

President Parole Board Queensland

Success Profile | December 2024



Introduction

Thank you for your interest in the **Parole Board President** selection process.

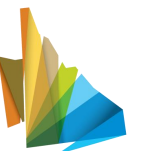
OnTalent is thrilled to be leading the process of this appointment. This briefing pack provides you with information regarding the organisation, the role and requirements.

Once you have reviewed this material, and if you haven't already, please visit www.ontalent.com.au/pbg/ for details on how to apply.

I look forward to working with you through this process and invite you to contact me directly at anytime on 07 3305 5800.

Natasha Olsson-Seeto

Natasha Olsson-Seeto
Chief Executive and Head of Recruitment
OnTalent



Parole Board Queensland

The Parole Board Queensland is an independent statutory authority that makes objective, evidence-based and transparent parole decisions without influence or pressure from external sources. Community safety is always its highest priority.

Decision-making involves consideration of whether there is an unacceptable risk to the community if a prisoner is released to parole, and also whether the risk to the community would be greater if a prisoner were to be released at the end of their sentence without any supervision.



Establishment and Functions

Establishment

The Parole Board Queensland (the Board) was established on 3 July 2017 in response to recommendations from the Queensland Parole System Review conducted by Mr Walter Sofronoff QC (as he then was).

The Board is an independent statutory authority established under Chapter 5 (Parole) of the *Corrective Services Act 2006* (the Act).

Administrative, governance, and operational support for the Board is provided by Queensland Corrective Services.

The Board makes objective, evidence-based and transparent parole decisions. The Board's independence requires its decisions are made in accordance with relevant legislation, common law principles and the Guidelines issued by the relevant Minister (under section 242E, the Act); without influence or pressure from external sources.

When considering whether a prisoner should be granted parole, the overriding consideration for the Board is community safety; it is the highest priority for the Board in its decision-making process. This involves a consideration as to whether there is an unacceptable risk to the community if the prisoner is released to parole; but also, whether the risk to the community would be greater if the prisoner does not spend a period on parole under supervision before fulltime completion of their prison term.



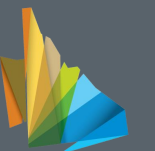
Establishment and Functions

Functions of the Board

The Board is responsible for determining:

- parole applications for Board Ordered Parole (see, sections 180 and 193 of the Act);
- parole applications for exceptional circumstances parole – a prisoner can apply for such an order at any time and it may start at any time, however the threshold is high, and the Board has a very wide discretion as to what constitutes exceptional circumstances (see, sections 176 and 177 of the Act);
- decisions to amend or suspend or cancel any parole order, including a court-ordered parole order (see, Chpt 5, Part 1, Div 5 of the Act) – for example, but not limited to, where the Board reasonably believes that the prisoner has failed to comply with a condition of the parole order, or poses a serious risk of harm to someone else, or poses an unacceptable risk of committing an offence;
- decisions to, or to endorse a decision of an individual Prescribed Board Member to, immediately suspend a parole order (including a court-ordered parole order) upon the request of Queensland Corrective Services (see, section 208A to 208C of the Act);
- approval for a parolee to travel interstate for longer than 7 days and include conditions (see, section 212 of the Act);
- approval for a parolee to travel overseas but only for a compassionate purpose and in exceptional circumstances (see, section 213 of the Act);
- parole applications where the No body No parole provisions apply under section 193A of the Act – that is, for a prisoner serving a period of imprisonment for a ‘homicide offence’ and the victim’s body or remains have still not been located, the Board must refuse to grant the application unless satisfied the prisoner has cooperated satisfactorily in the investigation of the offence to identify the victim’s location; and
- parole applications where the prisoner has links to terrorism (see, sections 193B–193E, and section 247A of the Act) – in these circumstances the Board must refuse to grant the application unless satisfied exceptional circumstances exist to justify granting the application (as distinct from an exceptional circumstances parole order issued under section 177 of the Act).

Queensland Corrective Services is responsible for the day-to-day case management and supervision of prisoners once released to the community on parole.



