**Chief Executive Performance Agreement 2018-19**

**[Standard template]**

**INSTRUCTIONS**

|  |  |
| --- | --- |
| 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 agency leadership priorities and indicators of success. A *Chief Executive Performance Agreement* should be established for each financial year, 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: Personal development plan and succession management  Section D: Mid and End-of-cycle review commentary  **For further information, please read *DPC Circular 29:* *Guidelines for the Chief Executive Performance Appraisal Process*** |

**PROCESS AND KEY DATES**

**Regular performance conversations between Chief Executives and Portfolio Ministers are ongoing throughout the performance cycle.**

**SECTION A: PERFORMANCE RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chief Executive** | | **Portfolio Minister** | |
| **Name:** | [Enter chief executive name] | **Name:** | [Name and title of Minister] |
| **Agency:** | [Enter agency name] | **Portfolio:** | [portfolio name] |

**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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance cycle stage** | **Chief Executive** | | **Portfolio Minister** | |
| Signature | Date | Signature | Date |
| **Performance agreement established** |  |  |  |  |
| **Mid-cycle review** |  |  |  |  |
| **End-of-cycle review** |  |  |  |  |

**SECTION B: AGENCY LEADERSHIP PRIORITIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Priority*** | ***KPIs for 2018-19*** | ***Mid-cycle***  *(provide one paragraph commentary)* | ***Status***  *On track, At Risk, Achieved, Not Achieved* | ***End-of-cycle***  *(provide one paragraph commentary)* | ***Status***  *On track, At Risk, Achieved, Not Achieved* |
| **Priority 1:** |  |  |  |  |  |
| **Priority 2:** |  |  |  |  |  |
| **Priority 3:** |  |  |  |  |  |
| **Priority 4:** |  |  |  |  |  |
| **Priority 5:** |  |  |  |  |  |

Note: Senior Management Council (SMC) members have two agreed whole-of-government priorities (priorities 4 and 5). SMC members should use the *SMC member* performance agreement template.

**SECTION C: PERSONAL DEVELOPMENT PLAN AND SUCCESSION MANAGEMENT**

|  |  |  |
| --- | --- | --- |
| **Personal Development and Succession Management** | | |
| ***Personal development plan*** | | |
| **Development priorities**  What are your priority areas for development during the performance cycle? | **Development actions**  What are the forms of development and target dates? | **Progress** |
|  |  |  |
| ***Succession management*** | | |
| 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  *Please note:* ***do not*** *provide copies of the plan with your Performance Agreement* | | |

**SECTION D: MID AND END-OF-CYCLE REVIEW COMMENTARY**

Review how the chief executive has performed during the performance agreement period. The portfolio minister should assess performance against the priorities identified in Section B (Agency leadership priorities). A range of sources may be used for the review, including documented KPIs and feedback from other stakeholders, and should consider all factors affecting performance.

|  |  |
| --- | --- |
| **Mid-cycle performance review commentary** | **End-of-cycle performance review commentary** |
| **Chief Executive self-assessment** | **Portfolio Minister assessment/feedback** |
| **Chief Executive self-assessment** | **Portfolio Minister assessment/feedback** |