



Discretionary payments

Background

1. Under clause 33.1 of the *Commonwealth Members of Parliament Enterprise Agreement 2024-27* (the Enterprise Agreement), *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employees may request approval of a discretionary payment in circumstances where they would otherwise be financially disadvantaged in the course of their work.
2. Discretionary payments are generally made to employees on a reimbursement basis in circumstances where the employee has personally incurred costs through no fault of their own as a result of performing their duties.
3. Examples of situations where an employee may decide to request a discretionary payment could include incurring unavoidable cancellation fees and charges, or miscellaneous purchases that are not able to be claimed under existing entitlements.
4. The Special Minister of State has responsibility for determining the outcome of requests, however in certain circumstances, senior government officials from the Department of Finance (Finance), the Independent Parliamentary Expenses Authority (IPEA) and the Parliamentary Workplace Support Service (PWSS) may approve discretionary payments up to certain limits in relation to certain circumstances relating to their agency's functions set out in the **Instrument of Authorisation**.
5. Requests for discretionary payments:
 - a. are considered on the basis of the individual's circumstances;
 - b. are decided at the discretion of the Special Minister of State or appropriate agency delegate authorised by the Instrument of Authorisation; and
 - c. do not establish a precedent for other requests, once decided.

Process for requesting a discretionary payment

6. Requests for discretionary payments can be made in writing to Finance, IPEA or PWSS depending on the nature of the claim and function of the agency in the first instance (refer to the **Instrument of Authorisation**).
7. Claims up to the authorised limits for the nature of the request will be considered by the agency delegate. Requests for discretionary payments that exceed the specified limits

set out in the **Instrument of Authorisation** will be progressed to the Special Minister of State for consideration.

8. A request for a discretionary payment under the Enterprise Agreement can be submitted via email to the appropriate agency.

Evidence of financial disadvantage

9. A request for a discretionary payment must include sufficient information and supporting evidence to enable the delegate to consider the request (e.g. receipt, tax invoice, screen shot of relevant information of the costs incurred and reason) and must be supported by your employing parliamentarian or authorised officer.
10. Where required, the agency delegate may request additional information or documentation in relation to the claim in order to make an informed decision.

Notification of outcome of the request

11. Employees will be notified of the outcome of the delegate's decision and, subject to approval, the relevant agency will process the payment as soon as practicable.

Alternative mechanisms for discretionary financial assistance

12. Information on alternative mechanisms for discretionary financial assistance administered separately to the discretionary payment provisions in the Enterprise Agreement is available on the **Finance website**.

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1.0	04/09/2025	HR Policy	Assistant Secretary