

Board Members

The *Corrections Act* 1986 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 at 30 June 2009, the 22 incumbents of the Board comprised:

- two Judges of the Supreme Court of Victoria
- two retired Judges of the Supreme Court of Victoria
- two Judges of the County Court of Victoria
- two retired Judges of the County Court of Victoria
- one retired Chief Magistrate
- two Victorian Magistrates
- one retired Victorian Magistrate
- one full-time member
- eight part-time members representing the community, and the
- Secretary to the Department of Justice.



Top row (from left to right): Her Honour Lesley Fleming, Dr Kerry-Lee Jones, Judith Wright, Michael Hepworth
Bottom row (from left to right): Jim Berg, The Hon Justice John Coldrey, Carmel Arthur

Membership Summary 2008/09

Total Judicial Members	12
Full-Time Member	1
Total Community Members	8
Secretary to the Department of Justice	1
Total	22
Female Members	12
Male Members	10
Total	22

Appointments During 2008/09

The Honourable Justice John Coldrey

Justice John Coldrey, retired Judge of the Supreme Court of Victoria, was appointed as a Judicial Member for a three-year period from 2 December 2008.

Ms Carmel Arthur

Ms Carmel Arthur was appointed as a Community Member for a three-year period from 2 December 2008.



Board Members cont.

Chairperson

The Honourable Justice Simon Whelan

- Judge of the Supreme Court of Victoria.
- Initially practiced as a solicitor before commencing at the Bar in 1981.
- Appointed Queen's Counsel in 1995.
- Has spent considerable periods in the criminal division since his appointment to the Supreme Court on 17 March 2004.
- Appointed as a Judicial Member from 29 May 2007 to 28 May 2010.
- Appointed Chairperson from 15 February 2008 to 28 May 2010.

Judicial Members

The Honourable Justice Elizabeth Curtain

- Judge of the Supreme Court of Victoria since 2006.
- Judge of the County Court 1993-2006.
- Alternate Chairman Youth Parole Board 2003-2006.
- Alternate Chairman Youth Residential Board 2003-2006.
- Deputy Chairman Racing Appeals Tribunal.
- Prosecutor for the Queen 1987-1993.
- Director, Jesuit Social Services 2000-2007.
- Appointed as a Judicial Member from 25 September 2007 to 24 September 2010.

The Honourable Justice Bernard Teague AO

- Retired Judge of the Supreme Court of Victoria.
- Retired from the Supreme Court bench on 15 February 2008.
- Appointed Justice of the Supreme Court in 1987 and Principal Judge in its Criminal Division in 2001.
- President of the Law Institute of Victoria in 1978 and again in 1986.
- Appointed an Officer of the Order of Australia (General Division) on 26 January 2009.
- Appointed the Chairperson of the Royal Commission into Victoria's bushfires on 13 February 2009.
- Appointed as a Judicial Member on 20 March 1991.
- Chairperson from 7 June 2001 to 20 March 2003.
- Appointed Deputy Chairperson on 20 March 2003 and reappointed from 20 March 2006 to 15 February 2008.
- Appointed Chairperson from 1 October 2007 to 15 February 2008.
- Reappointed as a Judicial Member from 25 March 2008 to 24 March 2011.

The Honourable Justice John Coldrey

- Judge of the Supreme Court of Victoria for 17 years. Appointed in 1991 and retired in April 2008.
- Director of Public Prosecutions for Victoria between 1984 and 1991.
- Chairman of the Advisory Committee on Committal Proceedings in 1985, and on the Consultative Committee on Police Powers of Investigation between 1985 and 1990.
- Director, Legal Services for the Central Land Council, Northern Territory between 1982 and 1984.
- Appointed as a Judicial Member from 2 December 2008 to 1 December 2011.

Her Honour Judge Carolyn Douglas

- Judge of the County Court of Victoria.
- Appointed as a Judicial Member on 17 March 1998.
- Reappointed from 6 July 2009 to 5 July 2012.

