

# Adult Parole Board of Victoria

2004-05

## Annual Report



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The Honourable Tim Holding MP

Minister for Corrections.

Dear Minister,

In accordance with the requirements of Section 72(1) of the *Corrections Act 1986* (the Act), the Adult Parole Board (the Board) has the honour of submitting its Annual Report to the Minister relating to the 12 months ended 30 June 2005 concerning the:

- (a) number of persons released on parole;
- (b) number of persons returned to prison on cancellation of parole;
- (ba) details of the number of persons placed on home detention orders;
- (bb) details of the number of persons with respect to whom a home detention order has been revoked and who were returned to prison;
- (bc) details of the impact of home detention orders on persons residing with offenders; and
- (c) operation of this Division and Division 4, and the activities of the Board and officers assisting the Board.



Murray B Kellam, AO  
Chairperson  
30 September 2005

David Provan  
Secretary/Executive Officer  
30 September 2005



## About our Cover

From left, Anna Djuric, with Chairperson Justice Kellam and Board Member Vera Olson introduce the *Adult Parole Board Members' Manual*. The comprehensive manual documents all of the practices and procedures conducted by the Board, including a Code of Conduct for members, and forms part of a comprehensive induction and mentoring program.

# Our Profile

At the Adult Parole Board (the Board), we play an important role within the Victorian criminal justice system by managing the appropriate release of offenders on parole for the benefit of the Victorian community.

## Our Objectives

Our objectives are as follows:

- Fulfil our statutory obligations under the *Corrections Act 1986* efficiently and effectively and in the best interests of the community.
- Make independent and appropriate decisions regarding the release of offenders on supervised conditional release.
- Make appropriate orders relating to cancelling parole and returning offenders to prison custody.
- Ensure that offenders are properly prepared to reintegrate into the community.
- Develop a flexible, responsive and skilled administrative staff.

## Who We Are

The Adult Parole Board (the Board) was established in 1957 after the Victorian Parliament passed the *Penal Reform Act 1956*.

The Board replaced the Indeterminate Sentences Board, which had been in operation since 1908.

The concept and development of the parole system in Victoria was initiated by the then Inspector-General of Penal Establishments and Reformatories A R Whatmore and The Honourable Justice J V Barry of the Supreme Court of Victoria.

## What We Do

An independent statutory body established under the *Corrections Act 1986*, the Board exercises its jurisdiction over the release of offenders on parole. The Board provides a framework that enables offenders to undertake a step-by-step re-entry into the community.

When deciding whether to release an offender on parole, the Board considers the interests of the community, the rights of the victim, the intentions of the sentencing authority and the needs of the offender.

Preparing offenders for release on parole begins as soon as they enter the prison system. The Board meets with offenders at a relatively early stage during their sentences. These meetings ensure that

offenders undertake appropriate programs designed to assist them to re-enter society successfully. During 2004–05, the Board interviewed 1,674 offenders, compared with 1,675 in 2003–04. Offenders on parole are interviewed at the Board's premises in Footscray.

The Board interviews some offenders who have been convicted of serious offences or those who have psychiatric issues on a more regular basis. The Board needs to be satisfied that such offenders are well equipped to be reintegrated into the community on release. With regular interviews, the Board can monitor their progress for an appropriate period prior to release on parole.

# Members and Secretary/Executive Officer

## Chairperson

The Honourable Justice Murray B Kellam AO, Judge of the Supreme Court of Victoria. Appointed as Member on 22 August 2000. Appointed Chairperson on 20 March 2003.



*Justice Kellam*

## Deputy Chairperson

The Honourable Justice Bernard G Teague, Judge of the Supreme Court of Victoria. Appointed as Member on 20 March 1991. Acting Chairperson from 7 June 2000 to 25 February 2002 and Chairperson from 26 February 2002 to 20 March 2003. Appointed Deputy Chairperson on 20 March 2003.



*Justice Douglas*

## Members

Her Honour Judge Carolyn Douglas, Judge of the County Court of Victoria. Appointed as Member on 17 March 1998.



*Judge Jones (retired)*

His Honour Judge David Jones, AM, retired Judge of the County Court of Victoria. Appointed as Member on 26 February 2002.

Jelena Popovic, Deputy Chief Magistrate of Victoria. Appointed as Member on 17 March 1998.

Michael Hepworth appointed Full-Time Member on 18 September 2001.



*Michael Hepworth*

Penny Armytage, Secretary to the Department of Justice. Appointed as Member on 17 March 2003.

## Part-Time Members

John M Dugan, AM, Retired Chief Magistrate of Victoria. Appointed as Part-Time Member on 31 October 1990.



*John Dugan*



*Jim Berg*

Theresa Sgambaro,  
appointed as Part-Time  
Member on 2 August  
2000.

Jim Berg, appointed as  
Part-Time Member on  
17 October 2000.

Terry Laidler,  
appointed as Part-Time  
Member on 17 October  
2000.

Vera Olson, appointed as  
Part-Time Member on 15  
January 2001.

### **Secretary/ Executive Officer**

Norman Wills,  
appointed as Secretary/  
Executive Officer from  
14 December 1998 to  
2 October 2000. Re-  
appointed as Secretary on  
4 October 2001. Retired  
on 31 December 2004.

David Provan,  
appointed as Secretary/  
Executive Officer on  
1 January 2005.



*Terry Laidler*



*Vera Olson*

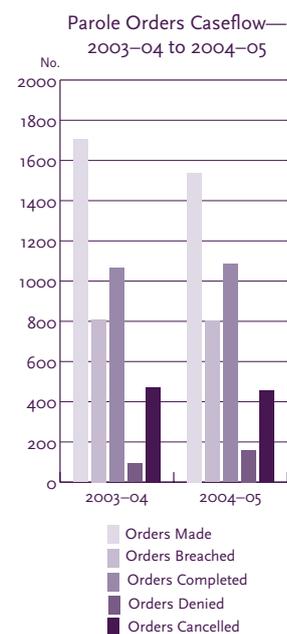


*David Provan*

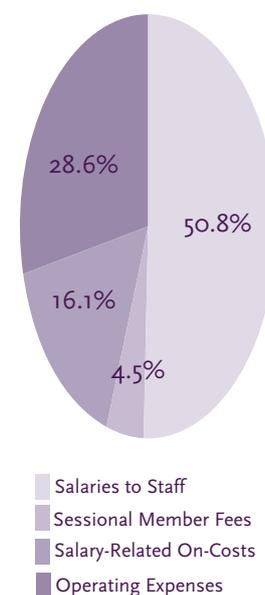
# The Year at a Glance

Item	2004-05	2003-04	% Change
Cases considered	7,515	7,061	6.4
Board meeting days	116	115	0.8
Meetings at prisons	54	52	3.8
Offenders interviewed at prison	1,674	1,675	(0.05)
Parole orders made	1,538	1,706	(9.8)
Parole orders breached	803	809	(0.7)
Parole orders completed successfully	1,086	1,066	1.8
Parole orders denied	159	93	70.9
Parole orders cancelled	456	472	(3.4)
Reason for cancelling parole orders due to:			
• failure to comply with conditions of parole	258	265	(2.6)
• further conviction and sentence	198	207	(4.3)
Length of parole served prior to cancellation:			
• day of release to less than three months	107	117	(8.5)
• three to less than six months	140	137	2.1
• six to less than 12 months	112	120	(6.6)
• 12 months or more	97	98	(1.0)
Breaches not resulting in cancellation	347	337	3.0
Warnings issued relating to breaches not resulting in cancellation by:			
• Board	79	53	49.0
• Community Correctional Services Staff	193	198	(2.5)
• Letter from Board	8	16	(50.0)
No further action taken by Board for breaches not resulting in cancellation	67	70	(4.3)
Home detention applications received	293	233	25.8
Home detention orders made by Board	57	26	119.2
Home detention orders made by courts	8	3	166.7
Home detention orders revoked	5	1	400.0
Transfers from youth training centres to prison	13	11	15.4
Transfers from prison to youth training centres	6	2	66.7
Parole orders transferred outside Victoria	32	51	(37.3)
Parole orders transferred to Victoria	17	22	(22.7)
Total employees	15	14	7.1
Judicial members	6	6	n/c
Full-time member	1	1	n/c
Part-time members	4	4	n/c

n/c=no change



Operating Expenditure—  
2004-05



## Operating Statement and Financial Summary—2003-04 to 2004-05

Item	2004-05 \$	2003-04 \$
<b>Funding</b>		
Appropriation (Corrections Victoria)	1,244,400	1,165,600
<b>Expenditure</b>		
Salaries to staff	655,607	625,780
Sessional member fees	58,609	63,864
Salary related on-costs	208,395	160,089
Operating expenses	368,883	316,086
Total	1,291,494	1,165,819

The Board is funded by Corrections Victoria. Our budget strategy for 2005-06 is to maximise productivity while operating within our budget allocation.

# Key Highlights

	Refer to Page
• Re-appointed retired County Court Judge David Jones and Community Member Vera Olson.	8
• Former Secretary/Executive Officer Norman Wills retired from the Board.	8, 12
• Appointed new Secretary/Executive Officer David Provan.	8
• The Board met on 116 occasions and considered 7,515 matters.	6, 13
• Of the 116 occasions the Board met, 54 were at various Victorian prisons where the Board interviewed 1,674 offenders.	14
• The number of offenders released totalled 1,538—a decrease of 9.8%	15
• The number of denials of parole increased by 70.9%, totalling 159.	15
• The number of parole orders successfully completed totalled 1,086 in 2004–05, representing an increase of 1.8%.	18
• Parole cancellations totalled 456, representing a decrease of 3.4%.	15, 18, 19
• The number of parole orders breached totalled 803, representing a decrease of 0.7%.	18
• Introduced and distributed the Members' Manual to all members.	8, 10
• Prepared and issued a Code of Conduct to all members.	8, 35
• Created a comprehensive orientation and induction program for newly appointed members.	8, 10
• Introduced a 1300 telephone number for Victorian country callers and an interpreter service telephone number.	11
• Introduced Fact Sheets and a Confidentiality Agreement for visitors to the Board.	11, 36
• Introduced and distributed practice advice information sheets for administrative staff.	11
• Expanded opportunities for representatives from stakeholder groups to observe the work of the Board.	29
• Developed a project plan to modernise and upgrade the Board's web site.	11
• Prepared a business plan and initiated a plan to develop a communication strategy.	10



*To improve organisational efficiency, the Board introduced and distributed practice advice information sheets to all administrative staff. From left, Annette Ting, Julie Clapperton, Carmen Stansfield, Ester Tudisco, Diana Maldry and (seated) Julie Bozinovski.*

# Chairperson's Message



*Chairperson, The Honourable Justice Murray Kellam AO*

Once again the Adult Parole Board has continued to discharge its highly responsible and onerous duties within an increasingly difficult environment, including a general increase in prisoner numbers over recent years and great difficulty in accessing sufficient psychiatric and housing support in the community for high-need parolees.

During the year under review the Board met on 116 occasions and considered 7,515 cases.

## **Mental health issues**

In the 2003–04 Annual Report I expressed the Board's concerns that the resources for dealing with persons who suffer from mental impairment were stretched beyond capacity. Significant numbers of prisoners in the prison system suffer from serious mental health issues. It is clear and beyond argument that the mental health policies of the last two decades to de-institutionalise mental health have had the effect of increasing the numbers of persons with mental illness in prison. This situation presents difficult challenges for Corrections Victoria, the Board and the community.