Members

The President, Deputy Presidents, Professional Board Members and Community Board Members are appointed under the *Corrective Services Act 2006*. They are appointed for fixed terms by the Governor-in-Council on the recommendation of the Minister for Youth Justice and Victim Support and Minister for Corrective Services.

The President and Deputy Presidents hold office for up to five years and may be reappointed, but cannot hold office for more than 10 years.

Professional Board Members hold office for up to a three-year term and may be reappointed. They must have a university or professional qualification that is relevant to the functions of the Board. Relevant qualifications include, but are not limited to, law, criminology, medicine, psychology, behavioural science, and social work. At least one Professional Board Member must be a an Aboriginal or Torres Strait Islander person.

Police Representatives and Public Service Representatives are nominated as permanent board members by the Commissioner of Police and the Commissioner of Queensland Corrective Services, respectively. Their service with the Board is usually for one to two years.

The Public Service Representatives must have expertise or experience in the supervision or rehabilitation of offenders.

The Community Board Members hold office for up to a three-year term and may be reappointed. They do not require a formal qualification. They represent the diversity of the Queensland community in their knowledge, expertise and experience. Community Board Members are not full-time Board members. At least one of the Community Board Members must be person who has expertise or experience relevant to victims of crime.



[Further Information on Board Members](#)



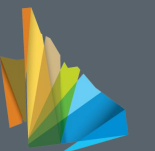
Secretariat

The Board is supported in the delivery of its statutory functions by a Queensland Corrective Services Secretariat of approximately 80 officers, including operational (registry), administrative, and legal team members. The Secretariat is led by the Chief Administrative Officer (CAO), who works closely with the President and oversees the coordination and delivery of services to the Board. The CAO manages strategic policy and briefings on behalf of the Board, engages with internal and external stakeholders, and supports the President to ensure adequate resources are available for Board operations.

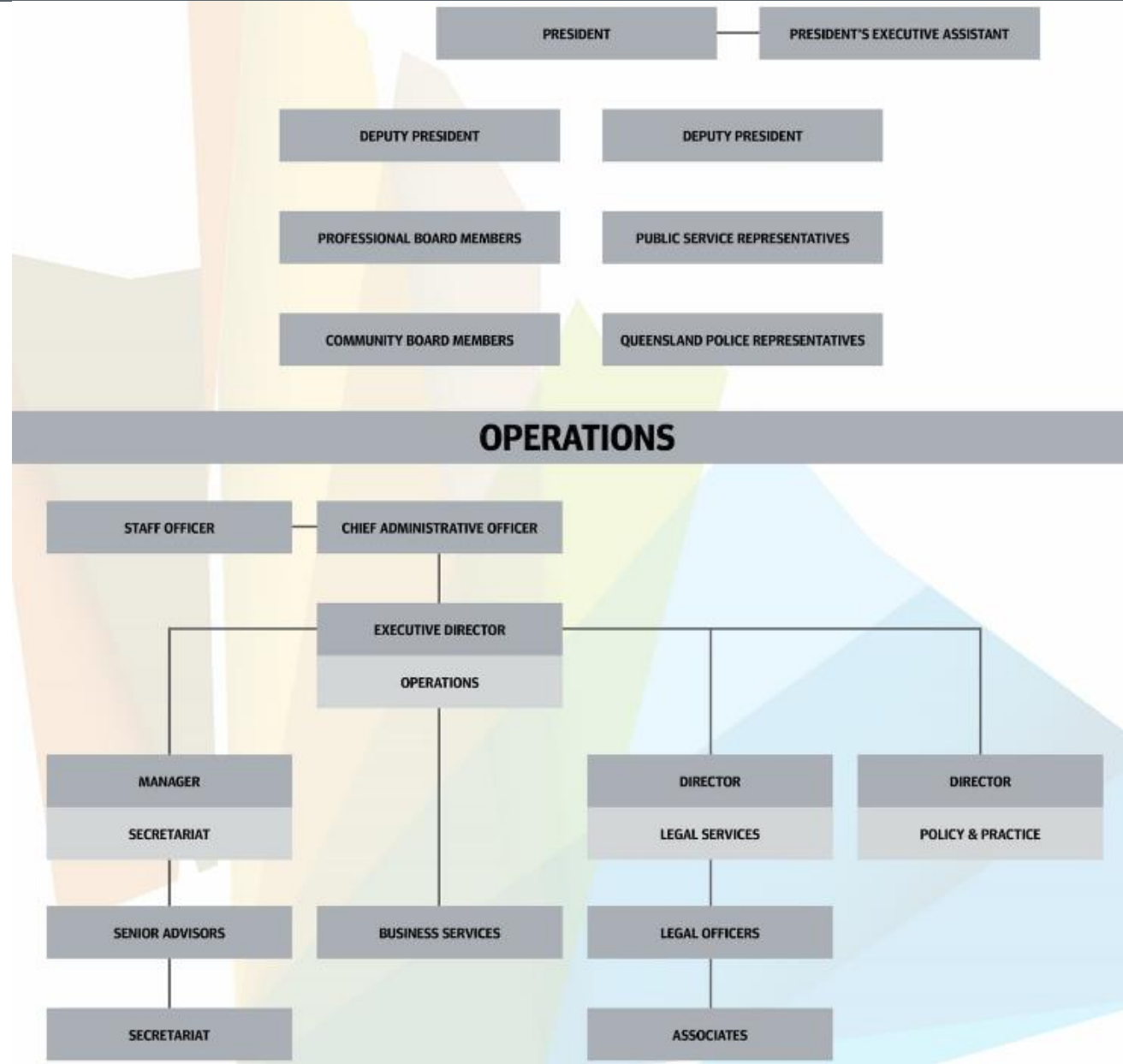
Reporting to the CAO, the Executive Director, Operations, oversees the day-to-day functioning of the Secretariat to ensure the delivery of expert operational assistance to the Board. The Secretariat assists the Board by coordinating files and preparing parole applications for Board hearings. This includes liaising with Queensland Corrective Services and external stakeholders to gather relevant information, preparing the files for review, and scheduling and coordinating Board meetings.

