Chief executive performance and development agreement and assessment 2023-24

**Name:**

**Agency:**

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| **Agreement** | Signed[Insert Name]Chief ExecutiveDate: | Endorsed[Minister’s name]MinisterDate: | Minister’s comments | Approved (Premier’s Delegate)Director-General,Department of the Premier and CabinetDate: |
| **Mid-year review** | Signed[Insert Name]Chief ExecutiveDate: | Approved[Minister’s name]MinisterDate: | Minister’s comments [ ]  High [ ]  Sound [ ]  Limited |
| **End of year assessment** | Signed[Insert Name]Chief ExecutiveDate: | Endorsed[Minister’s name]MinisterDate: | Minister’s comments [ ]  High [ ]  Sound [ ]  Limited |
| **Final recommendation and approval** | Delegate’s comments [ ]  High [ ]  Sound [ ]  Limited | Approved (Premier’s Delegate)Director-General,Department of the Premier and CabinetDate: |

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| **Performance Objective 1: Whole-of-Government leadership and collaboration; stewardship of the sector** *Sector-wide leadership, stewardship and collaboration to deliver on Government and Leadership Board priorities* |
| **What:*** providing stewardship of the public sector by actively participating in collective and collaborative leadership and implementing public sector-wide policies.
* commitment to consult and collaborate on cross-cutting initiatives or actions particularly to support the government’s [objectives for the community](https://www.qld.gov.au/about/how-government-works/objectives-for-the-community).
* purposeful public sector leadership consistent with the Leadership Board Charter.
* support the government in reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples, being Australia’s first peoples.
* build and support a public sector culture that respects, protects and promotes human rights.
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| **Evidence of your performance as a sector leader may include:*** sponsorship of and participation in Leadership Board commitments and priorities.
* evidence of the creation of opportunities for staff to contribute across the sector, outside portfolio responsibilities and/or disciplines to solve priority policy and service delivery problems, including through the regional leadership networks.
* demonstrated agency contribution to cross-cutting initiatives or actions particularly to support the government’s [objectives for the community](https://www.qld.gov.au/about/how-government-works/objectives-for-the-community).
* examples of co-designed, co-produced and co-delivered services with senior leaders from across the sector, external experts and stakeholders, including through collaborative and place-based approaches.
* contributions towards sector-wide plans, for example the Disability Plan 2022-27 and Queensland’s Reconciliation Action Plan.
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| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)What:How: | **End of year self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |

**Self-assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| 1. **Performance Objective 2: Organisational priorities**
2. *Delivery of priorities in line with agreed vision, strategy and planning*
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| **What:*** delivery of government election commitments and Ministerial Charter letter commitments, demonstrating timely and effective delivery.
* delivery of strategic priorities, as set out in the strategic plan, workforce plan and equity and diversity plan.
* contribution to government’s objectives for the community.
* key projects delivered.
* work collaboratively across the Queensland Government and with games delivery partners to help plan and prepare for the successful delivery of the Brisbane 2032 Olympic and Paralympic Games.
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| **Evidence of your performance as a results-focused leader may include:*** progress and/or delivery of government commitments (election and Ministerial Charter letter) and key priorities.
* progress against strategic plan performance indicators, specific purpose and long term delivery plans.
* alignment of resources and services to deliver on priorities.
* use of innovation, continuous improvement and digitally savvy approaches to enhance service options.
* stakeholder, customer and community feedback regarding stakeholder satisfaction and relationships.
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| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)What:How: | **End of year self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |

**Self-assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| **Performance Objective 3: Organisational financial and resource management** *Agency specific sustainable financial outcomes and maximised public value* |
| **What**:* managing the department in a way that promotes the effective, efficient and appropriate management of public resources while ensuring appropriate accountability for ethical standards and effective management and leadership of human resources.
* establishing and implementing workforce and human resources planning and practices linked to the organisation’s strategic plan.
* services delivered within overall budget appropriation, including revenue, operating expenses and funded, controlled FTE positions – Budget Paper 2.
* capital budgets expended.
* a high standard of practice through governance and risk management.
* level of business continuity resilience focusing on responding and adapting to the complex and changing environment.
* respond to Queensland Audit Office (QAO) audit recommendations.
* collaborative approach to optimise delivery of outcomes sought in the Queensland Procurement Policy overall value for money in departmental procurement spend and robust accounting of benefits from consultancies.
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| **Evidence of your performance as a corporate leader may include:*** best practice corporate governance, risk management driving transparency and accountability.
* streamlined internal business operations and reduce red tape.
* demonstrates fiscal and business management discipline through budget, FTE and indirect workforce reporting.
* use of data to ensure evidence based workforce planning and management.
* demonstrated achievement of annual agency savings adjustments.
* business continuity planning, disaster preparedness, cyber security readiness and participation in scenario exercises.
* unqualified QAO audited financial statements (31 August).
* contribution to procurement outcomes in line with the government’s agency led, centrally enabled operating model for procurement (Cabinet required content).
* ensuring the employment in the department of persons on a temporary basis for a fixed term or on a casual basis happens only if there is a reason for the basis of employment under the *Public Sector Act 2022.*
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| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)What:How: | **End of year self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |

**Self-assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| 1. **Performance Objective 4: Organisational leadership and culture**
2. *Safe, supported, high performing workforce with an ethical and healthy workplace culture that reinforces trust in the sector*
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| **What**:* foster a respectful and inclusive workplace culture in which all employees feel safe, valued, accepted and supported at work and can participate equally and free from unlawful discrimination.
* ensure the organisation’s training programs, policies and practices specifically promote and support a culture of respect and inclusion.
* develop the cultural capability of the organisation.
* develop a diverse workforce that represents and reflects the diverse views, experiences and backgrounds of the people of Queensland.
* build a strong leadership talent pipeline, enabling equity and diversity.
* drive a culture of integrity by championing the highest standards of ethical behaviour.
* positive performance management principles integrated into management practices and policies at all levels of the organisation.
* demonstrate a visible and proactive commitment to health, safety and workplace wellbeing.
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| **Evidence of your performance as a workforce leader may include:*** commitment to domestic and family violence prevention including training to increase awareness of available support and confidence in responding appropriately (Working for Queensland data).
* creation, implementation and active steps taken towards:
	+ a Reframing the Relationship Plan, and Path to Treaty Plan that identifies the measures for developing the cultural capability of the organisation
	+ an equity and diversity plan, that identifies the measures for improving equity and diversity in the entity in relation to employment matters.
* identification of cultural capability gaps and development of cultural capability within the organisation, including opportunities for truth-telling, treaty readiness and further cultural capability development.
* performance against agency employment targets for diversity target groups, including in senior leadership roles as evidenced by, for example, Working for Queensland survey discloser about disability.
* participating in and promoting sector-wide leadership development offerings, including supporting the sector’s Australia and New Zealand School of Government (ANZSOG) investment.
* ensure all leaders demonstrate their commitment to the positive performance management principles, and all managers integrate the positive performance management principles into their practices.
* strategies and plans for workplace health and safety including the identification, mitigation and reduction of psychosocial hazard in the workplace.
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| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)What:How: | **End of year self-assessment:**[ ]  High[ ]  Sound[ ]  Limited |

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**Chief executive professional development plan 2023-24**

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| **Personal development priorities** |
| **Describe how, as a leader who pursues opportunities for growth through agile learning and development of self-awareness, you will continue to:*** build strong self-awareness of leadership strengths and derailers and critically reflect on your own performance, practice and impact as a system leader to identify areas for development
* inspire curiosity and passion for life-long learning by actively seeking feedback, setting development objectives and communicating openly about experience
* seize opportunities to represent the sector and gain exposure to new environments, perspectives and ways of working
* reflect on each of the Leadership Competencies for Queensland to determine and prioritise your development goals.
 | For example:* participation in LEAD4QLD (CEO Stream)
* programs/courses you will participate in
* experiences you will engage with.
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| 1. **Chief executive overall comments:**
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