

EQUAL JUSTICE PROJECT

End of Year Report 2017

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Directors – End of Year Report 2017

Prepared by Co-Directors Jade Magrath and Ella Stolwerk

Outline of Role

Broadly, there are three key components of the role of an EJP Director: people management, risk management as situations arise, and (most importantly) setting a strategic vision for the organisation.

People management

This year, we held weekly meetings with the EJP Executive as a whole. These meetings were

an important way for the Directors to remain abreast issues that presented themselves to different teams. The meetings also ensured that each team's Managers were informed as to the work of their colleagues, and allowed EJP to foster a collaborative team environment.

The Directors also interacted with volunteers to get their feedback on aspects of EJP. An important part of volunteer feedback this year has been feedback about the ADLS subcommittees that many volunteers sit on. This year we took steps to make giving feedback easier and more accessible for our volunteers by setting up anonymous online forms that volunteers could fill out at any time. Volunteer feedback is a valuable source of information and insight as, due to the nature of our role, we are not always able to monitor each team's day-to-day activities in our capacity as Directors.

Risk management

Risk management involves the Directors assessing potentially contentious situations (such as projects or external relationships) and making decisions about whether EJP should engage in those areas or not. The Advisory Board is an important, helpful feature of the Directors' risk management processes.

The Directors are also responsible for securing EJP's sponsorship and maintaining EJP's financial records. In this sense, the Directors have for a long time been the de facto treasurers of the organisation. They must ensure that the internal records we keep are up to date and comprehensive, as this assists EJP when applying for external funding. This year we recognised that as our organisation expands it was important to have an Executive member who is solely responsible for financial management, which is why we hired a Treasurer, and adjusted our Constitution accordingly.

Strategic vision

The Directors set the tone for the Executive group and guide EJP according to their 'strategic vision.' Typically, this involves meeting with the new Executive at the beginning of the year and clearly examining each team's goals for the year ahead. The goal of strategic planning is to set specific goals that are underpinned by a broad commitment to EJP's general values. With these responsibilities in mind, we met with the Executive in October 2016 to discuss our vision for the upcoming year. We condensed our ideas to fit within the ambit of three goals: Community, Diversity, and Outreach.

1. **Community:** We wanted to improve the sense of community in our organization, both within our four teams (Access, Communications, Community, Pro Bono) and across our all four teams as a whole. The rationale behind this goal was to improve the experience of our volunteers by helping them form social bonds, which would hopefully give them more of a connection to our organisation and enjoyment from being involved. Some teams have a great sense of community, but the teams in which members volunteers have limited interaction with one another in the course of their day-to-day activities have traditionally struggled to build strong team bonds and feedback from volunteers has indicated that members felt disconnected from the wider organisation. This year



we wanted to address this issue by creating more opportunities for our volunteers to interact through social events, and EJP-wide events.

2. **Diversity:** Although it has never been our intention, EJP has traditionally had a reputation on campus of being an exclusive organisation made up of only highly-achieving academic students. Furthermore, despite the communities we serve that have a high density of people from Maori and Pacific descent, we have failed to attract students from these communities. This year we wanted to make a genuine effort to understand the communities that we serve, and attract students with more diverse backgrounds and a more acute knowledge of how we can most effectively help those who need it.
3. **Outreach:** This year we wanted to increase our presence and recognition in the community. This would be advantageous for our volunteers, as they would receive more positive feedback and know that their work was being recognised and appreciated. It would also be advantageous for our organization as a whole to be able to broaden our scope, and gain more legitimacy. The funding and wider financial support we would garner from reaching out to areas of the community we have not previously tapped into has been extremely helpful. Further, raising awareness about our work is crucial to enable more organisations and individuals to access our services.

Management Structure

The management structure for the directors is quite clearly laid out. The directors decide the direction of EJP as an organisation, particularly in terms of strategy, fundraising and the overall vision of EJP for that particular year. On a day-to-day basis, the directors ensure that the managers are all completing the tasks they need to and ensure the organisation is on track to meet its goals. The advisory board then sit to the side of the Executive and provide advice on big-picture issues.

The Co-Directors

The two-year overlapping director term has continued to work well and ensure continuity across years, and allows the directors to plan with a more long-term vision for the longevity and success of EJP as an organisation. We have worked together well and have each brought different skillsets to the table which complement each other. Both of us have had busy lives outside of our EJP commitments, but we have managed to always keep the lines of communication open and transfer our workloads where needed. We've also been able to support one another and offer advice, and have built a strong partnership and friendship over the year.

The Executive

Each of our four teams has two Co-Managers, and this year we have added two new roles to the Executive – a Treasurer and a Web Consultant. We met more frequently with our Managers this year, and also organised a number of social events, which we believed have strengthened and fostered a sense of collegiality amongst our Executive. We have tried to remain approachable to the Executive and open to feedback, and we hope that the Managers have felt comfortable coming to us for advice and support.

Advisory Board

Our Advisory Board is a valuable resource for the Co-Directors and the organisation as whole. The Advisory Board sit to the side of the Co-Directors: the Co-Directors do not require the Advisory Board's approval before finalising every decision they make, but should recognise that the Advisory Board primarily exists to guide the Co-Directors and help minimise the risk they expose the organisation to. This year the Board helped us to identify risks associated with an initiative that we had planned to pursue in the Korowai Manaaki Youth Residences, and we are grateful for their insight and guidance.

Reflections

In general, our roles have worked well. The role changes from year to year as different values and events are prioritised. This year, the Directors agreed on a set of shared goals prior to our Executive retreat. We tried to make sure that the Executive as a whole felt included in as much of the decision-making as possible, and were on board with our shared vision.

We believe we have successfully created a collaborative environment where managers are supported and we contribute towards the work they are undertaking. We have provided consistent oversight of their work through weekly Executive meetings and have made concerted efforts to have one on one catch ups where needed. We made a great deal of effort to create a strong social relationship within the Executive, starting with our retreat and by having increased social functions. We even did this simply by encouraging use of the office more. The nature of volunteer work like this is that it can be thankless and is often time consuming at inopportune times of the year (such as during assignment-heavy periods). We feel that we have supported our Executive and built friendships as well as professional relationships.

We are confident that the decision made last year to seek a new Co-Director who would be able to commit to the role for two years was a good one. Jade has supported Ella exceptionally well, shown her the ropes, and helped her to find her feet. The transition to Gmail has made the gradual handover even easier. We are excited to see the fresh perspective that our new Co-Director will bring to the role.

Key achievements in 2017

1. Community

Executive retreat: We believed that building a community started from the top down and we needed to lead by example. With this in mind, we took our Executive on a first ever weekend long retreat up to Northland. We sat down, shared ideas, bonded over food and formed friendships as well as professional relationships.

Social events: We asked all Co-Managers to host at least one social event per semester, so their teams could spend time together in a less formal setting and build friendships this way. This has been by and large successful, and a number of volunteers, including from Community, have remarked that they now feel closer to their team. Once again, we led by example by organizing Executive social events, such as a team building trip to Escape Masters, attending a documentary screening together, and the occasional BYO Dinner.

Opening Function and Training Hui: Traditionally, EJP has hosted a training session to educate and give back to our volunteers. This had previously taken place in August, and had low attendance. This year, we hosted the Training Hui in conjunction with our Opening Function (Opening Function on the Friday night, Training Hui on the Saturday). These events both took place at the start of the year following recruitment, and were hugely successful. At the opening function, we were welcomed onto the campus Waipapa Marae by Nga Taurira Maori and our very own Te Rakau Ture (the Maori Law Students' Association at Law School). In attendance were not only our volunteers, but also our Advisory Board, academic staff from the Law Faculty, legal professionals, and our community partners and representatives from a number of law student associations and equity groups (including the Pacific Island Law Students' Association and Rainbow Law). Our guest speaker was EJP's Patron and distinguished fellow of the Law School, Rt Hon Sir Anand Satyanand, who spoke about his career and offered advice for young soon-to-be lawyers. We also presented the Equal Justice Award to Darryn Aitchison and Neil Shaw, co-managers of Auckland Community Law Centre. At the training Hui, we heard from speakers Claire Charters, Deborah Manning, Youthlaw, and Inspector Nga Wati Chaplow. These workshops focused on different skills and knowledge that our volunteers needed in order to make the most of their volunteering experience, and most effectively contribute to the local community. Topic covered included the origins of EJP and its pro bono values, how to pursue a career in human rights, how to talk to young people about the law, and how to operate in culturally diverse communities with sensitivity, including our Treaty obligations towards tangata whenua and an appropriate understanding of Maori cultural values. We also split into teams for team trainings. We had over 70 volunteers attend both events, which is record attendance. We think this was a great initiative that allowed our volunteers to meet and form connections early on in the year, and also allowed them to soak up knowledge from the fantastic speakers and presenters present. We also successfully addressed the issues around attendance and engagement that were identified last year. The cover photo to this application was taken at the Hui.

