ensure they are presented to the Court in a timely fashion in accordance with the relevant rules and practice directions. Given the junior professional status of the recent graduates, this can be something of a personal challenge. A combination of tact, diplomacy and determination to succeed is required.

My associate also has the responsibility of reviewing correspondence regarding complaints from litigants. While the total number of complaints is not large, they are significant. Most are from people unfamiliar with the legal system. A significant number are made by self-litigants, many of whom appear to consider that decisions by individual judges and magistrates can be corrected by the Chief Justice's intervention at their request. Dealing with self-litigants requires tact and diplomacy sometimes combined with discretion. One of the approaches which is often effective is to respond in terms that "The Chief Justice has instructed me to inform you...".

Occasionally the correspondence received is expressed in terms which would, on the face of it, constitute a contempt of Court. My advice is that the Court should be slow to deal with the matter on that basis, except where the content of the correspondence provides a cause for concern. In general, such correspondence provides an outlet for a real or imagined sense of injustice and the mere making of a complaint serves a useful purpose. It is important, however, for associates to make a record of their correspondence with members of the profession and the public.

Experience in my Court has indicated that it takes three or four months to get on top of the job and be comfortable with the routine. The associates of the Supreme Court of Western Australia produced a substantial Survival Guide: A Manual for the Associates of the Judges of the Supreme Court which I launched in December 2002. This explains the functions of the various officers within the Supreme Court, the roles of the judges' orderlies and secretaries and other Court Personnel, including Court Security, as well as the workings of the Full Court, the Court of Criminal Appeal, Industrial Appeal Court and criminal proceedings. In addition, it describes what is required by associates in relation to statistics and records of civil and criminal proceedings, the proof-reading of judgments, drafting catchwords, arranging the delivery of judgments and proof-reading for the Western Australian Reports.

There are also chapters dealing with File Management, Privacy Matters, including Suppression Orders and In Camera Proceedings, Court Reporting, Monitoring and Transcripts. Finally there are chapters dealing with what is required when the associate's judge is the Duty Judge or the Vacation Judge, and the role of the associate as a Commissioner for Affidavits.

The manual was prepared in close consultation with the judges and is an authoritative and informative guide which is of great assistance to the associates.

I have been extremely well-served by my various associates over more than 15 years. One of them was extremely fortunate many years ago when, in connection with a pending criminal appeal, he was required to travel to the United States and the United Kingdom to take certain documents to be forensically examined by the FBI and other experts in the United Kingdom. More recently, my current associate has taken documents to Canberra for forensic examination.



## **HIGH COURT**

Associate positions available in the High Court Each of the seven High Court Justices have two associates who work as legal researchers, tipstaff and, on a roster basis with other associates, Clerk of the Court during hearings.

### ***Typical salary range***

Salary is paid in accordance with rates specified in the Court's Workplace Agreement applicable at the time of appointment. The Agreement is usually for a two year period and, depending upon the time of the appointment, it is possible that an associate may receive an automatic pay rise during the course of his or her associateship. The current Agreement is due to expire on 30 June 2004.

The salary currently paid to an associate is \$48,505. If he or she remains for more than 12 months then this would rise to \$50,023.

### ***When and how candidates should apply***

Candidates should apply directly to the particular Justice with whom they would wish to have an associateship. As for when, it is usual for candidates to apply for an associateship no sooner than their final year and often after they have completed their College of Law (or its equivalent) or have gained some experience, for example, in a solicitor's office or in a research field in a university.

