

Objective

I am an Australian solicitor with experience working in policy and project management within the law and justice sector in various jurisdictions. I have worked across the spectrum of the justice system including with police, courts, corrections, and juvenile justice on issues ranging from family and sexual violence to restorative justice techniques in sentencing juveniles. I have worked with several federal and state Australian government departments on social and criminal legislation and policy issues. Through this cross-jurisdictional experience I have developed a sound understanding of the complex legal and social issues that arise in the field of law and justice. My current role as an Advisor to the law and justice sector in Papua New Guinea has further developed my understanding and commitment to international and community development.

Experience

Cardno

Justice Services and Stability for Development Program

Port Moresby, Papua New Guinea

May 2019 – present

Law and Justice Advisor

- Support PNG's law and justice sector agencies to plan, implement, monitor and report on activities as outlined in the Program's Annual Plan, including: learning and capacity development programs; activities to support coordination within the sector and with other stakeholders to improve the delivery of services.
- Ensure the program and all activities deliver services within budget and demonstrate an effective, efficient and economical use of program resources.
- Communicate and collaborate in a culturally sensitive way by building effective relationships and working in a supportive partnership with key stakeholders and counterparts within the sector, including high level public servants, magistrates, police, lawyers and program personnel.
- Program management: plan activities, communicate with relevant stakeholders, arrange logistics, budget forecasting, monitoring and evaluation.
- Draft reports for activity monitoring and evaluation; draft input for monthly DFAT situation report; draft input for the Annual Plan and Annual Performance Report.
- Manage JSS4D's Research Officer and oversee work with Anti-Corruption and Village Court Service Charters.
- Key achievements: Support the Department of Justice to draft and edit policy documents on crime prevention and rehabilitation and reintegration of offenders; Planning, organising logistics and overseeing delivery of capacity building workshops including: Criminal Advocacy Training for lawyers, Legal Training Institute's Civil, Commercial and Criminal Litigation workshops with both the Victorian and Queensland Bar Associations; Parole Intervention training for parolees and remandees in order to build relevant life skills; Supporting Juvenile Justice Services to implement various training workshops, print awareness materials and coordinate National and Provincial Juvenile Justice Committee meetings; Supporting the National Narcotics Bureau to develop, print and distribute awareness materials on abuse of drugs and alcohol; Support to Magisterial Services to coordinate the Senior Provincial Magistrate's workshop and coordinate printing copies of the Civil and Criminal Bench Book.

Department of Justice and Regulation (Victoria)

Community Crime Prevention Unit, Police and Crime Prevention Division

Melbourne, Australia

November 2016 – November 2018

Senior Policy and Program Officer

- Prepare project briefs, reports, social policy options and recommendations on various strategic issues relating to crime prevention and community engagement for the Executive and Minister for Police.
- Develop and manage key community safety policy projects, liaising with team members, anticipating and addressing issues, and negotiating key elements with stakeholders to ensure project objectives are achieved.
- Grant administration and implementation; assessment of proposals for competitive grant applications as a donor to small community organisations and local governments; monitoring and evaluation of projects.



- Develop and maintain good working relationships with stakeholders from State government, non-government organisations and community groups; participate in departmental and interdepartmental meetings and workshops.
- **Key achievements:** led the design and implementation of the Community Safety Networks project with Victoria Police; represent the Department on a whole-of-government working group on countering violent extremism; facilitate community workshops to develop a grant program to address youth crime in Victoria.

Department of Justice (New South Wales)

Offender Strategy, Strategy and Policy Division

Sydney, Australia

August 2015 – July 2016

Senior Legislation and Policy Officer

- Undertake projects and provide advice to the Attorney General, Minister for Corrections, Minister for Justice, Secretary and other government agencies on legal policy, legislation and procedural reform for Corrections and Juvenile Justice.
- Manage process for development and amendment of legislative instruments, including Regulations and Bills.
- Research, analyse, review and provide advice on complex policy issues that support the Government's policy directions in relation to sentencing, detention and parole of offenders, including juveniles and people with mental health disorders and cognitive impairment.
- Provide written and oral advice on legal and administrative matters; provide advice on interpretation and implementation of international human rights law into state legislation.
- Prepare meeting briefs, Cabinet documents, ministerial correspondence, letters, submissions and reports.
- Develop and maintain good working relationships with representatives from State and Commonwealth governments and other key stakeholders; participate in departmental and interdepartmental committees and meetings.
- **Key achievements:** managed drafting and development of legislative instruments including Regulations and a Bill that were passed into law for both Corrections and Juvenile Justice on issues such as use of force against juveniles, sentencing procedures and high risk offenders; lead Department's implementation of obligations under the Optional Protocol on the Convention against Torture.

