
GOVERNANCE POLICY

Expenditure and Procurement Policy

Delegations, quotes and purchasing controls for community money

Version 1.0 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	Directors, members, the CEO, employees, volunteers, contractors, students on placement and agency workers of THRIV3 (together, THRIV3 People)
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	Corporate Expenses and Credit Cards Policy (v1.1); Fraud Prevention and Whistleblower Policy; Conflict of Interest Policy; Modern Slavery and Ethical Sourcing Policy; Form F24

1. Purpose and Scope

This policy sets the delegations, quote requirements and purchasing controls for all THRIV3 (Indigenous Corporation) expenditure and procurement. It gives effect to the proper use standard adopted from the PGPA Act 2013 (Cth) (efficient, effective, economical and ethical) and supports the Fraud Prevention and Whistleblower Policy and the Corporate Expenses and Credit Cards Policy.

It applies to all THRIV3 People who commit, approve or procure on behalf of THRIV3, for all funds: grant funds, service revenue, social enterprise income and donations.

2. Principles

- Approval always comes before commitment, within delegation, within an approved budget, and recorded in writing (Form F24).
- Value with money is assessed on quality, outcome, whole-of-life cost and risk, not price alone. Local and First Nations suppliers are actively considered, consistent with our purpose and the spirit of the Indigenous Procurement Policy.
- Purchases are never split to avoid a threshold. Conflicts of interest are declared (Form F18) and the conflicted person takes no part in the decision.
- Grant funds are committed only to purposes allowed by the grant agreement, consistent with the Commonwealth Grants Rules and Principles 2024.
- Suppliers are engaged ethically, consistent with the Modern Slavery and Ethical Sourcing Policy.

3. Financial Delegations

The delegations below are the defaults recommended for adoption. **The Board confirms or amends the amounts on adopting this policy and reviews them annually.** All amounts are GST inclusive.

Delegate	Limit per commitment	Conditions
Board of Directors	Unlimited (within budget)	Recorded in Board minutes
CEO	Up to \$100,000 per transaction	Within approved limits
Managers (approved in writing by the CEO)	Up to \$4,999 per transaction or \$20,000 per month without approval	Within program budget; Form F24 or approved system record
All other THRIV3 People	Nil unless delegated from Manager in writing	Purchase requests go to a delegate

Commitments above the CEO's limit, outside budget, novel or contentious, or creating ongoing obligations beyond 12 months require Board approval unless already approved. No person approves a commitment from which they or a related party benefit, unless conflict is declared and approved.

4. Quotes and Market Testing

Value of commitment	Minimum requirement
Up to \$2,000	One quote or documented price check
\$2,000 to \$10,000	Two competitive quotes, a recommendation and a PowerPoint presentation request
\$10,000 to \$50,000	Three competitive quotes, a recommendation and a PowerPoint presentation request
Over \$50,000	Three competitive quotes, a recommendation and a PowerPoint presentation request

Record quotes with Form F24. Where the required quotes cannot be obtained (remote location, sole supplier, genuine urgency), the reason is documented and approved by the next-higher delegate. A funding agreement's stricter requirements always prevail.

5. Engaging Suppliers and Contractors

Suppliers of services provide their ABN, required insurances and licences before work begins. Contractor engagements follow the Recruitment, Screening and Onboarding Policy (including WWCC where child-related). Standing supplier arrangements are reviewed at least every two years. Payments are made only against a correct tax invoice matched to an approved commitment and, where applicable, confirmed delivery.

6. Payment Controls

Bank payments require dual authorisation. New suppliers and any change to supplier bank details are verified independently by phone to a known contact before payment. Access to banking and accounting systems is limited and reviewed. Reconciliations are performed weekly and reviewed by someone independent of preparation, consistent with the Fraud Prevention and Whistleblower Policy.

7. Breaches

Committing THRIV3 funding without authority, splitting purchases, ignoring quote requirements or concealing a conflict is treated as a serious matter under the Code of Conduct and may constitute fraud. Suspected fraud is handled under the Fraud Prevention and Whistleblower Policy, including reporting to the NIAA where grant funds are affected.

8. Responsibilities and Review

The Board sets delegations, approves budgets and major procurements, and reviews spending reports. The CEO maintains the delegations register, supplier records and this policy's operation. Delegates spend within limits and keep records. This policy is reviewed annually with the budget.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted On: 25/07/2026