### ***Contact details***

The contact details for each of the Justices are shown below. The email address shown for each Justice is the email address of that particular Justice's personal assistant:

- The Hon Chief Justice A M Gleeson AC  
Ph: (02) 6270 6948  
Fax: (02) 6270 6947  
Email: [jkelly@hcourt.gov.au](mailto:jkelly@hcourt.gov.au)
- The Hon Justice Michael McHugh AC  
Ph: (02) 6270 6973  
Fax: (02) 6270 6974  
Email: [sbelgrov@hcourt.gov.au](mailto:sbelgrov@hcourt.gov.au)
- The Hon Justice William Gummow AC  
Ph: (02) 6270 6955  
Fax: (02) 6270 6938  
Email: [hholmes@hcourt.gov.au](mailto:hholmes@hcourt.gov.au)
- The Hon Justice Michael Kirby AC CMG  
Ph: (02) 9230 8203

Fax: (02) 9230 8626

Email: jsaleh@hcourt.gov.au

- The Hon Justice K M Hayne AC

Ph: (02) 6270 6957

Fax: (02) 6270 6958

Email: twatson@hcourt.gov.au

- The Hon Justice Ian Callinan AC

Ph: (07) 3248 1182

Fax: (07) 3248 1323

Email: mrobin@hcourt.gov.au

- The Hon Justice Dyson Heydon

Ph: (02) 9230 8574

Fax: (02) 9230 8894

Email: bprice@hcourt.gov.au

All correspondence should be addressed to  
The High Court of Australia, Parkes Place, Parkes ACT 2600

### ***Other information***

Competition for appointment as an associate to a High Court Justice is very strong. The result of this is that the threshold level is graduation with First Class Honours in Law and it is not uncommon for successful candidates to have won a University Medal. Mostly, the period of the associateship is one year and a number of the Justices select their associates up to three years in advance.

None of the Justices of the Court live in Canberra, with the result that they have chambers in both Canberra and their home city. The consequence of this is that, for each of the Justices, one of their associates is based in their home city and one in Canberra. The associate based in the home city is generally required to travel to Canberra during Court sittings. Travelling Allowance in accordance with the Workplace Agreement is paid for such travel. The Court travels on circuit each year to Brisbane, Adelaide, Perth and Hobart (depending upon the level of workload). As well as this, the Court regularly sits in Sydney and Melbourne to hear Applications for Special Leave to Appeal and, if an associate is required to travel to these locations from another capital city, Travelling Allowance is paid.

In addition to the associate positions, we also have a legal research officer position located in the Library and Research Services Branch of the Court. Occupation of this position is similar to that of an associate – it is usually for one year at a time but there is a greater emphasis on the occupant having had legal research experience and, as a result, the pay rate is higher. Currently, the commencing salary is \$52,926 with an increase to \$54,377 after 12 months if the occupant stays for more than a year. This position is usually filled between one and two years in advance. Expressions of interest should be forwarded

to the Court Librarian, Ms Jacqueline Elliot. Her telephone number is (02) 6270 6922, her fax number is (02) 6273 2110 and her email address is jelliott@hcourt.gov.au.

## **FEDERAL COURT**

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### ***What positions of Associate are available in the Federal Court?***

The Federal Court employs approximately 45 judges' associates, the usual practice being for each judge to have one associate. Typically associates are employed for a period of up to 12 months.

Associates generally commence in mid to late January each year but this can vary and candidates should confirm local arrangements with the Director Court Services in the relevant District Registry (contact details are provided below).

The Court also employs a small number of research associates and indigenous research associates. More information on these positions is provided below.

Associate positions are available in the following District Registries of the Court:

- New South Wales
- Victoria
- Queensland
- South Australia
- Western Australia

### ***Salary***

The Court currently pays all associates a base salary of \$48,043 pa.

A pay increase under the Court's Certified Agreement will see this increase to \$49,965 from July 2004.

### ***When and how candidates should go about applying***

Recruitment arrangements vary slightly from state to state and candidates should contact the Director Court Services in the capital city, or cities, where they are interested in working. Relevant details are provided below:

- Director Court Services New South Wales – 02 9230 8259
- Director Court Services Victoria – 03 8600 3388
- Director Court Services Queensland – 07 3248 1212
- Director Court Services South Australia – 08 8205 4435
- Director Court Services Western Australia – 08 9268 7120

While candidates may apply at any time, selections generally take place towards the end of each year.

Candidates are encouraged to speak to the local Director Court Services to obtain more detailed information about local arrangements.