His Honour Judge David Jones AM

- Retired Judge of the County Court of Victoria.
- Previously, President of the Law Institute of Victoria, Chairman Legal Aid Commission, Chairman Australian Broadcasting Tribunal, President Accident Compensation Tribunal, President Administrative Appeals Tribunal, Deputy Chairman Legal Profession Tribunal and Vice President Victorian Civil and Administrative Tribunal (VCAT).
- Appointed a Member of the Order of Australia in 1987.
- Appointed as a Judicial Member on 26 February 2002.
- Reappointed from 21 March 2008 to 20 March 2010.

His Honour Judge James Duggan

- Retired Judge of the County Court of Victoria.
- Appointed as a Judicial Member from 11 October 2005 to 10 October 2008.
- Reappointed from 2 December 2008 to 1 December 2011.

Her Honour Judge Margaret Rizkalla

- Judge of the County Court of Victoria.
- Appointed Member of the Small Claims and Residential Tenancy Tribunal in 1985.
- Appointed Victoria's first woman Magistrate in September 1985 and while a Magistrate sat as the Chair of the Police Disciplinary Board.
- Appointed President of the Victorian Equal Opportunity Board and Vice President of the Administrative Appeals Tribunal in 1988.
- Appointed as a Judicial Member from 11 October 2005 to 10 October 2008.
- Reappointed from 2 December 2008 to 1 December 2011.

His Honour John Dugan AM

- Retired Chief Magistrate of Victoria.
- Began career as a Clerk of Courts and then Inspecting Clerk of Courts until 1973 and appointed a Special Magistrate of the Children's Court in 1969.
- Appointed as a Stipendiary Magistrate in 1973 and Deputy Chief Stipendiary Magistrate in 1982, followed by his appointment as Chief Magistrate in 1985.
- Retired from the bench in late 1990.
- Consultant/advisor to Aid Projects in Papua New Guinea, Tonga, Cambodia and East Timor from 1993 to 2003.
- Appointed a Member of the Order of Australia (General Division) in June 1990.
- Appointed as a Judicial Member on 31 October 1990.
- Reappointed from 2 December 2008 to 1 December 2009.

Her Honour Jelena Popovic

- Deputy Chief Magistrate of Victoria.
- Appointed Magistrate in 1989, followed by her appointment as Deputy Chief Magistrate in 1997.
- Appointed as a Judicial Member on 17 March 1998.
- Reappointed from 6 July 2009 to 5 July 2012.

Her Honour Lesley Fleming

- Victorian Magistrate.
- Signed the Bar Role in 1989.
- Previously, practised at the Victorian Bar for ten years and as a Judicial Registrar for the Industrial Relations Court of Australia until her appointment as a Magistrate in 1998.
- Participated in training of law graduates and undergraduates at the University of Melbourne, Leo Cussen Institute and the Legal Training Institute in Papua New Guinea.
- Appointed as a Judicial Member from 11 October 2005 to 10 October 2008.
- Reappointed from 10 February 2009 to 9 February 2012.

His Honour Steven Raleigh

- Retired Victorian Magistrate.
- Admitted as a Barrister and Solicitor of the Supreme Court in 1977.
- Member of the Australian Federal Police from 1977 to 1981.
- Practised as a solicitor advocate from 1981 until his appointment as a Magistrate in 1998.
- Appointed as a Judicial Member from 11 October 2005 to 10 October 2008.
- Reappointed from 2 December 2008 to 1 December 2011.

Full-Time Member

Michael Hepworth

- Admitted as a Barrister and Solicitor of the Supreme Court of Victoria in 1984.
- Solicitor in both private practice and Victoria Legal Aid until 2001.
- Became accredited Specialist in Criminal Law in 1995.
- Sat on the Panel of Advisers to the National Institute of Forensic Scientists in 1999 and spent 12 months working in the Northern Territory with the North Australian Aboriginal Legal Aid Service during 1997-1998.
- Appointed Full-Time Member on 18 September 2001.
- Reappointed from 18 September 2007 to 17 September 2010.