During the year under review the Board has continued to be concerned that prisoners and parolees who suffer from mental health impairment and/or severe intellectual disability are unable to obtain access to adequate resources. The resources of Forensicare are stretched severely. There are insufficient beds available at the Thomas Embling Hospital to ensure that prisoners who suffer acute mental illness are treated properly. Of even greater concern to the Board is the fact that the community mental health services that are available to parolees are scarce and do not provide the level of safety the community requires, let alone the level of psychiatric support required by the many offenders who suffer from psychiatric and psychological problems. Nevertheless, the Board acknowledges with gratitude the strong support Forensicare has provided to the most needy parolees, notwithstanding the serious drain upon its limited resources that such parolees present.

## **Sex offender program**

The Board remains of the view that **all** sex offenders should be assessed for the purposes of providing sex offender programs in prison. The Sex Offender Unit of Corrections Victoria has continued to provide a most satisfactory level of support in attaining this objective and in providing programs in prison. However, it is also necessary to ensure that parolees obtain an adequate level of access to sex offender maintenance programs. The Board is concerned that some parolees who are ordered to attend such programs are not doing so until some months after their release. Furthermore, a significant issue arises in relation to those prisoners who are sex offenders, as well as being seriously intellectually disabled. The Sex Offender Unit of Corrections Victoria does not provide programs for such offenders who are under the control of the Department of Human Services (Disability Services Division). However, the Department of Human Services, through Statewide Forensic Services, does not provide sex offender programs in prison for such

persons. Those persons who are seriously intellectually disabled are not eligible for any sex offender program to be provided in prison. It is imperative that this issue be resolved in the near future.

The Board monitors the release of sex offenders carefully, and regularly places strict conditions relating to appropriate parolee accommodation, curfews and other matters such as contact with victims, other offenders and young persons. Of particular concern to the Board has been the unavailability of appropriate accommodation for such offenders whilst they are on parole. Once again Sister Claire McShee of Australian Community Support Organisation (ACSO) has provided a high level of support to the Board in endeavouring to obtain appropriate accommodation for paroled sex offenders. Ensuring that such offenders do not re-offend is paramount to the interests of the community. Obtaining appropriate accommodation for such persons is vital in protecting the community since it reduces the risk of re-offending.

### **Post-release services**

In many cases, mental health services required by many parolees upon release, and the Board's requirement that sex offenders continue to undergo programs relevant to their offending upon release, are ineffective because the parolee is unable to find appropriate housing and/or finds the transition from prison to the community stressful and confronting.

Throughout the 1980s the former Chairperson of the Board the Hon Justice Frank Vincent called for the establishment of 'half-way houses'. For instance, in the 1989-90 Annual Report he stated:

*"The Board considers that funds should be made available for the establishment of a network of half-way houses or hostels aimed at making it easier for former prisoners to adjust to life outside by providing them with advice, temporary shelter and practical assistance upon release."*

Regrettably, those sensible recommendations have not been adopted in Victoria, but Canadian experience has demonstrated that

'half-way houses' are an effective tool in preventing recidivism. The Board considers that it is time for the community to give careful consideration to the establishment of appropriate accommodation that could provide a continuum of correctional services to high-need parolees. The bridge that such establishments would create between institutional detention and the community can only benefit the community in the long term.

### **Drug-abusing prisoners**

As stated in the last Annual Report the Board continues to be concerned about the rate of recidivism among drug-using offenders. This problem will continue until such time as the community deals with widespread drug abuse by young people and the underlying social conditions leading to such abuse.

### **The community perception of parole**

The granting of parole serves the public interest rather than constituting a privilege accorded to a prisoner for good behaviour in prison. Regrettably, some sections of the media fail to recognise the community interest that is served by

the granting of parole. The community interest is not served by prisoners completing their term of imprisonment and then leaving prison to live in the community without adequate supervision and support. The principal purpose of granting parole is to serve the public interest by supervising the offender closely during his or her period of reintegration into the community. On occasions the Board imposes onerous conditions of parole, which include a curfew, strict conditions about place of residence, requirements to attend programs, random substance testing, restrictions upon persons with whom the offender might associate and areas where the offender is not permitted to enter.

Some sex offenders receive appropriate medication to reduce their risk of offending during parole periods. Regularly the Board refuses to grant parole to prisoners who do not actively engage in prison programs, or who have a poor record on previous grants of parole. Indeed the number of prisoners who were refused parole for these reasons during the year under review exceeded the number of prisoners who

# Chairperson's Message

were refused parole during the corresponding period. Nevertheless, the Board believes firmly that the public interest is not served by releasing longer-term prisoners into the community at the end of their sentences without supervision, nor without having strict conditions imposed on their parole orders.

## **New Minister**

In the course of the year under review Tim Holding MP was appointed Minister for Corrections. The Board acknowledges with gratitude the principled support provided to the Board by former Minister André Haermeyer throughout his term of office. The Board welcomes the new Minister and looks forward to continuing the positive working relationship that the Board has developed already between Holding, his staff and the Board.

## **Secretary to the Board**

In the course of the year under review Norman Wills retired as Secretary of the Board and David Provan was appointed as the new

Secretary. Throughout his years as Secretary of the Board, Norman Wills provided outstanding leadership to the staff of the Board and unparalleled loyalty and support for the members of the Board and, in particular, to the three Chairpersons of the Board to whom he was responsible throughout their periods of leadership. The Board is grateful for the outstanding contribution Norman Wills made to the operation of the Board and wishes him well in his retirement.

David Provan comes to the Board with a wealth of management experience in the public sector. In the six months that he has been Secretary of the Board he has demonstrated clarity of thinking, management expertise and a staff management style, which without doubt will hold the Board in good stead throughout the period to come. The Board welcomes David and his renewed visions for the operations of the Board.

## **New members and re-appointments**

As outlined in last year's Annual Report, three members of the Board retired at the end of the 2003-04 year. Corrections Victoria embarked upon a new process for the appointment of part-time members of the Board with regard to advertising the positions. Members of the community responded to the advertisements in large numbers. After extensive consideration of the applications the Minister has the opportunity to appoint a number of persons who are well qualified to represent the community's interests upon the Board. The Board is grateful that so many members of the community are interested in its operations and in making application to represent the community in the onerous and difficult decisions to be made by the Board<sup>1</sup>.

In addition, the Minister re-appointed retired County Court Judge David Jones and Community Member Vera Olson. The Board welcomes their re-appointment.

## **Training and development of members**

In preparation for the appointment of new Board members, Board staff have prepared a comprehensive training/induction process and a most detailed Members' Manual.

I thank the Board's Secretary, David Provan, and Home Detention Coordinator Anna Djuric, for their leadership of other staff of the Board in preparing the induction program and a code of conduct for members and the manual. I am confident that these new processes, which have been established under their leadership, will enhance the decision-making ability and the knowledge of both new and existing members of the Board.

## **Victims' Register**

The Victims' Register commenced on 30 August 2004. Victims of a violent crime committed by an adult against them, may request to be placed upon the register to enable them to provide relevant and

<sup>1</sup>Subsequent to the end of the year under review and on 5 July 2005 the Governor in Council approved the appointment of five persons as part-time members of the Adult Parole Board for a period of three years from 5 July 2005 until 4 July 2008. The new members are Dr Julian Davis, Janet Farrow, Dr Kerry-Lee Jones, Lisa Ward and Judith Wright.

accurate information about the offender to the Board and to enable the victim to make representations to the Board in relation to issues relevant to parole.

In many ways the legislation has formalised the informal approach adopted by the Board over many years in taking into account the concerns of victims in relation to the setting of parole conditions.

However, the new process should ensure that the Board is fully informed as to the concerns of victims before making an order for parole. This process will be particularly useful in terms of setting conditions that relate to geographical restrictions and other conditions to prevent any contact between victims and offenders.

### **Serious Sex Offenders Monitoring Act 2005**

In March 2005 the *Serious Sex Offenders Monitoring Act 2005* came into effect, giving the Board responsibility for supervising any person who is the subject of an order under the Act. The intention of the Act is that offenders who have served custodial offences

for certain sexual offences, and who continue to be a danger to the community at the end of their sentences may be the subject of a continuing supervision order to be made by the original sentencing court. No orders had been made at the end of the period under review, but the legislation is expected to be the subject of a number of applications to courts in the near future.

### **Visitors to Board sittings**

As always, the Board has extended invitations to attend Board meetings to a number of individuals, including politicians, to enable them to obtain a greater understanding of the Board's responsibilities. The Board remains willing to extend invitations to attend Board meetings to those who have a responsibility to the public regarding matters relevant to the Board's functions, subject only to agreed confidentiality of the meetings.

### **Acknowledgments**

As stated above, the former Secretary of the Board, Norman Wills, retired during the year under review. I acknowledge his

dedicated service to the Board and the enthusiastic and professional manner in which his successor, David Provan, has approached the first few months of his appointment as Board Secretary. Once again, Anna Djuric has played a leadership role in her management of the home detention work of the Board and, in particular, her work in establishing the Members' Manual.

The Board is most fortunate to have a highly professional staff who provide its members with all the support they require. I acknowledge the work done by those members of staff who act as meeting secretaries and note the long hours involved in the preparation for sittings, particularly in prisons. Once again Full-Time Member of the Board Michael Hepworth has played a leading role in the performance of the Board and I thank him.

I acknowledge the cooperation of Community Corrections Officers throughout Victoria. The assistance provided by such officers in ensuring that the public interest is served by appropriate supervision of

parolees is essential in avoiding recidivism. The professional support of Community Corrections Officers throughout Victoria is of a high standard. Dennis Roach of Corrections Victoria has provided instant advice and information to me throughout the year under review in relation to a number of serious concerns of the Board relating to individual parolees and others about to be released on parole, and I acknowledge his assistance in that regard. I thank the Commissioner for Corrections Victoria, Kelvin Anderson, for his support of the Board throughout the year under review.

The Board looks forward to another challenging year and to an increasingly professional approach with the benefit of the new community members being appointed.



The Honourable Justice  
Murray Kellam AO  
Chairperson

# Secretary/Executive Officer's Report



Secretary/Executive Officer  
David Provan

The financial year marked an exciting period in which we implemented a variety of initiatives aimed at enhancing the Board's organisational performance, accountability and service delivery.

A key challenge for the Board's staff over the next few years will be to continue to deliver quality services to members and stakeholders in the context of increasing case loads and a greater demand for services. In

order to meet the challenge, a number of critical targets need to be reached. During the year under review, a Business Plan was prepared to identify objectives and performance targets and to set priorities to achieve the Board's vision, providing a sound basis for moving forward. In addition, the Plan aims to promote a performance culture at the Board and to provide a platform for pursuing continuous improvement at every opportunity.

## Members' Manual introduced

As noted in the Chairperson's Message, staff of the Board prepared a comprehensive training and induction program and a Members' Manual.

The original concept behind the development of the Members' Manual was to produce an induction and training resource for new members. However, it soon became apparent that the Manual could achieve a much broader and more useful purpose, namely to provide members, both new and existing, with information that is readily accessible and useful in conducting the work of the Board.

