**2024-25**

**CEO Delivery and**

**Performance Agreement**

CEO Name

Agency

PSC24015467

# **Endorsement of agreement** (due by 31 October 2024)

| <CEO name>, <Title>, <Agency> |
| --- |
| Signature: | Date:  |

| Board Chair, <Statutory Authority> |
| --- |
| Signature: | Date:  |

| Minister for <Portfolio> |
| --- |
| Signature: | Date:  |

Once complete, provide to Public Sector Commission at ceoconnect@psc.wa.gov.au or Level 1 Dumas House, 2 Havelock Street, West Perth WA 6005.

| Sharyn O’Neill PSM, Public Sector Commissioner  |
| --- |
| Signature: | Date:  |

# **Part 1: Delivery of management requirements**

| Public administration and management principles (Part 2 s.7, s.8, s.9) and CEO Functions (Part 3B s.29)of *Public Sector Management Act 1994* | Evidenced by | End of cycle status *(achieved; on track; at risk; not achieved)*and commentary *(reasons for any significant variance)* |
| --- | --- | --- |
| Deliver requirements in a manner that:* provides leadership, strategic direction and a focus on results
* provides policy advice to the responsible authority/ies
* emphasises service in the community
* achieves operational efficiency and effectiveness with the goal of continuous improvement always in view
* adapts quickly to government changes in policies and priorities
* enables decisions to be made and action taken without excessive formality and with minimum delay
* ensures appropriate organisational structure and arrangements, enabling clear definition of responsibilities with sufficient delegation to give staff authority to discharge duties expeditiously
* demonstrates scrupulous use of official information, equipment and facilities, ensuring resources are deployed to efficient and effective use
* maintains proper standards of financial management and accounting, monitoring administrative and financial performance
* maintains proper standards in the creation, management, maintenance and retention of records
* demonstrates sound HR management, including a strong focus on performance of staff
* observes principles of conduct to ensure integrity
* supports and drives equal opportunity initiatives
* establishes and maintains rigorous health and safety standards
* ensures good governance through strategy, culture, relations, performance, compliance and accountability
* supports attainment of performance objectives agreed with the responsible authority/ies
* complies with the Commissioner’s Instructions, public sector standards, codes of ethics and conduct.
 | Annual report in keeping with legislative requirements |  |
| Resource Agreement with Department of Treasury |  |
| Reporting of Executive Salary Expenditure Limit (ESEL) to Public Sector Commission and Department of Treasury (if applicable) |  |
| Timeliness, type and response to any Auditor General findings |  |
| Public Sector Commission survey data on workforce management and integrity |  |
| Implementation of Building Leadership Impact (6 conditions) and Leadership Expectations |  |

# **Part 2: Delivery of whole of government priorities**

| Election commitments | Planned or proposed actions | Evidenced by | End of cycle status*(achieved; on track; at risk; not achieved)*and commentary *(reasons for any significant variance)* |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| Workforce policies | Planned or proposed actions | Evidenced by | End of cycle status*(achieved; on track; at risk; not achieved)*and commentary *(reasons for any significant variance)* |
| --- | --- | --- | --- |
| Permanency |  |  |  |
| Occupational Health, Safety and Wellbeing  |  |  |  |
| Management of leave liability |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Diversity and culture | Planned or proposed actions | Evidenced by | End of cycle status *(achieved; on track; at risk; not achieved)*and commentary *(reasons for any significant variance)* |
| Show progress towards agreed diversity targets |  | Diversity dashboard  |  |
| Develop and maintain positive agency culture of collaboration, innovation, continuous learning, stewardship and excellence |  | Employee perceptions in census survey |  |
|  | Workforce and diversity plan (EEO management plan) |  |
| A strong focus on driving and leading the government’s efforts on the National Agreement on Closing the Gap |  |  |  |

# **Part 3: Delivery of Board Chair priorities**

| <Statutory authority> | Evidenced by | End of cycle status*(achieved; on track; at risk; not achieved)*and commentary *(reasons for any significant variance)* |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Part 3: Delivery of Ministerial priorities**

| Minister for <Portfolio> | Evidenced by | End of cycle status(achieved; on track; at risk; not achieved)and commentary (reasons for any significant variance) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Part 4: Delivery of effective leadership**

## **Behaviour self assessment**

## Conduct your [Behaviour self assessment - Agency Leader](https://www.wa.gov.au/government/publications/behaviour-self-assessment-agency-leader) in July 2024 when agreement is established and in July 2025 at assessment.

