

Annual report requirements for Queensland Government agencies for the 2023–24 reporting period

Reporting template for Section 13.3 Government bodies (statutory bodies and other entities)

Name of Government body	Parole Board Queensland
Act or instrument	<i>Corrective Services Act 2006</i> (the Act)
Functions	<p>The Parole Board is responsible for:</p> <ul style="list-style-type: none"> • deciding parole applications for Board Ordered Parole (sections 180 and 193 of the Act); • deciding parole applications for exceptional circumstances parole (sections 176, 176C and 177 of the Act); • deciding whether to amend, suspend or cancel any parole order, including a court-ordered parole order (Chapter, Part 1, Div 5 of the Act); • deciding whether to confirm a decision of an individual Prescribed Board Member to immediately suspend a parole order (including a court-ordered parole order) (sections 208A to 208C of the Act); • deciding whether to grant leave to a parolee to travel interstate for longer than 7 days and include conditions (section 212 of the Act); • deciding whether to grant leave to a parolee to travel overseas, but only for a compassionate purpose and in exceptional circumstances (section 213 of the Act); • making restricted prisoner declarations (President only) and making no cooperation declarations (sections 175E and 175L, respectively of the Act) • deciding parole applications where the No Body, No Parole provisions apply (section 193A of the Act); • deciding parole applications where the restricted prisoner provisions apply (section 193AA of the Act); and • deciding parole applications made by prisoners with links to terrorism (sections 193B–193E, and 247A of the Act).
Achievements	<p>During 2023-2024:</p> <ul style="list-style-type: none"> • the Board considered 20,367 matters, including deciding three <i>No Body, No Parole</i> matters and six <i>Restricted Prisoner</i> matters. • the President released a series of Practice Directions to help ensure consistency of practice by the Board. • a Domestic and Family Violence Behaviour Plan template was introduced to be voluntarily completed by prisoners to reflect in writing, on the effects of their previous domestic and family violence behaviour, including their strategies to prevent recurrence. • Deputy President Peter Shields participated in an interview and article for the Queensland Law Society's <i>Proctor</i>, authored by Natalie Gauld, titled <i>Detailed Decisions Can Change Lives</i>. • the Board continued the <i>Culturally Engaged Release for Indigenous Parolees (CERIP)</i> program to increase the likelihood of First Nations prisoners being released back into the community via a culturally sensitive program. • professional board members were supported in their work through their participation in managing vicarious trauma training workshops, and the Board's own employee assistance program (EAP) was established. • the first Chief Administrative Officer (CAO) for the Board commenced, with overall responsibility for the administrative functions delivered by the Secretariat and governance of the Board.
Financial reporting	<p>Transactions of the entity are accounted for in the financial statements of Queensland Corrective Services.</p> <p>The Board identified some issues with internal controls concerning financial management and related policies during the 2023-24 financial year. A review is currently underway to address and resolve these matters.</p>
Remuneration Listed below for Appointed Members (current as at 30 June 2024).	

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Position	Name	Meetings/sessions attendance (may include all or part of a full Board meeting) *	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received (salaries & wages before tax)
President (Appointed)	Michael Byrne KC	40 full Board meetings; 3 other sessions	\$462,730 p.a. annual salary equiv. to Supreme Court Judge ¹	N/A	\$411,117.86
Acting President (Appointed)	Julie Sharp	3 full Board meetings; 7 other sessions	\$462,730 p.a. annual salary equiv. to Supreme Court Judge ¹	N/A	\$0 ²
Acting President (Appointed)	Peter Shields	1 full Board meeting; 1 other session	\$462,730 p.a. annual salary equiv. to Supreme Court Judge ¹	N/A	\$23,136.50 Plus Jurisprudential Allowance paid as salary \$1,812.95
Deputy President (Appointed)	Julie Sharp	53 full Board meetings; 9 other sessions	\$416,457 p.a. annual salary equiv. to District Court Judge ³	N/A	\$362,367.00
Deputy President (Appointed)	Peter Shields	42 full Board meetings (inc.3 x NBNP; 8 other sessions	\$416,457 p.a. annual salary equiv. to District Court Judge ³	N/A	\$360,765.27
Acting Deputy President (Appointed)	Carolyn McAnally	4 full Board meetings, 1 other session	\$416,457 p.a. annual salary equiv. to District Court Judge ⁴	N/A	\$30,433.40 Plus Jurisprudential Allowance paid as salary \$2,460.42
Acting Deputy President (Appointed)	Simone Healy	0 full Board meetings; 2 other sessions	\$416,457 p.a. annual salary equiv. to District Court Judge ⁴	N/A	\$16,017.58 Plus Jurisprudential Allowance paid as salary \$1,294.96
Acting Deputy President (Appointed)	Valentina McKenzie	2 full Board meetings, 1 other session	\$416,457 p.a. annual salary equiv. to District Court Judge ⁴	N/A	\$22,424.61 Plus Jurisprudential Allowance paid as salary \$1,812.96
Acting Deputy President (Appointed)	Dean Clifford-Jones	1 full Board meeting, 3 other sessions	\$416,457 p.a. annual salary equiv. to District Court Judge ⁴	N/A	\$16,017.58 Jurisprudential Allowance paid as salary \$1,294.96
Professional Board Member (Appointed)	Carolyn McAnally ⁵	38 full Board meetings; 11 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$106,673.18
Professional Board Member (Appointed)	Dean Clifford-Jones ⁶	36 full Board meetings; 8 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$128,368.87
Professional Board Member (Appointed)	Simone Healy	41 full Board meetings; 8 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$144,726.24

