



Performance Agreement Template

The Parliamentary Workplace Support Service (PWSS) has developed this template to support a positive performance culture. It provides guidance for direct supervisors, including parliamentarians and [Members of Parliament \(Staff\) Act 1984 \(MOP\(S\) Act\)](#) employees about establishing a performance agreement.

A performance agreement supports employees and supervisors to work together towards agreed outcomes in relation to deliverables, expectations, priorities, and goals.

For advice or assistance in relation to performance agreements, please contact PWSS HR Advice on 1800 747 977 (option 1) or hr@pwss.gov.au.

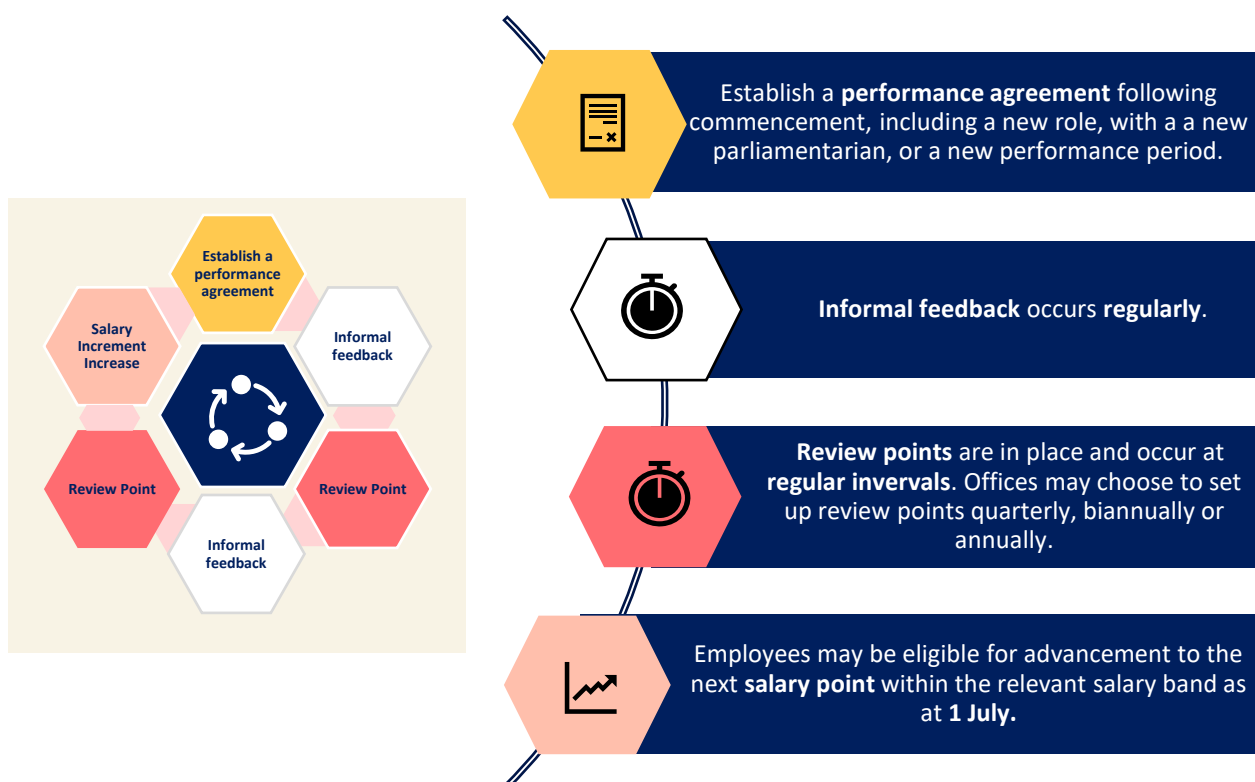
Performance period

There is no prescribed performance period for MOP(S) Act employees however, supervisors are encouraged to establish performance periods that support business needs and align with the performance management principles set out in the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024 – 27](#) (the Enterprise Agreement).

Performance cycle

There is no standard performance cycle for MOP(S) Act employees, a suggested performance cycle is provided at Diagram 1.

Diagram 1



1. PERFORMANCE AGREEMENT

Employee name	Click or tap here to enter text.
Classification	Click or tap here to enter text.
Supervisor name	Click or tap here to enter text.
Performance period	Click or tap here to enter text.

Key work deliverables, performance expectations and measures of success

Identify for the performance period your key deliverables as per your position description, performance expectations and measures of success.

Due to the nature of the MOP(S) environment, employees and supervisors should discuss expectations in relation to fast paced changing priorities and how they should be managed.

Click or tap here to enter text.

Behaviours

Identify the behavioural expectations required as a MOP(S) Act employee and those specific to your role and the deliverables. Please see [Behaviour Code for Staff Employed Under the MOPS\(S\) Act](#) and [Behaviour Standards for Commonwealth Parliamentary Workplaces](#).

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Development goals and career objectives

Capture the skills and capabilities you need to develop in your role, and any supports required. The [PWSS Academy](#) offers a range of professional development opportunities for MOP(S) Act employees.

Click or tap here to enter text.

Agreed review date:	Click or tap here to enter text.		
Employee signature	Click or tap here to enter text.	Date	Click or tap to enter a date.
Parliamentarian/ supervisor signature	Click or tap here to enter text.	Date	Click or tap to enter a date.

2. PERFORMANCE AGREEMENT REVIEW

This section can be used to undertake a performance agreement review at a predetermined review point or at the end of the performance period.

Employee self-assessment

This section should be completed by the employee at the review check-in. The employee should consider their performance to date and may include:

- Reflections on what they have achieved, what they are proud of and what they found challenging?
- Any updates to their key work deliverables
- Any feedback or support required from their supervisor to perform effectively

Click or tap here to enter text.

Supervisor comments

Supervisors should provide comments and feedback about the employees' performance during the performance period. This section may include:

- reflections of the employee's performance including acknowledging significant performance achievements
- constructive feedback and areas for development, abiding by the 'no surprises' principle – in that concerns should be raised at the earliest appropriate time and should not wait for a structured performance review conversation.
- any changes to the employees' work deliverables, performance expectations and/or measures of success for the remainder of the performance period.

Click or tap here to enter text.

Next review date (where applicable):	Click or tap here to enter text.		
Employee Signature	Click or tap here to enter text.	Date	Click or tap to enter a date.
Parliamentarian/ supervisor signature	Click or tap here to enter text.	Date	Click or tap to enter a date.