



<b>OPERATING PROCEDURE</b>	<b>Evaluation Plan Governance</b>
<b>OPERATING PROCEDURE NO.</b>	<b>A13</b>
<b>SCOPE</b>	<b>Executive Support and Governance, Heads of Function</b>

## STATEMENT OF PURPOSE

To outline governance arrangements and processes for the execution of the *ACT Corrective Services (ACTCS) Evaluation Plan* (the Plan). The Plan outlines significant and high priority evaluation activity for ACTCS and incorporates a five-year schedule of planned evaluation and review activity (the Schedule).

## PROCEDURES

1. **Execution of items on the ACTCS Evaluation Plan**
  - 1.1. Functional Heads with responsibility for programs, services or policies named in the Plan are responsible for evaluation tasks in the Schedule. Functional Heads may delegate tasks as appropriate.
  - 1.2. The Research and Evaluation Officer (REO) will meet with relevant Functional Heads and staff with delegated responsibility for completing evaluation plans and reports to introduce the *ACTCS Program Evaluation Framework* and the Plan, outline responsibilities, and set out next steps.
  - 1.3. The Head of Business Performance Unit (BPU) will be invited to meetings as necessary, or may be consulted separately on a needs basis to provide advice around the development of KPIs and other quantitative data collection.
  - 1.4. *Program Evaluation Readiness Checklists* will be completed for each program, service and policy included on the Plan, with support from the REO as required.
  - 1.5. *Program/Service Evaluation Plans* and *Policy Review Plans* will be completed, with advice from the REO and Head of BPU as required.
  - 1.6. Once a *Program/Service Evaluation Plan* or *Policy Review Plan* is finalised and agreed on by all relevant parties, the plan will be implemented and monitored by the relevant Functional Heads.
  - 1.7. Business cases to fund evaluation activity may be identified and developed with advice from the Director, Corporate Services.
  - 1.8. Evaluation activities may also be contracted out, with advice from the Head of Procurement and Contracts. In this case, Functional Heads still carry responsibility for commissioning and project-managing these external contracts.
  - 1.9. Once findings of evaluations and reviews are available, these will be disseminated to relevant stakeholders by the relevant Functional Heads.

## **2. Monitoring and Reporting**

- 2.1. Progress on the Plan and the Schedule will be monitored by the REO with oversight by the Executive Governance Committee (EGC).
- 2.2. Functional Heads with a responsibility for activities outlined in the Plan and the Schedule will submit monthly progress reports to the REO on the fifth day of the following month (e.g. the January report should be submitted by 5 February).
- 2.3. The REO will regularly remind Functional Heads to submit the monthly progress report, specifically:
  - a. two (2) business days before a progress report is due; and
  - b. two (2) business days after a progress report is overdue.
- 2.4. If monthly progress reports are not completed / returned in two (2) consecutive months, the REO will escalate to Team Leader to decide on next steps.
- 2.5. The REO will compile the monthly progress reports from Functional Heads to produce quarterly progress reports to the EGC, documenting progress on the Schedule. These quarterly reports will be submitted to the EGC prior to the following meetings:
  - a. December meeting;
  - b. March meeting;
  - c. September meeting.
- 2.6. The REO will review and revise the Plan and the Schedule annually with input from Functional Heads and relevant internal stakeholders and provide an annual progress report to the June EGC. This annual progress report replaces the quarterly report for that quarter of the year.
- 2.7. If no progress is made, this will generally be identified in the quarterly and annual reports to the EGC and discussed in corresponding meetings.
- 2.8. In general, the REO will work with Functional Heads and other relevant staff to ensure adherence to the Schedule and may:
  - a. assist with identifying barriers to making progress; and
  - b. provide support to overcome these barriers.

## **RELATED DOCUMENTS AND FORMS**

- ACTCS Evaluation Plan 2019-2024
- ACTCS Evaluation Activity Monthly Progress Report to REO
- ACTCS Evaluation Activity Quarterly Progress Report to EGC
- ACTCS Individual Program Evaluation Plan Template
- ACTCS Policy Review Plan Template
- ACTCS Program Evaluation Report Template
- ACTCS Policy Review Template
- ACTCS Program Evaluation Framework
- ACTCS Program Evaluation Readiness Checklist
- ACTCS Evaluation Framework and Evaluation Plan 2019-2014 – Engagement Plan



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**Document details**

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