## Director-General Performance and Development Plan/Review record

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| --- | --- | --- | --- |
| Name: | insert name | Directorate: | insert directorate |
| Plan Timeframe | from insert date to insert date | Review date(s): | insert review dates |

## Performance Planning Discussion

|  |  |
| --- | --- |
| Key deliverables | Key indicators of success |
| * Deliver on commitments in respect of: Diversity in Employment; Carbon Neutrality; ACTPS performance planning and Workplace Health and Safety/ Workers Compensation  1. Lead the Directorate to meet the Minister(s)’ needs while working collaboratively with Directors-General to meet outcomes for the Government as a whole 2. Meet Election and Parliamentary Agreement commitments and Budget decisions 3. Manage within the existing directorate budget recognising funding constraints will often require new ways to deliver services 4. Ensure emerging issues are also raised early so collaborative and systemic approaches  can be used 5. ‘No surprises’ for the Head of Service | * <insert headcount target: employment of People with a disability> * <insert headcount target: employment of Aboriginal Torres Strait Islander people> * <insert % energy reduction target> * 85% of staff have performance development plans by <insert date> * <insert WHS/worker’s compensation indicator i.e: $ reduction in premium> * <insert specific Ministerial/Election/Parliamentary/Budget/Service delivery/ innovation/collaboration and Head of Service expectation indicators as required> |
| *Tip: These should translate from your business plan into key personal accountabilities and also detail how you will lead your workforce.*  **The ACTPS Value will I focus on this year to accomplish better services and outcomes for the ACT Community:**  Further Comments: Click here to enter text | |
| Self Reflection: Executive Capabilities identified for development | Learning/development program/activity plan |
| *Tip: the* [*ACTPS Shared Capability Framework*](http://www.cmd.act.gov.au/employment-framework/performance-framework/actps-shared-capability) *includes executive indicators and detailed executive capability statements in each of its five domains of performance.*  • Click here to enter text | *Tip: These activities can be formal learning experiences like the ANZOG Program. There are informal opportunities too—why not attend a whole of government executive speaker series networking event?*  • Click here to enter text |

## Performance Summary

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| --- | --- | --- | --- | --- | --- |
| Agreement to Plan | | Mid-cycle review | | Final review | |
| Executive’s agreement with this plan:  Click here to enter text  Written feedback attached? Yes    No | | Head of Service’s comments on progress with plan: Click here to enter text  Written feedback attached? Yes    No | | Head of Service’s comments on progress with plan:  Click here to enter text  Written feedback attached? Yes    No | |
| Signature: | Date: | Signature: | Date: | Signature: | Date: |
| Head of Service agreement with this plan:  Click here to enter text | | DG’s comments on progress since plan date:  Click here to enter text | | DG’s comments on progress since review date:  Click here to enter text | |
| Signature: | Date: | Signature: | Date: | Signature: | Date: |