

Creating Networks Guide

BushWeb Regional Issues Committee

2013

*this guide is a substitute for the out of date Regional Delegates handbook (2004), which is currently being revised and updated. It provides you with the essential information about the Creating Networks and the roles of BushWeb, Regional Delegates and who are young lawyers' members.

Contents

BushWeb: Background	3
Facilitating Regional Networks	3
The aim of BushWeb.....	4
BushWeb Structure	4
The Role of BushWeb Office Bearers	5
Who Can be a Regional Delegate?	6
The Role of Regional Delegates	7
When a Regional Delegate position is vacant.....	8
Building Your Network.....	9
Who are Young Lawyers Members?	10
Creating Networks and the City of Sydney region	12

BushWeb: Background

In 2002, the Executive Council of NSW Young Lawyers established the BushWeb Regional Issues Committee ('**BushWeb**') as an email discussion list for NSW Young Lawyers Representatives (referred to as Regional Delegates) appointed or elected by the 29 Regional Law Societies throughout NSW. In late 2003, Kevin Dwyer, the Regional Delegate for the St George & Sutherland Regional Law Society was appointed as the chair of BushWeb with the mandate of improving communication by and between NSW Young Lawyers ('**NSWYL**') and our members living and working outside the CBD in metropolitan and regional areas.

Over the past 5 years, the NSWYL Executive Council has tried various approaches to improve how NSWYL supports and communicates with regional young lawyers, by attempting to connect Regional Delegates to NSWYL and encourage them to participate and establish networks in their regions. These various approaches include:

- Pairing Regional Delegates with an Executive Councillor to give Regional Delegates a contact person and to facilitate the encouragement of Regional Delegates to attend assemblies
- Offers for NSWYL to pay the reasonable costs of a social event, which is contained in a memorandum passed by the Executive Council last year; and
- Offers to help Regional Delegates organise CLE speakers and events in their regions

None of these approaches has led to greater participation by Regional Delegates in NSWYL or Regional Delegates holding NSWYL functions in their regions.

Given the very limited traffic on the BushWeb email list and the general lack of participation by regional young lawyers, the NSWYL Executive Council passed a resolution to restructure BushWeb in an attempt to reinvigorate it and improve the support available to regional young lawyers.

Facilitating Regional Networks

In the past, the Regional Delegates Handbook has instructed Regional Delegates to create a list of all young lawyers in their region by using the Law Society 'find a lawyer' website. This required Regional Delegates to spend a huge amount of time clicking on each individual lawyer's names to access their date of admission and contact details.

Under Creating Networks, NSWYL has negotiated with the Law Society so that the Law Society will provide the email addresses of all young lawyers in their region, which are added to a Regional Email List. The Law Society can only provide these email addresses to Regional Delegates, via a Regional Email List, under Privacy laws, if each Regional Delegate signs a confidentiality agreement prepared by the Law Society.

Creating Networks is a change to provide practical help to Regional Delegates and to assist them as much as possible in facilitating a support network for young lawyers in regional areas. It also enables Regional Delegates to tailor the information they email to their regional email lists to suit the needs the young lawyers in their region.

The aim of BushWeb

NSWYL realise that one of the greatest tools for young lawyers is a strong network of support from likeminded people who are or have faced the same challenges. Providing that framework of support from a Sydney base has had limited success.

