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
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<th>Date</th>
<th>Committee / Board / Executive Manager</th>
<th>Approval / Resolution Number</th>
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