A small, dedicated Business Services team provides human resources, financial, IT and other practical support for the Board and Secretariat.

The Director, Legal Services, is a QCS officer who oversees a small legal unit to provide legal services to the Board, including preparing court documents, instructing counsel, and personally appearing in complex matters on behalf of the Board. The Legal Services Unit supports the delivery of judicial review matters, restricted prisoner matters, and no body no parole decisions.



Organisational Chart



Strategic Plan 2022-2026

Strategic Plan

Vision

The community is safer because the risk of re-offending is reduced.

Purpose

To make independent, just, and evidenced-based decisions where the highest priority is community safety.

Values

- We make the best decisions we can.
- We respect human rights.
- We respect diverse peoples and cultures.
- We partner with First Nations people to improve outcomes.
- We have strong collaborative relationships with other agencies.
- We have a safe and positive workplace culture.

Objectives

Enable and support strategic projects

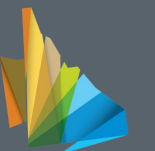
- Maintain and expand Culturally Engaged Release of Indigenous Prisoners (CERIP) program.
- Reduce the incidence of domestic and family violence through better informed parole decisions.
- Give effect to court-ordered immediate parole eligibility decisions.
- Formalise partnerships with relevant stakeholders for strategic projects.

Improve operational efficiency

- Work with the responsible agency to implement the recommendations of the independent review of Parole Board Queensland completed in 2022.

Provide best practice support for board members and staff

- Improve professional development framework.
- Support and implement Psychological Safety strategy.