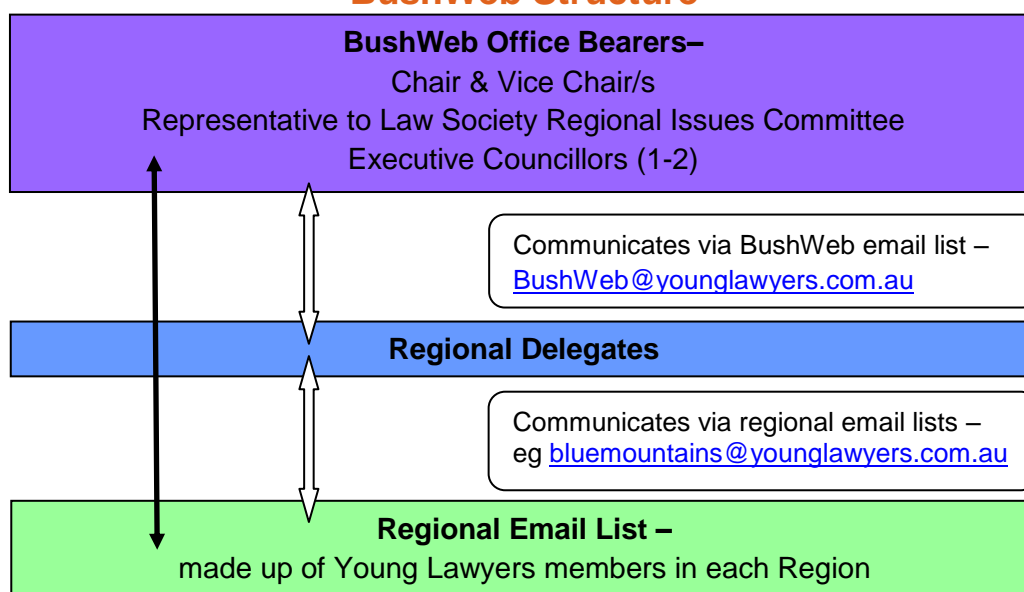
BushWeb exists to provide and facilitate peer support for young lawyers' members throughout NSW and particularly in regional and rural areas. While young lawyers in the Sydney area and large regional centres often have contact with other young lawyers, practising in regional and rural areas can mean young lawyers are cut off from other young lawyers by barriers such as distance.

To overcome the tyranny of distance, BushWeb started as an idea to use the internet and technology to bridge the physical distances and to connect young lawyers in regional and rural areas to others in their area and in Sydney.

The aim of BushWeb is to:

1. facilitate and encourage communication between NSWYL and regional young lawyers' members, through Young Lawyers Representatives (referred to as Regional Delegates) appointed by 29 Regional Law Societies
2. enable regional young lawyers' members to participate in NSWYL committees and events, such as by:
 - a. attending committee meetings via teleconferencing or engaging with committee email lists
 - b. attending events in person, where possible
 - c. actively engaging in discussions via the BushWeb email list
3. the majority of Regional Delegates attending Mid Year and Annual Assemblies;
4. Regional Delegates holding events, CLEs and effectively networking in their regions

BushWeb Structure



The Role of BushWeb Office Bearers

The role of the BushWeb Office Bearers is to:

1. Provide support to Regional Delegates and young lawyers members – such as:
 - a. Provide relevant information about the role of Regional Delegates and available support services;
 - b. Be available to discuss any issues that may arise;
 - c. Facilitate discussions via the BushWeb email list.
2. facilitate Regional Delegates getting confidentiality agreement from the Law Society and the implementation and ongoing administration of Creating Networks, subject to the NSWYL Officers Bearers decision of May 2013 (see page 12 for details);
3. Administer the BushWeb@younglawyers.com.au email list made up of only Regional Delegates - including:
 - a. Authorising subscriptions to the BushWeb email list*
 - b. Authorising email posts from non-BushWeb members*
 - c. Receiving notifications of bounces*
 - d. Maintaining current contact details for Regional Delegates **through receiving notifications of changes in Regional Delegates position-holders.**

**these administrative tasks are generally take about 5 minutes to complete and are infrequent.*
4. Facilitating communications between NSWYL and Regional Delegates, using the BushWeb email list – such as:
 - a. Forwarding emails advertising CLEs from other committees and events of interest - in accordance with NSWYLs email policy
 - b. Forwarding committee newsletters
 - c. Forwarding emails advertising regional law society and young lawyers events
5. Monitor regional email lists and assisting Regional Delegates with administration, if required
6. Administering any regional email list when the Regional Delegates position is vacant or the Regional Delegates chooses not to participate in Creating Networks – such as:
 - a. Forwarding emails to regional members from NSWYL committees, such as newsletters, CLEs, updates on activities etc (see below for further information)

Who Can be a Regional Delegate?

