

MINUTES *forming* ENCLOSURE to

File: DPC17/1669

Reg: DPC17DO2320

**TO: THE PREMIER, ALL MINISTERS AND CHIEF EXECUTIVES****SUBJECT: CHIEF EXECUTIVE PERFORMANCE APPRAISAL PROCESS**

The Department of the Premier and Cabinet (DPC) *Circular 29 – Guidelines for the Chief Executives Performance Appraisal Process* outlines the framework for Chief Executive performance reviews in the South Australian Public Sector, and is applicable to:

- All Chief Executives employed pursuant to Part 6 of the *Public Sector Act 2009* (PS Act) and
- All members of Senior Management Council (SMC) who are not employed pursuant to Part 6 of the PS Act.

An updated version of the Circular for 2017-18 is provided in Attachment 1.

**2016-17 Performance Agreements**

The due date to return completed 2016-17 performance agreements is **30 September 2017**.

To ensure consistent evaluation, chief executives must adhere to the requirements of the 2016 DPC Circular 29 and the 2016-17 Chief Executive Performance Agreement template.

A signed copy of the completed 2016-17 performance agreement, including the Chief Executive and Minister's end-of-cycle review commentary, should be returned to the Chief Executive, DPC.

**Chief Executive Performance Evaluation Panel 2017**

The Chief Executive Performance Evaluation Panel will complete the final stage of the performance review process for *SMC chief executives* for 2016-17.

The Panel will review each Chief Executive's self-assessment, Minister's evaluation and comments, and evidence demonstrating achievements. Meetings will be scheduled with SMC Chief Executives to discuss the results from late October 2017.

Chief Executives will receive further correspondence in October in preparation for their meeting with the Evaluation Panel.

**2017-18 Performance Agreements**

Chief Executives are required to develop a new performance agreement for 2017-18 in line with the updated DPC Circular 29 (Attachment 1) and the new Performance Agreement template (Attachment 2).

The agreement is developed between the agency's responsible Minister(s) and the Chief Executive to outline priorities and key performance indicators under three performance areas:

- Agency leadership
- Whole-of-Government priorities
- Statutory requirements.

In addition to the three performance areas, the performance agreement provides for the Chief Executive to document priorities and actions to address personal development and succession management.

Following a discussion at SMC on 2 August, I have included a new key performance indicator (Section C, KPI 20) that addresses reporting of risk and risk mitigation. I intend to further discuss this new KPI and associated actions at our next SMC meeting on 22 August 2017. I will also discuss a revised format for 2018-19 Chief Executive Performance Agreements.

The new agreement for 2017-18 is to be submitted to the Chief Executive, DPC by **30 September 2017**.

Attachment 3 provides an overview of timelines for the 2017-18 Chief Executive Performance Appraisal process.

An information session will be scheduled shortly for agency contacts coordinating the preparation of Chief Executive performance agreements.

The Commissioner for Public Sector Employment is available to meet with Ministers and/or Chief Executives to provide advice in relation to responsibilities in the preparation of performance agreements and appropriate key performance indicators for 2017-18. To arrange a meeting, please contact Angela Corletto on 8226 2721 or [angela.corletto@sa.gov.au](mailto:angela.corletto@sa.gov.au).

For further information on the Chief Executive Performance Appraisal Process, please contact Jessica Lynch ([Jessica.Lynch5@sa.gov.au](mailto:Jessica.Lynch5@sa.gov.au) or 8429 5456) or Carolyn Lee ([Carolyn.Lee@sa.gov.au](mailto:Carolyn.Lee@sa.gov.au) or 8429 5015).



**Dr Don Russell**  
**CHIEF EXECUTIVE**

4 August 2017

**Attachments**

- Attachment 1: DPC Circular 29 – Guidelines for the Chief Executive Performance Appraisal Process (updated June 2017)
- Attachment 2: Chief Executive Performance Agreement Template 2017-18
- Attachment 3: Timelines – Chief Executive Performance Appraisal process