### **Contact details**

The Court's website is <http://www.fedcourt.gov.au> - it contains a wide range of useful information about the Court's functions and jurisdiction and includes contact details for all District Registries as well as the Court's Principal Registry.

### **Other information**

As mentioned above, the Court also runs a program for indigenous research associates. This program aims to foster the legal careers of indigenous Australians through employment with the Court for a period of up to 12 months. Up to three positions are offered each year and information on the program can be obtained from the Court's Human Resources Director on (02) 9230 8261.

Recruitment arrangements for other research associate positions depend on the nature and duration of the role. Details of any opportunities can be obtained from Directors Court Services in the District Registries listed above.

## **FAMILY COURT**

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### **Associate to Judge or Judicial Registrar**

The position has two major components:

- to provide a high level of support to the judicial officer in respect of all matters relating to court files and administration of his/her chambers, and
- to participate as a member of the judicial support team.

This role requires an individual who works well in a team environment. The position involves a number of competing priorities and therefore requires good organisational skills to meet these demands.

### **Associate to Administrative Judge**

The position has three major components:

- to provide administrative support to the Administrative Judge in respect of all matters relating to court files,
- to provide administrative support to the team leader of the judicial support team, and
- to participate as a member of the judicial support team.

This role requires an individual who works well in a team environment. The position involves a number of competing priorities and therefore requires good organisational skills to meet these demands.

### **Legal Associate**

The occupant of this position:

- assists the judicial officers in researching points of law and legal issues and in the preparation for the hearing of cases; and

- provides assistance to the judicial officers during court hearings.

It is highly desirable that the associate has completed a degree in law or legal studies and is entitled to be admitted to practice.

### **Legal Associate – Appeals Division**

The occupant of this position:

- assists the judge of the Appeal Division in researching points of law and legal issues and in the preparation for the hearing of appeals,
- provides assistance to the judge of the Appeal Division during court hearings, and
- provides assistance to other judges with the court as directed.

It is highly desirable that the associate has completed a degree in law or legal studies and is entitled to be admitted to practice.

### ***Classification***

Associates are classified as APS level 4 but are remunerated at the maximum of APS 5 Level. (This is the salary for superannuation purposes.)

### ***How to apply***

As all positions are advertised, formal applications addressing selection criteria should be submitted, rather than letters of interest on an ad-hoc basis. They are generally advertised in the paper in the city of the position and are always placed on the Public Service Gazette and on the Family Court internet page (<http://www.familycourt.gov.au>). As there are courts in each state, the contact details for further information about each position changes depending on which state is advertising the position. There are, however, no vacancies at this time.

### ***General information about the Court***

The Family Court of Australia (FcoA) is committed to providing the best possible services in resolving disputes arising from family separation. The FcoA is the largest superior court in Australia providing family law services for over 200,000 new clients each year in all States except Western Australia. The Court's functions include mediation services which assist the majority of clients to achieve resolution of their dispute without requiring a final hearing before a judge, an approach that is unique to the FCoA.

The Chief Justice is responsible for the management of the administrative affairs of the court, assisted by the Chief Executive Officer. The Senior Administrative Judge, the Administrative Judge (Appeals Division) and the Administrative Judges (New South Wales, Australian Capital Territory, Queensland, Northern Territory, Victoria, Tasmania and South Australia) assist the Chief Justice in ensuring the orderly and expeditious discharge of the business of the court.

The court's Strategic Plan, Service Charter and National and Registry Business Plans

clearly identify our purpose, vision and business outcomes. All incorporate a strong focus on client service and a commitment to the ongoing development and support of staff necessary to meet our strategic goals. More information about the activities of the Family Court is available at <http://www.familycourt.gov.au>.

## AUSTRALIAN CAPITAL TERRITORY

SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY

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### ***Positions available***

There are five associates positions available in the Supreme Court of the Australian Capital Territory and one research assistant's position.

