



Policy Directive 71

Performance Management

1. Introduction

It is the policy of the Department of Corrective Services that business areas manage their performance. The Adult Custodial Division manages its performance and supports the Department by using performance management processes and [Performance Indicators](#) for monitoring, reporting and improving desired outcomes.

2. Purpose

This policy communicates a shared understanding of performance management expectations for the Adult Custodial Division.

3. Scope

This Policy Directive applies to all Divisional staff and their related Directorates within the Adult Custodial Division, including Superintendents, Line Managers and above in the respective business areas. The intent and principles of this policy apply to all prisons; however the performance indicators and administrative process associated with this policy do not apply specifically to Acacia Prison (refer to Schedule 5 of the *Acacia Prison Services Agreement 2006* for performance indicators relative to Acacia Prison).

4. Policy

4.1 Intent

The Adult Custodial Division is committed to:

- 4.1.1 Implementing performance management processes at all levels.
- 4.1.2 Promoting a culture of performance management.
- 4.1.3 Documenting and reporting the Division's performance.
- 4.1.4 Ensuring all performance management activities comply with relevant legislative and statutory requirements, Government policy and procedures.
- 4.1.5 Striving for continuous improvement in the performance of the Division.

4.2 Principles

The principles underpinning performance management in the Adult Custodial Division are:

- 4.2.1 Performance management activities are clearly aligned to the outcomes, key result areas and strategies of the Department's Strategic Plan.
- 4.2.2 Performance management activities support the outcomes, key result areas and strategies provided within the Division's business plans.

- 4.2.3 Governance and administration frameworks are provided for all performance management activities to establish and maintain clear guidelines for ethical, transparent and accountable performance management.

4.3 Objectives

The primary objectives for effective performance management in the Adult Custodial Division are to:

- 4.3.1 Monitor the Division's performance
- 4.3.2 Promote accountability for performance results
- 4.3.3 Allow for proper comparisons to occur with the state's privatised prison (Acacia Prison)
- 4.3.4 Improve business services and outcomes through effective resource management
- 4.3.5 Create an environment where all Adult Custodial employees understand their performance responsibilities.

5. Related key legislation/Policies

- DCS Strategic Plan 2008-2011
- Relevant Divisional Business Plan
- Acacia Prison Services Agreement 2006

6. Policy Review

A review of this policy is to be carried out annually.

Approved

Commissioner:

Ian Johnson

Signature:



Date:

22 April 2009

Policy Sponsor

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