Community Members

Jim Berg

- Jim Berg is a Gunditj-Mara man from the Western District of Victoria.
- A Justice of the Peace for more than twenty years.
- For more than thirty years he has worked throughout the community, from grass-roots level with community organisations through to all levels of government.
- He has a strong commitment to building bridges of mutual respect and understanding across the different sections of the community, and across all levels of society.
- Appointed as a Community Member on 17 October 2000.
- Reappointed from 17 October 2007 to 16 October 2010.



Board Members cont.

Vera Olson

- A retired Member of the Victorian Basketball Association Tribunal and retired Deputy Chairperson and Member of the Victorian Basketball Association Regional and Metropolitan Tribunal.
- Previously, Chairperson and Secretary of various school councils.
- Worked with the Department of Justice for more than 20 years.
- Appointed as a Community Member on 15 January 2001.
- Reappointed from 16 February 2009 to 15 February 2012.

Dr Julian Davis

- A consultant psychiatrist in private practice.
- Having graduated from the University of Melbourne in 1971, he later became Deputy Medical Superintendent and geriatrician at Mount Royal Hospital in Parkville.
- Appointed to the Guardianship and Administration Board in 1987.
- Appointed Senior Lecturer in Intellectual Disability Psychiatry at the University of Melbourne in 1993.
- Between 1993 and 2008, he held various positions as consultant psychiatrist at St Vincent's Hospital, Austin Hospital and Executive Director and Authorised Psychiatrist for the Loddon Campaspe Southern Mallee Area Mental Health Service.
- Currently, an Honorary Senior Associate in the School of Psychology at the University of Melbourne and Adjunct Clinical Professor in the School of Psychology, Psychiatry and Psychological Medicine at Monash University.

- Sessional member of the Victorian Civil and Administrative Tribunal (VCAT) on the Guardianship and Business and Occupational Regulation Lists.
- Appointed as a Community Member from 5 July 2005 to 4 July 2008.
- Reappointed from 5 July 2008 to 4 July 2011.

Janet Farrow

- In 1988, graduated with a bachelor degree in Social Work from the University of Melbourne and graduated with a Master of Business Administration from RMIT in 2000. In 2008, graduated with a Graduate Diploma in Law from Monash University.
- Awarded Churchill Fellowship in 2001 and completed the Williamson Community Leadership Program in 2003.
- Previously, held clinical and management roles in drug treatment, mental health, child and family welfare, disability services and served on the secretariat of the Premier's Drug Advisory Council.
- Member of the Barwon Health Board and the Governance Advisory Committee for Uniting Care Victoria and Tasmania.
- Appointed as a Community Member from 5 July 2005 to 4 July 2008.
- Reappointed from 5 July 2008 to 4 July 2011.

Dr Kerry-Lee Jones

- In 1993, graduated with a BBSoc (Hons) and in 1996 with a M.Psych (Neuro).
- Appointed as a Clinical Neuropsychologist in the alcohol and drug field in 1995 and later worked in neurological rehabilitation, psychiatry and aged care.

- Completed an Alfred Hospital research scholarship for her doctoral degree in 2001.
- Appointed as a Community Member from 5 July 2005 to 4 July 2008.
- Reappointed from 5 July 2008 to 4 July 2011.

Lisa Ward

- In 1987, graduated with a Bachelor of Social Work (Hons) and in 2007 graduated with a Master of Business Administration from Monash University.
- Extensive experience in a range of human services including Juvenile Justice, Adult Corrections, Child Protection and Homelessness Services.
- For the last decade, has operated a human services consulting business, providing research, program evaluation and policy review services to government and community organisations.
- Member of the Victorian Women's Correctional Services Advisory Committee since 2004.
- Appointed to the Sentencing Advisory Council in 2008.
- Appointed as a Community Member from 5 July 2005 to 4 July 2008.
- Reappointed from 5 July 2008 to 4 July 2011.