The NSWYL Constitution defines who can be a Regional Delegate and how Regional Delegates are appointed. Please note that NSWYL requires strict compliance with the terms of the qualifications for who can be a Regional Delegates and Regional Delegates are responsible for ensuring that they meet these qualifications.

The NSWYL Constitution states,

10. REGIONAL DELEGATES

10.1. Appointment

Each Regional Law Society shall elect or appoint one Regional Delegate.

10.2. Qualifications

Each Regional Delegate must be a Young Lawyer in practice or employment in the region and must be a Member of the respective Regional Law Society.

10.3. Alternate

If the Regional Delegate is unable to attend an Assembly, the Regional Delegate may, with the approval of the Regional Law Society, appoint an alternate to attend and vote in their place. The alternates shall have the same right to vote as the Regional Delegate.

10.4. Duties of Regional Delegates

The duties of Regional Delegates shall be to:

- (a) attend Assemblies;
- (b) report to the Assemblies on issues or developments affecting their region;
- (c) promote the objects of Young Lawyers in their region and encourage new Members to participate in Young Lawyers;
- (d) to organise or assist in the organisation of CLE seminars in their region; and
- (e) undertake any other activities as requested by the Young Lawyers Council.

The Role of Regional Delegates

When a Regional Law Society appoints or elects you as their NSWYL representative (referred to as a 'Regional Delegate' in the NSWYL Constitution), you must:

1. Notify the BushWeb Chair of your appointment or election, by emailing BushWeb.chair@younglawyers.com.au and when you cease to be Regional Delegate;
2. Notify the BushWeb Chair of any changes in your email address. (You may want to set up a personal gmail or hotmail account to use to send and receive emails to BushWeb and your Regional Email List. This avoids issues of updating email addresses if you change job);
3. Read and abide by the following documents, which you will receive in attached to an email from the BushWeb Chair or you can access via the NSWYL website:
 - a. The NSW Young Lawyers Constitution
[<http://www.lawsociety.com.au/idc/groups/public/documents/internetyounglawyers/026971.pdf>];
 - b. The Creating Networks Guide (2013);
 - c. The Regional Delegates Handbook (2004)
[<http://www.lawsociety.com.au/idc/groups/public/documents/internetyounglawyers/034205.pdf>];
 - d. The Responsibilities of Committee Membership Guide
[<http://www.lawsociety.com.au/idc/groups/public/documents/internetyounglawyers/026999.pdf>]; and
 - e. The NSW Young Lawyers Email Use Policy Guide
[<http://www.lawsociety.com.au/idc/groups/public/documents/internetyounglawyers/035118.pdf>].
4. Subscribe to the BushWeb email list at <http://lists.younglawyers.com.au/mailman/listinfo/BushWeb>
5. Consult with young lawyers members in their region to ascertain what issues are affecting them and how NSWYL can best support them;

For Regional Delegates participating in Creating Networks, [subject to the NSWYL Office Bearers decision of May 2013 (see page 12 for details)]:

6. Report to young lawyers members in your region, by emailing your regional email list, of the outcome of Regional Law Society AGMs, meetings, issues, events etc;
7. Identify all young lawyers members in your region – see below for details of how to build your network and for details of who is a young lawyer member;
8. Administer the regional email list for their region made up of young lawyers members in that region- including:

- a. Adding the email addresses of any law students, PLT students or non-Law Society members who are in their region Gather together the email list from the Law Society (after signing and returning a confidentiality agreement to the Law Society) with email addresses of any law students, PLT students or non-Law Society members who are in their region;
- b. Authorise subscriptions to the regional email list;*
- c. Authorising email posts from non-members of the regional email list*
- d. Receiving notifications of bounces*
- e. Respond to and act on requests to subscribe and unsubscribe members of their email list – this must be done as soon as possible (within 5 days of receiving the notice or prior to sending any emails to the list)

**these administrative tasks are generally take about 5 minutes to complete and are infrequent.*

9. Facilitate a network of young lawyers within their region. This may mean:
 - a. Organising social events and/or CLEs. This can be done with assistance from the NSWYL Office, BushWeb and your Regional Law Society.
 - b. organising teleconferences,
 - c. emailing members with information about local activities and events or issues of interest, or
 - d. using online resources to enable young lawyers members to get support despite distance and isolation. In addition to using the regional email list, this may involve setting up a Facebook group page or a Twitter hash tag for young lawyers' members to use.
10. use their regional email address to pass on all emails from the BushWeb list to young lawyers in their region and encourage greater participation in NSWYL Committees via:
 - a. teleconferencing;
 - b. joining committee email lists; and
 - c. attending events where possible.