Mid-Year Function: EJP hosted an inaugural Mid-year function at the Meredith Connell offices. We did this to reconnect with our volunteers, and provide them with food, drinks and a guest speaker to remind them how thankful and appreciative we are of the amazing work they do for EJP and our community. We extended an invitation to the event to our Advisory Board and our community partners and fellow law student associations and equity groups, thus ensuring that we maintain positive relationships with them as well. Our guest speaker was Janet Anderson-Bidois, who is the Chief Legal Counsel at the Human Rights Commission. Feedback on this event was overwhelmingly positive, and we intend to carry it forward into the coming years. It was an important opportunity for volunteers to touch base not only with their own teams, but with the wider EJP whanau and our community partners.

Volunteer facebook group: Most students use social media as a main form of communication, so we wanted to make sure that we were engaging with our volunteers in the most effective and efficient way possible. In 2017, EJP started a volunteer wide Facebook Group for general communication/sharing of highlights. This was a hugely successful way of communicating for the Directors, and we always made sure to email volunteers who did not have Facebook any important information. This was also a simple, yet effective way to make sure that volunteers felt they were part of a “bigger picture” and were exposed to other teams.

T-shirts: EJP T-shirts were made available for purchase to volunteers at the beginning of the year. Volunteers were encouraged to wear the T-Shirts at all EJP events, and T-shirts were also gifted to other student associations. It was great to see our volunteers wearing these T-Shirts with pride around campus. Not only are the T-shirts great promotion for our organisation, but they helped to foster a sense of community among the volunteers, as they could see other volunteers wearing the T-shirts and know that were working towards a common goal.

2. Diversity

Recruitment: This year we made a huge effort during recruitment to dispel any myths about EJP, and ensure that we appealed to a broad spectrum of students. We held a well-attended inaugural information session (with plenty of pizza!) to inform prospective volunteers about each team, and help them see which team would suit their personality and interests. Interested students were able to see the Executive in person and ask them any questions that they had about the recruitment process and the volunteer commitment. Also for the first time ever, we spoke at the Law School Orientation day for second year students, and emphasised the fact that we were actively seeking junior law students. We also made pamphlets that we distributed around campus to ensure that every student had an accurate understanding of what EJP does, and how they could apply, and lecture bashed most of the Part II lectures in the first 2 weeks of Semester 1.

Attending Part II camps: In an effort to make sure that young law students from a range of backgrounds would feel welcome to apply as volunteers, we attended 3 of the Part II law student camps, where we were able to meet many of the incoming members of our law school community, and talk to them about the work that we do and encourage them to get involved. Te Rakau Ture and PILSA welcomed us with open arms on their Part II camps and we had a fantastic time bonding with their members and learning more about Maori and Pasifika culture. We also spoke to students at the AULSS camp. Overall, attending these camps allowed us to reach out to a wide range of new law students, raise awareness about our work, and attract more volunteers.

Open communication with other Law student groups: We had candid conversations with the leaders of other student groups at law school (specifically Te Rakau Ture, PILSA and Rainbow Law) to learn what barriers there might be to their members applying to volunteer for EJP, and how we could change our recruitment processes and operations to better accommodate a diverse range of students. We have learned so much from our fellow law school leaders, and most importantly though, we believe we have made genuine connections and friendships with our counterpart students in Te Rakau Ture, PILSA and Rainbow Law that have lasted the year, and we have always made the time to look out for each other and support each other, which has aided the community that we build around law school.

3. Outreach

This year we have continued to build on and strengthen our existing community partnerships, while also expanding our reach in the community and forming exciting new bonds with other organisations that have resulted in greater awareness of the work that we do, and benefits for our volunteers and EJP as a whole. We have also expanded our presence on social media.

ADLS: EJP has continued to strengthen and develop its relationship with the Auckland District Law Society (ADLS) this year. ADLS generously provided us with financial support for our Opening Function, will be hosting our End of Year Function, and have continuously strived to include EJP volunteers in ADLS events and opportunities wherever possible. In return, we have provided ADLS with volunteers on ADLS committees, who assist the committees with legal research and writing tasks. This is the third year that EJP volunteers have sat in on the ADLS committees. This is an invaluable opportunity for our volunteers, as they are able to benefit from greater exposure to legal issues in practice. The committees provide volunteers with excellent learning and networking opportunities, and allow EJP as a whole to access work that we otherwise would not be asked to help with. This year, one of our focuses was to improve volunteer engagement in the programme, and to expand the range of opportunities available. We have achieved this by running, with help from ADLS,

an orientation for all committee volunteers to ensure that they understand the opportunities presented as well as their responsibilities as representatives of EJP. We have also made sure to collect feedback from our volunteers throughout the year to ensure that they are on track and engaged. Another new strategy that was adopted this year was that each volunteer representative was partnered up with a solicitor “buddy” on their committee so that students did not feel too intimidated in a room full of lawyers, and would feel comfortable asking for work and contributing. We are immensely grateful for ADLS’ support and partnership. Through this relationship, EJP has been able to expand its reach and raise awareness about our work among the legal profession through networking and exposure. Further, through the ADLS newsletter, Law News we have been able to promote EJP events and report on our activities to a much wider audience. We are confident that the EJP-ADLS will continue to go from strength to strength and evolve positively over time.

Mount Eden Corrections Facility visit: In August, 10 EJP volunteers had the opportunity to tour Mount Eden Corrections Facility. This was another experience made available to us through our positive relationship with the Auckland District Law Society. We selected top volunteers from each of our 4 teams to attend. The tour lasted approximately 2 hours, and the visitors were chaperoned by a Corrections Officer at all times. Volunteers were informed about daily prisoner routines, the medical and mental health facilities available to prisoners, as well as the gym area, the Youth and Mental Health units, and were also able to speak to the educational staff about the workshops and training available to prisoners in the Facility. At various points throughout the tour, visitors were able to interact with and ask questions of the different staff at the Facility. For most of the volunteers, it was their first time stepping foot inside a corrections facility, and the tour was a truly eye-opening and educational experience. The tour was a chance for our volunteers to step outside of the lecture theatre and see the institutions and people that we learn about every day in real life. We believe that it was a highly valuable experience, and one that we hope to be able to expose more of our volunteers to in the future. Rebecca Hallas and Daniel Gambitsis, Co-Managers of the Communications team who visited the Facility, wrote an article about the tour which was published in the ADLS newsletter, Law News, providing another opportunity for EJP to get its name out in the legal community.

Meredith Connell: This year we established a new relationship with the law firm Meredith Connell, who are the Crown Solicitors for most of the Auckland region. The firm very generously agreed to host our Mid-Year Event in their offices and to provide food and drinks to our volunteers. The evening was hugely successful, and with the support of Meredith Connell, we were able to run the event on a minimal budget, while still providing a quality experience for our volunteers and guests. We are confident that this relationship with Meredith Connell will continue in the future, and are currently in discussions with the firm about holding our Mid-Year event there annually. This relationship also provides an important connection between EJP volunteers and the legal profession, and will certainly add value to our organisation, and our volunteers’ experiences.

Shakti: Another new partnership established this year, which has expanded our reach in the community and offers new and exciting volunteering opportunities for students is with Shakti Women’s’ Refuge. Shakti is a national not-for-profit community organisation specialising in the area of women’s development, empowerment and domestic/family violence intervention, prevention and awareness. They are a specialist provider of culturally competent support services for women, children and families of Asian, African and Middle Eastern origin. Shakti is an incredible organisation whose work embodies many of EJP’s own values and this year our Community team partnered up with them to provide support. EJP now provides Shakti’s Auckland office with volunteers who offer administrative support to the office’s social services and legal teams. We are very excited about this new partnership and the opportunity to serve a particularly vulnerable sector of society using our volunteers’ unique skills and knowledge.

Ethnic Legal Service: The EJP Community team also forged another new relationship with a new community law initiative, Ethnic Legal Services. Ethnic Legal Services is intended to operate much like a community law centre. The aim is for a culturally sensitive service with a wide range of translators on hand, with a special appreciation of diversity and understanding of cultural differences. EJP has been proud to provide volunteers to support the establishment and delivery of this new community initiative. They provide legal information and advice to clients under legal supervision. Again, this new relationship has expanded the range and reach of EJP’s work, and has enable us to further contribute to the Auckland community.

Eat My Lunch: Last year the EJP Access team volunteered one morning in the Eat My Lunch kitchen. This year, we wanted to expand this opportunity to all of our volunteers, both as a team building / bonding exercise, and also as a way to give back to our community in a tangible way. Eat My Lunch is a for-profit organisation that runs on a buy one gift one model. For every lunch purchased by a customer, Eat My Lunch delivers a lunch to a Kiwi kid in need. They deliver 1410 lunches per day to 35 schools across Auckland and Hamilton. Volunteering in their kitchen entails waking up early in the morning

and approximately 1500 lunches for children in schools. This gave EJP members an opportunity to get involved in our local community in a unique way, and to expand our reach outside of Law School at the same time. It was also a fantastic team bonding experience as the volunteers got their hands dirty and had to work efficiently and effectively as a team in order to pack all of the lunches on time for delivery to schools.

