**Chief Executive Performance Agreement 2023-24**

**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 chief executive and the Premier, with input from the portfolio minister(s) on key whole-of-government and agency-specific priorities.

The Agreement should be established for each financial year and used as a reference point for regular performance discussions 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).

All Agreement sections are to be completed by the end of the cycle.

**2023-24 PERFORMANCE CYCLE KEY DATES**

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

**In addition to the listed whole-of-government priorities, the Chief Executive is responsible for the delivery of election commitments allocated to their agency. The Premier’s Delivery Unit will monitor and engage with agencies in May-June to discuss progress against election commitments before a report is finalised for the end-of-cycle review.**

| Priority | Agency-specific detail / key milestones | Mid-cycle commentary | Status | End-of-cycle commentary | Status |
| --- | --- | --- | --- | --- | --- |
| Closing the Gap | Deliver allocated actions in South Australia’s Closing the Gap Implementation Plan. | [Brief explanation of status at mid cycle review point] | ● | [Brief explanation of status at end of cycle review point] | ● |
| Government board gender balance | Ensure government boards supported by the agency comprise at least 50% women. |  | ● |  | ● |
| Procurement reforms | Ensure procurement activities are aligned with government reforms to maximise South Australian business participation in Government contracts. |  | ● |  | ● |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| ● **On track**  ● **Moderate risk**  ● **Significant risk** | ● **Completed**  ● **Not started**  ● **Not available** |

| Agency Specific Priorities | Key Milestones | Mid-cycle commentary | Status | End-of-cycle commentary | Status |
| --- | --- | --- | --- | --- | --- |
| [List and report on agency specific priorities] | [Detail key milestones] | [Brief explanation of status at mid cycle review point] | ● | [Brief explanation of status at end of cycle review point] | ● |
|  |  |  | ● |  | ● |
|  |  |  | ● |  | ● |
|  |  |  | ● |  | ● |
|  |  |  | ● |  | ● |
|  |  |  | ● |  | ● |
|  |  |  | ● |  | ● |
|  |  |  | ● |  | ● |
|  |  |  | ● |  | ● |
|  |  |  | ● |  | ● |

|  |  |
| --- | --- |
| ● **On track**  ● **Moderate risk**  ● **Significant risk** | ● **Completed**  ● **Not started**  ● **Not available** |

**Development plan**

| Development priorities | Actions | Mid cycle progress commentary | End of cycle progress commentary |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Review how the chief executive has performed during the performance agreement period. The portfolio minister should assess performance against the agreed 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** | **Chief Executive self-assessment** |
| **Portfolio Minister assessment/feedback** | **Portfolio Minister assessment/feedback** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Chief Executive** | | **Portfolio Minister(s)** | |
| **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(s) endorsement | | Premier approval | |
|  | **Signature** | **Date** | **Signature** | **Date** | **Signature** | **Date** |
| Establishment |  |  |  |  |  |  |
| Mid-cycle |  |  |  |  |  |  |
| End-of-cycle |  |  |  |  |  |  |