

Chief Executive Performance Agreement 2016-17

In line with *DPC Circular 29 – Guidelines for the Chief Executive Performance Appraisal Process*, the Chief Executive Performance Agreement is developed between the agency's responsible Minister(s) and the Chief Executive to outline key priorities and indicators of success. A *Chief Executive Performance Agreement* should be established between July-October annually, and used as a reference point for regular performance discussions with portfolio Ministers throughout the year. At a minimum, a review of the Chief Executive's performance will occur after six months (mid-cycle review) and at the conclusion of the financial year (end-of-cycle review).

This performance agreement comprises the following sections:

- Section A: Performance record
- Section B: Agency leadership
- Section C: Whole-of-Government priorities
- Section D: Statutory requirements
- Section E: Personal development plan and succession management
- Section F: Mid and End-of-cycle review commentary

SECTION A: PERFORMANCE RECORD

Chief Executive		Lead Portfolio Minister	
Name:		Name:	
Agency:		Portfolio:	
Confirmation of Performance Agreement			
The signatures below confirm that the performance objectives, deliverables and measures included in this plan have been agreed by all relevant parties			
Signatory	Name	Date	Signature
Chief Executive			
Minister			
Premier			
Review Stage	Date of meeting	Chief Executive signature:	Lead Minister signature:
Mid cycle review			
End of cycle review			

SECTION B: AGENCY LEADERSHIP

Agency Leadership					
Priority	KPIs for 2016-17	Mid-cycle <i>(provide one paragraph commentary)</i>	Status <i>On track, At Risk, Achieved, Not Achieved</i>	End-of-cycle <i>(provide one paragraph commentary)</i>	Status <i>On track, At Risk, Achieved, Not Achieved</i>
Priority 1:					
Priority 2:					
Priority 3:					
Priority 4					
Priority 5					

SECTION C: WHOLE-OF-GOVERNMENT PRIORITIES

Priorities of Government					
Priority	KPIs for 2016-17	Mid-cycle <i>(provide one paragraph commentary)</i>	Status mid-cycle <i>On track, At risk, Achieved, Not achieved</i>	End-of-cycle <i>(provide one paragraph commentary)</i>	Status End-of-cycle <i>At risk, On track, Achieved, Not achieved</i>
Support, progress and achieve the Government’s 10 Economic Priorities assigned to the agency.	<i>Objectives rated “On Track” as at 30 June 2016, to be 100% achieved, and Objectives rated “At Risk” as at 30 June 2017, to have a strategy in place for completion.</i>				
Support, progress and achieve the Government’s 11 Topics of Interest assigned to the agency.	<i>Objectives rated “On Track” as at 30 June 2016, to be 100% achieved, and Objectives rated “At Risk” as at 30 June 2017, to have a strategy in place for completion.</i>				
Support, progress and achieve outstanding election commitments .	<i>All outstanding objectives to be rated “On Track” as at 30 June 2017, or Any outstanding objectives rated “At Risk” as at 30 June 2017 to have a plan for completion by December 2017.</i>				
Support, progress and achieve outstanding Member for Frome’s deliverables .	<i>All outstanding objectives to be rated “On Track” as at 30 June 2017, or Any outstanding objectives rated “At Risk” as at 30 June 2017 to have a plan for completion by December 2017.</i>				

Progress and implement approved cabinet submissions.	<i>Maintain an up to date agency register for approved cabinet submissions (use attached register template).</i>	<i>Progress update: number of cabinet submission being implemented, number of recommendations to be implemented, and % of cabinet recommendations completed</i>		<i>Progress update: number of cabinet submission being implemented, number of recommendations to be implemented, and % of cabinet recommendations completed</i>	
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Whole of Government Priorities – Common Priorities Shared Across Agencies						
KPI	Status as at 30 June 2016	Target for 2016-17	Status <i>On track, At risk, Achieved</i>	Mid-cycle <i>(provide one paragraph commentary)</i>	Status <i>Achieved, Not achieved</i>	End-of-cycle <i>(provide one paragraph commentary)</i>
Deliver a positive operating budget for 2016-17						
Achieve saving targets for 2016-17						
Achieve FTE targets for 2016-17						
% of women in the agency						
% of women in executive roles: SAES Level 1 and SAES Level 2		<i>50% target for each</i>				
% of staff with disability		<i>10% target to be achieved by 2020 (based on 2009 baseline)</i>				
% of indigenous staff		<i>2% target to be maintained or improved by 2020 (based on 2003 baseline)</i>				
% of complaints resolved within policy timeframes						