International Federation of Women Lawyers (FIDA)

Nairobi and Kisumu, Kenya

October 2013 – June 2015

Legal & Program Officer

- Manage implementation of grant programs relating to sexual and gender based violence (SGBV); sexual and reproductive health rights (SRHR); and human rights for minority groups (sex workers, people living with HIV/AIDs and LGBTI populations).
- Program management and implementation: draft proposals for grant applications; donor engagement and strategic planning; project activity planning: prepare activity schedules, manage budgets, engage contractors, arrange logistics; monitoring and evaluation: baseline assessments, pre and post activity evaluations, donor reporting.
- Organise logistics and facilitate education and capacity building training activities for police, lawyers, paralegals, health practitioners, Chiefs and community leaders, women members of Parliament, sex workers, community organisation staff and general members of the community on issues relating to SGBV, SRHR, women's empowerment and human rights.
- Manage relationships with key stakeholders, including FIDA staff members, partners in government and community organisations, women members of parliament and county assemblies, donors, police and members of the community. Work with partner networks for institutional strengthening in Kenya, Uganda and Tanzania.
- Analyse policy and legislation; draft memorandums and comments to the President and members of parliament relating to current bills and legislation; draft submissions to the Commission on the Status of Women and African Commission on Human and People's Rights in relation to women's rights in East Africa.
- Provide technical assistance and advice to members of the Reproductive Health and Rights Alliance, Gender Based Violence Technical Working Group and other meetings as required.
- **Key achievements:** facilitated training for over 700 police officers across Kenya on issues such as appropriate treatment of women who are both victims and defendants, SRHR, criminal laws relating to SGBV and women's rights under the Constitution, collection of forensic evidence and effective prosecution in sexual assault cases; led implementation of grant program for sex workers in Kenya, Uganda and Tanzania relating to human rights and the justice system.



Attorney-General's Department (Commonwealth)

People Smuggling and Trafficking / Financial Crime, Criminal Justice Division

Canberra, Australia

February 2010 – March 2013

Senior Legal Officer (July 2012 – March 2013) / Legal Officer (February 2010 – July 2012)

- Undertake projects and provide advice to the Commonwealth Attorney General and Minister for Justice, Secretary and other government agencies on legal policy and legislative reform.
- Develop legal frameworks; manage process for legislative amendments of Commonwealth Bills and Regulations.
- Develop policy on a range of transnational organised crime issues including Australia's obligations under the United Nations Conventions on Transnational Organised Crime and Corruption.
- Provide briefing, legal and policy advice on federal criminal offences, including organised crime, people smuggling and trafficking, anti-money laundering/counter-terrorism financing, corruption and foreign bribery.
- Draft meeting briefs, Cabinet documents, ministerial correspondence, letters, submissions and reports.
- Undertake accurate and thorough research on international and domestic legal frameworks.
- Participate in meetings; develop and maintain agency and stakeholder relationships.
- **Key achievements:** represented Australia at UNODC review of Convention against Corruption; coordinated a whole-of-government response to the Australian Human Rights Commission inquiry related to the detention of people smuggling crew who claimed to be minors.