The Manual brings together into one resource a range of essential and valuable information to assist the work of Board members. It guides new members through the legislative and legal issues that underpin the Board's role and functions, as well as provides an invaluable reference source for both existing and new members. The quality of the text and the accessibility and logical presentation of information will ensure that all members will use and refer to the Manual regularly.

I wish to acknowledge the excellent work of Anna Djuric who not only oversaw the project but also prepared the first draft of the Manual. In addition, I express appreciation to all members and staff of the Board who reviewed earlier

versions of the Manual and contributed their knowledge, skills, experience and valuable suggestions.

## Induction and orientation training program

A comprehensive orientation and induction program was prepared for newly appointed members to the Board. The program is designed to provide new members with the opportunity to:

- gain a better understanding of the functions, powers and duties of the Board, and the requirements for the conduct of statutory office holders;
- address key issues concerning practices and procedures of the Board;
- explore the hearing process;
- acquire an understanding of the role and responsibilities of various business units within Corrections Victoria;
- discuss the role and responsibilities of other organisations that provide services to the Board; and
- understand the role of, and the administrative services delivered by, the Board's Secretariat.

## New services

The Board introduced a 1300 telephone number for Victorian country callers and an interpreter service telephone number, and updated its letterhead to include the new services, as well as email and Internet addresses.

## Administrative work practices

In order to improve organisational efficiency, the Board undertook the following activities:

- Prepared and issued to all staff practice advice information sheets that document changes to administrative practices.
- Produced a fact sheet entitled *Observers at Board Meetings* that includes basic information about the work of the Board and the expectations with respect to the conduct of observers at meetings. In addition, the fact sheet includes a confidentiality declaration.
- Prepared a project plan to modernise and upgrade the Board's web site.
- Initiated a plan to develop a communication strategy, involving the review of all types of

communication with the objective of increasing its effectiveness.

## Increasing case load

Since 1998–99, the Board has experienced an upward trend in the number of cases considered from 4,534 to 7,515, equating to an increase of 66.0%. While our resources continued to be fully stretched to meet timeliness targets, staff achieved a high level of quality in their work. In nearly all cases considered by the Board, the staff of Community Correctional Services (CCS) provided regular reports indicating the progress of offenders.

Together with the Board, the CCS is responding to the increasing workload generated by the upward trend in meeting the Board's needs by providing such reports in a timely manner. In this way, CCS can request changes to the reporting regime, permission to travel or request a tightening or reduction in program conditions.

Consequently, the Board can adapt parole to reflect an offender's individual management requirements.

## Actively monitoring offenders

The Board has continued to play an active role in monitoring offenders who have been released on parole. Staff of the Board played an active role in managing offenders during their parole period by regularly discussing issues concerning the management of offenders with CCS Officers. The purpose of this approach is to achieve the required balance of program attendance, supervision, community work and other requirements, to ensure the offender completes the order successfully. Such a proactive approach often avoided having to initiate breach proceedings against an offender.

## Annual reviews of offenders

Board staff continued to attend annual reviews of offenders, which are conducted by the Sentence Management Unit of Corrections Victoria. Attending an offender's annual review, which is usually held prior to the Board interviewing the offender, has allowed Board staff to identify issues relevant to the long-term rehabilitation and reintegration of some offenders. As a consequence, the practice has

brought offenders to the Board's attention at an earlier stage. The Board can then identify programs and other assistance to better equip the offender for release into the community. In addition, these annual reviews can identify offenders who may require ongoing psychiatric and psychological treatment. This treatment can be recommended at the time the Board interviews the offender. In the case where an offender has been interviewed previously by the Board, staff can provide the Board's view of the programs and other requirements that it has proposed for an offender. The annual review enables a coordinated plan to be developed for offenders to encompass program participation. Such a plan can only enhance the rehabilitation and reintegration prospects of offenders released from custody.

## Home detention

In its second year of operation, the Home Detention Program enabled the Board to release non-violent, low-security offenders convicted of specific offences to home detention, after serving two thirds of their sentences. A comprehensive analysis of the program's full year of operation is provided on pages 22 and 23 of this Annual

# Secretary/Executive Officer's Report

Report. I thank Anna Djuric and Christie Hall for the professional and dedicated approach they provided in managing the Board's home detention work.

## Information technology

On 2 May 2005, the Criminal Justice Enhancement Project (CJEP) computer system was introduced at the Board. At the time of writing, the PIMS computer system remained the database of record during the transition period. As a result, the double entry of data into two computer systems has placed the Board's staff under great strain.

However, the Board is confident that, after the initial teething problems, the system will lead to greater administrative efficiencies, less re-keying of information, fewer errors and the easier discovery of accurate information about offenders.

Tonnette Santiano represented the Board on the CJEP project and worked with the computer analysts to design the Board's

functionality and then performed the roles of acceptance testing, training and support. I thank Tonnette for her commitment to ensuring the project's success.

## Norman Wills retires

After a distinguished career in the Victorian Public Sector that began in 1968, Norman Wills retired on 31 December 2004. Norman was appointed to the Board as Secretary/Executive Officer from 14 December 1998 to 2 October 2000. Between 3 October 2000 and 3 October 2001, Norman served as the Board's full-time Member and, from 4 October 2001 until his retirement date, was re-appointed to the position of Secretary/Executive Officer.

Norman was a dedicated officer determined to foster positive working relationships with all staff and stakeholders at the many courts, tribunals and boards he has served during his 36-year career. He will be missed by his many friends and colleagues at the Board and throughout Corrections Victoria and the Department of Justice.

## Acknowledgments

The Board's Chairperson, Justice Kellam was awarded an Order of Australia (General Division) in the 2005 Queen's Birthday Honours.

The award recognises his service to the law through a range of judicial and legal training roles in Australia and the Asia-Pacific Region, and to the community, particularly through his support for the activities of the Jesuit Refugee Service in Thailand and for disadvantaged people in Melbourne.

On behalf of the members and staff of the Board, I congratulate Justice Kellam on this well deserved recognition of his wide-ranging services to the community.

The Board acknowledges the valuable post-release services offered by the following agencies:

- Australian Community Support Organisation (ACSO).
- Community Offenders Advice and Treatment Service (COATS).
- Salvation Army—Adult Services, Anglicare, Brosnan Centre,

Galiamble Halfway House and the Percy Green Memorial Hostel.

Without the considerable assistance provided by such agencies, prisoner rehabilitation would be far more difficult to achieve.

It has been a pleasure and a privilege to work at the Board since January 2005 and I thank Justice Kellam and the members for their support. I would particularly like to take this opportunity to thank the Board's staff for supporting me during my first year and for the efficient and effective manner in which they undertook their work. Despite many challenges tackled under the pressure of an ever-increasing workload and the implementation of the new computer system, they provided an excellent level of service to the Board, the public and their colleagues in the corrections environment.



David Provan  
Secretary/Executive  
Officer

# The Board's Performance

## Cases considered

During 2004–05, the Board met on 116 occasions (115 in 2003–04) and considered 7,515 matters (7,061 in 2003–04). Cases considered are set out by location in the table below. This result represents a 6.4% increase in the number of cases considered, compared with the previous financial year.

The Board has experienced a rising trend in cases considered since 1998–99 when it considered 4,534 matters, representing a 66.0% increase over this period. The continued increase in cases considered is significant and has placed enormous strain on the Board's resources.

The complexity of cases involving offenders, both in custody and on parole, placed considerable demands on the Board's time in determining cases. The Board continued to

monitor specific offenders who had been released on parole with problems involving psychiatric and accommodation issues, and the risk of drug use.

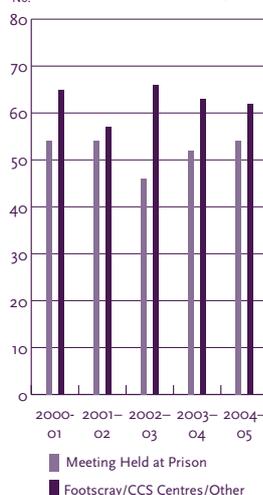
To monitor such offenders, the Board required offenders to regularly attend interviews at its Footscray office or, if they resided in country Victoria, their closest CCS Office. The Board requested reports from CCS to stay informed of the progress of such offenders. The transient and drug culture lifestyle of many offenders prior to their imprisonment usually presents difficulties in obtaining new accommodation on release. Such regular reports enable the Board to intervene and redirect the lifestyle of offenders. The Board maintains its involvement with offenders on parole, and takes appropriate action when necessary, to ensure offenders are able to meet the conditions of their parole.

## Prison visits

During 2004–05, the Board undertook a regular program of prison visits to:

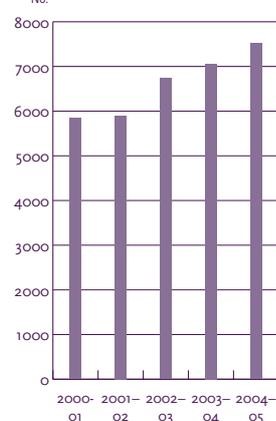
- offer additional opportunities for offenders to access the Board directly through personal representations. This was especially useful for those offenders whose release on parole has been, or may be, denied or deferred by the Board;
- provide more effective integration of the Board's activities within the correctional system;
- increase the Board's contact with prison and community-based corrections staff; and
- enable the Board to make more informed assessments by directly discussing cases with individual offenders.

Number of Board Meetings Conducted to Consider Cases  
No. 2000–01 to 2004–05



*As shown above, the Board conducted more meetings at prisons and fewer meetings elsewhere, contributing to the trend experienced over the last three financial years.*

Total Number of Cases Considered—  
No. 2000–01 to 2004–05



*The number of cases considered by the Board continued to rise in 2004–05.*

## Cases Considered by Location—2002–03 to 2004–05

Location	No of Meeting Days			%			No of Cases			%		
	04–05	03–04	02–03	04–05	03–04	02–03	04–05	03–04	02–03	04–05	03–04	02–03
Footscray (HQ)	46	48	48	40	45	46	5,759	5,312	5,034	77	75	75
Prisons	54	52	51	46	42	43	1,674	1,675	1,651	22	24	25
CCS Centres	15	14	12	13	12	10	73	67	44	1	1	-
Thomas Embling Hospital	1	1	1	1	1	-	9	7	3	-	-	-
Total	116	115	112	100	100	100	7,515	7,061	6,732	100	100	100

# The Board's Performance



Secretary/Executive Officer David Provan (standing, centre) presents the orientation and induction program for newly appointed members to members of the Board. This comprehensive program includes the Members' Manual and a Code of Conduct. From left, Michael Hepworth, Judge Douglas, Vera Olson, David Provan, Justice Kellam and Jim Berg.

Of the 116 occasions the Board met, 54 meetings were held at various Victorian prisons (52 in 2003–04) where the Board interviewed 1,674 offenders (1,675 in 2003–04). This result represents a slight decrease in the number of offenders interviewed by the Board at prison and a 3.8% increase in prison visits, compared with 2003–04.

The Board aims to ensure that all offenders are aware of their obligations and the consequences if they breach their parole.

However, it is impossible for the Board to interview all offenders who are released on parole, particularly if a court fixes short non-parole periods for offenders or where offenders are transferred within the prison system.

If the Board does not interview offenders in prison, the Full-Time Member often interviews them by video conference prior to release or the Board directs them to attend its premises in Footscray. Such offenders are then interviewed by either the Board, the Full-Time Member or the Secretary who advises them fully of their responsibilities and obligations under parole.

