



3 April 2024

Via email to ADLS Parole Committee to Moira McFarland, Emma Priest and Hannah Kim at
moira.mcfarland@thelawassociation.nz;
emma@emmapriest.co.nz;
hannahkim@lawyer.com

Via email to the Auckland District Law Society
auckland@lawsociety.org.nz

Via email to Te Hunga Rōia Māori o Aotearoa
The Māori Law Society
maorilawsociety@lawsociety.org.nz

Via email to NZLS Parole Committee to Andrea Hilton, Judith Fyfe & Regena Sommers at
andrea.hilton@ajlaw.legal;
judith@fyfeanddoherty.co.nz;
regena.sommers@exeolegal.co.nz

Via email to the NZ Law Society
inquiries@lawsociety.org.nz

Via email to the Pacific Lawyers Association
info@pacificlawyers.org

Dear Members

Re: New Zealand Parole Board Panel Convenors Expressions of Interest Process

Expressions of Interest are being sought from Judges and lawyers suitable for appointment as Panel Convener members of the New Zealand Parole Board (the Parole Board).

Background

The Parole Board is established by section 108 of the Parole Act 2002 (the Act). It is an independent statutory body whose role is principally to consider offenders eligible for release on parole and to determine the conditions to be imposed on offenders on release, and in some cases monitor compliance with conditions.

The Act provides for the Board to comprise:

- a Chairperson who is to be a present or former Judge of the High Court, or a present or former District Court Judge.
- at least nine parole panel convenors who are required to be present or former District Court Judges, or suitably qualified barristers or solicitors who have held practising certificates for at least seven years.
- sufficient other members to enable the Board to carry out its functions effectively. (These members are commonly referred to as community or lay members).

Appointments to the Board are made by the Governor-General on the recommendation of the Attorney-General. Members are appointed for a term of up to three years and may be reappointed any number of times.

Functions of the Board

The full functions of the New Zealand Parole Board are to:

- consider offenders for parole, or release on compassionate grounds (on referral by the Chair)
- set the conditions for offenders released at their statutory release dates, and for offenders released on parole or compassionate grounds
- consider and determine applications for the variation and discharge of release conditions
- consider applications for imposition of special conditions for Extended Supervision Orders
- consider the imposition of postponement orders
- consider applications for recall to prison
- monitor compliance with release conditions for certain identified cases

Functions of a Panel Convener

The functions of a panel convener:

at a hearing,—

- (i) to preside at the hearing; and
- (ii) to determine any matters of procedure that may arise during or in relation to the hearing; and
- (iii) to sign the decision of the panel at that hearing; and
 - to make interim recall orders under section 62; and
 - to undertake reviews under sections 46(2) and 67; and
 - to do anything else that a Panel Convener is required to do under this Act or any other enactment; and
 - under the direction of the Chairperson, to undertake or assist in the exercise of any of his or her functions.

The role

All member positions on the Board are part-time. Every effort is made to roster work for members on the basis of the time commitment they seek, however; because the Board does not control the number of cases it has to consider, there can be no guarantee around work. However, a commitment of five sitting days (and a further five preparation days) every six weeks is required.

The Board conducts some hearings in person in prisons and other hearings by Teams connection to the prisons. Members will therefore be required to travel to prisons throughout the country. Where the connection is by Teams members may connect from home.

Members of the Parole Board receive reimbursement by way of fees and travelling allowances in accordance with the Fees and Travelling Allowances Act 1951 and the current Fees Framework approved by Cabinet. The daily fee is currently set at \$948.

After appointment a Convener will have a period of training as a member of a Board before commencing as a convener

Attributes sought

Expressions of interest are sought from candidates who have:

- knowledge or understanding of the criminal justice system
- the analytical and decision-making skills necessary to make a balanced and reasonable assessment of the risk an offender may present to the community when released from prison
- sensitivity to, and understanding of, the values and mores of cultures other than their own.

In particular, expressions of interest are sought from suitable women, Māori and Pacifica candidates as the existing membership is not as representative as would be ideal.

Expressions of interest process

Information about the expression of interest process is available on the Ministry of Justice website: [Statutory vacancies | New Zealand Ministry of Justice](#)

Expressions of interest are sought by 3 May 2024 and should be emailed to: General.OLC@justice.govt.nz.

Yours sincerely

A handwritten signature in black ink, appearing to be 'R. Young', written in a cursive style.

Sir Ron Young
Chairperson