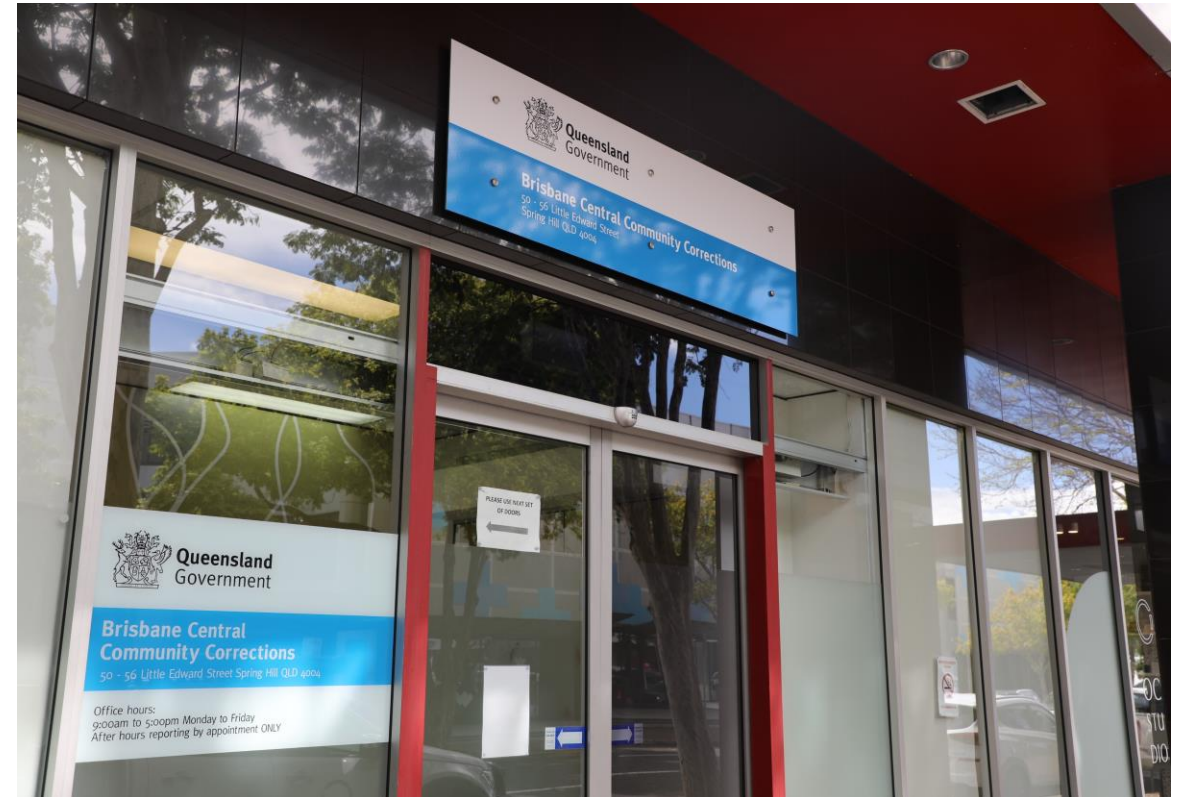


Stakeholder Engagement

As an independent decision-making body, the Board receives information from a range of people, service providers and organisations, including the prisoner, Queensland Corrective Services, the Queensland Police Service, victims of crime, and community organisations. Whilst the Board scrutinises the information it is provided, the Board is not an investigative body and has no such powers. However, the Board does have the power to request further information.

The Board aims to maintain public confidence in the parole decision-making process through transparency in its processes and educating and communicating regarding the facts and myths about parole.

The Board is committed to working collaboratively with its stakeholders, and through continued and strengthened engagement to enhance its decision-making processes thereby helping to ensure community safety and facilitate the successful reintegration of prisoners back into the community.



Useful Links

[Annual Reports](#)

[Corrective Services Act 2006](#)

[Parole Board Queensland Website](#)

[PBQ Decision Making Manual](#)

[Queensland Parole System Review 2016](#)

[About the QPSR review](#)

[Ministerial Guidelines](#)

[Government response to the Second Queensland Parole Review 2023](#)

[Government response to Independent Parole System review 2022](#)

