



Act of Grace Payment Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Financial Management Act 2006 \(WA\)](#)

2. PROCEDURAL DETAILS

- 2.1 The University recognises that there may be situations where it is appropriate for an Act of Grace payment to be made. As such payments are highly discretionary the University requires that a proper and due process is followed to ensure probity and accountability in both the decision making to grant the Act of Grace payment and in the payment process.
- 2.2 A formal request for an Act of Grace payment must be made through an Executive Manager to the Vice-Chancellor in the first instance. Where the Vice-Chancellor is the claimant, such a request will be made to the Executive Committee.
- 2.3 The Vice-Chancellor may either reject the request or refer it to the Executive Committee who will consider whether to recommend the request to Council.
- 2.4 If Council endorses the request:
 - 2.4.1 requests up to \$250,000 will be addressed to the Treasurer and submitted to the Minister for Education for approval;
 - 2.4.2 requests in excess of \$250,000 must seek the approval of the Governor and will be forwarded through the Minister for Education to the Under Treasurer.
- 2.5 Where a request for an Act of Grace payment is only partially approved, or rejected in full, the claimant will be advised in writing by the officer who made the decision of the reasons why the claim has not been approved.
- 2.6 Where the Act of Grace payment is for direct reimbursement of actual costs, the request must be accompanied by appropriate documentation (such as tax invoice).
- 2.7 When an Act of Grace payment is approved (or partially approved), the approval must be referred to the Chief Financial Officer for recording and payment.
- 2.8 The Chief Financial Officer will report through the Annual Report on all Act of Grace payments made in each financial year.

3. RESPONSIBILITIES

Responsibilities are as set out in Section 2.

4. SCOPE OF PROCEDURES

This policy applies to any Act of Grace payment.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Act of Grace payment

An Act of Grace payment is a payment which would not otherwise be authorised by law or required to meet a legal liability.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Treasurer's Instruction 319](#)

Policy Compliance Officer	Philip Thomas , Director, Financial Operations and Strategic Procurement Financial Services
Policy Manager	Chief Financial Officer
Approval Authority	Chief Financial Officer
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	13/05/2005	Planning and Management Committee	PMC 37/05	Document No 00363/05
	Amended	28/06/2006	University Secretary		Removal of Responsibilities text box
A005P1.3	Approved	09/05/2007	Council	C 58/07	Document No 00390/07
	Amended	13/05/2008	Planning and Management Committee	PMC 50/08	Attachment A to Document No 00563/08
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Amended	10/12/2012	Chief Financial Officer	EM1234	Conditional upon PMC rescinding the current policy and procedures at its 29 January 2013 meeting (resolution PMC 7/13)
	Amended	3/10/2016	Chief Financial Officer	EM1637	