

Chief Executive Officer Performance Management

Commissioner's Instruction 30

Statement of intent

A robust system of performance management for chief executive officers (CEOs) is in place to drive the high performance, accountability and continued professional development needed to lead the public sector.

Scope and application

This Instruction applies to all CEOs employed under section 45 of the *Public Sector Management Act 1994* (PSM Act).

It also applies to people directed under section 51 of the PSM Act to act in CEO positions covered by the scope and application of this Instruction.

References

This Instruction should be read in conjunction with the PSM Act (particularly section 47), the [CEO Performance Management Process](#) and CEO's contract of employment.

Instruction

1. A CEO must enter into a written performance agreement with the responsible authority (or authorities) of their agency and the Public Sector Commissioner on appointment and at specified periods during their term of appointment.
2. A CEO must engage in the [process](#) as determined by the Public Sector Commissioner which specifies the term of each agreement, key performance criteria and key dates for certain steps to be completed.
3. An agreement takes effect when the responsible Minister (or Ministers) endorses it.
4. An agreement can be updated by mutual consent between the CEO and responsible authority (or authorities).
5. A CEO is assessed against the criteria included in the agreement.
6. A person directed to act in an office of CEO under section 51(1) of the PSM Act may be required by the Public Sector Commissioner to enter into an agreement in accordance with this Instruction.