Whole of Government Priorities – Modern Public Service						
Reduce work related injuries (\$ value)						
Priority		Target for 2016-17		Mid-cycle		End-of-cycle
				(provide one paragraph commentary)		(provide one paragraph commentary)
Increase % of Freedom of Information (FOI) applications completed within statutory timeframes						
Measure and evaluate against the 2014-15 Industry Participation Policy Baseline						
KPI 1: Number of digital by default initiatives implemented						
KPI 2: Overall % of productivity improvements resulting from digital by default initiatives.						
Demonstrate improved compliance with the Industry Participation Policy						
Agile and Responsive Public Service						
Demonstrate inter-agency collaboration in child protection matters (Note: this applies to agencies with responsibilities for the health, safety and wellbeing of children)						
KPI 1: Adopt and implement Modern Public Service initiatives approved by Cabinet or the Senior Management Council (e.g. speed initiatives)						
KPI 2: Have a framework in place for measuring customer satisfaction. Cyber Security.						
At or above the overall average Top 10 maturity level across government. AND						
Deliver Public Value						
KPI 1: Executive staff trained in the principles of public value	100% target for executive staff					
Can demonstrate all of public value in cyber security maturity or processes across the top 10	Agency to nominate target for key staff					
KPI 2: Number of key staff trained in the principles of public value						
KPI 3: Departmental strategic planning:						
3.1 Is there a strategic plan in place?						
3.2 Has the strategic plan been developed in line with the public value framework?						
3.3 Is the strategic plan in line with the Reforming Democracy policy?						

<p>3.4 Is there an engagement strategy in place which is in line with the Better Together principles?</p> <p>3.5 Outline the engagement strategy including target audience and commencement date.</p>			
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SECTION D: STATUTORY REQUIREMENTS

Statutory requirements	
Priority	KPIs for 2016-17
In line with Section 32 of the Public Sector Act 2009 (PS Act) ensure that the objects of the Act are advanced and the public sector principles and Code of Ethics are observed.	1. Demonstrate key actions undertaken across agency to achieve the objectives and principles of the PS Act. The agency's submission to the 2017 State of the Sector report will be used as a basis for assessment of delivery by the Chief Executive Evaluation Panel. Chief Executives may choose to expand on this report for the purpose of evaluating their personal performance.
	2. Complete a review of the agency's Employee Performance Management and Development system against the Guideline of the Commissioner for Public Sector Employment: Performance Management and Development. Chief Executives will be required to provide a report on the outcomes of the review to the Commissioner at the conclusion of 2016-17.

SECTION E: PERSONAL DEVELOPMENT PLAN AND SUCCESSION MANAGEMENT

Personal Development and Succession Management		
<i>Personal development plan</i>		
Development priorities	Development actions	Progress
What are your priority areas for development during the performance agreement cycle?	What are the forms of development and target dates?	
<i>Succession management</i>		
Chief executives should plan for the development of senior leaders within the agency and consider the broader issue of succession management.		
Has the chief executive developed a risk management plan for succession? Yes/No		
<i>Please note: do not provide copies of the plan with your Performance Agreement</i>		

SECTION F: MID AND END-OF-CYCLE REVIEW COMMENTARY

Review how the Chief Executive has performed during the performance agreement period. The Lead Portfolio Minister should assess all sections. A range of sources may be used for the review, including documented KPIs and feedback from other portfolio Ministers, and should consider all factors affecting performance.

Mid-cycle performance review commentary	End-of-cycle performance review commentary
<i>Chief Executive comments/feedback</i>	<i>Chief Executive comments/feedback</i>
<i>Lead Minister comments/feedback</i>	<i>Lead Minister comments/feedback</i>