Equal Justice Award: The Equal Justice Award was established to recognise outstanding contributions to the spirit of equal justice and community service in the Auckland legal community. Previous recipients include Peter Williams QC for his life-long contributions to criminal justice reforms, Judges Lisa Tremewan and Judge Ema Aitken to celebrate their efforts in establishing the Alcohol or Other Drug Treatment Courts, and Dr Andrew Butler for extensive pro bono work, including his involvement with the Lecretia Seales case. In 2017 the Award was presented to Darryn Aitchison and Neil Shaw, co-managers of Auckland Community Law Centre. EJP recognised Darryn and Neil for their tireless dedication as managers of the Auckland Community Law Centre. In addition to providing EJP with the opportunity to recognise often overlooked lawyers in the legal community, the Award also enables us to raise awareness about our own work, particularly as the Award is always presented at our annual Opening Function, which members of the profession, academics, our community partners, and students are invited to attend. We have particularly felt the impact of this this year, as we have already received a large number of nominations for the award, despite not having opened nominations or otherwise promoted the 2018 Award yet. We believe that this demonstrates that receipt of the Award is now recognised as a desirable achievement by the legal and wider community, and furthermore, that EJP is acknowledged as a legitimate and reputable charity.

Rainbow Law: This year, our Communications team also assisted Rainbow Law on a legal name change document for the University's LGBT+ students. Throughout the year, we have continued to maintain a very positive relationship with Rainbow Law, and have attended their events, as they have attended ours, to show mutual support for each organisation's endeavours.

Instagram account: In 2017, EJP joined Instagram. This social medium was used by all members of our exec to upload photos, make 'Instagram stories' and was a cool and informal way of letting all the volunteers in different teams (as well as the general public) what each team was up to, and how EJP was contributing to the community. This is an example of us getting creative with new ways to reach a wider audience and engage more of our volunteers in what we do through social media.

Wellington Community Justice Project: We have recently formed a new relationship with the Wellington Community Justice Project, which is a law student run charity with objectives very similar to our own based at Victoria University. Heading into 2018 we are very excited about the partnership potential between our 2 organisations and look forward to building a network of like-minded student groups across New Zealand.

Club of the Year Award: This year we nominated EJP for the University of Auckland General Club of Year Award. We believed that winning this award would help to raise EJP's profile on campus, and would offer recognition for our volunteers' often thankless efforts. We were delighted to be awarded the Runner-Up Club of the Year in 2018.

New Zealander of the Year (Community of the Year Award): We have also nominated EJP for the Community of the Year Award, which is designed to acknowledge regional or national community groups and organisations for their achievements and contribution to their communities. Finalists for the award will be announced early next year.

4. Other achievements and developments

Charity status: This year in April, EJP received status as a registered charity. This was a huge milestone for us, and was a culmination of several months of hard work. Our information contained on the charities register can be found at register.charities.govt.nz.

Mission statement: We created a Mission Statement for EJP that succinctly describes our goals as an organisation, that we hope will guide future Executives. Our new Mission Statement is: "The Equal Justice Project (EJP) is a non-partisan pro bono charity that applies law students' legal training and knowledge to promote social equality, inclusivity, and access to justice in our local and wider community", and can be found on our website.

Constitutional development: This year we decided to update our constitution. The new constitution and explanation of the changes held within are attached. There were several reasons we chose to update our constitution. Firstly, we formulated a mission statement this year (page 2). Our purpose in the constitution had to be updated to reflect EJP's non-partisan,

charitable status. Secondly, we made changes to our internal structure this year and this needed to be reflected in our constitution. Our new status as a charity requires that we are held accountable financially. With this in mind, we appointed EJP's first ever treasurer. We also realized that with our transition from Dreamhost as our Email provider to Gmail, along with other IT difficulties that we came across occasionally, we wanted to create the position of a Web Consultant. Our constitution has been amended to reflect and detail each of these two new positions. The Treasurer is an appointed Executive member, and the Web Consultant is not an Executive member and will be less involved in the day to day running of EJP, but is obliged to dedicate several hours per month to helping EJP in the running of our website, Google account and other media platforms.

Volunteer Code of Conduct: This year we established a 'Volunteer Code of Conduct.' The constitution was amended to reflect, and give weight to, the new Code of Conduct. This Code of Conduct makes clear the reciprocal expectations and obligations of EJP and its volunteers, and will be a useful tool for future Team Managers and Directors, should volunteer misconduct become an issue or should another form of dispute arise. Further, procedures for a volunteer resigning or for the removal of an underperforming volunteer were not clear. The process for the removal of volunteers when they fail to fulfil their obligations to EJP per the new Code of Conduct has now been included in our Constitution.

The Volunteer Code of Conduct and amended Constitution were distributed to all of our current volunteers. Further, our Constitution is now publicly available on our website, to ensure that we remain transparent and can be held accountable to our volunteers and the wider public. This is particularly important as we are now a registered charity and must therefore be held to a higher standard of professionalism and openness about how the organisation is run.

Media policy: After a number of requests from the media for interviews/comments, we decided that EJP desperately needed an established media policy with a clear outline of how to respond to such requests. We also received feedback from a previous EJP Director in early 2016, who was concerned that our publications were too political for our typically 'apolitical' stance. We wanted to make clear guidelines for publications in accordance with the EJP Mission Statement. Our Media Policy is also publicly available on the EJP website. We believe that this Policy will provide helpful guidance to future Executives, and in particular our Communications team, as to what content is appropriate to create and share under the EJP brand.

Reflections and improvements for 2017 onwards

We think we put in considerable effort towards achieving our goals in 2017, and we are proud that this was reflected in our Runner-Up Club of the Year award. However, there is definitely room for progress across all areas. Improving diversity has been the toughest goal for us, because despite our efforts we have not seen much improvement in this area and we are unsure what recommendations we can make. We definitely still recommend that the new directors maintain a steadfast commitment to improving diversity within EJP. However, we implore that they remain patient and try to think creatively in order to achieve results in this area. We are particularly excited to see how EJP's Outreach continues to broaden in 2018, after a particularly successful 2017.

1. Community

Compared to last year, we have seen a marked improvement in attendance at EJP-wide social and training events. We view this as a positive indication that we have been able to build a stronger sense of community and engagement among our volunteers. However, there is still more room for improvement. At this year's Annual Hui we had planned to have an overnight stay on the Waipapa marae, however there was unfortunately not enough interest from volunteers to enable us to go ahead with this plan. Next year we would love to host an overnight event as we believe that it is very important for volunteers to get to know each other in a fun social setting at the beginning of the year, as this encourages continued involvement and builds a sense of community early on. Further, we would like to organise more EJP-wide volunteering initiatives like Eat My Lunch, and hold them earlier in the year as well as more frequently, because they provide an excellent opportunity for volunteers to meet people from other teams.

The feedback we received when we asked Director applicants about how they had found the sense of community this year was mixed. They felt that it had improved, but there was still a long way to go. Many volunteers still feel isolated. We recommend that more effort is put into strengthening the EJP community in 2018.

2. Diversity

Whilst we made a more concerted and practical effort to attract a diverse range of volunteers this year, our volunteer base still suffers from a lack of diversity. This may in part be due to the limited number of spaces that were available on our team this year (only 60 volunteering spots), which meant that there was less scope for us to choose new volunteers. We acknowledge that we still have a long way to go yet in addressing the diversity issue within our organisation and going forward we will continue to actively pursue new ideas and initiatives to solve this, and keep an open dialogue with our fellow student organisations for feedback and advice.

3. Outreach

Overall, we believe that our attempts at expanding EJP's outreach in the community have been very successful. Our social media presence has grown, we have formed new partnerships in the community, and there are signs that EJP is increasingly recognisable as a legitimate and respectable organisation. Nonetheless there is still a lot of potential for growth. Some areas where we believe we could expand our outreach are within the Access team (where there may be scope to provide legal education to a wider range of institutions, such as in first year university hall and the Red Cross refugee settlement centres), through partnerships with other student-lead pro bono organisations including the Wellington Community Justice Project, and through collaboration with other groups on campus, such as AUSA and our fellow law student groups. We are proud to have been published in LawTalk and LawNews, and would love to see this continue in 2018 as well.

4. Recruitment

Last year, we recruited returning volunteers through an expression of interest system, and received an overwhelming response. This was fantastic for continuity into 2017, as it meant we had a lot of experienced volunteers returning to EJP this year. However, partly due to the emphasis we placed on recruitment of new volunteers, we also received over 200 new applications for only 60 available roles. This meant that we had to turn away the majority of applicants, many of whom were fantastic candidates. Next year, in order to offer equal opportunities to all law students to get involved as an EJP volunteer, we will require all applicants, including returning volunteers, to go through the same process.



Access – End of Year Report 2017

Prepared by Access Co-Managers Charlotte Marsh and Mariata Tavioni-Pittman

Outline of Role

Our day to day role as Access Managers involves establishing relationships with educational facilities and organizing bi-annual symposiums.