### ***Salary***

- Associate to the Chief Justice  
ASO5 – Salary range - \$46,783-\$49,606
- Research Assistant to the Chief Justice  
ASO2 – Salary range - \$33,040-\$36,638
- Associates to the three resident judges  
ASO4 – Salary range - \$41,945-\$45,541
- Associate/Personal Assistant to the Master  
ASO4 – Salary range - \$41,945-\$45,541

### ***How to apply***

Associates to the Chief Justice and the other judges and the research assistant are usually employed on a one year contract. The associate/personal assistant to the master is a permanent ACT Public Service position.

There is no "best" time to apply for any of the positions, as contracts start and finish at different times. Advertisements for these positions are sent to the Legal Workshop and Law Faculties of the ANU and University of Canberra as and when the positions become vacant. However, interested applicants should apply to each of the judges towards the end of their studies (including the legal workshop course) and their applications are placed on file.

The research assistant's position is often filled by a law student who is nearing the end of his/her degree but have not yet completed legal workshop.

The names and addresses of the judges and master of the ACT Supreme Court are as follows:

- The Hon Justice T Higgins  
Chief Justice Supreme Court of the ACT  
GPO Box 1548  
CANBERRA ACT 2601



- The Hon Justice K Crispin
- The Hon Justice M Gray
- The Hon Justice T Connolly  
Judges' Chambers  
Supreme Court of the ACT  
GPO Box 1548  
CANBERRA ACT 2601
- Mr D Harper  
Master  
Supreme Court of the ACT  
GPO Box 1548  
CANBERRA ACT 2601

### ***Other information***

The website of the ACT Supreme Court is: <http://www.supremecourt.act.gov.au/>

## **NEW SOUTH WALES**

SUPREME COURT OF NSW

### **Associate**

An associate manages and provides broadly based executive support to enable a judge to meet internal and external obligations. The position holder provides secretarial and administrative support to assist the judge in the performance of his/her functions. They work with the tipstaff, as necessary, to achieve the outcomes as directed by the judge. They also liaise with members of the profession and act as initial contact and screening point for persons seeking access to the judge, or making inquiries on general or specific matters.

*Key responsibilities may include:*

- providing administrative, secretarial and clerical services, including all aspects associated with the judge's official travel,
- ensuring effective classification, filing and indexing systems for documents and correspondence;
- maintaining the chamber library,
- ensuring that judgments and correspondence are produced accurately, and in accordance with the Court's requirements, and
- ensuring the security of draft judgments and other documents.

*Skills required may include:*

- well developed interpersonal, communication and liaison skills,
- computer literacy,
- capacity to provide clerical and administrative support at an executive level,
- ability to work independently and as part of a team,
- experience in planning, organising and coordinating work priorities in a high volume work environment, and
- high level time management skills.

## **Researcher**

The position holder researches and writes reports as requested to assist the judge prepare for court, meetings and committees. The position holder must ensure that the information collected is up to date and takes account of changing legislation. The position is required to identify legal aspects of current cases which may require further research.

*Key responsibilities may include:*

- undertaking legal research and writing reports, and
- preparing papers for committee work, conferences and meetings.

*Skills required may include:*

- sound knowledge and application of legal research methodology,
- knowledge and understanding of the NSW Court System,
- highly developed communication skills (oral and written),
- negotiation and liaison skills at a senior level,
- analytical and problem solving skills,
- ability to meet deadlines, and
- computer and keyboard skills.

## **Tipstaff**

The position of tipstaff is to provide research assistance and administrative support to assist the judge in the performance of his/her functions. They work with the associate, as necessary, to achieve the outcomes as directed by the judge. They are also responsible for purchasing any necessary provisions and preparing and serving meals for the judge and any guests.

*Key responsibilities may include:*

- providing research assistance,
- liaising with the relevant areas of the Registry,
- attending on the mail room to collect and deliver mail,
- undertaking personal messages and deliveries as directed by the judge,

- maintaining chambers, including arranging for the repair and/or maintenance of fixtures and fittings in chambers/court,
- responsibility for the care, condition, repair and cleaning of judge's robes, gowns, wigs and associated apparel,
- caring for and maintaining cleanliness of kitchens, crockery, cutlery, silverware, refrigerators, tablecloths and linen,
- purchasing any necessary provisions and preparing and serving morning and afternoon teas and lunches for the judge and any guests, as required,
- maintaining a record of petty cash (if advanced by the judge) in respect of the domestic expenses of chambers, and
- ensuring effective classification, filing and indexing systems for documents and correspondence.