## Offenders in custody

On 30 June 2005, the number of offenders eligible for parole totalled 2,354, compared with 2,288 on 30 June 2004. The number of offenders fluctuates over a 12-month period as offenders enter and leave the prison system on a daily basis, either after having been released on parole or when their sentences expire. For example, the above figures do not take into account offenders who were sentenced to a short non-parole period, and entered and left prison in the same year. The number of offenders in custody totalled 3,692 as at 30 June 2005 (3,624 as at 30 June 2004).

## Offenders considered for release

Corrections Victoria notifies the Board of offenders who have a future eligibility for parole. At that time, the Board considers each case and decides to either:

- grant release;
- defer consideration until a later date; or
- deny release on parole.

The Board takes into account the individual merits of each case to determine the appropriate time to release an offender on parole. Before making its decision, the Board reviews reports from Community Correctional Officers (CCOs), custodial staff, medical practitioners,

psychologists and psychiatrists (refer to 'Factors that influence Board decisions' opposite).

In addition, the Board examines the offender's criminal history and any comments recorded by the sentencing court. The offender or others interested in the case may make representations for consideration by the Board, including written submissions from victims. To assist the decision-making process, the Board may interview the offender and professional people working with the offender. The Board pays particular attention to offenders convicted of serious offences, such as violent crimes.

The Board aims to ensure that its proceedings are conducted properly and fairly for all parties involved. While there is no formal avenue of appeal against a decision of the Board, offenders may request a review of any Board decision. This review

may be initiated in writing by the offender, or by a person on behalf of the offender, or by the offender requesting an interview with the Board. In making decisions to grant, deny, defer or cancel parole, the Board considers each case on its merits, while using flexible guidelines developed over many years to streamline the decision-making process.

### Releases and denials on parole

During 2004–05, the Board:

- made orders for the release of 1,538 persons on parole (1,706 in 2003–04);
- denied 159 persons release on parole (93 in 2003–04); and
- cancelled parole orders for 456 persons (472 in 2003–04).

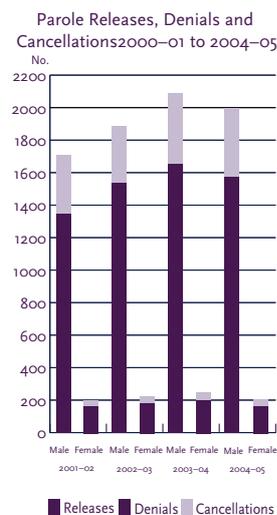
As shown above, the number of orders made to release offenders on parole decreased by 9.8% and the

number of cases where the Board denied parole rose by 70.9%. Despite a greater number of offenders being eligible for parole during the period, the Board granted fewer persons parole and denied release on parole to a significantly higher number of persons.

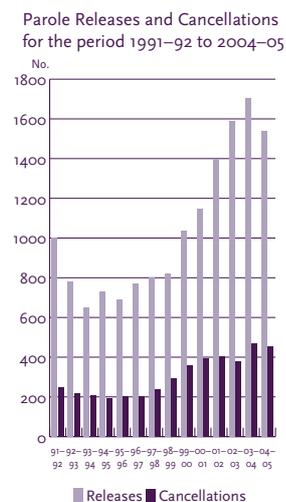
The Board denies parole for a number of reasons, including:

- failure of offenders to undertake programs that address their offending behaviour;
- continuous drug use;
- their previous performance on parole; and
- insufficient time for an effective parole period.

During 2004–05, cancellations of parole decreased by 3.4%. The Board considers this result encouraging, since it means that more offenders are complying with the conditions of their parole.



*The number of orders made to release offenders on parole decreased, while the number of denials increased significantly and the number of cancellations decreased.*



*Parole releases and cancellations in 2004–05 show a reversal of the upward trend experienced in previous financial years, resulting in fewer releases and fewer cancellations.*

## Parole Releases, Denials and Cancellations—2002–03 to 2004–05

	Releases			Denials			Cancellations		
	04–05	03–04	02–03	04–05	03–04	02–03	04–05	03–04	02–03
Male	1,420	1,557	1,458	155	93	75	423	438	352
Female	118	149	130	4	-	7	33	34	27
Total	1,538	1,706	1,588	159	93	82	456	472	379

# The Board's Performance

## Factors that influence Board decisions:

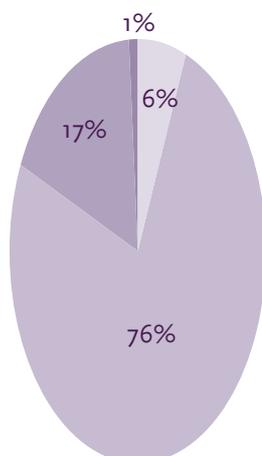
- Nature and circumstances of the offence(s).
- Comments made by the sentencing court.
- Prior criminal history.
- Previous performance when under supervision in the community.
- Potential risk to the community if the offender were to be released from custody.
- Release plans.
- Assessments and recommendations made by appropriate professionals, including psychiatrists, psychologists and Community Corrections Officers (CCOs).
- Submissions made by the offender, the offender's family, friends and potential employers, or any other relevant individuals.
- Written submissions made by the victim or by persons related to the victim.
- Conduct of the offender while in custody or under supervision.
- Willingness of the offender to participate in relevant programs while in custody.

## Special conditions of parole

Where appropriate, the Board imposes special conditions on parole orders to address accommodation, lifestyle and treatment issues, including:

- attendance for assessment and treatment for alcohol or drug addiction, or submitting to medical, psychological or psychiatric assessment and treatment;
- testing for alcohol or drug use;
- attendance for personal development programs (often in conjunction with anger management programs);
- residence as directed by the Board;
- attendance for treatment at the Community Forensic Mental Health Centre;
- no contact, directly or indirectly, with the victim or certain potential victims (this is an important protection for vulnerable persons in some situations);
- no unsupervised contact with children;
- participation in the sex offender programs;
- avoidance of certain geographical areas;
- abstinence from alcohol;
- assessment by, and participation in, drug programs as directed by CCOs; and
- participation in drug programs as directed by CCOs in consultation with the Community Offenders Advice and Treatment Service (COATS).

Special Conditions Imposed on Parole Orders— 2004–05



*The graph shows the more significant special conditions imposed on parole orders during 2004–05. The Board has continued to impose assessment and treatment for drug addiction, psychological, psychiatric or medical conditions for the majority of orders.*

- No Special Conditions
- Assessment, Treatment and Testing
- Restricted Residential and/or Contact
- Other

During 2004–05, the Board continued to impose more stringent conditions on the parole orders of sex offenders, while ensuring sex offenders understood that their expected compliance with these conditions would be rigorously enforced. For example, in some cases, the Board required that an offender must not:

- associate with certain persons;
- be employed in particular jobs;
- reside in certain neighbourhoods or households; or
- have contact with victims or their family members, even under supervision.

The Board almost always imposes the special condition of Assessment and Treatment (AT) as a condition of every parole order. This special condition provides supervising CCOs with the authority to direct offenders to programs designed to address alcohol, drug and gambling addictions, and to arrange psychiatric and psychological treatment. In most cases, the Board identifies the particular needs of the offender and directs the CCO to arrange the appropriate treatment and programs. From time to time during the supervising period, the offender may require counselling for health problems and other issues, and this condition provides the CCO with the flexibility to arrange treatment without having to refer back to the Board.

### **Monitoring the supervision of offenders on parole**

Regularly the Board interviews offenders who are on parole at its offices and at CCS offices in regional Victoria for the purpose of monitoring their progress while on parole. In addition, the Board consults with CCOs about the individual management of specific offenders and the broader issues affecting the supervision of offenders on parole. This process gives CCOs, particularly those new to CCS, the opportunity to gain knowledge about the Board's requirements and to discuss difficult issues surrounding the supervision of offenders.

### **Victims of crime**

The Board understands the difficulties faced by victims of crime and their families who are exposed to the criminal justice system. A Victims' Register commenced on 30 August 2004 and is managed by Corrections Victoria. The Register maintains contact with victims of

crime who have asked to receive information about an adult prisoner who has been convicted of committing a violent crime against them. The aim of the Register is to provide victims of violent crime with timely, relevant and accurate information about offenders during their period of imprisonment. Individuals included on the Register have a right to send a written submission to the Board, when the prisoner for whom they are registered is being considered for parole. During the financial year, 45 submissions were submitted for the Board's consideration.

Regularly the Board imposes special conditions on parole orders designed to protect victims from contact with offenders. The Victims' Registrar will provide information about the release of an offender on parole, including any special conditions the Board has imposed that are relevant to the offender's victim.

# People on Parole

*From left, Robyne Duggan, Maria Groh and Colin Ridley of Newport Community Correctional Services and Secretary/Executive Officer David Provan meets with Brendan Singleton and Michael Pernar to observe the hospitality training facility at the Laverton Community Centre. In 2004–05, a pilot hospitality course was run in conjunction with the William Angliss College. The course provides offenders with basic life skills and potential future employment. At the completion of the 12-week course, participants receive an accredited certificate. All food prepared is distributed to disadvantaged individuals and families in the community.*



## **Parole orders completed successfully**

During 2004–05, offenders successfully completed 1,086 parole orders, representing a 1.8% increase, compared with 1,066 parole orders in 2003–04. This result included offenders who were released on parole prior to the current reporting year but who completed their parole period during the reporting year.

## **Breach of parole orders**

If an offender fails to comply with any of the conditions of the parole order, including conviction and sentence for further offences while the order is current, he or she is in breach of parole and the Board may cancel the order. If a parole order has expired but a court imposes a sentence of more than three months' imprisonment for an offence committed during the parole period, the Board still has jurisdiction to cancel parole.

If a breach occurs, the Board considers taking the following actions:

- Note the breach but take no further action.
- Issue a warning by way of:
  - the individual's attendance in person before the Board;
  - the Regional Manager of the supervising location; or
  - a letter from the Board.
- Add conditions.
- Cancel the order.

During 2004–05, offenders breached 803 parole orders, compared with 809 parole orders breached in 2003–04. These results include parole orders made by the Board in previous financial years.

Of the 803 parole orders breached, the Board cancelled 456 orders, representing 57.0% of all orders breached. This result compares with 2003–04 when 58.8% of the 809 parole orders breached by offenders resulted in cancellation of parole.

The Board considered the remaining breaches to be minor in nature and insufficient in severity to warrant returning the offender to prison. Offenders who fell into this category usually breached their parole by way of conditions, such as failure to attend supervised appointments. In such cases, the Board imposed a warning and adjusted the offender's reporting regime in order to enable the offender to complete parole successfully.

### **Breaches resulting in cancellation**

When the Board cancels a parole order, it issues a warrant for the arrest of the offender who is then returned to prison custody where he or she is liable to serve the unexpired portion of the original sentence. However, the Board may release the offender again on parole during this period.

The Board determines whether the time spent on parole by the offender prior to cancellation is to be deducted from the unexpired portion of parole. In making this decision, the Board takes into account the nature of the breach and the offender's response to parole supervision.

The number of cancellations decreased by 3.4% from 472 in 2003–04 to 456 in 2004–05.