Papua New Guinea Magisterial Services

Australian Youth Ambassador for Development (AusAID)

Bougainville, Papua New Guinea

March 2009 – December 2009

Juvenile Justice Advisor

- Analyse and implement international law on juvenile rights into domestic policy and court processes.
- Advocate for juveniles in the justice system by inspecting police cells; attending court interviews, ensuring awareness of legal rights; pre and post-sentencing procedures with community based corrections staff.
- Advocate for traditional victim-centered community restorative justice as an alternative sentence for juveniles.
- Develop educational and capacity building training for court staff, police, prisoners, community groups and school children on the legal concepts and international obligations for juveniles in the justice system.
- Build capacity of court staff and counterparts to ensure sustainability of policies and processes of the juvenile court that conform to international human rights standards for juveniles.
- Establish and maintain effective relationships with magistrates, police, Community Based Corrections staff, senior public servants and advisors; work with UNICEF to develop framework for child protection policies; work with UNDP to develop human rights curriculum for high schools in Bougainville.
- Draft case notes and sentencing records; develop reports on condition of police cells and juvenile cases in Bougainville for PNG Government officials; draft court policy documents.
- **Key achievements:** established a functioning juvenile court in Bougainville; managed process of changing sentencing practices within the court to consider restorative justice and alternative options for sentencing juveniles; delivered a presentation on juvenile rights in the criminal justice system to all major schools and villages in the province; analysed Bougainville Peace Agreement and Constitution and compiled database of human rights abuses in Bougainville as a result of the civil conflict; researched Government liability for compensation claims and provided advice to the President.

Hilton King Lawyers

Wollongong, Australia

August 2008 – December 2008

Legal Clerk

- Legal drafting and correspondence with clients and lawyers; case file notes; preparation for criminal defence; draft contacts for sale of land and business; prepare family law and domestic violence cases; wills, probate and estate planning.
- Legal research; discovery; research legal databases; analysis of legislation and case law precedents; analysis of witness statements and police documents in criminal law cases.



The Netherlands Institute of Human Rights

Utrecht, the Netherlands

Intern

August 2006 - November 2006

- Research European and international human rights law; draft and edit reports for publication at the Utrecht University Centre for Human Rights Research.

Attorney General's Department (New South Wales)

Sydney, Australia

Intern

June 2005 - August 2005

- Research cases and sentencing trends for the sentencing of Aboriginal offenders, mandatory sentencing, periodic detention and juvenile offenders for the NSW Sentencing Council.

Department of Immigration and Multicultural and Indigenous Affairs

Canberra, Australia

Intern

July 2004 - November 2004

- Research and draft report on biometrics and privacy in immigration; draft briefing material and correspondence.

Department of Foreign Affairs and Trade

Madrid, Spain (Australian Embassy)

Intern

February 2003 - May 2003

- Research Spanish culture, politics and legislation; draft correspondence, briefing and diplomatic cables; attend high level meetings with Spanish Ministers and senior public servants; assist diplomatic and immigration staff with consular issues.

Education

Master of Laws (Law, Governance and Development)

2012

Australian National University

Graduate Diploma of Legal Practice

2008

Sydney College of Law

Bachelor of Laws

2007

University of Wollongong

Bachelor of Arts (Politics)

2004

University of Wollongong

Training

2017	Department of Justice and Regulation: Project Management
2016	RedR UK: Protection
2015	Africa Capacity Alliance: Results Based Management (Monitoring and Evaluation)
2014	Stanford University Online: International Women's Health & Human Rights
	International Planned Parenthood Federation: Reproductive Health Rights
	National Gender and Equality Commission (Kenya): Gender Based Violence



2013	Human Rights Education Associates: Gender and Human Rights
2011	Office of Parliamentary Council: Legislative Drafting Prince2: Project Management (summary course)
2010	Attorney-General's Department: Developing Policy; Ministerial Writing; Communication Skills; Federal Criminal Offences; Innovative and Strategic Thinking; Ethics and Fraud Awareness.

Referees

Edwina Kotoisuva	Team Leader, Justice Services and Stability for Development Program, PNG Email: edwina.kotoisuva@jss4d.org.pg / Phone: +675 7048 9935
Julian Whayman	Child Protection Specialist, UNICEF PNG (Former Manager at Cardno JSS4D) Email: juleswhayman@outlook.com / Phone: +61 417 889 355
Ellen Seymour	Advisor, Justice Services and Stability for Development Program, PNG Email: ellen.seymour@jss4d.org.pg / Phone: +61 401 118 790