

Chief Executive Performance Agreement 2017-18

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-September 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

Priority	KPIs for 2017-18	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 2017-18	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>On track, At risk, 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 31 December 2017, to be 100% achieved.</i>				
Support, progress and achieve outstanding <u>election commitments.</u>	<i>All outstanding commitments to be progressed to an agreed satisfactory status by December 2017.</i>				
Support, progress and achieve outstanding <u>Member for Frome’s deliverables.</u>	<i>All outstanding commitments to be progressed to an agreed satisfactory status by December 2017.</i>				
Progress and implement <u>approved cabinet submissions.</u>	<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>	

Whole of Government Priorities – Modern Public Service					
<i>Priority</i>	<i>Target for 2017-18</i>	<i>Mid-cycle (provide one paragraph commentary)</i>	<i>Status On track, At risk, Achieved, Not achieved</i>	<i>End-of-cycle (provide one paragraph commentary)</i>	<i>Status On track, At risk, Achieved, Not achieved</i>
Modern Workplace					
KPI 1: Number of digital by default initiatives implemented					
KPI 2: Productivity improvements resulting from digital by default initiatives					
Agile and Responsive Public Service					
KPI 3: Adopt and implement Modern Public Service initiatives approved by Cabinet or the Senior Management Council, for example <ul style="list-style-type: none"> • 8 SMC Projects • Speed Initiatives 					
KPI 4: Demonstrate implementation of customer satisfaction improvements in line with agency's framework					

Deliver Public Value					
KPI 5: Executive staff trained in the principles of public value	<i>100% target for executive staff</i>				
KPI 6: Number of key staff trained in the principles of public value	<i>Agency to nominate target for key staff</i>				
KPI 7: Number of key staff trained in the Working Together principles	<i>Agency to nominate target for key staff to participate in training</i>				
KPI 8: Departmental strategic planning: 8.1 Is there a strategic plan in place? 8.2 Has the strategic plan been developed in line with the public value framework? 8.3 Is the strategic plan in line with the Reforming Democracy policy? 8.4 Is there an engagement strategy in place, which is in line with the Better Together principles? 8.5 Outline the engagement strategy including target audience and commencement date. 8.6 Are there mechanisms in place for reporting on your Strategic Plan and Business Plans and are they reported through your governance structure?					

Whole of Government Priorities – Common Priorities Shared Across Agencies

Priority	Status as at 30 June 2017	Target for 2017-18	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>
Financial						
KPI 9: Deliver a positive operating budget for 2017-18						
KPI 10: Achieve saving targets for 2017-18						
KPI 11: Achieve FTE targets for 2017-18						
Workforce						
% of women in the agency						
KPI 12: % of women in SAES Level 1 executive roles		<i>50% target</i>				
KPI 13: % of women in SAES Level 2 executive roles		<i>50% target</i>				
KPI 14: % of staff with disability		<i>Increase the 2009 baseline by 10% by 2020.</i>				
KPI 15: % of Aboriginal employees		<i>2% target to be met by 2018. 4% target by 2020.</i>				
KPI 16: Flexibility for the Future: Part-time roles		<i>Agency to achieve 30% (or 3% increase if already over 30%) target in part time roles as agreed May 2017.</i>				

KPI 17: Flexibility for the Future: Graduates and trainees		<i>Agency to achieve graduate and trainee employment target as agreed May 2017.</i>				
KPI 18: Jobs4Youth		<i>Agency has achieved their global Jobs4Youth Target by 20 March 2018.</i>				
Operations						
KPI 20: Work with DPC and lead portfolio Minister to implement revised strategy for reporting risk and risk mitigation						
KPI 21: % of complaints resolved within policy timeframes						
KPI 22: Increase % of Freedom of Information (FOI) applications completed within statutory timeframes						
KPI 23: Measure and evaluate performance against the objectives of the SA Industry Participation Policy						
KPI 24: Demonstrate inter-agency collaboration in child protection matters (Note: this applies to agencies with responsibilities for the health, safety and wellbeing of children)						

KPI 25: Cyber Security: At or above the overall average Top 10 maturity levels across government. AND Can demonstrate an improvement in cyber security maturity or processes across the Top 10 (i.e. attaining a higher maturity level overall from the previous 12 months)						
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SECTION D: STATUTORY REQUIREMENTS

Statutory requirements			
Priority	KPIs for 2017-18	Mid-cycle <i>(provide one paragraph commentary)</i>	End-of-cycle <i>(provide one paragraph commentary)</i>
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.	KPI 1: Demonstrate key actions undertaken across agency to achieve the objectives and principles of the PS Act.	Not applicable	The agency's submission to the 2018 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.
In line with Sections 19 and 27 of the <i>Work Health and Safety Act 2012</i> , exercise due diligence to ensure that the work environment, systems of work, plant, structures and substances are safe and without risks to health and safety (as far as reasonably practicable).	KPI2: Effective management and control of significant safety risks to the agency, as demonstrated by legislative non-compliances (notifiable incidents and dangerous occurrences reported to the Regulator, notices served by the Regulator, WHS prosecution, fines and/or enforceable undertakings)		
	KPI 3: Improvement in performance against across government safety targets, as demonstrated by a downward trend in: 3.1: Total new workplace injury claims 3.2: The rate of significant workplace injury claims (i.e. a working week was lost for the claim) 3.3: Gross expenditure for workplace injury claims		

SECTION E: PERSONAL DEVELOPMENT PLAN AND SUCCESSION MANAGEMENT

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

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>