

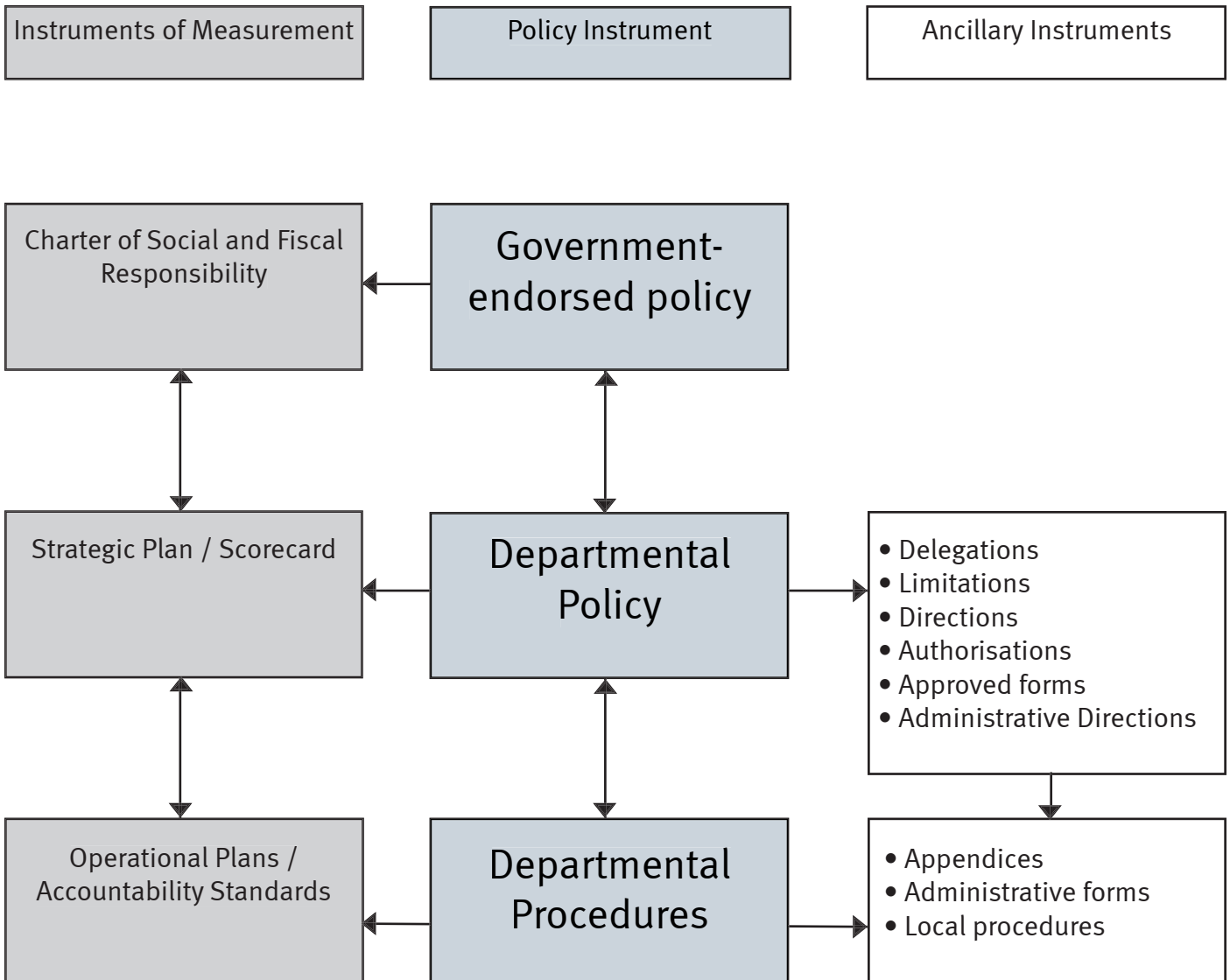
# Policy Framework

March 2006



**Queensland** Government  
Department of **Corrective Services**

# Department of Corrective Services Policy Framework\*



\*Refer attached Explanatory Note for more detail.

Policy Instrument	Types	Life	Performance Measures
Government-endorsed Policy (Qld Govt, Cabinet, Minister)	Acts Regulations Whole of Government policies (eg Dept of Premier and Cabinet, Qld Treasury) Election commitments Government priorities Directives & Guidelines (eg PSIER, OPSME, Info Standards)	5 – 10 years 10 yr expiry	Charter of Social and Fiscal Responsibility

Departmental Policy (Chief Executive)	Instruments of delegation, authorisation, limitation of powers, Directions Authorisations to engaged service providers Approved forms  Substantive departmental policy (may be elevated to Government-endorsed Policy)  <ul style="list-style-type: none"> <li>• <b>Safety And Security</b></li> <li>• <b>Rehabilitation</b></li> <li>• <b>Reparation</b></li> <li>• <b>Criminal and Social Justice</b></li> <li>• <b>Support Services</b></li> </ul> Finance and Administration Human Resources Code of Conduct Information Management  <ul style="list-style-type: none"> <li>• <b>Accountability</b></li> </ul> Audit Ethical Standards Office of the Chief Inspector	4 years	Strategic Plan / Scorecard
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Departmental Policy ancillary documents	<b>Administrative Directions</b> (temporary) <b>Memoranda of Understanding</b>	1 year	
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Departmental procedures (applied policy)	<p><b>Offender Management</b></p> <p>Operational Support Prisoner Services Health and Medical Services</p> <p><b>Safety and Security</b></p> <p>Incident Management</p> <p><b>Support Services</b></p> <p>Corporate Services Finance and Administration Facilities Management Human Resources Information Management Offender Assessment Offender Programs Strategic Policy Legal Services Media and Communications</p> <p><b>Accountability</b></p> <p>Audit Ethical Standards Office of the Chief Inspector</p>	4 years	Accountability Standards / Operational Plans (consistent with Directorate / Branch operational activity)
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Departmental procedures ancillary documents	<p>Appendices</p> <ul style="list-style-type: none"> <li>• Manuals</li> <li>• Prescriptive detail</li> <li>• Guidelines</li> <li>• Examples</li> <li>• Training material</li> </ul> <p>Administrative forms</p> <ul style="list-style-type: none"> <li>• Checklists</li> </ul> <p>Local procedures</p>		Achievement Plans (localised)
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# Review Risk Management