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Professional Board Member (Appointed)	Tracey Jackson ⁷	38 Full Board meetings; 12 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$131,002.20
Professional Board Member (Appointed)	Valentina McKenzie	46 full Board meetings (inc. 1 x NBNP); 11 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$148,738.86
Acting Professional Board Member (Appointed)	Steven Erickson	45 full Board meetings; 14 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$155,955.00
Acting Professional Board Member (Appointed)	Maria Zappala	31 full Board meetings; 63 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$153,160.36
Acting Professional Board Member (Appointed)	Rhiannon Helsen	32 full Board meetings; 53 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$144,726.24
Acting Professional Board Member (Appointed)	Emma Fogerty	30 full Board meetings; 51 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$141,559.16
Acting Professional Board Member (Appointed)	Emma Meadth	23 full Board meetings; 33 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$92,010.44
Acting Professional Board Member (Appointed)	Louise Prychidczuk	3 full Board meetings; 13 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$29,750.09
Acting Professional Board Member (Appointed)	Clare Hine	3 full Board meetings; 16 other sessions	\$162,751 p.a. annual salary at SO.3	N/A	\$24,158.57
Acting Professional Board Member (Appointed)	Renea Hart	1 full Board meeting	\$162,751 p.a. annual salary at SO.3	N/A	\$7,833.56 ⁹
Acting Professional Board Member (Appointed)	Brent Dixon	1 other session	\$162,751 p.a. annual salary at SO.3	N/A	\$1,192.42
Community Board Member (Appointed)	Various	592	Sessional Fees: \$250 for 4 hours up to \$1250 in total	N/A	\$495,500 ¹⁰
No. scheduled meetings/sessions	902				
Total out of pocket expenses	\$582.18 for reimbursement of travel related expenses.				

* Due to data validation issues experienced in the preparation of the 2023-24 PBQ Annual Report, the data breakdown for this table has been confirmed through a manual counting process. The level of detail provided in this report is greater than that provided in previous years.

Full Board meetings referred to may consist of:

- Session 1 Meetings – New applications/Further considerations of applications/Restricted Prisoners/Exceptional Circumstances
- Session 3 Meetings– Further consideration of suspension matters
- CERIP (Culturally-Engaged Release of Indigenous Prisoners) meetings
- Restricted Prisoner matters (RP) and No-body, No-parole matters (NBNP).

"Other sessions" may include Session 2 Meetings – Confirmation of suspensions and amendments; Out of session (BOOST) meetings to address urgent matters

Where Board members have acted in either the President or Deputy President roles, this meeting/session attendance figure covers only the full Board meeting inclusions above.

¹ The President is entitled to an expense of office allowance of \$13,816.96 (any claims not included) and a jurisprudential allowance of \$37,410.00 p.a.- the equivalent of a Supreme Court Judge.

²Salaries and wages amount of \$17,797.31 for Ms Julie Sharp acting as President for the period 17-28 June 2024 will be included in the 2024-25 financial year report, when they were paid.

³Deputy Presidents are entitled to an expense of office allowance of \$13,816.96 (any claims not included) and a jurisprudential allowance of \$33,669.00 p.a. the equivalent of District Court Judges.

⁴ Acting Deputy Presidents receive higher duties rates (difference between SO.3 annual salary and equivalent of District Court Judge) during periods of acting.

⁵ Professional Board Member Carolyn McAnally resigned effective 21 April 2024.

⁶ Professional Board Member Dean Clifford-Jones was on an approved leave of absence from 29 April 2024 to 30 August 2024

⁷ Professional Board Member Tracey Jackson was approved to act as Executive Director, Parole Board Queensland Secretariat Operations from 1 July 2023 to 31 August 2023.

⁸Number of meetings for Professional Board Members Tracey Jackson and Valentina McKenzie include for Session 1 meetings where they chaired three or more matters on the President's Board.

⁹ Payment for Acting Professional Board Members may include chairing meetings and/or undertaking immediate parole suspension and other activities.

¹⁰ Community Board Member fees include preparation and attendance at sessional meetings and training as required.