*Skills required may include:*

- well developed interpersonal, communication and liaison skills,
- ability to undertake legal research assistance,
- capacity to provide support at an executive level,
- ability to work independently and as part of a team, and
- experience in planning, organising and coordinating work priorities in a high volume environment, and
- high level time management skills.

**Salary**

Annual Salary Remuneration Package (includes super & leave loading)

- Associate \$57,656.00 \$63,626.00
- Researcher \$44,265.00 \$48,846.00
- Tipstaff \$37,528.00 \$41,412.00

***How and when to apply***

Candidates may apply at any time. Most appointments are required at the commencement of Law Term in early February until the end of Law Term in late December. Candidates should apply in writing and submit their resume with academic record to the Judicial Support Co-ordinator. Applications are placed on file and considered when a vacancy arises.

***Contact details***

Supreme Court of NSW

Law Courts Building, Queens Square Level 4, 184 Phillip St, Sydney 2000

GPO Box 3, Sydney 2001 DX 829, Sydney

Telephone: (02) 9230 8111 Facsimile: (02) 9230 8628

TTY Phone: (02) 9230 8011

E-Mail: [supreme\\_court@agd.nsw.gov.au](mailto:supreme_court@agd.nsw.gov.au) Website: <http://www.lawlink.nsw.gov.au/sc>

#### DISTRICT COURT OF NEW SOUTH WALES

There are no positions of associate currently available and due to the fact that the Court is relocating displaced associates with judges who require them, there will be limited opportunities in the foreseeable future.

Students wishing to apply, however, should contact the Human Resource Officer, Janet Campbell on (02) 9377 5021 or by email at [janet\\_campbell@agd.nsw.gov.au](mailto:janet_campbell@agd.nsw.gov.au).

## **NORTHERN TERRITORY**

#### SUPREME COURT OF THE NORTHERN TERRITORY

### ***Overview***

There are currently six judges appointed by commission to the Supreme Court of the Northern Territory, including the Chief Justice. Each judge selects and approves the appointment of his or her associate. It has been the custom of a number of judges to appoint a person to be an associate for one year only, thereby providing continuous opportunities for graduates. While most often the person selected to be an Associate will have completed a Bachelor of Laws, the appointment is not dependant on this qualification. Similarly, there is no restriction on the judge appointing a person who has been admitted to practice.

All associate positions are currently based in the Supreme Court at Darwin. A special feature of employment with the Northern Territory Supreme Court is the opportunity to travel to Alice Springs for sittings. An associate may spend up to eight weeks in Alice Springs. From time to time, the Court may sit in other places including Katherine and the associate will be required to travel with the judge.

### ***Duties***

An associate may, in addition to any other duties directed by the judge, undertake a variety of different tasks, such as:

- arranging the provision of court materials, including books and references, and be responsible for the safekeeping of all such material, including court records, exhibits and subpoenaed documents,
- keeping records of orders made by the judge, any exhibits tendered and all other relevant matters, and endorsing court documents if necessary,
- acting as Clerk of Arraigns when the judge is sitting in the criminal jurisdiction,

- liaising with administrative staff to ensure listings are current and generally act as the medium through which staff and members of the profession approach the judge,
- undertaking any research required from time to time, and
- ensuring judgements are free of errors and ready for distribution and undertake any task relating to the preparation of judgments as required by the judge, including the preparation of catchwords.