The Department takes a risk-based approach to its renewal of policy instruments. The development and review of policy instruments should be collaborative, timely and actively managed.

- a) Instruments should be progressively reviewed within the Policy Framework in collaboration with other units within the Department. It is noted that Internal Audit, Ethical Standards and the Chief Inspector routinely target and review departmental operations. Further, various activities across the Department (such as the implementation of IOMS and the review of Legislation) necessitate review of various policy instruments at particular times. By working collaboratively with these units, Policy and Analysis reduce duplication by targeting areas for review not currently targeted by these units.
- b) The Department has established Service Standards to ensure that identified requests for policy change are managed in a timely manner. When the request for policy amendment is made to Strategic Policy and Services, the request must be categorised to assist with prioritisation in order to provide a timely response.

## Category 1: Priority

Requests from the Minister, the Director-General, Board of Management or required by legislation, generally accompanied by a due date.

## Category 2: Significant

Tasks that involve consultation with multiple business units, generally requiring the assigning of a business unit to take the lead in the development of the policy instrument.

## Category 3: Technical

Tasks that involve minimal consultation with business units.

- c) The Department's Partnership Agreement for the delivery of Strategic and Corporate Services to Correctional Operations of June 2005 indicates the relevant unit within the Department responsible for the development or amendment of a policy instrument. The unit with the lead responsibility for the policy instrument must actively manage the progress of the instrument through to the time of its approval.

# Definitions

<b>Accountability Standard</b>	A measurement tool to assist with service delivery, management, audit, accountability, performance and benchmarking in relation to the effective implementation of policy. Accountability Standards address quantity, timeliness and cost factors. Accountability Standards have application across the Department and private service providers are required to comply with them.
<b>Achievement Plan</b>	Refer Action Plan.
<b>Action plan</b>	A time-limited instrument used to implement a strategy. This plan should outline specific implementation actions, timeframes and allocate responsibility for these to specific areas. It may be an element of an operational plan.
<b>Administrative direction</b>	A temporary departmental instrument issued by the chief executive under <i>Corrective Services Act 2000</i> (CSA), s 189 to inform staff of current specific requirements within the Department. An administrative direction is often urgent, may override existing policy and/or procedures and is time-limited.
<b>Administrative form</b>	An instrument usually attached to a departmental procedure.
<b>Approved form</b>	An instrument used for implementing specific legislative provisions that must be approved for use by the chief executive and notified in the Government Gazette (eg refer CSA, ss 38 and 195 – Form 5 is approved by the chief executive (corrective services)).
<b>Appendix</b>	An instrument attached to a departmental procedure, which generally contains information directly associated with a procedure(s) (eg guidelines, examples or a manual).
<b>Departmental policy</b>	A document that has whole-of-department application, not requiring the endorsement of the Minister/Cabinet, but of higher level than a departmental procedure, strategy or action plan. . It is a statement of intent or a principle which guides departmental business practices.
<b>Framework</b>	Usually developed by a project, a framework may apply/develop policy, strategies and action plans.
<b>Guidelines</b>	A type of appendix accompanying a departmental procedure.
<b>Government-endorsed policy</b>	A substantive government instrument that outlines what the government intends to do through stated plans of action. It is a statement of intent for dealing with an issue requiring, or likely to require, the approval of the Parliament, the Cabinet, the Premier or the Minister.
<b>Instrument</b>	An instrument is a tool to address a particular issue provided for by legislation (includes instrument of delegation, limitation and authorisation of power).

<b>Local procedure</b>	A procedure that only has application for the location for which it is approved (eg XX Correctional Centre; YY Area Office) and must be consistent with the departmental procedure/s.
<b>Manual</b>	A type of appendix accompanying a departmental procedure.
<b>Operational plan</b>	A time-limited instrument used by a business unit to implement a policy. This plan should outline implementation strategies, timeframes and allocate responsibility for these to specific areas. It has a higher level than an action plan.
<b>Policy</b>	A general term for an instrument that defines a statement of intent or principle for dealing with an issue.
<b>Procedure</b>	A departmental instrument that provides <b>a process by which legislation or policy may be actioned</b> and effective, efficient and consistent services provided. A procedure is generally concerned with day to day processes and includes all related documents, including appendices and administrative forms.
<b>Project</b>	A task that seeks to address a defined departmental issue. It may apply/develop a framework that applies/develops policy, strategies and action plans.
<b>Strategy</b>	An instrument with a specific focus used to implement policy/policies.
<b>Strategic plan</b>	A time-limited instrument used to implement a policy. This plan should outline implementation strategies, timeframes and allocate responsibility for these to specific areas. It has a higher level than an operational plan and an action plan.