Coordinating relationships with schools involves ensuring our volunteers are prepared with updated educational resources on the issues, have the right contacts with the schools, and receive feedback from the schools.

Organizing symposiums involves gathering a small team of volunteers, determining a topic and speakers, researching and writing informative papers and infographics on the topic, and coordinating the logistics of the event. The logistics often includes booking the rooms, organizing refreshments, promotional bake sales, and updating the speakers and the chair of the panel.

This year we focused in particular on resource development and ensuring that our presentations were engaging, informative and suited to the right age groups.



2017

Work Completed

This year we presented to the following schools:

- Botany Downs Secondary College x 2;
- Eden Campus Teen Parent Unit x 3;
- Education Action x 2;
- Rutherford College x 1; and
- Tamaki College x 1.

Rutherford College and Tamaki Collect were new connections for us this year and we are enthusiastic about continuing those relationships in the future. Unfortunately, we lost a number of schools at the start of the year, and for this reason we did not present to as many schools as we had in previous years. We found it challenging to find schools to present to. Nevertheless, the new connections we made were fantastic! In particular, we are very excited about our relationship with Tamaki College which has expressed interest in getting the Equal Justice Project more regularly to teach smaller groups in Health Classes. This would mean we could develop a more formal structure and get to know some of the students that we are teaching.

One of our main focuses for the year was to improve our school resources. We implemented a new structure, whereby our volunteers picked which presentations they would like to be involved in, and from this we organised our volunteers into groups. We then asked each different group to recreate the presentation materials that we gave them. With a focus on creating up to date, engaging, and topical presentations, our teams did a great job of reworking the presentations. For example, the civics presentation now has a video, based on the film Mean Girls, which explains the legislature, executive and judiciary.

Our first symposium for the year was on 'Neurodisability and Therapeutic Jurisprudence' and focused on individuals with neurodisabilities and the vulnerabilities they encounter within the justice system. We discussed the area of 'therapeutic jurisprudence' as a means to address the shortcomings of our legal system in respect of this. The turnout to this event was fantastic, and we were really pleased with the quality of speakers and audience participation on the night. We also organised a successful bake sale in conjunction with this to advertise our event. We were proud to get a number of other societies and associations involved in this such as the Health Sciences and Medical faculties.

Given the impending General election, our second semester symposium was 'A Candid(ates) Conversation', which was a debate-fueled symposium with prominent members from a number of major New Zealand parties. The symposium focused on issues of social justice which were relevant in the election, and we tried to steer the focus towards youth issues. This was another successful event. We hosted this event in the law school - but in hindsight I think they are better on the main campus as the location may catch a wider variety of people.

At the beginning of the year, we had two team-bonding/social/training events. Our first event was an induction meeting where we got to know each other and set some expectations for the year. We then had a presentation night where all the teams and volunteers presented the slides that their groups had recreated. These both had great turnouts from our volunteers and started the year off on a great team vibe. In the second semester we had a shared breakfast. This was a nice morning but the turnout was not fantastic.

Reflections

On reflection, I feel that the Access team may be at a crossroads. As has been mentioned, trying to get schools on board has been a struggle. Therefore, we think that emphasis on future years should be on developing a new way to do this, or changing the way in which the teams educate students. This is discussed at the end of the report.

We would like to see feedback forms developed for teachers at the schools, so that we can see how they think that the presentation went. We also think that it may be beneficial to set up meetings with teachers to see what they think that students need to be educated about, or where the gaps are in the curriculum.

Management Structure

The Directors were very engaged and supportive influences throughout the whole year. They were our first port of call for issues, and helped whenever it was needed, without micromanaging us.

The rest of the Executive were equally invaluable. They were engaged in what was happening in every other team, and always ready to help solve a problem or contribute new ideas.

Team Structure

This year we split all of our volunteers into six resource development teams. Each was given one of the legal topics we supply to schools. The 'Civics team' was led by Emily Lyons, the 'Employment team' by Lexi Finucane, the 'Police team' by Emily Maguire, the 'Consumer Rights team' by Tenniel Zheng, the 'School Leavers team' by Jemima Huston, and the 'Privacy team' by Caitlin Anyon-Peters.

This structure was mostly important for resource development. When a presentation was scheduled, we would then first offer it to volunteers within the team that made each presentation, so that our volunteers would be familiar with the presentation and the topic. In order for each team to experience presenting their topics before we did them in schools, we had an evening where all of our volunteers presented their presentations to each other. This also meant that everyone had at least a base knowledge of other teams' presentations, so that throughout the year they could easily learn the presentations if they had to present another team's topic.

Reflections

The central issue we faced this year was forming relationships with schools amidst a floodgate of presentations, and limited time slots. As Access is still a relatively new and developing team, we came to reflect on how we might change the way the Access team operates in the future. We found that there are various ways that this team can be reshaped and restructured to become the most effective and efficient it can be moving forward. This could include establishing year-long relationships with educational facilities to build more personal connections between students and presenters, potentially spreading the focus to include university halls, and developing electronic learning resources that we then disperse throughout schools to use at their own discretion rather than finding time slots with us. Our volunteers came up with various exciting ideas that have a lot of potential for the team.

Volunteers

General Contributions

We had an absolutely fantastic core group of volunteers this year. However, we found that often it was the same group of volunteers who were signing up and offering to do the presentations and symposiums.

In part, this was the Managers' fault. We struggled to get schools on board and so for this reason we really struggled to keep cohesion. In hindsight, given the lack of schools that we had to present to we should have organised different charity fundraisers that our volunteers could have led to keep the team culture going.

Volunteer Numbers

We had 31 volunteers, which was an increase from last year's cohort, due to a significant amount of impressive applications. While it was a pleasure to have such a large team, we did find that the number was too large, with the consequence that it often left some of the volunteers significantly less engaged and contributing less. We would recommend reverting the volunteer back to around 2016's amount, which was around 24 volunteers, or even less. We are of the opinion that the Access team needs to be smaller and more cohesive, to ensure participation from all members.

Confirmed 2016 Volunteer List

Caitlin Anyon-Peters
Adriana Bird
Rachel Buckman
Tom Blackwell
Nadia Sussman
Jessica Dellabarca
Lexi Finucane
Gary Hofman
Jemima Huston
Davida Iosefa
Naushyn Janah
Penelope Jones
Edward Krishna
Sophia Kwintkiewicz
Lisa Lamers
Robyn Lesatele
Andrea Lim
Michael Lim
Christina Low
Emily Lyons
Emily Maguire
Shaivahn Parsons
Solomon Penny
Nathalie Petersen
Ayushi Pillai
Rima Shenoy
Kate Shephard
Veronica Shephard
Charm Skinner
Nadia Sussman
Tenniel Zhang



Andrea Lim was on the symposium team for both of our symposiums. She was extremely dedicated, helpful, and present for both of them, including with writing the symposium paper, finding speakers, writing the panel questions, and meeting with the panel chair.

Emily Lyons was the team leader for the Civics team, which developed an extremely impressive and innovative presentation for college-aged students about the institutions of government, politics, and voting, in a relatable and accessible way. She was constantly putting her hand up to volunteer for extra jobs or presentation slots that were difficult to fill, and attended every single event or meeting we held.

Emily Maguire has been an absolute star all year. In particular she really took charge on the second symposium, and led the bake sale for this symposium. She is always helpful and bubbly and willing to offer her time!

This year would not have been possible without Nadia Sussman. Nadia was always helpful, positive and bringing new ideas to the table. She was responsible for a number of high quality presentations, and spent a lot of time developing resources for presentations when schools wanted two topics merged.

Edward Krishna was another fantastic returning volunteer. Ed chaired our first symposium, and also helped out on a number of presentations throughout the year at schools. Importantly, Ed acted as a 'devil's advocate' and brought our attention to a number of issues and helped us to work through solutions for these. He has been invaluable.

Adriana Bird, Jess Dellabarca and Gary Hofman are outstanding examples of volunteer dedication and initiative who made a concerted effort to be present at every event, to help with our bake sales, and to be available for presentation slots that were difficult to fill.

Improvements for Next Year

As briefly mentioned in an earlier reflection, we need to 'evolve' our current system. Essentially this means finding new ways we can best meet our objective of expanding the knowledge the underprivileged youth have about the legal rights they enjoy.

This may mean developing self-sufficient learning resources, or a stronger online presence, which we can disperse through schools in the hope that they incorporate the resources into their schedule.

We can also look at pushing for longer-term, high commitment relationships with schools so that our volunteers can build more of a camaraderie with the students, and the overall program can be more impactful for them.

We also found that the content can be made quite suitable to first-year University students. Another potential avenue would be establishing relationships with university halls.

We could also use YouthLaw and their staff members more to help out our volunteers and give them advice about presenting to young children.

Ultimately, we were very happy with what we achieved this year, and how we can use this year's experience to further reshape and develop the Access

Communications – End of Year Report 2017

Prepared by Communications Co-Managers Rebecca Hallas & Daniel Gambitsis

Outline of Role

Publications

As Communications managers we have a pretty consistent workload. We, along with our Editor, edit roughly two to four articles a week, depending on how many have been submitted by volunteers. The editing is the most time-consuming aspect of the job. We then upload the articles to the EJP website, format them, and post about the articles on our social media pages once they've been published.