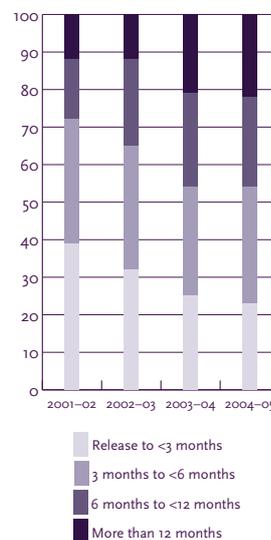
Of the 456 parole orders cancelled, 258 (56.6%) resulted from the failure of the offender to comply with the conditions of parole, compared with 265 (56.1%) in 2003–04.

A total of 198 parole cancellations (43.4%) resulted from a further conviction and sentence being imposed on the offender, compared with 207 (43.9%) in 2003–04.

The Board considers parole breaches to be a serious matter and often deals with such breaches by cancelling parole orders. With the exception of certain general obligations, which apply to all persons on parole, conditions under which individual offenders are released are specific to each case.

The Board clearly explains the supervision requirements to each offender. In the event of non-compliance, the offender may be required to appear before the Board so that the Board may assess whether any breach has, in fact, occurred and determine the course of action to be taken.

Length of Parole Prior to Cancellation—2001–02 to 2004–05 %



The graph represents the length of parole served prior to cancellation of the parole order by the Board.

## **Parole Orders Successfully Completed and Cancelled—2002–03 to 2004–05**

Number of Parole Orders:	2004–05			2003–04			2002–03		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Successfully Completed*	992	94	1,086	978	88	1,066	807	80	887
Cancelled	423	33	456	438	34	472	352	27	379
Total	1,415	127	1,542	1,416	122	1,538	1,159	107	1,266

\*Includes a count of the number of parole orders completed during each financial year. It is not a count of the number of individuals that completed an order. Individuals can have more than one parole order during a reporting period. These figures include both orders made prior to and during the reporting year.

# People on Parole

During 2004–05, the reasons for cancelled parole orders included continued drug abuse by the offender, failure to attend for supervision or community work, failure to participate in programs as specified in the order, or convictions for further offences.

Most parole orders that were cancelled due to the offender failing to comply with the conditions of parole involved continued substance abuse and failure to attend supervised appointments and/or programs. The majority of such breaches occurred in the first six months of parole—a time when most offenders experience difficulty adjusting to the transition from prison to the community.

## Breaches not resulting in cancellation

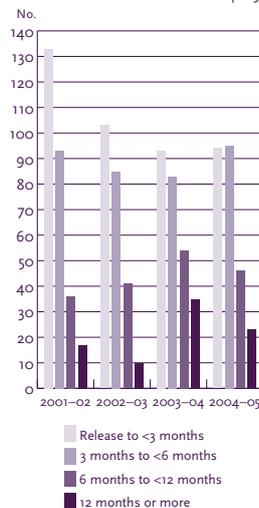
During 2004–05, the Board considered 347 cases involving breaches of the conditions of a parole order where it decided, considering all the circumstances, not to cancel the order. This result represents a 3.0% increase when compared with 337 cases in 2003–04.

The Board does not take action, particularly for a minor breach, if the offender's CCS Officer has addressed the breach to ensure that the offender continues to comply with his or her conditions of parole. This procedure may involve merely an adjustment to the offender's reporting regime or the addition or deletion of specific conditions.

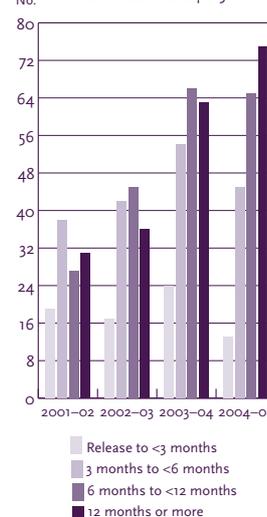
Of the 347 cases involving breaches not resulting in cancellation:

- 79 offenders (23.0%) were warned by the Board, compared with 53 (16%) in 2003–04;
- 193 offenders (56.0%) were warned by the Regional Manager or Centre Manager of the Community Correctional Centre, compared with 198 (60%) in 2003–04;
- eight offenders (2.0%) were warned by letter, compared with 16 (4.8%) in 2003–04; and
- 67 cases (19%) involved no further action being taken by the Board, compared with 70 (21%) in 2003–04.

Length of Parole Prior to Cancellation by Failure to Comply with Conditions—2001–02 to 2004–05



Length of Parole Prior to Cancellation by Conviction and Sentence—2001–02 to 2004–05



The graphs above show the length of parole prior to cancellation by the Board for failure to comply with conditions and for further conviction and sentence.

## Cancellation of Parole—2002–03 to 2004–05

Period After Release	By Conditions			By Conviction and Sentence			Total			%		
	04–05	03–04	02–03	04–05	03–04	02–03	04–05	03–04	02–03	04–05	03–04	02–03
Release to <3 mos.	94	93	103	13	24	17	107	117	120	23	25	32
3 to <6 mos.	95	83	85	45	54	42	140	137	127	31	29	33
6 to <12 mos.	46	54	41	65	66	45	111	120	86	24	25	23
12 mos. or more	23	35	10	75	63	36	98	98	46	22	21	12
Total	258	265	239	198	207	140	456	472	379	100	100	100

When the Board cancels a parole order, the offender returns immediately to prison to serve the whole outstanding period of his or her sentence. Most often, the sentence the offender is required to serve constitutes the whole period of parole, regardless of the period he or she has spent on parole. The Board can re-parole offenders in appropriate circumstances.

When deciding whether or not to cancel parole, the Board considers the:

- type of breach;
- remaining parole period;
- performance of the offender and his or her compliance with the other conditions of parole; and
- long-term rehabilitation of the offender, including employment and education issues.

Often, a minor breach of parole does not justify returning an offender to custody. In such instances, the Board:

- warns the offender formally;
- requests that the Regional Manager or Centre Manager from CCS warn the offender; or
- issues a warning by letter.

In most cases, such warnings are sufficient to re-focus offenders with regard to their parole obligations and responsibilities and, usually, offenders complete their parole orders successfully.

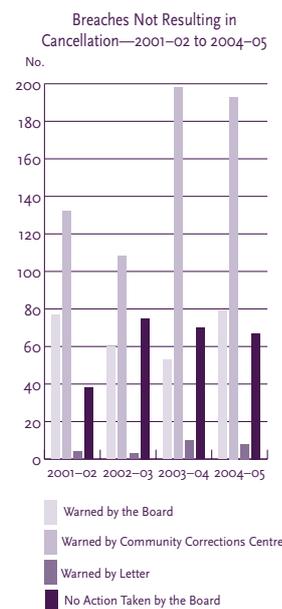
Frequently, the Board does not have jurisdiction to cancel an order, even though an offender has breached his or her parole. These circumstances arise when an offender commits an offence while on parole, but the offender is not dealt with by the court until after the parole period has expired. In these circum-

stances, the Board can take action only by cancelling parole and returning the offender to custody if the court imposes a sentence of more than three months' imprisonment on any single charge.

Often sentences imposed on such convictions are less than three months, or it is not possible to identify whether any one charge has had a sentence of more than three months imposed.

### **Revocation of cancellation orders**

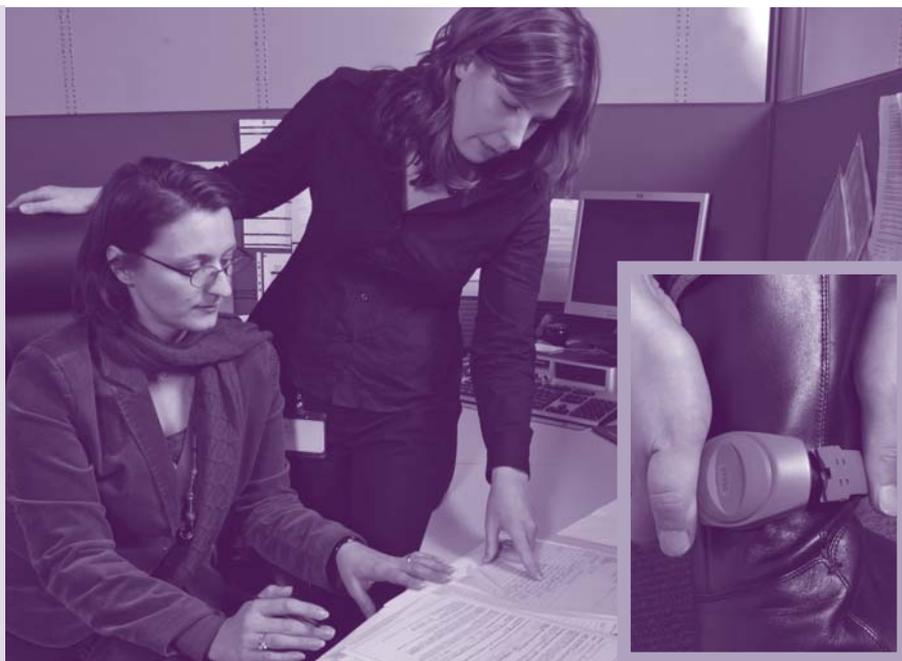
With regard to less serious offences, the Board has a policy of revoking cancellation orders and withdrawing warrants for apprehension and return to custody with regard to offenders who have not come before the courts in any jurisdiction in the Commonwealth of Australia for 10 years after the warrant was issued.



*The graph shows the total number of breaches not resulting in cancellation and the various actions taken.*

# People on Parole

*From left, Home Detention Coordinator Anna Djuric discusses an offender's application for the Home Detention Program with Assistant Christie Hall. In assessing applications, Anna and Christie review such issues as the offender's security rating, prior offences, the sentence imposed by the court and the suitability of the proposed residence. Inset, an electrotonic monitoring device worn by all offenders on the program.*



## Home detention

A Victorian Government initiative, the home detention pilot program commenced on 1 January 2004. Home detention assists the Board in directing a carefully selected non-violent, low-security offender to serve part of his or her sentence by way of home detention after the offender has served two-thirds of his or her minimum term of imprisonment. Offenders may serve a maximum of six months on home detention. Home detention enables low-risk offenders to maintain the employment, family and community ties necessary for rehabilitation and reintegration.

Under the program, the Board can revoke court orders and its own orders in cases where orders are breached.

During 2004–05, the Board received a total of 293 applications from offenders wishing to participate in the program. This result compares with 233 applications received in the first six months of the program. The Board assesses the application carefully to ensure that the offender is eligible.

When determining an application, the Board assesses information relating to the offender's:

- criminal history;
- past and current sentence structure;
- psychological, psychiatric, medical and intervention order history;
- accommodation arrangements;
- prison conduct; and
- program participation.

Once the Board's home detention staff have determined an applicant eligible for the program, they request the Home Detention Unit of CCS to provide an assessment report for the Board. Before making a decision to grant home detention, the Board interviews every

offender by video conference or in person and explains the requirements of the program.

Of the 293 applications received, the Board:

- determined that 162 applications were ineligible for the program; and
- made 131 assessment requests to the Home Detention Unit for a report.

## **Applications Deemed Ineligible**

After a careful assessment of selected applications, the Board deemed 162 applications ineligible to participate in the program due to a variety of reasons, including:

- unsuitable accommodation;
- nature of past offences;
- nature of current offences;
- insufficient time to undertake the program; and
- the sentence structure did not provide the Board with jurisdiction to grant home detention.

