2020 Chief Executive Officer Performance Agreement

This agreement is a requirement of Section 47 of the[*Public Sector Management Act 1994*](https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_771_homepage.html). It is developed between the Managing Director, the responsible authority of the TAFE college (the Governing Council Chair), the Public Sector Commissioner, and the Minister to document key performance indicators and priority goals for the 2020 calendar year.

The agreement also identifies measures for success applied in assessing the achievement of agreed key deliverables and goals. The Public Sector Commissioner may provide relevant information to the Governing Council Chair and/or the Minister to assist with completing the end of cycle assessment.

The agreement has three sections:

1. Contribution to 2020 sector-wide initiatives and reforms.
2. Agency specific priorities for the 2020 performance cycle.
3. Personal and professional development goals.

# Signatories

Once signed by the Managing Director, Governing Council Chair and responsible Minister, submit the agreement to the Public Sector Commission by **1 May 2020**.

**Agency name:**

| **The signatures below confirm that performance objectives, deliverables and measures included in this agreement have been agreed by all relevant parties.** |
| --- |
| **Signatory** | **Name** | **Signature** | **Date** |
| **CEO** |  |  |  |
| **Governing Council Chair** |  |  |  |
| **Minister for Education and Training** |  |  |  |
| **Public Sector Commissioner** |  |  |  |

# Section A: Contribution to 2020 sector-wide initiatives and reforms

Effective 26 March 2020 the Government’s Our Priorities: Sharing Prosperity program has been suspended indefinitely. Where existing plans, including specific and measureable KPIs have been developed which reflect your agency’s contribution to achievement of these priorities, these should be included. Should the program be reinstated, progress toward these KPIs should be included in the end of cycle assessment. If specific and measureable KPIs have not already been developed, they do not need to be developed until such time as the program is reinstated.

| ***Our Priorities*** | **Specific and measureableKPIs for 2020**(as appropriate for your agency) | **End of cycle commentary**(including reasons for any significant variances) | **End of cycle status** (Achieved; On track; At risk, Not achieved) |
| --- | --- | --- | --- |
| 1. A strong economy
 |  |  |  |
| 1. A bright future
 |  |  |  |
| 1. A safer community
 |  |  |  |
| 1. A liveable environment
 |  |  |  |
| 1. Aboriginal wellbeing
 |  |  |  |
| 1. Regional prosperity
 |  |  |  |

| **Management priorities** | **Specific and measureableKPIs for 2020** | **End of cycle commentary**(include reasons for significant variance) | **End of cycle status** (Achieved; On track; At risk, Not achieved) |
| --- | --- | --- | --- |
| 1. **Fiscal responsibilities:**
* Manage agency’s finances in accordance with financial targets in agency resource agreement.
* Ensure compliance with Government financial management framework, including Cabinet and Expenditure Review Committee Handbook requirements and responsibilities prescribed in the *Financial Management Act 2006*.
* Outline strategies and policies to manage and reduce leave liability cap set by Department of Treasury and manage leave liability of employees.
 | Actual v budget figures for:* total cost of services
* net cost of services
* total equity
* salary expense level
* borrowing limit (if applicable) working cash limit.
 | e.g. Actual financial figures were within budget and are as follows:* Total cost of services $4 550 654
* Net cost of services $5 433 199
* Leave liability was $4.66M. It is expected that the department’s leave liability will be below $4.55M by December 2020
 | AchievedOn track |
| 1. **Workforce policies**
* Convert and appoint fixed term contract and casual employees to permanency.
* Reduce use of long-term engagements of temporary personnel.
* Meet Occupational Health, Safety and Wellbeing Commitment.
* Manage leave liability.
 | * Accurate and timely reporting to relevant agencies as required.
 |  |  |
| 1. **Diversity and culture**
* Show progress towards improved diversity outcomes (and targets when finalised by government).
* Develop and monitor positive organisational culture of collaboration, continuous learning, stewardship and excellence.
 | * Progress diversity targets
* Workforce and Diversity Plan
* EEO Management Plan
 |  |  |
| 1. **Collaboration and leadership**
* Lead, support and champion public sector reform program and encourage a culture of learning, adaptation and improvement at all levels of the agency.
* Demonstrate commitment to coordinated, collaborative and aligned approach to addressing shared government and community priorities.
 | * What actions will be taken?
 |  |  |

# Section B: Agency specific priorities for the 2020 performance cycle

Relevant high-level key priorities developed between the CEO, Governing Council Chair and responsible Minister, through discussions that consider:

* major service redesign and delivery requirements
* agency planning and longer term strategic objectives

key strategic risks and opportunities.

| **Priority**(add as required) | **Specific and measureableKPIs for 2020** | **End of cycle commentary**(include reasons for significant variance) | **End of cycle status** (Achieved; On track; At risk, Not achieved) |
| --- | --- | --- | --- |
| **Priority 1:** |  |  |  |
| **Priority 2:** |  |  |  |
| **Priority 3:** |  |  |  |
| **Priority 4:** |  |  |  |
| **Reporting**Ensure Minister/s are provided with relevant, accurate and timely:* responses to questions, enquiries and correspondence
* reports on service delivery against agreed standards
* briefings on issues and risks of strategic, financial and operational significance.
 |  |  |  |
| **Governance**Maintain high standards of corporate governance in the agency and fulfil functions under sections 29 and 30 of *Public Sector Management Act 1994*. |  |  |  |

# Section C: Personal and professional development goals

Identify initiatives to facilitate personal and professional development, including learning to enhance your performance and role in supporting the sector.

|  |  |  |
| --- | --- | --- |
| **Expectation**  | **Initiative to support**  | **End of cycle commentary** (include personal and organisational benefits) |
| * Area of development
 | Support you require (e.g. mentor, coaching, leadership capability assessment, program offered to executives) |  |

# End of cycle assessment

Once signed by the CEO, Governing Council Chair and responsible Minister, submit the performance assessment to the Public Sector Commission by **31 March 2021.**

| **Governing Council Chair**  |
| --- |
| **Date of meeting** |  | **Governing Council Chair comments** |
| **Managing Director signature** |  |
| **Governing Council Chair signature** |  |
| **Governing Council Chair overall assessment of performance** | 🞏Outstanding🞏 Highly Satisfactory | 🞏 Satisfactory🞏 Unsatisfactory |
| **Minister for (insert portfolio)** |
| **Date of meeting** |  | **Minister comments** |
| **Managing Director signature** |  |
| **Minister signature** |  |
| **Minister overall assessment of performance** | 🞏Outstanding🞏 Highly Satisfactory | 🞏 Satisfactory🞏 Unsatisfactory |
| **Noted by Public Sector Commissioner**  | **Signature:** | **Date:** |