The time that it takes for an article to be ready for publication varies depending on the volunteer. It has in the past been the custom to make edits to volunteers' work, send it back to them for approval, then undertake the relevant formatting and make graphics for the final draft. However this year we only sent the articles with edits back to the volunteers in situations where we made significant edits or had issues with some of the content. This sped up turnaround, because in the majority of cases edits are only minor and it is not worth the time to seek approval for them. This practice will likely continue next year.

Sometimes checking up on volunteers is necessary in order for our publication schedule to run to plan, but for the most part, our team is self-motivated and committed to doing their part. We're relaxed with extensions so long as they are within reason and do not disrupt the posting goals that we have to meet (and most volunteers only need one). We understand the pressures placed on all of our volunteers, and they almost always pull through with a great article in the end. This year, we have noted that volunteers are hesitant to request an extension, because they are either worried about what we might think or simply did not get around to warning us that they were not going to be able to hand in their articles on time. Next year we might need to remind volunteers more often that we are almost always more than willing to grant an extension. However, we should also have been more active in checking with volunteers that their articles were on track. Because most volunteers are on schedule, it is easy to presume that all the other volunteers will be too.

The Communications Team produces two main categories of publications – *Amicus Curiae* and *Cross-Examination*. We believe that we were able to ensure a healthy balance between ensuring that both types of pieces had regular, good-quality coverage. As was the practice with previous years' Managers, we regularly posted in the Communications Facebook group when relevant topics came up in the media and other outlets that we thought would make great articles. Volunteers were then encouraged to contact us with a short pitch explaining what they wanted to write. We would give feedback, decide on whether the topic was appropriate, then inform the volunteer of a due date and have them confirm it before entering it into the schedule. Getting "fresh" pitches from volunteers and encouraging them to talk us through it was beneficial for both them and us. The majority of topics were chosen on volunteers' own initiative, but some did opt for the topics we suggested.

Some volunteers do not check the Google sheets schedule, and are uncertain about due dates or what topics have been chosen as a consequence. It is imperative that volunteers pay heed to our Facebook messages, even if they do not choose our article suggestions.

This year, we continued the policy from 2016 of having every volunteer in Communications write one *Amicus* and one *Cross-Examination* per semester (a total of four articles). This mix meant that volunteers could write more opinionated, casual articles with a quicker turnaround and often connected to recent media events, as well as longer, more researched



pieces (allowing for volunteers to write about areas that they were passionate about that were not necessarily topical but still well-researched and presented).

In terms of topics, like last years, we have been relaxed about the requirement for articles to have a legal focus. We believed that restricting volunteers from writing about social justice issues purely because there had not been much legal intervention or connection with them in the past was unfair. We are now able to point towards our updated mission statement and our new Media Policy if volunteers are unsure about what sort of content is aimed for. We have also been more willing to allow coverage of international events, provided that such events were compared to the New Zealand context. Such pieces can attract above-average social media attention and draw attention to important causes which relate to domestic issues; yet the majority of our articles will continue to have a more local focus.

Public Relations

This year we made relationships with some new organisations, including the Public Policy Club, the Wellington Community Justice Project and LawNews, and continued other relationships. These relationships are a source of greater reach for our causes, and our causes are aligned on the basis of social justice issues.

Last year, Communications formalised a lot of the relationships that were previously created – No Pride in Prisons, Gay Express, and Shine all officially agreed to reciprocal media relationships whereby they endorse our organisation and promote material that we produce relating to their interests, while we share material from theirs on our various social media outlets. These relationships did not bear fruit in 2017. It would be worthwhile trying to re-establish relationships with some of these outlets, and working to preserve existing relationships. It might be worthwhile to create a list of ‘partner’ media outlets and contacting them at least once a year.

2017

Work Completed

This year we assembled a handful of volunteers to write a submission to Parliament on the Domestic Violence Victims’ Protection Bill. We would have welcomed the opportunity to work on more bill submissions this year, but the timing of the second semester submissions was too close to the holidays.

We also worked on a legal name change document for LGBT+ students, in addition to creating promotional content for the EJP’s events such as the beginning of year information session and end of year function.

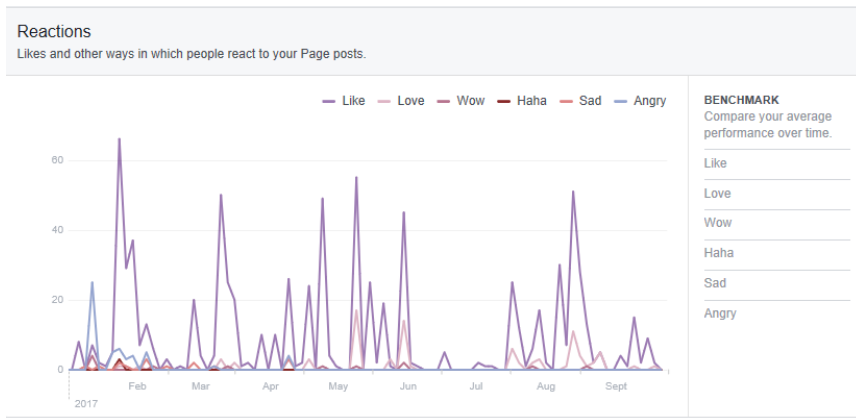


Social Media

One of our recurrent goals in Communications is always to increase our Facebook engagement, as it is our primary means of communicating with volunteers and publicising the organisation’s many events. In 2016 we increased from 846 likes in February, to about 1,073 likes in Semester 2. In 2017, we have increased from 1124 likes on January 3rd to 1425 likes in October. The increase in likes has been consistent throughout the year, which is a testament to the quality and regularity of our output. We have been happy to have had volunteers conduct several interviews throughout the year, and will encourage more next year.

We have been lucky to have had several re-publications and the opportunity to promote EJP through other media, including Craccum, Newsroom and Law Talk. Rebecca and Daniel had an article about EJP's trip to Mt Eden Corrections Facility published in Law News, and we hope to continue this next year.

As shown by the graph, our post reactions have been very varied throughout the year, which would largely reflect the university schedule. We have continued the policy of not posting excessively during breaks when many students might be on holiday, or during times of the day when they are less likely to be online.



To reduce confusion, it would be worthwhile having our Facebook page hosting events, rather than the Access and Community managers creating personal events, and our page having to share those events. This would also ease promotional efforts.

We deleted the Twitter, due to poor user engagement. We are also working on deleting our old LinkedIn account to reduce the confusion of

having duplicate accounts. We began an Instagram, which has been a success. Posts of our volunteers are the most popular content. Communications has been left in charge of Instagram, but the other teams (especially Community and Access) should ideally post more content seeing as they do the most people-centric, and photo-ready work.

Some volunteers and other pages shared our content throughout the year, which is one of the best ways to increase our reach. We would love if more volunteers shared their own content, as they should be proud of it. We hope to encourage volunteers to do this more regularly next year.

We implemented the recommendation from last year's report to have a Head Editor. The position has been invaluable to reduce the Managers' workload throughout the year. However, Managers have still had to post and format the Editor's edited articles. It might be worth considering training the Editor so that they are able to post as well.

Key Relationships

Our key relationship was with the Directors, because we run the website, create promotional content and application forms and so on. We did work a fair amount with the Access team on promoting their symposiums and Community's bake sales. Our relationship with the other teams worked well, although it might be worth letting us create events through the Facebook page rather than through individual managers.

Our relationship with the Directors was comfortable, and we believe that it worked well. The Directors were helpful in terms of advising us how to deal with a variety of issues ranging from volunteer engagement to the kind of material that we should produce, and we welcome their future input on the work that Communications undergoes in order to continue to improve our output and team cohesion.

Tech Advice

We are especially grateful to our Tech Goddess Eugenia Woo, for her continued work on the website.

Position/Structure

Management Structure

We felt comfortable going to the Directors whenever we had an issue. We found the appointment of a Head Editor to be a great help in terms of workload as well as an opportunity for our volunteers to take on more responsibility.

Team Structure

The nature of our work is very individualised. However, for the purposes of the bill submission, we developed a sub-team of volunteers with Claudia Russell named as Team Leader. Again, the volunteers ended up working predominantly alone, and next year we may try to implement a more collaborative approach to bill submission research. This year we increased the number of our volunteers involved in a bill submission, and it substantially lessened the workload on each individual.

Head Editor Role

The introduction of this role proved to be very successful. Meg Williams was our Head Editor in Semester 1, with Haya Khan filling the role in Semester 2. Both were amazingly hard workers and we appreciate their efforts. We want to give a big thanks to Haya considering this was her first year in the team. She really stepped up to the plate and has helped us focus our attention on other areas, such as forging better relationships with the wider legal community and broadening our reach online.

Volunteers

General Contributions

The majority of our volunteers were very motivated and submitted work to a high standard. Our new imposition of a three-strike policy was an effective way to prevent issues with volunteers who fail to submit work.