During 2004–05, the Home Detention Unit assessed 16 offenders as unsuitable for the program for the following reasons:

- Prior criminal history.
- Unsuitable residence.
- Risk of non-compliance.

### **Home Detention Orders Made by the Board and Courts**

The Board made 57 home detention orders and the courts made eight orders, including seven orders from the Magistrates' Court and

one order from the County Court. The Board revoked three orders due to positive urinalysis results and loss of accommodation.

As at 30 June 2005, the Board was awaiting completion of 45 assessments (59 assessments on 30 June 2004).

The Board may exercise its power to refuse home detention in cases where there has been a positive recommendation from the Home Detention Unit. The Board makes such decisions on the basis that the offender may present an unacceptable risk.

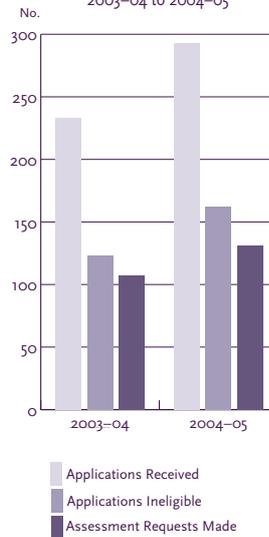
The Board has the capacity to respond to a breach of a home detention order at any time. Consequently, if the Board revokes a home detention order, then it can arrange the execution of a warrant on a 24-hour basis.

### **Impact of home detention orders on co-residents**

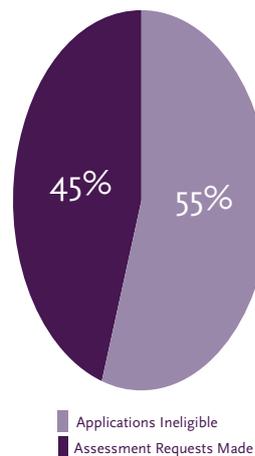
In assessing the suitability of an offender for a home detention order, a representative of the Home Detention Unit conducts a comprehensive and confidential interview with all persons who will be residing with the offender (co-residents). The aim of the interview is to ensure that co-residents appreciate fully the monitoring procedures and core conditions for the offender and to identify any negative or positive impact an order may have upon family relationships.

The Home Detention Unit will recommend an offender for the Home Detention Program only in cases where no risks exist with regard to the safety of any co-resident. Ongoing monitoring ensures that any risk to co-residents is identified expediently.

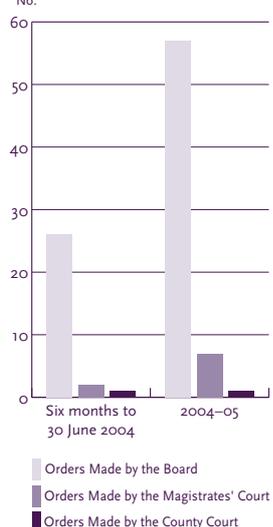
Home Detention Case Load Activity—2003–04 to 2004–05



Home Detention Applications Considered by Outcome—2004–05



Home Detention Orders Made—2003–04 to 2004–05



# People on Parole

## Supervising people on parole

CCOs attached to the Community Correctional Services (CCS), a Division of Corrections Victoria, supervise offenders released on parole and home detention in Victoria. These officers are accountable to the Board under section 73 of the *Corrections Act 1986*.

CCOs provide court advice and supervise individuals released on a number of different non-custodial, community based orders. Upon release, a parolee reports to the CCS Centre nearest to his or her home or to the offender's most convenient location.

## People convicted of murder

The Board pays particularly close attention to persons who have been convicted of the charge of murder both during their period of imprisonment and during any period of parole.

The Board reviews such offenders from the commencement of their sentence at intervals not exceeding five years. These reviews are conducted more frequently as the offender's parole eligibility date draws nearer. In addition, the Board conducts personal interviews with these offenders on a regular basis. Through this process, the Board can observe the progress of offenders while they remain in custody. The process also enables the Board to encourage their participation in programs that will

assist them to reintegrate into the community.

Three years prior to the earliest eligibility date for parole, in appropriate cases, the Board may fix a tentative date for release on parole. This enables long-term offenders who, by reason of their good behaviour, have achieved a minimum security rating in prison to make application for leave pursuant to the *Corrections Act*. This date is tentative only and may be revoked.

When an earlier decision is made to release an offender, the Board continues to monitor the progress and behaviour of the offender. If an offender fails to act in an appropriate manner within the prison system, the Board revokes the order or defers release.

The Board actively supervises convicted murderers

released on parole. Upon release the Board monitors these individuals by obtaining progress reports from the supervising CCOs and requiring such offenders to attend interviews at least every three months during the first two years of the parole supervision period. If the parolee responds well to parole supervision, the intervals between these interviews may be extended as the supervision period progresses. Generally, the Board receives progress reports until this period expires.

## People detained under section 93 of the Sentencing Act 1991

In cases involving offenders with a mental illness detained under section 93 of the *Sentencing Act 1991*, the sentencing court may require such individuals

### Case Study: Long-time offender sentenced for armed robbery and other offences participates in programs, finds employment and successfully completes parole.

Mr C pleaded guilty to armed robbery, burglary and theft charges at the Melbourne County Court. He was sentenced to five years with a non-parole period of three years and six months. The Court noted that Mr C had a problematic history, which included abandonment by his parents at an early age, introduction to alcohol in early teenage years, poly-drug use and the abuse of prescription and non-prescription medication, by the age of 19.

Mr C committed the offences to fund his drug habit. Prior to release the Board noted that Mr C had successfully completed the intensive drug treatment program, the anger management program and the cognitive skills program.

Upon release Mr C was referred to further drug and alcohol counselling and treatment, which he completed successfully. His Community Corrections Officer reported that he maintained regular supervision appointments and successfully completed parole. Mr C is employed and actively involved in a local community support organisation.

to serve their sentences in an approved mental health institution. Such facilities include the Thomas Embling Hospital, which is managed by the Victorian Institute of Forensic Mental Health, commonly known as Forensicare.

Detainees become eligible for parole only when the Mental Health Review Board or the Chief Psychiatrist discharges them.

During 2004–05, the Board visited the Thomas Embling Hospital to monitor the progress of detainees. In addition, a member of the Board's staff communicated on a regular basis with treating doctors and staff at the

hospital. This procedure ensured that hospital staff brought any changes in the condition of detainees to the Board's attention between visits to the hospital. Consequently, the Board was able to consider cases and make urgent and appropriate decisions without the need to attend the hospital.

In addition, the Board's procedures ensured such individuals were released on parole without being returned to prison. This procedure benefited detainees with significant mental health problems by assisting their reintegration into the community. The Board worked with representatives of Thomas

Embling Hospital and CCS Centres to develop appropriate release plans that provided a high level of support for detainees once they were released on parole.

In conjunction with the management of Thomas Embling Hospital, the Board continued to develop a register of detainees. Although the Board granted parole for detainees only after they were discharged by the Mental Health Review Board or Chief Psychiatrist, the Board monitored the progress of detainees during their treatment periods.

## Youth transfers

The following information details youth transfers as defined under sections 240(1), 244(1) and 246 of the *Children and Young Persons Act 1989*.

### **Transfers from youth training centres to prisons**

Section 240(1) of the Children and Young Persons Act provides:

*The Youth Parole Board may, on the application of the Director-General, direct a person aged 16 years or more sentenced as a child by the Children's Court or any other court to be detained in a youth training centre be transferred to a prison*

### **Case Study: Offender successfully completes his parole with the support of the Flagstaff Support Services, the Housing Pathways Initiative Program and Community Correctional Services.**

Mr L was released on parole after serving a sentence for assault, threat to kill and theft. Prior to his term of imprisonment, Mr L had served several custodial sentences in three different States for drug-related crimes and violent assaults.

Throughout his childhood he experienced significant domestic violence both as a witness and as a victim. This abuse led him to drug and alcohol use at the age of 14. Mr L began to display anti-social and criminal behaviour. He was unable to maintain employment or relationships because of his anxiety disorder, anger management issues and drug addiction.

Upon release from Port Phillip Prison, Mr L entered into a Housing Pathways Initiative property and commenced receiving case management support. Shortly after entering the program Mr L struggled with the use of inappropriate substances and sometimes engaged in aggressive behaviour.

However, with the assistance of the Flagstaff Support Services, the Housing Pathways Initiative program and Community Correctional Services, Mr L completed his parole successfully. Through a combination of in-house and referred service supports, Mr L managed to abstain from amphetamines, learned coping mechanisms to deal with anger, was able to manage his finances independently, acquired general lifestyle skills and commenced seeking employment.

# People on Parole

to serve the unexpired portion of the period of his or her detention as imprisonment.

When a person transfers to prison, he or she becomes subject to the jurisdiction of the Board as if the period of detention served by that person, prior to the transfer, had been a minimum term.

Section 246 of the Children and Young Persons Act provides that if a person:

- (a) has been sentenced to detention in a youth training centre; and
- (b) before the end of that sentence is sentenced to a term of imprisonment with respect to any offence the Youth Parole Board may direct that the person serve the unexpired portion of the period of detention as imprisonment in a prison and thereafter the person is subject to the jurisdiction of the Adult Parole Board as if the period of detention served by him or her before that sentence of imprisonment or his or her release on parole by the Youth Parole Board had been a non-parole period.

## Parole Orders Transferred from Victoria—2001-02 to 2005-05

	2004-05	2003-04	2002-03	2001-02
New South Wales	11	23	12	23
South Australia	2	5	6	6
Western Australia	2	4	-	4
Queensland	16	14	13	10
Northern Territory	1	1	-	1
Tasmania	-	4	4	-
Australian Capital Territory	-	-	-	1
<b>Total</b>	<b>32</b>	<b>51</b>	<b>35</b>	<b>45</b>

## Parole Orders Transferred to Victoria—2001-02 to 2004-05

	2004-05	2003-04	2002-03	2001-02
New South Wales	4	5	15	10
Western Australia	3	1	3	9
South Australia	1	6	4	3
Queensland	7	10	9	2
Tasmania	1	-	-	5
Northern Territory	-	-	1	3
Australian Capital Territory	1	-	1	0
<b>Total</b>	<b>17</b>	<b>22</b>	<b>33</b>	<b>32</b>

During 2004-05, 13 persons were transferred from a youth training centre to prison, compared with 11 in 2003-04.

### Transfers from prisons to youth training centres

Section 244(1) of the Children and Young Persons Act 1989 provides:

*If the Adult Parole Board considers it appropriate, in the interests of a person under the age of 21 years imprisoned in a prison, to transfer that person to a youth training centre, the Adult Parole*

*Board may, if satisfied, after considering a report from the Director-General:*

- (i) *that person is suitable for detention in a youth training centre; and*
- (ii) *a place is available in a youth training centre—direct that person be transferred to a youth training centre.*

During 2004-05, six persons were transferred from prison to a youth training centre, pursuant to this section, compared with two persons in 2003-04.

### Interstate transfers

The *Parole Orders (Transfer) Act 1983*, as amended, provides the legislative basis for the transfer of parole orders between jurisdictions.

During 2004-05, the Registrar of Transferred Parole Orders advised the Board of the transfer from Victoria of 32 parole orders interstate (51 in 2003-04) as shown in the table above.

The Registrar of Transferred Parole Orders advised the Board of the transfer to Victoria of 17

parole orders from interstate (22 in 2003–04) as shown in the table above.

