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

The *DPC Circular 29 – Guidelines for the Chief Executive Performance Appraisal Process* outlines the framework for chief executive performance reviews in the South Australian Public Sector, and is applicable to the Senior Management Council chief executives.

Consultation has been undertaken with Senior Management Council (SMC) members, the Office for the Public Sector, and agencies' representatives in order to improve the Chief Executive Performance Appraisal process for 2016-17.

**2015-16 Performance Appraisals**

Further to the email communication from Chief Executive DPC on 15 September 2016, the due date to return completed 2015-16 performance agreements, is **31 October 2016**.

To ensure a consistent evaluation approach, Chief Executives must adhere to the requirements of the 2015 DPC Circular 29 and the Chief Executive Performance Agreement template.

Completed 2015-16 performance agreements, including Chief Executive and Minister Evaluation commentary, should be returned to the Chief Executive, DPC.

**Chief Executive Evaluation Panel 2016**

The Chief Executive Evaluation Panel will complete the final stage of the performance review process for SMC members for 2015-16.

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 members to discuss the results in early December 2016.

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

**2016-17 Performance Appraisals**

Chief Executives are required to develop a new performance agreement for 2016-17 in line with the updated DPC Circular 29 (Attachment 1) and 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 makes provision for the Chief Executive to document priorities and actions to address personal development and succession management.

The new agreement is to be submitted to the Chief Executive, DPC by **31 October 2016**. Attachment 3 provides an overview of timelines for 2016-17 Chief Executive Performance Appraisal process.

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 2016-17. 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 8303 2128) or Carolyn Lee ([Carolyn.Lee@sa.gov.au](mailto:Carolyn.Lee@sa.gov.au) or 8429 5015).



Erma Ranieri

**Commissioner for Public Sector Employment**

23 September 2016

**Attachments:**

Attachment 1: DPC Circular 29 – Guidelines for the Chief Executive Performance Appraisal Process (updated September 2016)

Attachment 2: Chief Executive Performance Agreement Template 2016-17

Attachment 3: Timelines – Chief Executive Performance Appraisal process