Bill Submission Team

Claudia Russell
Hannah Yang
Haya Khan
Jasper Lau
Hart Reynolds
Libby Folu
Meg Williams

Head Editors

Meg Williams
Haya Khan

Outstanding Volunteer Award Recipients

Claudia Russell
Hannah Yang
James Adams



Choosing our outstanding volunteers is always difficult and this year was no exception. We have had an absolutely fantastic team, with each member bringing something unique to the table. We ultimately decided that Claudia, Hannah, and James, were the stand-out volunteers this year and were vital to the success of the Communications Team. From their exceptionally well-written and researched articles, to their positive attitudes, rigid deadline-meeting, and amazing work on our bill submission, Claudia, Hannah and James have truly gone above and beyond.

2017 COMMUNICATIONS TEAM VOLUNTEERS: YEARBOOK

Alex Cranstoun (Awesome Alex)

Alex was an awesome addition to the team this year, although you may know her better as Rainbow Law Co-Leader! Alex wrote a great piece about the Transgender military ban, and used her writing skills to educate the public on 'stealthling'.

Most likely to: roast Donald Trump

Alex Sims (Astonishing Alex)

Comms-newbie Astonishing Alex has totally stepped up to the plate, volunteering to write some insightful pieces on Māori issues in New Zealand. She's ignited a discussion on issues such as Oranga Tamariki, and we love her work!

Most likely to: have a secret drag queen persona

Anuja Mitra (Amazing Anuja)

Anuja is a super hard-working and incredibly talented writer, and a most welcome addition to Comms. She's written some awesome pieces on constitutional law in New Zealand, and is always a friendly face at EJP events!

Most likely to: boost our self-esteem by liking all our posts in the Comms Facebook group! Thanks Anuja <3

Ashley Wainstein (Articulate Ashley)

Not only is she an organised and skilled writer, Ashley is also the biggest animal-lover around. She's written some pretty damn awesome pieces on animal rights law in New Zealand. Plus, her cat Winona is one of the cutest floofers around!

Most likely to: become a crazy cat lady (can we visit?!)

Chris Ryan (Cool Chris)

Chris is the Comms Team environmental law expert, his most notable piece to date being on the Whanganui river being given legal personhood rights! Chris consistently writes his pieces to a high standard and is an unwavering contributor.

Most likely to: debate you on the environment

Claudia Russell (Creative Claudia)

Another returning volunteer, Claudia consistently produces kickass pieces. We love her passion for raising awareness of mental health issues in New Zealand, and her consistent hard work for EJP. That's why she's one of our 2017 Outstanding Volunteers!

Most likely to: bust public perceptions of mental health

Hannah Yang (Hip Hannah)

You've probably seen Hannah's artwork in Craccum and Verbatim. An all-rounder, we're super jealous of her incredible writing talent, her legal research skills, and her artistic flair! She's simply outstanding, which is why she's an Outstanding Volunteer Award recipient.

Most likely to: be the next Van Gogh

Hart Reynolds (Humanitarian Hart)

Hart is certainly full of heart, and this year she started Comms with a bang by taking on New Zealand's "archaic" abortion laws. A fantastic feminist, we couldn't be prouder of her piece and the great work she did on our Domestic Violence bill submission.

Most likely to: be the next Jacinda Ardern

Haya Khan (Hardworking Haya)

Haya 'the BAE-YA' Khan was our Semester 2 Head Editor and in spite of being thrown into the deep-end of editing, she totally stepped up to the plate. She wrote our famous "100-like" article on mental illness in law school, and is the chai meme-queen on Facebook. She's a total superstar!

Most likely to: steal Mike Hosking's job

Isaac Chen (Illustrious Isaac)

Isaac is a keen music-lover, so when the National v Eminem case came up he had to write an article about it. A verifiable virtuoso and jazzy journalist, we loved his writing and his top banter.

Most likely to: tag you in all the freshest memes

James Adams (Jazzy James)

A stellar volunteer with an interest in all areas of social justice, James has churned out pieces on environmental law, social welfare, and even past Prime Ministers of NZ! He's got a great work ethic and espouses the values we care about at EJP, hence why he's an Outstanding Volunteer!

Most likely to: be throned as King of Grammar

Janna Tay (Jaunty Janna)

Starting her time at Comms with a bang, Janna has written about justice for care workers, State care abuse, our lack of Asian MPs in Parliament, and more! With a strong work ethic and a friendly attitude, she's a total rising star!

Most likely to: hit you with that #RealTalk

Jasper Lau (Judicious Jasper)

Jasper always goes above and beyond, working hard to ensure his articles are top-notch! He did some excellent work on our Domestic Violence bill submission and has been an awesome contributor these past two years.

Most likely to: cheer you up when you're feeling down!

Libby Folu (Legendary Libby)

A science girl, Libby expressed concern about writing in a journalistic style at the beginning of the year. But she had nothing to worry about, because she's got natural talent and an aptitude for journalism, producing some incredible pieces in 2017!

Most likely to: steal yo hot chocolate

Meg Williams (Magnificent Meg)

WE LOVE MEG. As our Head Editor in Semester 1 and 2016 Outstanding Volunteer Award recipient, Meg has given so much to EJP. Don't forget about us little people when you're the next Marama Davidson!

Most likely to: make David Seymour fall in love with her

Sabrina Sachs (Supergirl Sabrina)

Sabrina is a talented writer, with a passion for all areas of social justice, from prisoner rights, to victims of police brutality. This kind of spirit is what got EJP started, and is what motivates us to keep doing our work!

Most likely to: smash the capitalist heteronormative patriarchy

Improvements for next year?

Inter-Team Support

We are happy for the Communications team to take on the role of creating pamphlets and posters. This year this was shared by other team managers, but because we often spend our time proofreading and editing, we think this job is best suited for Comms.

Referencing

Some volunteers struggle with applying the correct referencing format. A workshop on referencing may be beneficial in future, particularly for students who have not completed LAW 298 or LAW 399.

CVs

The Directors have expressed concerns surrounding EJP's reputation for only taking students with outstanding academic records and previous experience; we agree and think EJP as a whole needs to practice what we preach and not be blinded by good CVs.

In the context of the Communications team in particular, less emphasis should be given to CVs and more to the submission of written work. It is easy to be star-struck by an outstanding CV, and certainly many of our volunteers with great CVs have done excellent work. However, for the purposes of our team, the quality of the writing is what is most important, and often people who write well but are lacking in previous experience miss out. It is important to give people the opportunity to step up to the plate and show what they can do. Choosing people solely based on how many clubs, charities, organisations, and so on, they have had previous experience with, fosters a 'rich get richer' situation; we want to support less experienced law students and help them experience and new skills, especially given the competitive nature of law school.

EJP Website

This year the Directors suggested using google forms for Director, Manager, and Volunteer applications, instead of our website, due to issues with coding, and the fact that google forms provide information in easy-to-read spreadsheets. We believe this idea was excellent and has worked well. We recommend continuing with this in 2018. It has solved the problems we were having with the use of application forms on our website, and now leaves us able to use our beautiful Wordpress site (thanks Ginny!) to post articles without difficulty.

Community – End of Year Report 2017

Prepared by Community Co-Managers Maree Cassaidy and Urvashi Singh (Vaash)

Outline of Role

The volunteers in the Community team generally volunteer for two hours a week at a Community Law Centre or other legal office. Therefore, most of the technical oversight of their roles comes from the Centres, and the consistent nature of the role varies from other teams' project-based timelines. This means that the Manager role is to ensure that everything is running smoothly and that everyone is happy, and to facilitate relationships with our community partners.

For us, much of the communication with our volunteers was conducted over Facebook. This was a relatively informal platform and meant that we were accessible by the volunteers at basically any hour of the day. This involved setting up a Facebook group for all Community volunteers, as well as "group chats" for each different sub-group within Community (per Centre). Through this, we regularly checked in on volunteers and encouraged them to be involved in EJP-wide events and Community social activities.

At our two biggest centres, we also carried on the tradition of having "Centre Liaisons". We selected Hannah Bergin at Auckland Community Law Centre and Stephen Duggan at Waitemata Community Law Centre. These people were our eyes on the ground and provided a helpful connection between the volunteers, the centre staff, and the Managers.

On the other side, we also maintained regular contact with each of the Community Law Centres. This was slightly more formal, and involved both emailing them and making physical visits to the centres. Visiting the centres at the beginning of the year and at the beginning of the second semester allowed us to keep tabs on who the key contacts would be, and allowed us to remind the centres about EJP generally and our willingness to cooperate. These relationships with the centres are crucial in order to maintain connections for the next academic year as well as being accessible if any concerns need to be raised.