### **Salary**

The designation to which the associate is appointed is Administrative Officer 4 (judge's associate) which has a current salary range of \$42 198 to \$48 442. The terms and conditions of the employment contract are those of a temporary employee in the Northern Territory Public Sector. The relevant authorities are:

- Public Sector Employment and Management Act, section 60, By-laws
- Commissioner's Determination No 1024 of 1994

For more information see the website of the Northern Territory Commissioner for Public Employment at <http://www.nt.gov.au/ocpe/>

### **How to apply**

To apply for a position as a judges associate in the Supreme Court of the Northern Territory, write to the judge at the following address, providing a copy of your resume, relevant qualifications or law units completed and grades to date:

The Supreme Court Building  
GPO Box 3946  
Darwin NT 0801

Applications should be addressed to:

- Chief Justice Brian Ross Martin
- (A/CJ) Justice David Angel
- Justice Dean Mildren
- Justice Sally Thomas
- Justice Steven Bailey
- Justice Trevor Riley

Other general queries regarding employment can be directed to Leanne Taylor, Director Courts Support Services (08) 8999 5412

# QUEENSLAND SUPREME & DISTRICT COURT OF QUEENSLAND

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## ***How to submit an application***

If you are interested in applying to be a judge's associate, please write to the Court Administrator (preferably) or directly to the judge. The postal address of the Court Administrator is PO Box 167, Brisbane Albert Street, Qld, 4002. Please specify which judge or Court you would prefer to apply to. For your interest, a list of all judges is available on the Court's website. Applications received by the Court Administrator are collated and forwarded to the judges.

A notice seeking applications will appear at Law Schools each year inviting applications.

## ***How is an Associate appointed?***

The selection of an associate is made by the judge, who recommends the appointment to the Governor-in-Council. Should an applicant be successful in obtaining an interview, then usually the presently appointed associate will make contact with the applicant.

## ***More information***

Please refer to the Queensland Court's website:  
<http://www.courts.qld.gov.au/practice/Associates.htm>

# SOUTH AUSTRALIA

SUPREME COURT OF SOUTH AUSTRALIA

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## ***What positions are available?***

Sixteen positions are available in total. Nine judges have the traditional support staff of an associate, a personal assistant and a tipstaff. Four have adopted a recently implemented scheme comprising two associates and a personal assistant.

## ***Salary range***

- Judge's Associate Level 1 (unadmitted) \$35,861
- Judge's Associate Level 2 (admitted) \$40,112
- Judge's Associate Level 3 (admitted) \$41,530

The increment from Level 2 to Level 3 after completion of one year's service is apparently to accommodate the two-associate scheme.

### ***When and how to apply***

There is no hard and fast rule as to when to apply, although generally most associates commence in January/February, concluding at about Christmas/New Year. However, a judge may vary this timeframe to best suit particular requirements for that year.

With the traditional staffing arrangement, the appointment is for a period of approximately 12 months. With the two-associate system, the appointment is for a period of approximately two years, commencing as the junior associate (which incorporates tipstaff duties), and moving to the senior associate position for the second year.

### ***Contact details***

Write to the individual judges, who are:

- The Honourable Justice Doyle, Chief Justice
- The Honourable Justice Prior
- The Honourable Justice Perry
- The Honourable Justice Duggan
- The Honourable Justice Mullighan (two associates)
- The Honourable Justice DeBelle
- The Honourable Justice Nyland
- The Honourable Justice Bleby
- The Honourable Justice Martin (two associates)
- The Honourable Justice Gray (two associates)
- The Honourable Justice Besanko
- The Honourable Justice Sulan (two associates)
- The Honourable Justice Vanstone

The letter of application should be addressed:

The Honourable Chief Justice

OR

The Honourable Justice [surname]

Judges' Chambers

Supreme Court of South Australia

1 Gouger Street Adelaide SA 5000

The form of address is:

Dear Chief Justice

OR

Dear Justice [surname]

It is also acceptable to use the salutation Dear Sir or Dear Madam, in which case, please note that Justices Nyland and Vanstone are female.

It is useful to state briefly why the applicant is interested in the position, the qualities the applicant thinks she or he can bring to the position, what and she or he hopes to gain from being an associate. It is necessary to attach a resume and a photocopy of the academic record. Referee contact details should be listed. Photocopies of references may also be attached.

### ***Other information***

Applicants must have completed an LLB degree or equivalent. Associates are not permitted to undertake Practical Legal Training whilst employed as an associate.