When a Regional Delegate position is vacant

If your region does not have a Regional Delegate or the Regional Delegate chooses not to participate in Creating Networks, the BushWeb Chair and Vice Chair will:

1. administer the regional email list, such as passing on information from NSWYL to regional email lists to maintain contact between NSWYL and regional young lawyers members; and
2. consult with regional young lawyers members to work out what information is of interest to them and how to best support them online

BushWeb Chair and Vice Chair will not take over all responsibilities of Regional Delegates, such as organise events or CLEs or keeping young lawyers members informed about Regional Law Societies.

Building Your Network

Building your regional network couldn't be easier. NSWYL has negotiated with the NSW Law Society to provide contact information for all members who meet NSWYL eligibility criteria, sorted according to their region. Before this information can be provided to Regional Delegates, the Law Society requires that a confidentiality agreement be signed. This agreement is necessary to protect the privacy of our members and the integrity of NSWYL.

To create your network, just following these three easy steps:

1. Email the BushWeb Chair indicating that you want to participate in Creating Networks and requesting a confidentiality agreement. You will be emailed a confidentiality agreement for you to read and if you agree with its terms, print, date and sign it. Please post it to:

The Law Society of NSW
C/- NSW Young Lawyers Executive Officer
170 Phillip Street,
Sydney NSW 2000
OR
DX 362 SYDNEY 2000
(if you have not already done so).

2. Wait to receive the login details for the regional email address you will use to contact the young lawyers on your list.
3. Initiate contact with your members using the regional email address and the template for your first correspondence that appears on the following page. If you make any changes to this template for your first correspondence, you must email this to the BushWeb Chair for approval prior to sending it via your regional email list.

As a Regional Delegate, you will receive regular emails from the BushWeb Chair. These emails may address the work of NSWYL generally, one of the NSWYL committees, or other topics that may be of interest to your members. You should pass this information on to your network as and when you feel it is relevant and of interest to your regional members.

You are encouraged to maintain regular contact with your members. Use the network to generate discussion about issues that you feel are relevant to your members. You are there to act as a conduit between NSWYL and your regional members, and to facilitate communication between the members in your region. Encourage your members to participate in the network and help it grow into a vibrant community of young professionals

Who are Young Lawyers Members?

NSWYL Constitution states:

3. MEMBERSHIP

3.1. Eligibility for general Membership

(a) A person shall automatically become a Member of Young Lawyers upon being a person:

- (i) enrolled in a NSW Law Course recognised by the Legal Practitioners Admission Board for their period of enrolment ;
- (ii) enrolled in a New South Wales practical legal training course recognised by the Legal Practitioners Admission Board for the period of their enrolment;
- (iii) who holds a current practicing certificate as a Solicitor, Solicitor and Barrister, or Barrister in New South Wales;
- (iv) who is ordinarily resident or practising in NSW and is or is entitled to be a New South Wales legal practitioner under the Legal Profession Act 2004; or
- (v) any other person involved in the practice, teaching or research of law by invitation by the Young Lawyers Council or a Committee.

(b) Other than a person who ceases to be a Member by ceasing to fall within one of the categories in (a) above, a person shall cease to be a Member at the later of either the adjournment of the Annual Assembly which is the Annual Assembly immediately following the person's 36th birthday or, alternatively at the adjournment of the Annual Assembly which is the fifth Annual Assembly following the Member's admission to practise in NSW.

(c) A person may elect to cease to be a Member at any time.

3.2. Effect of Membership

All Members are bound by the Constitution.