The beginning of the year is typically the busiest part of the Community Manager role. Communication with Centres has to begin well before recruitment begins in March, in order to lock down the number of volunteers each centre will need for the year, and to work on any improvements recommended by the previous year's Managers. This year, we were faced with an overwhelming number of applications for a very limited number of spots, so we created new opportunities to avoid turning so many deserving students away. We entered discussions with Shakti Women's Refuge and from this were able to establish a new relationship, with two projects stemming from it. The first was to set up a group of students to assist the Onehunga office with general admin and fundraising efforts to help ease their workload. The second was with Shakti Legal, the legal arm of Shakti, where a group of volunteers regularly assist the lawyers with research and other needs.



2017

Work Completed

This year we have sent volunteers to 3 Community Law Centres throughout Auckland, and formed an exciting new relationship with Shakti Women's Refuge and Shakti Legal.

Our volunteer count was:

- 20 volunteers assigned to the Auckland Community Law Centre;
- 12 volunteers assigned to the Waitemata Community Law Centre; and
- 3 volunteers assigned to the Mangere Community Law Centre.
- 5 volunteers for Shakti Women's Refuge
- 4 volunteers for Shakti Legal

At the Community Law Centres and Shakti Legal, our volunteers have been involved in a range of tasks including research, drafting memoranda, providing phone triage services and assisting lawyers to advise clients in clinics. This year we were invited by Auckland Community Law Centre to involve some of our volunteers in specific projects, varying their workload slightly from the general triage role. As a result, we are very excited to have two volunteers involved in a brand new 'Self-Represented Litigants' project which is designed to make court procedures more accessible to lay-people.

Our volunteers at Shakti Women's Refuge fulfil a slightly different function in that their work is largely administrative and focussed on fundraising for the refugees. In September this year, these volunteers organised a hugely successful Pub Quiz in pursuit of their fundraising efforts.

Key Relationships

It is common for key contacts at the centres to change mid-way through the academic year, so it is important for any incoming managers to keep tabs on any changes in personnel. Below we outline our contacts as at the end of September 2017.

- Shakti Legal: Brittany Smith and Manisha Saini.
- Auckland Community Law Centre: Darryn Aitcherson, Jenni Toma, and Annie Tavalea.
- Waitemata Community Law Centre: Ashika Devi, Jo Silcock, and Tom Harris.
- Mangere Community Law Centre: Andrew Lawson, Ida Tupaea, and Harry Toleafoa.
- Our key contact at Shakti Women's Refuge was Ganga Khatiwada. She has since left the organisation, so we are communicating primarily with Mengzhu Fu, who represents Shakti Youth.

Position/Structure

Management Structure

We divided our work between the two of us generally as tasks arose. Visiting the community law centres was always done together so our community partners were familiar with us.

Our weekly meetings mean we have had the benefit of regular feedback from the Directors and the wider Executive. This consistent relationship has provided an invaluable mechanism for talking through any difficult situations as well as generally being able to brag about amazing things our volunteers have accomplished.

Team Structure

The structure of the Community Team varies. Overall it the team is composed of the Community Co-Managers and the volunteers. For our two large Community Law Centre placements, we have Liaison Officers who act as a branch between the Managers and the volunteers at that specific law centre. We have Liaison Officers at Auckland and Waitemata Community Law Centres.

Amy Fry also kindly stepped up as Team Leader for our group at Shakti Women's Refuge. She acted as the main point of contact for their fundraising event, and provided a helpful oversight for the rest of the team. This was useful particularly when some of their work became more remote.

Reflections

The only real opportunity we have to catch up with our volunteers in person is at non-compulsory EJP or Community events. For that reason, we attempted the seemingly impossible task of meeting up with every volunteer. We were not able to find a common date/time that everyone could meet, so instead we spread out approximately 6 meetings across a week. Over that time we were able to get honest and helpful feedback from all of our volunteers in person. Although this took up a bit of time, we would strongly recommend this to the incoming managers, as it is important to ensure relationships remain intact.

As mentioned earlier, we also think it was crucial that we made more than one visit to each Community Law Centre to touch base with our contacts there and to have a general check in. Although it would have been a lot easier to email them, we do not think we would have got the same degree of feedback as we did in person.

Volunteers

General Contributions

Our volunteers contribute to the Community Law Centres' workloads on a daily basis. Those at Shakti Legal Unit were involved in the formative aspects of Ethnic Legal Services, a project started earlier this year, and continue to assist with some of the casework involved in that. Some of our volunteers at Auckland Community Law Centre are part of the centre's upcoming Self Represented Litigants Project, and several have also volunteered at day-long legal clinics outside of the city. The latter is an example of volunteers who truly go above and beyond their requirements as an EJP volunteer. We are very proud of Louisa Yockney, Julia Wiener, and Alison Huang for filling these spots! Our volunteers at Shakti Women's Refuge organised a Pub Quiz to fundraise for Shakti which was a huge success.

Reflections

This year, we set out to ensure the "community within Community" was strengthened. The hands-on nature of our team meant that they spent more time at their respective community law centres than physically with their team members. Thus, we wanted to regain the team culture within the team, and the wider organisation. Both on a team level and an EJP-wide level, the 2017 Executive has held several events including formal, social, and networking events. We think this has been hugely beneficial for those volunteers who were keen to catch up with one another. On the other hand, our efforts to meet up with volunteers in a non-social format helped to bring together those who generally were not interested in the social activities.

We also placed an emphasis on having open lines of communication and cross-communication between the Managers, the volunteers, and the Community Law Centres. The goal has been to keep our fingers on the pulse so as to ensure the community law centres are at all times receiving the assistance EJP has signed up to provide, and importantly to ensure our volunteers feel satisfied in their work. This has been achieved through regular catch-ups with volunteers and maintaining a relationship where volunteers are free to approach the Managers in any context.

Confirmed 2017 Volunteer List



Auckland Community Law Centre

Monica Kim
Rebecca D'Silva
Ramali Madagammana
Kevita Patel
Charlotte Lewis
Hannah Bergin
Tina Fu
Bre McDonald
Louise Meng
Denisha Chetty
Louisa Yockney
Anna Cusack
Melissa Hu
Wei Ern Chong
Georgina Niu
Anita Chung
Katherine Werry
Katrina de Joya
Keeha Oh
Julia Wiener
Katie Pigou

Mangere Community Law Centre

Ben Maitland
Alison Huang
Nirusha George

Waitemata Community Law Centre

Stephen Duggan
Ashley Gruebner-Ballantine
Adi Sharma
Hannah Chen
Holly Bullock
Emma Littlewood
Sandamali Gunawardena
Chantal Gribble
Anna Percy

Shakti Women's Refuge

Amy Fry
Analeise Liu
Ogonna Nweke
Nadya Fauzya
Shireen Harper
Shakti Legal Unit
Janet Liu
Miyabi Jade Presea
Renee Moorjani
Olivia Rose



Improvements for next year?

For 2018 recruitment, EJP is implementing a new policy which requires returning volunteers to re-apply alongside new applicants. We think the 2017 liaison officers will be helpful if there is any uncertainty as to the contributions made by any re-applying volunteers. Failing that, staying in touch with the main contacts at the community law centres will be important too. We would be keen to see the incoming Community Managers attempting to have just as much face-time with the volunteers and the centres as possible, in both social and formal capacities.

At the beginning of 2017, one of the law centres decided to reduce the number of EJP volunteers in order to accommodate more volunteers from groups such as TRT and PILSA, to better reflect the cultural needs of many of their clients. We think it would be helpful when reaching out to the centres prior to recruitment to bring representatives from TRT and PILSA to ensure better cross-communication and to avoid confusion about the role each group plays (this was suggested by one of our community partners). This would hopefully further foster relationships between EJP, TRT and PILSA and result in accessing a more diverse group of students as well.

Pro Bono – End of Year Report 2017

Prepared by Pro Bono Co-Managers Christina Laing and Holly Edmonds

Outline of Role

This is Christina's second year as a manager of the pro bono team and Holly's first. The role of the pro bono manager is wide-ranging and requires consistent focus to ensure the volunteers are getting the support they need, projects are running smoothly and our network with practitioners/academics (clients) not only remains strong but continues to expand.

The pro bono team's principal purpose is to complete legal research and provide legal assistance to our clients who are working on cases or issues with a social justice theme or element to them.

In our role as managers we spend a significant amount of time corresponding and meeting with our clients in order to secure work for our team. We then draft project briefs, which are finalised in collaboration with the client before being distributed to a select number of volunteers. Once the volunteers have completed their research they send their memoranda to us for review and often we edit and send back for revisions to be made.

Aside from the principal activities, we also organise meetings and social events for our team and attend weekly EJP Executive meetings. The workload does fluctuate throughout the year; during periods of project-brief drafting anywhere between 10 – 20 hours in a week is required. While the researchers are doing their work the time-commitment drops but constant monitoring of the emails and attending meetings etc. is always on the agenda.



2017

Work Completed

This year the pro bono team completed a number of projects that were very well received by our clients. This year the team tackled substantively large projects, sometimes with separate phases of research, as opposed to lots of smaller projects.