The website <http://www.courts.sa.gov.au/> is useful for general information about the Courts Administration Authority.

DISTRICT COURT OF SOUTH AUSTRALIA

### ***Duties***

A judge's associate is accountable to the Registrar of the District Court for the provision of a comprehensive professional legal service to a District Court judge which contributes to the administration of the Court and supports the judge's activities.

### ***Required skills and experience***

- Ability to communicate effectively, both in writing and orally, with a broad range of people, particularly the judiciary, legal profession and members of the Courts Administration Authority, and
- Ability to gain the acceptance of the judiciary, members of the legal profession and members of the public.

### ***Qualifications***

Successful completion of a Bachelor of Law is essential. A Graduate Certificate in Legal Practice is essential for appointment at the JA-2 level.

### ***Salary (as at 1 October 2003)***

JA-1 - \$35,861 (unadmitted)

JA-2 - \$40,112 (admitted)

JA-3 - \$41,530 (a minimum of one years practicing experience)

Salaries will be based on qualifications and experience.

### ***Special conditions***

- The position of associate is a temporary one, with periods of appointment lasting



for 12 months. There is a possibility for extending the appointment for further periods of 12 months. Terms and conditions of appointment are in accordance with the Public Sector Management Act 1995,

- A judge's associate is appointed pursuant to the District Court Act 1991 and the Courts Administration Act 1993,
- Willingness to attend on country circuits which may require overnight absences,
- Country travel is necessary and a current driver's license is essential,
- Some out of hours duty is required,
- The Courts Administration Authority has an approved Enterprise Agreement and has a smoke free work environment,
- The Court Administration Authority is an equal opportunity employer.

### ***How to apply***

Forward a covering letter, resume and academic transcript to:

Mr Michael Moore  
The Registrar, District Court  
GPO Box 2465  
ADELAIDE SA 5000

Applicants are not required to send an application personally to each judge. The judges of the South Australian District Court do not have individual associates but there is a pool of associates that work with the judges as a whole. Each application will be kept on file for 12 months. As vacancies occur, anyone who has written expressing interest may be given an interview.

The judges of the Court have decided that Practical Legal Training should not be completed whilst being employed at the District Court. Therefore it is advisable that applicants have either already completed the training or commence it after completing their term. For more information please visit <http://www.courts.sa.gov.au>

## **TASMANIA**

### TASMANIAN SUPREME COURT

There are six associate positions in the Tasmanian Supreme Court.

The salary is \$32 462 per annum.

An open expression of interest or advertisement appears in the Tasmanian Government Gazette each year in or about April. Positions commence in the last week of July each year.

Positions appear on the government jobs website at <http://www.jobs.tas.gov.au/> Additional details can be obtained from the Registrar of the Supreme Court by

telephoning (03) 6233 3427.

## **VICTORIA**

### SUPREME COURT OF VICTORIA

The Supreme Court of Victoria declined to have their positions of associate advertised in this publication.

### COUNTY COURT OF VICTORIA

General information about the County Court of Victoria is available at <http://www.county.court.vic.gov.au>.

There are in excess of 60 associates employed at the County Court. Of these, some 50% are legally trained. Law qualifications are not necessarily a pre-requisite for being an associate of the County Court of Victoria. Proficiency in the use of computer based applications for example the Microsoft Office Suite and Lotus Notes and a demonstrated ability to adapt to, and learn, new technology is required as case outcomes are recorded electronically. Comprehensive induction training is provided to all new associates under the supervision of the Senior associate (Training). Length of appointment is discussed at interview. Some associates will retain the position for a number of years while others may stay for 18 months to 2 years before taking a next career step.

### ***Salary***

The salary paid to associates is at the Victorian Public Service level VPS 2.

### ***Applications***

Some positions are advertised in "The Age" newspaper. The Court also receives a number of unsolicited resumes from interested persons and these are usually retained for a few months. A judge looking to employ an associate may select potential applicants from these resumes. New associates are appointed as the need arises at any time during the year.

