

## Best Practice Financial Management Policy

### 1. COMPLIANCE OBLIGATION SUPPORTED

[Curtin University Act 1966 \(WA\)](#)  
[Financial Management Act 2006 \(WA\)](#)

### 2. PURPOSE

To define the principles of financial management and its application to the University.

### 3. POLICY STATEMENT

- 3.1. Curtin staff will ensure that all financial transactions are properly recorded.
- 3.2. Curtin staff will take responsibility for the appropriate use of University funds and resources, which are only to be used for University business purposes.

### 4. SCOPE OF POLICY

This policy applies to all transactions performed for or on behalf of Curtin University, either directly or indirectly affecting Curtin funds. This policy applies to the University community, including Council members, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a student, visitor, adjunct appointee, service provider, contractor or volunteer.

### 5. DEFINITIONS

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

*Nil*

### 6. SUPPORTING PROCEDURES

[Generating and Receiving Income Policy](#)  
[Purchasing and Payment Policy](#)  
[Assets Procedures](#)  
[Procurement Procedures](#)  
[Purchasing Procedures](#)  
[Revenue Procedures](#)

### 7. RELATED DOCUMENTS/LINKS

[Risk Management Policy](#).  
[Code of Conduct](#).  
[Disclosure of Relationships and Interests Procedures](#).  
[Delegations Register](#).

<b>Policy Compliance Officer</b>	<a href="#">Amanda Stammers</a> , Chief Financial Officer   Financial and Commercial Services
<b>Policy Manager</b>	Chief Financial Officer
<b>Approval Authority</b>	Senior Executive Team
<b>Review Date</b>	1 April 2028

## REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	26/06/2012	Planning and Management Committee	PMC 66/12	Attachment 1 to Document No 00622/12, to be operational one week after date of approval
	Administratively Updated	19/10/2016	Director, Legal and Compliance Services		Minor Updates
	Amended	22/02/2017	Planning and Management Committee	PMC 05/17	Attachment B to Item 17, reviewed and no changes required
	Approved	02/03/2023	Senior Executive Team (SET)	SET 13/22	Attachment C to Item 9.1