### **Release of sex offenders**

The Board acknowledges that the release of sex offenders on parole can be a highly contentious and emotive issue. Given the serious nature of such offences, members of the community often become concerned when attempts are made to reintegrate such individuals into the community. While there is always a risk of re-offending by some sex offenders, that risk can be minimised with appropriate management of the parolee.

The Board aims to manage sex offenders from the early stages of their sentence. This approach enables the Board to identify and discuss, as early as

possible, what is expected of such individuals while they are in custody, as well as any potential obstacles to their reintegration.

The Board requires all sex offenders to participate in programs offered within the prison system, as appropriate, including the Wimmera Treatment Unit (WTU) at the Ararat Prison (with an annex at Langi Kal Kal Prison). Failure of sex offenders to participate in recommended programs may result in denial of parole.

When structuring the conditions of parole, the Board considers personal problems specific to the sex offender and the particular risk that individual may present to the community. For example, the Board requests detailed reports from CCS regarding the

accommodation arrangements of sex offenders who are being considered for release on parole to ensure that such accommodation is appropriate. These reports include the approximate distance of any proposed accommodation from schools, kindergartens, playgrounds, child care centres, and leisure or other facilities where children and young persons might congregate.

Regularly the Board imposes several special conditions on the parole orders of sex offenders. Such conditions may require the sex offender to participate in the Sex Offender Program delivered by Corrections Victoria. Alternatively, the Board may require sex offenders to undertake psychiatric and other treatment. In

addition, it may be appropriate for the Board to impose conditions that protect the victims of sexual assault or abuse. (Refer to page 16 for a list of some of these conditions.)

The Board considers that some offenders have a greater incentive and are more responsive to programs if they are conducted before they become eligible for parole. Offenders are assessed by the WTU for the purpose of determining if they are at a high or low risk of offending upon release. If offenders are classified as low risk then they are unlikely to be offered a place in a Sexual Offender Supervision Program. The nature of these offences and the consequences that impact upon victims have resulted in courts fixing sentences

### **Case Study: After a lengthy term of imprisonment, offender finds work and develops positive relationships with his partner and family members.**

Mr B was sentenced to a lengthy term of imprisonment for a violent offence. He was 27 years of age at the time, 'immature' and under the influence of an older friend with a 'strong negative personality'.

At all times Mr B was open and honest with his Community Corrections Officer, which assisted in overcoming several episodes that caused him some distress.

Mr B obtained employment on a casual basis and was offered the opportunity to buy the business but declined. He soon obtained further employment with an oil exploration company. He was promoted and, according to his Community Corrections Officer is 'doing well'.

Mr B has established a relationship with a person he believes will provide him with positive support and he has also maintained contact with his family who he visits regularly.

# People on Parole

with non-parole periods attached, reflecting the seriousness of the offences.

The Board's view is that unless there are exceptional circumstances, **all** offenders who have been convicted of sexual offences should undertake an appropriate

Sexual Offender Supervision Program, either in prison or upon parole.

The Board encourages assessment of sexual offenders for such programs while they are serving their prison sentences. Those who are assessed as being suitable to undertake sexual offender programs in prison

should be provided with appropriate programs, and be required to participate in them, before becoming eligible for parole.

## Release of drug abusing offenders

Under the Victorian Prison Drug Strategy, prison managers are required to perform random urine analyses of offenders to determine their Identified Drug Users (IDU) status. Offenders guilty of illicit drug use are tested more frequently and are subject to an escalating range of prison sanctions.

The Board considers drug use by offenders very seriously. It advises offenders that they must remain drug free for a designated period, otherwise they will not be released on parole.

The Board recognises that usually offenders who use drugs while in custody will continue to use drugs after they are released and, therefore, are likely to re-offend. On numerous occasions, the Board has revoked parole orders for offenders who have continued to use drugs in prison prior to their release on parole.

All prisons provide drug and alcohol courses, with Fulham Correctional Centre and H M Bendigo Prison offering more intensive courses. The Board supports those offenders who show initiative in addressing their drug issues by participating in drug treatment programs and who submit willingly to voluntary drug testing.

The Board gives offenders the opportunity to undertake such treatment and voluntary drug testing prior to making an order for their release on parole.

## Case Study: Offender with a 'gambling problem' sentenced for employer theft undertakes offence-appropriate programs and home detention.

Ms X was convicted in the County Court of theft and false accounting and sentenced to three years' imprisonment with a non-parole period of 15 months. Ms X's offending occurred over a seven-year period and involved Ms X misappropriating a large sum of money from her employer. During sentencing the Judge noted that Ms X had a significant gambling addiction and the money was used to sustain her addiction.

Ms X applied for home detention and, after meeting the initial eligibility criteria, an assessment report was requested from the Home Detention Unit, Corrections Victoria.

The report outlined Ms X's positive prison conduct, her participation in offence-specific programs, her lack of any previous criminal history, her low security rating and noted that the proposed accommodation had been assessed as suitable.

After careful consideration the Board granted Ms X a home detention order for a period of five months. During the order her case manager focused on offence related issues, predominantly gambling, and at the end of the order Ms X displayed significant insight into her offending behaviour. Ms X completed her home detention order successfully and made a smooth transition onto parole.

# Visitor Profile



*Registry Manager Cheryn Bagaric (standing) explains the new Fact Sheet and Confidentiality Declaration for observers at Board hearings to (from left) Community Corrections Officers Cassey Powell and Adeyne Ritchie. Visitors to the Board must read the Fact Sheet and sign the Confidentiality Declaration before attending Board meetings.*

While hearings are not open to the public, the Board encourages visitors to attend Board hearings, subject to their agreed confidentiality, including:

- judges of the Supreme and County Courts;
- magistrates and politicians;
- individuals involved in the criminal justice system;
- representatives of the corrections community;
- organisations offering offender rehabilitation programs;
- CCOs attending interviews involving parolees under their supervision; and

- students undertaking appropriate tertiary studies who attend meetings to observe the Board's operations, as part of a course of study.

In this way, the Board takes an open and transparent approach to its operations, while enabling visitors to gain a greater understanding of the Board's responsibilities. At the same time, the Board ensures its meetings are conducted with the utmost integrity and a high standard of quality in terms of its decision-making.

During the reporting year, visitors who attended meetings of the Board included:

- Magistrates Audrey Jamieson and Jane Patrick;
- The Honourable Richard Dalla-Riva MLC, State Member for East Yarra Province, Liberal Spokesperson for Corrections;
- Associates from the County Court;
- trainee CCOs from various locations;
- Amy Hall and Angela Goodhew from the Melbourne Assessment Prison;

- representatives from the Criminal Justice Enhancement Project (CJEP);
- staff from the Sentence Management Unit, Corrections Victoria;
- students from Victoria University and the Royal Melbourne Institute of Technology; and
- representatives from the Victorian Association for the Care and Resettlement of Offenders (VACRO).

# Community Relationships

As one of its major objectives, the Board and its administrative staff aim to build positive and constructive working relationships with business units within Corrections Victoria and other agencies.

During 2004–05, such activities included conducting regular information sessions and speeches at conferences and seminars, including the Magistrates' Conference and the Judicial College of Victoria's professional development program.

On 28 October 2004 Chairperson of the Board Justice Kellam gave the keynote address at the Community Work—Partnership Awards ceremony at the Arts Centre. The awards recognised the hundreds of projects undertaken in the community by offenders, prisoners and parolees. His Honour's speech may be found on [www.supremecourt.gov.au](http://www.supremecourt.gov.au) under 'Speeches'.

The Board participates in group meetings with the following organisations:

- The Victims' Register Working Party.
- Community Correctional Services Offender Deaths in Custody Working Group.
- Electronic Monitoring Advisory Committee.
- Serious Sex Offender Monitoring Act Implementation Working Party.
- Joint Department of Human Services, Juvenile Justice/Corrections Victoria Working Group—Transfer of 17 Year Olds.
- Quarterly meetings between Corrections Victoria and the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).

During 2004–05, the Board fostered solid links through community-based initiatives including:

- providing advice and content for a training video for Aboriginal offenders who have literacy difficulties; and
- promoting the 'Plan B' project. Plan B is a theatre and mentoring project for men who are making the transition into the community on release from prison. The project is inspired by a vision that brings together community development and theatre-making processes to create opportunities for personal development and community education.

# Administrative Staff Profile



*The Board's administrative staff with Secretary/Executive Officer, from left—Tonnette Santiano, Annette Ting, Cheryn Bagaric, Anna Djuric, Julie Bozinovski, Christie Hall, Ester Tudisco, Diana Maldry, Julie Clapperton, David Povon, Carmen Stansfield and Peka Pau. Not present—Pauline Bailey, Christina Mavrakis, Helen Kostic and Zoila Sosa.*

As the administrative hub, the Board's Secretariat provides vital support to Board Members.

During 2004–05 the Secretariat comprised a total of 15 staff (14 in 2003–04). Staff are responsible for compiling all relevant material regarding offenders for inclusion in the Board's files, including:

- psychiatric and psychological reports;
- CCS reports;
- incident reports involving offenders;
- judges' sentencing comments;

- previous criminal history;
- victim impact statements tendered at court hearings; and
- other material the Board may request.

In addition, staff assist in providing information and advice to the public, CCOs, offenders and prison staff.

## **Professional development**

The Board's administrative staff continued to meet an ever-increasing workload due to a program of continuous staff development. We gave staff the opportunity to develop their skills by performing higher levels of

work responsibilities with the aim of further expanding their skill levels. This process strengthened the knowledge capacity of staff, enabling them to provide more effective information and advice to the public.

In addition, staff undertook more rewarding and challenging work, while ensuring that when they moved on to fulfil new job roles, remaining staff were able to more readily take up higher level positions with little or no disruption to the Board's administrative operations.

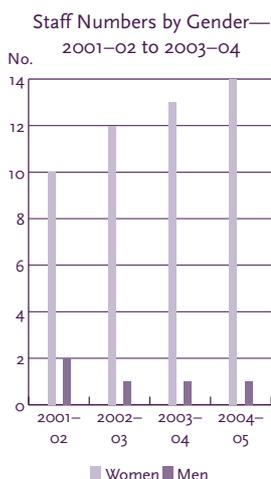
During 2004–05 the Board conducted an internal training program to equip staff

to meet the challenges of an increased workload. In addition, staff attended training sessions that enabled them to gain a greater knowledge of the criminal justice system and the wider corrections environment. This training assisted staff in providing quality advice to the public and colleagues in the corrections environment.

## **Equal employment opportunity**

We are an equal employment opportunity employer. Appointments and promotions are based on merit, and staff members receive the training and experience required to

# Administrative Staff Profile



enhance their skills and abilities.

The Board values and respects the diversity of its workforce and is committed to providing a workplace that is free from sexual harassment, bullying and workplace violence for all staff and visitors to the Board.

## Wages and Superannuation

Employee wages totalled \$655,607 in 2004–05, compared with \$625,780 in 2003–04. Staff members are eligible for superannuation benefits and 9% of each officer's salary is paid into a nominated fund such as the Government Superannuation Office and VicSuper funds.

## Occupational health and safety

The Board provides and maintains a working environment for all staff members and visitors that is safe and without risk to health.

The Board manages health and safety at work through the Department of Justice Occupational Health and Safety (OHS) committee and various health and safety representatives.