Judith Wright

- BA (Legal), Dip Crim, M Crim. (Masters Thesis on Managing Offenders in the Community).
- Awarded the John Barry Medallion in 1994, Criminology Department, University of Melbourne.
- Extensive experience as a Senior Community Corrections Officer from 1985 until 1999.

- Previous experience in policing, security and investigations, youth work and lecturing.
- Appointed as a Community Member from 5 July 2005 to 4 July 2008.
- Reappointed from 5 July 2008 to 4 July 2011.

Carmel Arthur

- Appointed to the Sentencing Advisory Council in August 2004.
- A member of the Victorian Law Reform Commission's Bail Advisory Committee in 2005.
- Worked in building and facilities management for over 20 years, and has held key positions in both the public and private sectors.
- Appointed as a Community Member from 2 December 2008 to 1 December 2011.



David Provan welcomes newly appointed members Justice John Coldrey and Ms Carmel Arthur

Departmental Representative

Penny Armytage

- Secretary to the Department of Justice.
- Appointed as a Member on 17 March 2003.

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.



Staff Profile

Staff of the Board provide all of the administrative and support functions associated with the organisation of Board meetings and a comprehensive visiting schedule conducted in both the Melbourne metropolitan and country prison locations. In addition, the Secretariat undertakes significant monitoring, reporting and liaison functions associated with the timely and appropriate processing of all offenders who come within the jurisdiction of the Board.

Staff are responsible for compiling all relevant material regarding offenders for inclusion in the Board's files, including:

- psychiatric and psychological reports
- Community Correctional Services 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, Community Corrections Officers, offenders and prison staff.

During 2008/09, there were 18 administrative staff (16 in 2007/08).

Workforce Profile

Employee numbers and composition by Victorian Public Service (VPS) Grade — 2006/07 to 2008/09

	2008/09			2007/08			2006/07		
VPS Grade	Male	Female	Total	Male	Female	Total	Male	Female	Total
VPS Grade 6	1	-	1	1	-	1	1	-	1
VPS Grade 5	-	1	1	-	-	-	-	-	-
VPS Grade 4	-	1	1	-	2	2	-	2	2
VPS Grade 3	-	7	7	-	5	5	-	5	5
VPS Grade 2	-	8	8	1	7	8	1	6	7
VPS Grade 1	-	-	-	-	-	-	-	-	-
Total	1	17	18	2	14	16	1	14	15

Employee Remuneration and Benefits

Employee remuneration totalled \$1,135,530 in 2008/09 compared with \$934,572 in 2007/08. Superannuation benefits (9% of each officer's salary) were paid into a nominated fund such as the ESSSuper (Emergency Services and State Super) and VicSuper funds.

Review and Restructure

A review and restructure of the Board's secretariat was undertaken in November 2008 and a significant outcome of that review was the creation of two new administrative positions. On 19 January 2009,

Tonnette Santiano was appointed to the Senior Operations Officer position and Kirilee Till to the Senior Registry Officer position.



Tonnette Santiano, Senior Operation Officer, and Kirilee Till, Senior Registry Officer



From left, top row: Kym Gray, Kirilee Till, Peka Pau, Jamie Russell, Karlie McDermott

From left, bottom row: Deborah Hyman, Eloise Bellis, Joanne Papadopoulos, Helen Kostic
Registry staff participated in a tour of the County Court



From left, top row: Ruth Hajal, Kym Gray, Tonnette Santiano, Pauline Bailey, David Provan, Kirilee Till, Peka Pau, Jamie Russell, Karlie McDermott
 From left, bottom row: Hannah Williams, Diana Maldry, Deborah Hyman, Eloise Bellis, Joanne Papadopoulos, Helen Kostic, Valerie Babet
 Not present: Zoila Sosa, Emma Hyde

Professional Development

During 2008/09, the Board conducted an orientation and induction program for new staff to equip them to meet the challenges of the role. In addition, staff attended courses conducted as part of the Department of Justice Learning Program that were relevant to their current work, career aspirations and organisational needs. All staff are expected to participate in at least two professional development days per year. Staff participated in professional development opportunities, delivered internally and by external training providers, such as occupational health and safety training, first aid, telephone and customer skills, privacy training and computer courses. On 11 June 2009, Registry staff participated in a tour of the County Court.