3.3. Members of Young Lawyers Not Necessarily Lawyers

(a) The *Legal Profession Act 2004* contains a definition of the term Lawyer and places restrictions of the use of the term Lawyer. Members of NSW Young Lawyers who, for example, are not admitted to the legal profession may not be able to call themselves "Lawyers" under the *Legal Profession Act 2004*. Members in this category will still be members of NSW Young Lawyers but in referring to themselves must comply with the *Legal Profession Act 2004* at all times.

(b) This Constitution is to be read and construed subject to the *Legal Profession Act 2004*. If there is a construction of this Constitution that appears to be in conflict with the

Legal Profession Act 2004, this Constitution is to be given the construction that does not give rise to such a conflict.

Under Creating Networks, all Young Lawyers members who are members of the Law Society will be included in the regional email list.

Creating Networks and the City of Sydney region

In May 2013, the NSWYL Office Bearers unanimously agreed to exclude the City of Sydney from participating in Creating Networks. The reasons for this decision are as follows:

1. **Aims of Creating Networks** – The aims of Creating Networks, as noted above, include:
 - a. improving the support that NSWYL offers to its members in regional areas and encouraging members in regional areas to actively participate in NSWYL; and
 - b. facilitating the development of peer support networks within non-Sydney area regions to overcome the challenges of isolation that many young lawyers members face when practising in regional areas. This is achieved by the establishment of Regional Email Lists made up of young lawyers members in each region and providing funding and support to enable Regional Delegates to hold Young Lawyers events in their regions.

These aims do not justify the City of Sydney region participating in Creating Networks and the establishment of a City of Sydney Regional Email List.

2. **Existing Access to NSWYL Committees, Events and Support** – Most NSWYL Committees hold meetings and events within the City of Sydney region. Most of the active members of NSWYL are members practising in the City of Sydney region. This means that young lawyers members in this region are able to access the support of NSWYL and actively participate without a City of Sydney Regional Email List.
3. **Duplication of NSWYL Emails** – Regional Delegates participating in Creating Networks often use their Regional Email Lists to forward emails with information about NSWYL activities, events and publications. These emails are often sent to the 15 NSWYL Committee email lists, including the BushWeb email list. A City of Sydney Regional Email List, under Creating Networks, would merely duplicate these NSWYL emails for young lawyers members who are members of a NSWYL Committee email list.
4. **City of Sydney Regional Law Society Email List** – The City of Sydney Regional Law Society already has an email list of all its members, including young lawyers, which it obtained from the Law Society of NSW. A Creating Networks Regional Email List would merely duplicate this existing email list and not contribute further.

The exclusion of the City of Sydney region from participation in Creating Networks **does not** affect the:

1. ability of the Regional Delegate for the City of Sydney to participate as an active member of BushWeb ;
2. ability of the Regional Delegate for the City of Sydney to attend NSWYL assemblies and vote, in accordance with the terms of the NSWYL Constitution; and
3. duties of the Regional Delegate for the City of Sydney as stated in clause 10.4 of the NSWYL Constitution.

The Creating Networks Guides (2011 and 2013) were written by:

Nichole Hoskin	Chair, BushWeb Regional Issues Committee Regional Delegate - Blue Mountains (2010-2012) NSWYL Executive Councillor (2013-2014) NSWYL Representative to the Law Society Rural Issues Committee (2012 & 2013),
Claire Osborn	BushWeb Office Bearer NSWYL Representative to the Law Society Rural Issues Committee (2011)
Matthew Karpin	BushWeb Office Bearer Executive Councillor (2011-2012)
Robert Hoyles	BushWeb Office Bearer Executive Councillor (2011-2014)

Thanks to the following people for their assistance with Creating Networks and this Guide:

Greg Johnson	President of NSW Young Lawyers 2013
Thomas Spohr	Vice President of NSW Young Lawyers 2013
Heidi Fairhall	President of NSW Young Lawyers 2012
Daniel Petrushnko	BushWeb Office Bearer President of NSW Young Lawyers 2011
Pouyan Afshar	immediate past President of NSW Young Lawyers 2011
Rebecca Harper	immediate past BushWeb Chair Executive Councillor 2010