FV-04 | Purchasing Policy

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

All purchasers, approvers and organisational cardholders.

Purpose

To protect Fishcare funds through authorised, necessary, economical and transparent purchasing. Comply with approved budgets, funding conditions and the Delegations Register. A card limit is not a spending delegation.

Purchasing and card limits

Staff purchases over $300 require prior EO or Treasurer approval. EO purchases over $2,000 require prior approval from both President and Treasurer. Higher capital, contract and $10,000 thresholds in the Delegations Register also apply; satisfy every applicable approval. The Committee approves card transaction and total limits on the Treasurer's recommendation.

Do not split orders to avoid thresholds. Record conflicts and use an independent approver for personal claims or associated suppliers.

Authorised expenditure

Cards may pay approved Fishcare travel, accommodation, meals, rental vehicles and fuel, bait, tackle, venue hire, catering, office supplies, printing, capital items and necessary workshop costs. Obtain value for money, compare quotes as required and respect funding restrictions. Personal expenditure and cash advances are prohibited. Alcohol purchases are governed by the requirements below.

Card security and records

Use only the assigned card and approved payment channels. Keep PINs and credentials private, use MFA where available, report loss or suspicious transactions immediately and request cancellation. Do not store full card details in shared spreadsheets. Return and cancel cards on leaving or changing roles.

Submit itemised tax invoices promptly through the approved finance system, currently Hubdoc/Xero where configured, with date, business purpose, project and expense code and relevant approvals. A bank statement alone is not adequate evidence. If a receipt is unavailable, provide a documented explanation and independent approval subject to tax and funding requirements.

Reconciliation and monitoring

The EO monitors spending against budget; the Treasurer independently reviews the EO's transactions. Reconcile each statement promptly, resolve discrepancies and retain purchasing and approval records for at least seven years or longer where law, grants or a legal hold require. The Treasurer may suspend or cancel a card for misuse. Handle alleged misuse fairly and report suspected fraud promptly to the EO, or the President if the EO is involved; preserve evidence, manage conflicts and assess Police, insurer and funder notifications.

Alcohol and statewide hospitality

Facilitators must not purchase alcohol using Fishcare funds, including organisational cards or later expense claims. Alcohol must not be reimbursed to volunteers. At statewide functions or celebrations, alcohol may be purchased by the Executive Officer, or by an authorised person other than a facilitator with the EO's prior written approval. Record the event, purpose, approved cost and authorisation and comply with budgets, delegations, funding conditions and licensing requirements. An EO purchase requires the usual independent financial review and any higher spending approvals. This exception does not permit alcohol at participant fishing clinics or impairment while driving, supervising children or performing safety-critical duties.

References and review

Reviewed November 2026.

Fair Work Act 2009 (Cth): records and pay slips
https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/record-keeping-pay-slips