Project One: We began working alongside Associate Professor Claire Charters, Pania Newton, Tim McCreanor and the team from SOUL (Save Our Unique Landscape) in March 2017. We have continued to work with them throughout the academic year to prevent the Ihumatao land development proposed by Fletcher Building. Ihumatao is an area of cultural and archaeological significance where developing housing on the land would be in conflict with iwi mana whenua. In April, the pro bono team's research for Ihumatao was taken to the Convention on the Elimination of Racial Discrimination at the UN's Permanent Forum on Indigenous Issues. There were three rounds of research throughout the course of this project, with approximately 60-pages of legal memoranda produced.

Project Two: We provided legal research and analytical assistance to Ms Sylvia Bell, Principal Researcher for the New Zealand Human Rights Commission, regarding the role of an intervenor in human rights decisions. We reviewed a number of cases with a focus on whether or not the intervenor has assisted with better discourse regarding human rights issues.

Project Three: Dr David Harvey has continued to be a key source in the pro bono team's work. In 2016, the pro bono team began a research project reviewing the access (or lack thereof) for self-represented litigants to legal materials required to ensure their access to justice is not compromised, particularly in light of the recent changes to the Legal Aid

scheme in New Zealand. This year, our researchers finalised the collection of information, by analysing a wide-range of Disputes Tribunal and District Court decisions, on the most frequent legal issues that present before these two lower-judicial bodies. They went on to design and develop some two dozen infographics and a comprehensive report outlining the finalised output. The goal is to create a web-based decision tree scheme that is most beneficial for the self-represented litigant fairly accessing justice.

Project Four: We undertook a large project under the guidance of criminal defence barrister, Ron Mansfield. This project involved developing a proposal for a dual diagnosis facility to help address the issue of individuals labouring under a mental illness and/or addiction being improperly dealt with through the system. The goal is to assist the persisting issue of recidivism by creating a facility trained to provide treatment and assessment up front to avoid excessive prison use.

Project Five: We provided extensive research for Grant Hewison, a barrister with a focus on the Waitangi Tribunal and pursuing claims for indigenous rights. We completed research into a claim before the Waitangi Tribunal regarding health issues related to the availability of alcohol with a long term goal of potential reform to the Sale of Alcohol Act to reflect specific reference to the Treaty of Waitangi.

Project Six: We completed a project that had carried over from 2016 in relation to access to justice for elderly persons. This was in collaboration with Sylvia Bell, Principal Researcher for the Human Rights Commission.

Project Seven: We completed a further but separate project for Grant Hewison regarding an Environment/Climate Change claim in the Waitangi Tribunal.

Reflections

Our projects were, on the whole, hugely successful. We had a great team this year of dedicated and talented volunteers who worked very hard to produce a very high calibre of work. We managed to maintain a good rapport with clients and expand our network to include some very important contacts for the future.

This year we made a conscious decision to target our recruitment at the most passionate and diligent law students we could find. We had over 50 applications for the 20 spots on our team and deliberately chose to recruit half of our volunteers from the Part II cohort. This has been good for two key reasons:

1. With students on the team who are earlier in the progression of their law degree, they are keen and eager to dedicate time to the organisation with the prospect of continuing on for the next few years of their degrees; and
2. It has allowed students who may be relatively new to law school to make friends with students further through their degree, creating a pseudo buddy system while allowing them to pick up skills more quickly in research and legal drafting than their fellow students.

This has been great for the more senior students also because they have had the opportunity to take on more of a leadership role with the students who are less developed in their legal skills.

We are very happy with a key development that occurred this year, namely more publicity around the work the pro bono team and EJP as a whole has been involved with. In the September issue of Law Talk magazine, a publication that is sent to every member of the legal profession by the New Zealand Law Society, the pro bono team had a full page published about our work following an interview with ourselves as managers. We were then approached by Newsroom who will be publishing an opinion piece on Ihumatao and the importance of that work in late 2017.

We sought to offer professional and comprehensive legal research and assistance to clients, which we certainly have. As managers we have been very happy with our team's dedication to the Equal Justice Project and are proud of the work we have submitted over the course of the year.

We sought to secure a variety of larger projects for our volunteers to immerse themselves in and we achieved this goal very successfully, with several projects having been ongoing throughout the entire academic year.

Position/Structure

Management Structure

At the beginning of the year, there was an issue where a manager had to pull out of his position due to too many commitments. Christina contacted returning volunteers from 2016 to see if anybody was able to take up a management role. Holly agreed to take up a management role in March. Christina managed the Pro Bono team in 2016 and was able to preserve and pass on key techniques to Holly in 2017. We feel that we worked very well together and felt that we added real value to the Pro Bono team.

Last year it was noted that, from a management perspective, the biggest weakness was that the managers took on too much of the work themselves. For example, they spent a significant amount of time completing basic editing work. To address this issue, we have continued to assign project managers to help with work-load delegation.

The support from the Directors and Executive this year has been great. We have really enjoyed working with the Directors, other Managers on the Executive and the advisory board. We really thrived within the supportive team environment and have enjoyed the many EJP events such as the Hui, Mid-year function and the BYO.

Team Structure

This year, as mentioned above, we implemented project managers and this worked very well. Their role was to coordinate and supervise research from the point of sign-up through until the compilation of the final memorandum. We retained responsibility for meeting with practitioners, writing project briefs and checking the final memorandum prior to send-off.

We were very lucky this year in that our volunteers keenly signed up to projects and we did not face much (if any) apprehension in getting people to work on projects. We believe the interesting nature of the work we secured, as managers, was instrumental in the key engagement of our volunteers. We had several volunteers who were particularly passionate about Maori and environmental human rights issues.



We also implemented a more transparent policy for communication this year. If volunteers wished to contact the managers via Facebook for example, they would have to include both of the managers into the message to avoid any miscommunication between managers and volunteers. This worked very well and it would be beneficial to continue in the future. We also tried to foster professional etiquette and skills in our communication with volunteers. The aim of this was to ensure volunteers would communicate with the managers about questions, extensions on timeframes and to send apologies for meetings. These are very important skills to have and our volunteers will be able to use in these skills in their future careers as legal professionals.

Reflections

In terms of the overall direction of the organization, we would like to continue to build stronger ties with reputable organizations to solidify EJP's place in the legal and academic spheres. We would be very excited to see the Communications Team's work published to wider sources and perhaps the legal research produced by the pro bono team, when it is not confidentially related to a case, published more broadly. In particular, the Ihumatao project was a good

example of the EJP being recognized on a larger scale outside of the University. Our organization was frequently associated with SOUL and the Ihumatao project. It would be great to see more opportunities like this to get the EJP name recognized in the public.

Volunteers

General Contributions

We have had a fantastic group of volunteers this year. Each volunteer contributed to at least one project this year with some volunteers contributing to two or more projects. We had no trouble securing volunteers for projects and were reasonable when assessments at the University were peaking. We asked our volunteers to let us know whether projects would be too much to take on during peak university assignment periods and they gave us feedback which we used to work research around their university commitments. We aimed to make sure that we would not be putting too much pressure on our volunteers.

Once again, an area that we could improve on would be making sure that our volunteers have feedback after every project. It is difficult when, beyond our control (and often the client's), the pressures of practice render clients unable to provide us with comprehensive feedback that our volunteers so desperately seek. Not only does it validate their hard work but it also assists them to improve on their legal research and drafting skills.

Volunteer Numbers

We had 20 volunteers this year. Assuming everyone continues to do their share of the work, we were happy with this number and would keep it in 2018.

Reflections

The mandatory referencing question during the application phase proved to be quite challenging for the majority of our volunteers as many applicants could not complete the referencing correctly. This may have been because some of the applicants had not completed either LAW 299 or 298. However, the majority of our volunteers had actually completed these papers and still struggled with the referencing question. Perhaps it may be beneficial for next year to go through a quick workshop to update our volunteers on the basics of legal referencing as it is an important part of the research we do as pro bono volunteers. It would also be beneficial to keep the referencing question in the application so that the managers are able to select from the very top students in the law school and provide the best possible assistance on behalf of EJP.

We also received feedback from our volunteers about the social events we had this year. In particular, they enjoyed our team BYO and the Hui where they got to meet the other volunteers within the team. Unfortunately, the pro bono team does not often meet as work is completed independently so it is difficult for volunteers to get to know the other members of the team. We believe it would be a good idea to continue with social events as it is a good way for volunteers to be more engaged with the organisation.

Confirmed 2017 Volunteer List

Lucy Kelly
Madison Hughes
Jae Jun Kim
Bridget Keene
Caroline Coates
Kayleigh Ansell
Jane Wang
Laura Wang
Rosa Gavey
Laurie Knight
Shivani Thirayan
Ben Dominikovich
Nicole Lee
Imogen Little
Nicole Saunders
Chloe Wilson
Melissa Castelino

Jennifer van Rouveroy
Dilshen Dahanayake
Carla Dawson

Improvements for Next Year?

Both of us will not be continuing as managers next year so we will work closely with Imogen Little (the pro bono manager for 2018) to ensure she is prepared for her role. We trust that Imogen and her co-manager (to be decided at the end of this year) will continue to run the pro bono team to a high standard and hopefully implement the improvements we have touched on in this report.