### ***Contact details***

The address of the County Court of Victoria is  
250 William Street  
Melbourne Victoria  
3000  
Telephone (03) 8636 6510

Initial inquiries may be directed to the Senior associate to the Chief Judge, the Senior associate (Training) and the Human Resources Manager.

## **WESTERN AUSTRALIA**

The Supreme and District Courts of Western Australia were approached about submitting information for this publication but did not respond. It would be advisable that you contact the Human Resource Department directly. Please refer to <http://www.supremecourt.wa.gov.au> and <http://www.districtcourt.wa.gov.au> for more information.



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## INTRODUCTION TO THE LAW

| ISBN       | Title  | Authors                                 | Y/P   | Format     | Price   |
|------------|--|---|-------|------------|---------|
| 0409315680 | Butterworths Concise Australian Legal Dictionary - 2nd edition |   | 06/98 | Soft cover | \$45.00 |
| 0409319449 | Butterworths Guides: Legislation - 1st edition                 | Hall K                                  | 03/02 | Soft cover | \$32.00 |
| 0409318604 | Mastering Law Studies & Law Exam Techniques - 5th edition      | Krever R                                | 05/01 | Soft cover | \$45.00 |
| 0409318779 | Understanding Law - 6th edition                                | Nettheim G                              | 01/02 | Soft cover | \$35.00 |
| 0409317780 | Laying down the Law - 5th edition                              | Cook C, Creyke R, Geddes R & Holloway I | 12/00 | Soft cover | \$69.00 |

## PROPERTY LAW

| ISBN       | Title  | Authors                  | Y/P   | Format     | Price   |
|------------|--|--------------------------|-------|------------|---------|
| 0409314048 | Butterworths Questions and Answers: Property Law - 1st edition | Stuckey M & Kelly G      | 06/00 | Soft cover | \$42.00 |
| 0409316490 | Butterworths Student Companions: Real Property - 3rd edition   | Stone E                  | 08/99 | Soft cover | \$22.00 |
| 0409318078 | Butterworths Tutorial Series: Land Law - 2nd edition           | Tan P, Webb E & Wright D | 08/00 | Soft cover | \$68.00 |
| 0409317845 | Introduction to Property Law - 4th edition                     | Toohar J G & Dwyer B M   | 07/02 | Soft cover | \$68.00 |
| 0409311286 | Principles of Land Contract & Options in Australia 1st edition | Rossiter C               | 01/03 | Soft cover | \$93.00 |

## CRIMINAL LAW

| ISBN       | Title   | Authors                  | Y/P   | Format     | Price   |
|------------|---|--------------------------|-------|------------|---------|
| 0409314196 | Butterworths Australian Criminal Law Dictionary - 1st edition | Howie R N                | 10/97 | Soft cover | \$58.00 |
| 0409318094 | Butterworths Student Companions: Criminal Law - 5th edition   | Jacobs J                 | 06/01 | Soft cover | \$22.00 |
| 0409313718 | Butterworths Tutorial Series: Criminal Law - 1st edition      | Clough J & Mulhern C     | 05/99 | Soft cover | \$68.00 |
| 0409309249 | Outline of Criminal Law - 1st edition                         | Murugason R & McNamara L | 05/97 | Soft cover | \$78.00 |
| 0409316334 | Criminal Law Sourcebook - 1st edition                         | Rush P & Yeo S           | 03/00 | Soft cover | \$77.00 |

## EQUITY & TRUSTS

| ISBN       | Title   | Authors                         | Y/P   | Format     | Price   |
|------------|---|---------------------------------|-------|------------|---------|
| 0409315737 | Butterworths Questions and Answers: Equity Trusts - 1st edition | Cockburn T Harris W & Shirley M | 05/00 | Soft cover | \$42.00 |
| 0409314277 | Butterworths Tutorial Series: Equity & Trusts - 1st edition     | Radan P Stewart C & Lynch A     | 09/01 | Soft cover | \$68.00 |
| 0409319880 | Butterworths Student Companions: Trusts - 3rd edition           | Barkehall Thomas S              | 04/02 | Soft cover | \$22.00 |
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