## Flexible Working Provisions

By providing flexible working provisions, the Board is committed to ensuring maximum assistance is given to staff in balancing their work and personal lives.

This policy is designed to combine consideration for a staff member's personal circumstances and the needs of the Board to meet client expectations. It relates to values of:

- Serving the Community;
- Working Together; and
- Making It Happen.

Job Sharing is a voluntary arrangement in which two or more people share one full-time job, each working part-time on a regular, ongoing basis.

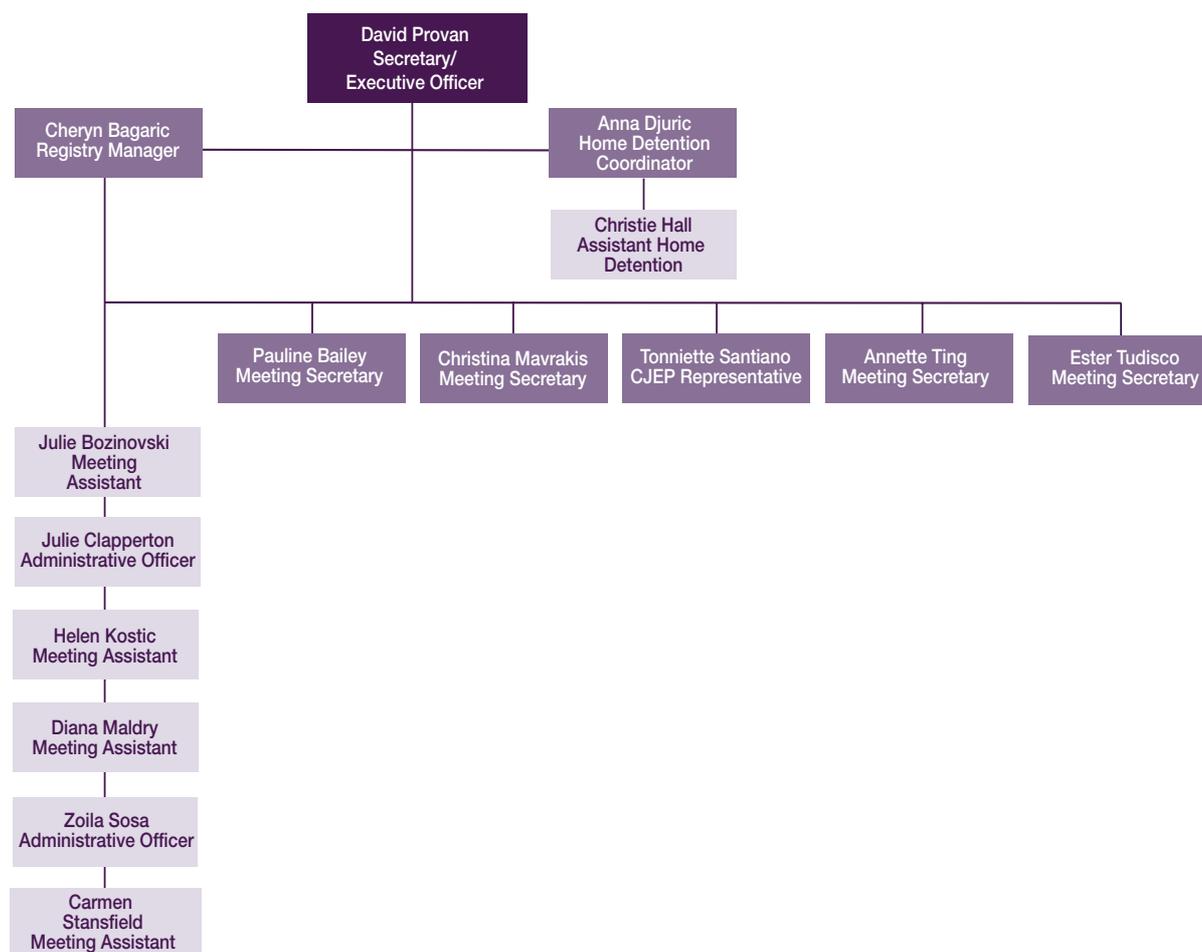
A Job Sharing Agreement is a written agreement between the Manager and the job-sharing partners, which specifies the conditions relating to the arrangement.

## Staff Numbers and Composition by Victorian Public Service (VPS) Band/Grade\*—2002–05

VPS Grade	2004–05			2003–04			2002–03			
	Male	Female	Total	Male	Female	Total	VPS Band:	Male	Female	Total
VPS Grade 6	1	-	1	1	-	1	VPS-5	1	-	1
VPS Grade 5	-	-	-	-	-	-	VPS-4	-	-	-
VPS Grade 4	-	2	2	-	1	1	VPS-3	-	5	5
VPS Grade 3	-	5	5	-	5	5	VPS-2	-	6	6
VPS Grade 2	-	7	7	-	7	7	VPS-1	-	1	1
VPS Grade 1	-	-	-	-	-	-				
<b>Total</b>	<b>1</b>	<b>14</b>	<b>15</b>	<b>1</b>	<b>13</b>	<b>14</b>		<b>1</b>	<b>12</b>	<b>13</b>

\*On 1 November 2003, the Victorian Government introduced a new career structure across the Victorian Public Service, changing from a five-level structure to a six-level structure.

# Organisational Structure



# Governance Policies

## Legislative mandate

The operation of the Board is governed primarily by the *Corrections Act 1986* (the Act). The Act provides for the membership of the Board to comprise:

- (a) one or more Judges of the Supreme Court appointed by the Governor in Council on the recommendation of the Chief Justice of the Supreme Court, one of whom is appointed chairperson;
- (b) one or more Judges of the County Court appointed by the Governor in Council on the recommendation of the Chief Judge of the County Court;
- (c) one or more Magistrates appointed by the Governor in Council on the recommendation of the Chief Magistrate;
- (d) one or more retired Judges of the Supreme Court or the County Court, or retired Magistrates appointed by the Governor in Council as part-time members;

(e) a person appointed by the Governor in Council as a Full-Time Member;

(f) such number of persons as are appointed by the Governor in Council as Part-Time Members; and

(g) the Secretary to the Department of Justice.

As an independent statutory body, the Board's decisions are free from political or bureaucratic involvement.

Membership of the Board at 30 June 2005 (as detailed on page 2) comprised:

- two Judges of the Supreme Court of Victoria;
- two Judges of the County Court of Victoria;
- one Magistrate;
- one retired Chief Magistrate;
- one Full-Time Member;
- Secretary to the Department of Justice; and

- four Part-Time Members (two female and two male) representing the community.

## Jurisdiction of the Board

The Board has jurisdiction over the release of offenders from custody, offenders who are on parole and pre-release permit, and offenders who are serving prison sentences for State offences, all of whom meet the criteria for release as stated in the Act.

Such persons are:

- (a) offenders serving sentences of three years or more, with or without a non-parole period, imposed prior to the commencement of the *Corrections (Remissions) Act 1991*, who are eligible for release on pre-release permit under the provisions of the Act;
- (b) offenders for whom a court has ordered a prison sentence where a non-parole period applies; and

(c) young persons transferred to prison from a youth training centre under sections 240(1), 244(1) and 246 of the *Children and Young Persons Act 1989* and provisions contained in the *Children and Young Persons (Miscellaneous Amendments) Act 1996*.

In addition, the Board has jurisdiction over the release of offenders from custody, on pre-release permit, or serving prison sentences for Federal offences imposed prior to the commencement of the *Corrections (Remissions) Act 1991*.

In addition, the Board submits reports and recommendations on any offender requested by the Minister for Corrections.



*Members of the Board, from left—Jim Berg, Chairperson The Honourable Justice Murray Kellam, Michael Hepworth, Vera Olson, Her Honour Judge Carolyn Douglas, His Honour Judge David Jones (retired), Retired Chief Magistrate John Dugan, Terry Laidler and Secretary/Executive Officer David Provan. Not present—Deputy Chairperson The Honourable Justice Bernard Teague, Deputy Chief Magistrate Jelena Popovic, Penny Armytage and Theresa Sgamaro.*

## Meetings of the Board

Generally, the Board meets every Wednesday at its office at 71 Moreland Street, Footscray. The Board visits all 12 prisons on a regular basis and conducts meetings at these institutions. A quorum for a meeting of the Board comprises the Chairperson, or in the Chairperson's absence an Acting Chairperson, chosen according to the procedure determined by the

Chairperson, and at least two other Board members. The Board may also exercise its powers and functions in a division of the Board, which consists of three members, of whom at least one must be a judge, retired judge, magistrate or retired magistrate who acts as Chairperson.

The Board visits CCS Centres in both rural and metropolitan locations as an important part of its visitation program.

However, because prisons are dispersed widely across the State, it is often difficult to maintain a schedule of regular visits. During 2004–05, the Board visited Ararat, Ballarat, Bendigo, Moe, Morwell, Sale, Shepparton, Wangaratta and Wodonga CCS Centres.

## Code of Conduct

The Board follows a Code of Conduct (the code) for members. The code provides guidance as to the

general standards of performance and ethical conduct expected of all Board members. The code presupposes that members will act according to the law in the performance of their duties and is designed to ensure that the independence of members in relation to their decision-making functions is not compromised in any way.

# Privacy/Information

## Freedom of Information and Privacy

The privacy principles contained in the *Victorian Information Privacy Act 2000* and *Corrections Act 1986* prescribe the manner in which the Board handles information collected and/or received about prisoners, offenders and parolees.

It is the Board's policy not to provide copies of any reports or meeting minutes to those who make a request even if the request is accompanied by a 'written authority'.

The reports prepared by psychiatrists, psychologists, Community Corrections Officers and other professionals to assist the Board in carrying out its decision-making function are submitted 'in confidence' and are 'strictly confidential'.

The Board is not subject to the provisions of the *Freedom of Information Act 1982* nor is it required to give reasons for its decisions.

## Fact sheets

The Board makes available the following fact sheets for visitors to the Board:

- Fact Sheet 1—General Guide for Observers.
- Fact Sheet 2—Observers at Board Meetings and Confidentiality Declaration.
- Fact Sheet 3—General Guide to Prisoner Interviews.
- Fact Sheet 4—General Guide for Victims.
- Fact Sheet 5—Parolees Required to Attend the Board.

## Available publications

The Board offers a range of publications that assist in explaining its role with regard to offenders and the general public.

These publications include:

- the Board's Annual Report;
- General Guide to Parole;

- General Guide to Home Detention;
- Correction Victoria brochure—Victims' Register;
- Corrections Victoria brochure—Sex Offender Programs; and
- Corrections Victoria brochure—Home Detention, Questions and Answers.

## Web site

For further information about the Board, visit our web site at

**[www.justice.vic.gov.au/paroleboard](http://www.justice.vic.gov.au/paroleboard)**.

# How to Contact Us

You may contact the Adult Parole Board as follows:

Adult Parole Board of Victoria

Quay West Precinct

71 Moreland Street

Footscray, Victoria 3011

DX 211768 Footscray

Telephone: (03) 9275 7444

Victorian Country Callers: 1300 766 946

Facsimile: (03) 9275 7460

Email: [apb.enquiries@justice.gov.au](mailto:apb.enquiries@justice.gov.au)

**Interpreter Service:**

Call 131 450 and ask for the Adult Parole Board

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