Performance Management and Progression Plans

In July 2008, all staff prepared (in consultation with their manager) a detailed *Performance Management and Progression Plan*. Each plan outlines the officer's work priorities and the knowledge and skills required to support their current and future job and career needs. The performance management program includes the following elements:

- performance in the job
- professionalism
- experience and efficiency in the role, and
- learning and development.

These four elements are combined to create a basis for individual progression through a seven grade structure with defined progression steps or payments. Central to progression is the need for managers and staff to identify what should and can be delivered to warrant progression through a combination of capacity, productivity, performance and professionalism. This formal interaction between managers and staff gives authority and integrity to the structure and its sustainability in the long term. The underlying philosophy of the program is the development and rewarding of staff through a structured progression process.



The performance management cycle runs from 1 July of each year until 30 June the following year.

Staff Involvement in Strategic Projects

All staff were actively involved in the improvement of the Board's operations by identifying one or two strategic projects that they would either lead or assist as a working party member. These projects were then listed in the staff member's *Performance Management and Progression Plan*.

Mentoring Program for New Staff

All staff new to the Board are invited to participate in a mentoring program. The mentor provides support, advice and assistance to the new employee during the two week induction and orientation period and then for a further six months. After that, the program continues by agreement between the mentoree and the mentor.

Flexible Working Arrangements

The Board is committed to providing flexibility in the workplace that will enhance the delivery of services, while also assisting staff to balance work with family and other personal responsibilities.

Flexible work arrangements are not entitlements, but are arrangements that can be initiated by staff or managers and introduced when there is mutual agreement.

Job sharing is available at the Board and 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 system of flexitime is also available to staff at the Board. The system of flexible working hours operates with the dual objectives of maximising service delivery and providing reasonable flexibility for employees.

Equal Employment Opportunity

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

Occupational Health and Safety

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

- Emma Hyde and Eloise Bellis were appointed the Board's Occupational, Health and Safety representatives and in March 2009 participated in a 5 day training program.
- Kym Gray was appointed the Board's first aid officer and participated in a 2 day training course on 1 and 2 June 2009.



Kym Gray appointed the Board's first aid officer



Newly appointed Meeting Coordinators: Hannah Williams, Ruth Hajal and Valerie Babet

Management Team

The management team of the Board comprises:



Pauline Bailey

- Operations Manager
- Commenced in the role on 10 July 2009
- Responsible for the management of the day-to-day operations of the Board
- Management of home detention applications
- Supervision of all Meeting Coordinators and the Assistant Coordinator, Home Detention
- Preparation of the annual schedule of sittings/allocation of work to the Meeting Coordinators
- Contributing to policy development and strategic business planning
- Implementation of quality assurance processes
- Management of operational functions - extraditions, warrants of apprehension, interstate transfers, youth justice centre transfers
- Correspondence/general email inquiries
- Management of extended supervision orders
- Case management of complex matters
- Public presentations/lectures

David Provan

- General Manager
- Qualifications in education and management as well as a Master of Business degree
- Commenced at the Board in January 2005
- Responsible for the overall management and administration of the Board
- Management of complex inquiries/matters
- Finance and budget
- Building and facilities management
- Policy development, strategic and business planning
- Media management, liaison with Corrections Victoria staff/stakeholders
- Human resource management
- Briefings for the Chairperson/Minister for Corrections/Commissioner, Corrections Victoria
- Correspondence/preparation of the Board's Annual Report
- Recruitment/appointment/training of Members
- Public presentations/lectures