Key Role Information

Title	President, Parole Board Queensland
Type of vacancy	Term of office by Appointment, Full time
Remuneration	\$500,140 TRP, effective 1 July 2023
Location	Brisbane City
Reports to	Minister for Youth Justice and Victim Support and Minister for Corrective Services
Overview	<p>The Parole Board Queensland (the Board) is an independent body that works with other Queensland criminal justice agencies to protect the public by determining whether prisoners who have reached their parole eligibility date can be safely released into the community, and whether those released on parole should have their parole orders suspended. The Board operates in accordance with Chapter 5 of the <i>Corrective Services Act 2006</i> (CSA), the Ministerial Guidelines to the Board and the <i>Human Rights Act 2019</i> (HRA). When considering whether a prisoner should be granted a parole order, the highest priority for the Board is always the safety of the community.</p> <p>The Board's work is of critical importance to individual prisoners, victims and their families. The Board supports the Queensland criminal justice system by making independent, fair, robust and transparent decisions to both release prisoners on parole and to amend, suspend or cancel any parole order. Decisions are made in a transparent and accountable way that respects diversity and the rights of offenders and victims and maintains public confidence in the justice system.</p> <p>Whilst the Board is an independent body, the Board is corporately administered through Queensland Corrective Services and falls within the ministerial responsibility of the Minister for Youth Justice and Victim Support and Minister for Corrective Services. Pursuant to s 242E of the CSA, the Minister may make guidelines about policies to help the parole board in performing its functions.</p> <p>The Board is supported in the delivery of its statutory functions by a Secretariat established under s 236 of the CSA and administered through Queensland Corrective Services as the parent agency.</p>

Key Role Information

Role Information

The President of the Board is appointed by the Governor-in-Council under s 223 of the CSA, and on the recommendation of the Minister following consultation with the Parliamentary Committee. The President must be appointed on a full-time basis for a period of no longer than 5 years (though may be reappointed).

Pursuant to s 222 of the CSA, the President must be a former judge of a State court, the High Court or a court constituted under a Commonwealth Act; or must have qualifications, experience or standing the Governor in Council considers equivalent.

The President's functions are set out in s 229A of the CSA, and include:

- managing the performance of appointed board members
- giving directions about the practices and procedures to be followed by the Board; and
- promoting the efficient and effective operation of the Board.

The President is also responsible for personally making decisions in accordance with restricted prisoner and no body no parole provisions.

About the Board

The membership of the Board is set out in s 221 of the CSA, and consists of the President, at least one Deputy President, at least 2 professional board members (who can be full-time or part-time), representatives from the Queensland Police Service and Queensland Corrective Services, and community board members. The CSA also sets out minimum quorum requirements for board meetings.

At the present time, the full-time Board consists of the President, two Deputy Presidents, and five full-time professional board members supported by nominated board members from Queensland Corrective Services and Queensland Police Service. Funding is available for additional acting professional board members.

The Board's functions are supported through the Secretariat of approximately 80 legal, operational and administrative staff employed as public servants by Queensland Corrective Services. Led by the Chief Administrative Officer (CAO), the Secretariat provide administrative and legal support to the Board including managing finance, human resources, media/communications, and information technology.

Key Role Information

The President

The President would be required to consider the following matters to deliver against the legislative requirements of the position:

- Promoting the efficient and effective operation of the Board.
- Ensuring the Board's legal, policy and administrative frameworks are robust, suitable, evidence-informed, and meet all administrative responsibilities as well as the needs of the criminal justice system.
- Supporting the CAO to promote the highest standards of integrity, probity, and corporate governance.
- Giving directions about the practices and procedures to be followed by the Board.
- Managing the performance of appointed board members.
- Identifying and managing risks to Board operations, supported by the CAO, and reporting transparently on parole system outcomes.
- Leading the implementation of current and future reviews into Board operations.
- Working collaboratively with the Queensland Corrective Services Commissioner to ensure information is regularly shared by both parties with regard to the relevant operations of the Board and the success of the Secretariat.
- Providing regular information and briefings to the Minister regarding the governance and accountability requirements of the Board as an independent statutory authority and in line with the Ministerial Guidelines.

How to Apply

To apply please provide a resume of no more than 5 pages and a 1–2-page cover letter that outlines:

- How you meet the conditions for appointment
- Demonstrated experience in the criminal justice system and demonstrated experience and/or knowledge of administrative law practice, procedures and principles
- Your organisational leadership experience and capability leading change and operational systems and process improvement

Get in Contact



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