## Use the on balance ratings from these behaviour self assessments to populate this section.

| Leadership behaviour and mindset | Behaviour description | On balance rating |
| --- | --- | --- |
| **Lead Collectively**: “I am part of something bigger” | I understand how my work and the work of my agency fit in the broader public sector. I recognise my role in supporting and creating value for the future of Western Australia. | **In Lead Collectively, on balance I am:**July 2024 [ ]  Developing [ ]  Proficient [ ]  MatureJuly 2025 [ ]  Developing [ ]  Proficient [ ]  Mature |
| **Think Through Complexity**:“There is more than one solution” | I am comfortable with complexity, logically assessing solutions and impacts and take decisive action in times of uncertainty. I develop innovative solutions while managing strategic risks | **In Think Through Complexity, on balance I am:**July 2024 [ ]  Developing [ ]  Proficient [ ]  MatureJuly 2025 [ ]  Developing [ ]  Proficient [ ]  Mature |
| **Dynamically Sense the Environment**: “There is always more to the story” | I identify social and political nuances (of the agency and sector), and use this understanding to make effective decisions, negotiate and influence, and manage and build trust with stakeholders. | **In Dynamically Sense the Environment, on balance I am:**July 2024 [ ]  Developing [ ]  Proficient [ ]  MatureJuly 2025 [ ]  Developing [ ]  Proficient [ ]  Mature |

| Leadership behaviour and mindset | Behaviour description | On balance rating |
| --- | --- | --- |
| **Deliver on High Leverage Areas**: “Some actions are more powerful than others” | I pursue with tenacity the high leverage priorities that are essential to my agency, key stakeholders, and Western Australians. | **In Deliver on High Leverage Areas, on balance I am:**July 2024 [ ]  Developing [ ]  Proficient [ ]  MatureJuly 2025 [ ]  Developing [ ]  Proficient [ ]  Mature |
| **Build capability**: We are only as good as our people.  | I proactively develop leaders to deliver value to the agency and broader public sector. I achieve this through a personal commitment to coaching or mentoring, as well as by ensuring the agency’s culture focuses on people development and the value of diverse internal talent. | **In Build Capability, on balance I am:**July 2024 [ ]  Developing [ ]  Proficient [ ]  MatureJuly 2025 [ ]  Developing [ ]  Proficient [ ]  Mature |
| **Embody the Spirit of Public Service**:“We do everything for the public good”  | I display empathy, compassion, integrity, and humility. I demonstrate a genuine passion for the public sector, while proactively managing my own reputation and maintaining the reputation of the sector. | **In Embody the Spirit of Public Service, on balance I am:**July 2024 [ ]  Developing [ ]  Proficient [ ]  MatureJuly 2025 [ ]  Developing [ ]  Proficient [ ]  Mature |
| **Lead Adaptively**: “I am forever curious, forever learning”  | I continually seek to understand personal strengths and areas for improvement. I am open to learning, act on feedback and am adaptive to change, adjusting ways of working to create value.  | **In Lead Adaptively, on balance I am:**July 2024 [ ]  Developing [ ]  Proficient [ ]  MatureJuly 2025 [ ]  Developing [ ]  Proficient [ ]  Mature |

## **Leadership development plan**

The following identified development needs relate to the 7 expected behaviours in Leadership Expectations; requirements of Parts 1, 2 and 3 of this agreement; and development opportunities in the Learning and Development Guide for Chief Executive Officers.

|  |  |  |  |
| --- | --- | --- | --- |
| Area of development | Option for meeting development requirement | Timeframe for completion | Commentary |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Chief executive officer assessment summary** (due by 31 October 2025)

|  |
| --- |
| Part 1: Delivery of management requirements  |
| [ ]  I exceeded delivery and performance expectations [ ]  I achieved delivery and performance expectations[ ]  Progress was made towards achieving my delivery and performance requirements[ ]  I did not achieve delivery and performance expectations |
| Comments: |

|  |
| --- |
| Part 2: Delivery of whole of government priorities  |
| [ ]  I exceeded delivery and performance expectations [ ]  I achieved delivery and performance expectations[ ]  Progress was made towards achieving my delivery and performance requirements[ ]  I did not achieve delivery and performance expectations |
| Comments: |

|  |
| --- |
| Part 3: Delivery of Board Chair and/or Ministerial priorities  |
| [ ]  I exceeded delivery and performance expectations [ ]  I achieved delivery and performance expectations[ ]  Progress was made towards achieving my delivery and performance requirements[ ]  I did not achieve delivery and performance expectations |
| Comments: |

|  |
| --- |
| Part 4: Delivery of effective leadership |
| Insights gained from lines of inquiry (external reviews, audits, evaluations) regarding my leadership performance: |
| Areas of development to be carried forward to next agreement: |

|  |
| --- |
| Chief Executive Officer |
| Signature:  | Date: |

Once complete, provide to responsible authority and Minister for endorsement

# **Endorsement of assessment** (due by 31 October 2025)

|  |
| --- |
| Board Chair, <Statutory Authority> |
| Overall assessment of performance:☐ Exceeded delivery and performance expectations ☐ Achieved delivery and performance expectations☐ Progress was made towards achieving delivery and performance requirements☐ Did not achieve delivery and performance expectations  |
| Comments: |
| Signature: | Date: |

Once complete, return to CEO for CEO to provide to Minister.

# **Endorsement of assessment** (due by 31 October 2025)

|  |
| --- |
| Minister for <Portfolio> |
| Overall assessment of performance:☐ Exceeded delivery and performance expectations ☐ Achieved delivery and performance expectations☐ Progress was made towards achieving delivery and performance requirements☐ Did not achieve delivery and performance expectations  |
| Comments: |
| Signature: | Date: |

Once complete, provide to Public Sector Commission at ceoconnect@psc.wa.gov.au or Level 1 Dumas House, 2 Havelock Street, West Perth WA 6005.

# **Endorsement of assessment**

|  |
| --- |
| Public Sector Commissioner  |
| Signature: | Date: |