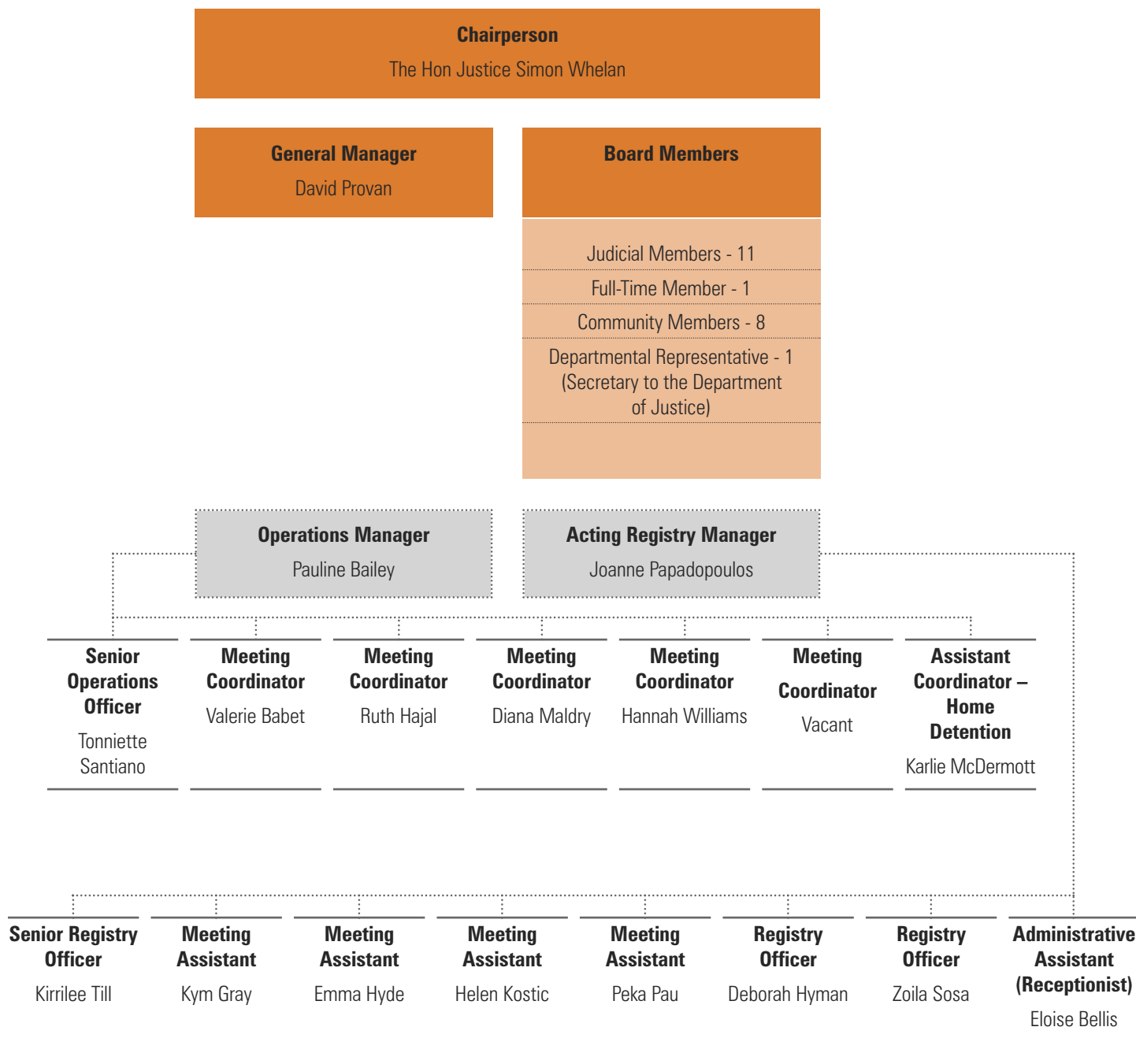
Joanne Papadopoulos

- Acting Registry Manager
- Bachelor of Arts degree (Social Sciences), Graduate Diploma of Education, Graduate Diploma in Legal Studies
- Commenced at the Board on 8 September 2008
- Responsible for the management and coordination of the daily activities of the Board's Registry
- Supervision of all Registry staff
- Coordination of the work experience/visitors program
- Coordination of the production of reports
- Monitoring and planning workloads
- Overseeing the preparation of files
- Management of telephone inquiries and providing advice/information to clients



Organisational Chart

as at 30 June 2009



Community Relationships

The Board and its administrative staff aim to build positive and constructive working relationships by regular attendance at conferences to speak about the work of the Board, meeting with business units within Corrections Victoria and other agencies and participating in a range of initiatives.

Meetings and Working Parties

During 2008/09, staff of the Board participated in the following meetings:

- Anti-Androgen Guidelines Working Group
- Corrections Victoria Senior Management Forums
- Disability Pathways Advisory Committee
- Major Offender Review Panel
- Meetings with Home Detention Unit staff
- Offender Management Services, Executive Management Group meetings, Corrections Victoria
- Parole Practice Committee meetings
- Serious Sex Offender Strategy - Continued Detention Legal Model Working Party
- Sex Offender Program staff
- Victims Register Working Party.

Initiatives

During 2008/09, the Board strengthened its relationships with stakeholders and the community by participating in a range of initiatives.

- Staff of the Board participated in the quarterly Parole Practice Committee (PPC) meetings. PPC membership includes representatives from each Community Correctional Services (CCS) region together with staff of the Board. The Committee's purpose is to provide a forum where participants can suggest ideas for improvement, discuss issues, problems and developing trends, as well as engage in activities and joint projects that will strengthen the working relationship between CCS and the Board.
- Michael Hepworth was a member of the judging panel for the 2008 Community Work Partnership Awards. The Awards are presented each year at an event attended by the Minister for Corrections and the Commissioner of Corrections Victoria, as well as Corrections Victoria staff and community work partners from throughout Victoria. Since its inception in 1999, the Awards ceremony has proven to be an excellent opportunity for participants in community work programs and staff to meet with people from other non-profit organisations and to see the outstanding work that is being achieved by prisoners and offenders across Victoria.

- Community Correctional Services provides Centralised Pre-Service Training to Community Corrections Officers (CCO), Leading CCO and Senior CCO staff. The training is provided by the Centralised Training Team (CTT) which focuses on building foundation skills to ensure consistent practice, raising standards and supporting a structured learning and development culture. As part of the training, the CTT has established a network of information sessions delivered by key stakeholders to Corrections Victoria. One such relationship is with the Adult Parole Board who provided information sessions, including tours of the Board, which serves to enhance the knowledge that CCS staff have about the role, jurisdiction, functions and legislative responsibilities of the Board.

Staff of the Board delivered a total of 5 CCT information sessions during 2008/09.

- Delivered information sessions to Centrelink, Link Out Intake and Assessment Workers, Dame Phyllis Frost Centre, Official Visitor Focus Group, Metropolitan Remand Centre, Brosnan Centre, Victorian Association for the Care and Resettlement of Offenders (VACRO), Community Correctional Services, Veteran Car Club of Australia (Vic) and Probus. Probus is an association of retired and semi-retired people who join together in clubs, the basic purpose of which is to provide regular opportunities for them to keep their minds active, expand their interests and enjoy the fellowship of new friends.

A total of 14 information sessions were delivered during 2008/09.



Visitor Profile

While the Board's hearings are not open to the public, it welcomes applications from individuals who have a legitimate purpose and wish to observe Board meetings.

Those with a legitimate purpose may include judges, magistrates, academic researchers and students, trainee community corrections staff, and persons with a particular interest in the operations of the Board, for example, those engaged in similar operations from other jurisdictions.

By encouraging visitors, 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.

All visitors are required to read and sign a *Confidentiality Declaration*. The Chairperson of the Division ensures that the visitor has signed the declaration and explains to the visitor the importance of maintaining the strict confidentiality of the proceedings.

All visitors to the Board must:

- not participate in the hearing in any way
- not speak, and avoid any form of non-verbal communication during the hearing
- not take notes without the prior permission of the Chairperson of the Division
- not bring cameras, tape recorders, mobile phones, palm pilots or any other personal electronic device into the hearing room
- leave the hearing room, if asked, while confidential or sensitive information is being discussed or if it is determined that their presence affects the hearing process, and
- avoid discussing the hearing with another person while outside the hearing room.

During 2008/09, 75 visitors (58 in 2007/08) attended meetings of the Board, including staff/students from the following organisations:

- Victorian Association for the Care and Resettlement of Offenders (VACRO)
- Victims Support Agency
- Victorian Institute of Forensic Mental Health (Forensicare)
- various work units within Corrections Victoria
- trainee Community Corrections Officers from various locations
- La Trobe University, Victoria University, Royal Melbourne Institute of Technology and the Australian Institute of Public Safety
- New Zealand Parole Board.



Joanne Papadopoulos explains the Fact Sheet and Confidentiality Declaration to visitor Brad Kelly, Senior Community Corrections Officer from Carlton Community Correctional Services

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.

Fact Sheets

The Board makes available the following fact sheets:

- Fact Sheet 1 - General Guide to Parole
- 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
- Fact Sheet 6 - Information for Community Corrections Officers who Attend the Board
- Fact Sheet 7 - General Guide to Home Detention.

Available Publications

The Board offers a range of publications and information to the public, including:

- Adult Parole Board of Victoria Annual Report
- Fifty Years of the Adult Parole System in Victoria 1957 to 2007
- Victims Support Agency brochure - Victims Register
- Corrections Victoria brochure - Sex Offender Programs
- Corrections Victoria brochure - Home Detention Questions and Answers.

Website

For further information about the Board, visit our web site at www.justice.vic.gov.au/paroleboard.



Financial Performance

Operating Statement and Financial Summary—2006/07 to 2008/09

Funding

	2008/09 \$	2007/08 \$	2006/07 \$
Total appropriation from Corrections Victoria (includes base and funding for initiatives)	2,171,000	1,805,200	1,690,200

Expenditure

Salaries to staff	1,135,530	934,572	907,539
Sessional member fees	110,710	90,486	88,017
Salary related on-costs	193,243	183,662	168,638
Operating expenses	792,652	686,514	489,591
Total	2,232,135	1,895,234	1,653,785

Operating Expenditure 2008/09

Salaries to Staff	50%
Sessional Members Fees	5%
Salary Related On-Costs	9%
Operating Expenses	36%

Revenue

The Board is funded by Corrections Victoria and utilises the Department's systems for the payment of its accounts. Consequently, there is no requirement for the Board to maintain a bank account.

Audited Accounts

The Board's accounts are audited as part of the accounts of Corrections Victoria, Department of Justice and are published in the Department's Annual Report.

Assets

The Board is not a body corporate, and does not have power under its legislation to purchase, hold, or dispose of real and personal property.

Employee Benefits

All employees of the Board are paid by Corrections Victoria, and as such the Board does not make payments directly in respect of employees' superannuation, payroll tax and WorkCover.

Member Remuneration

Remuneration of sessional members and the Board's full-time member is fixed by the Governor in Council.

Judicial Members are not remunerated for their work on the Board. Retired Judicial Members and Community Members are remunerated at the rate of \$438 per sitting day. Retired Judicial Members are remunerated at the rate of \$506 per day when acting as chairperson of a division. These rates are set out in the Department of Premier and Cabinet's *Guidelines for the Appointment and Remuneration of Part-Time Non-Executive Directors of State Government Boards and Members of Statutory Bodies and Advisory Committees*.

Budget Strategy for 2009/10

Our budget strategy for 2009/10 is to maximise productivity while operating within our budget allocation.

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