



BUDGET AMENDMENT POLICY

POLICY NUMBER: CORP-F-008

PURPOSE

The Budget Amendment Policy provides clear direction to management and staff in relation to amending Council's annual budget by providing a framework to operate within regarding the scope and conditions associated with the CEO approving variations in activities (that are within the scope of the approved budget allocations) without obtaining Council approval.

SCOPE

This policy applies to all departments having funds appropriated in the annual budget.

DEFINITIONS

Act means the *Local Government Act 1995* (WA).

Additional Purpose means a purpose for which no expenditure estimate is included in the City's annual budget.

City means the City of Kalgoorlie-Boulder.

CEO means the Chief Executive Officer of the City.

OCM means Ordinary Council Meeting.

POLICY STATEMENT

The City is committed to managing its financial affairs in a manner that is transparent, accountable, compliant with legislative and regulatory requirements and consistent with best practices.

POLICY DETAILS

1. Process

The City will from time-to-time develop, maintain and implement procedures and guidelines to be implemented with respect to this policy.



2. Procedure to amend Council's adopted budget

- a. The City will ensure that it establishes an appropriate procedure which must be followed by all City officers who require Council to approve an amendment to the annual budget approved by Council.
- b. Any budget amendment is to be made in accordance with s 6.8 of the Act, and the City is not to incur expenditure for an additional purpose except where the expenditure has been authorised in advance by resolution.

3. CEO approval of minor budget amendments

- a. In considering a request for a revision to the annual budget, the CEO will consider:
 - i. the impact the approval would have on the achievement of the targets for financial indicators established in City's annual budget;
 - ii. the capacity of the increase or reduction of revenue or expenditure (either of a corresponding operating or capital nature as appropriate) to offset the variation and the merit of so doing.
- b. Where circumstances so warrant (e.g. for reasons of urgent necessity) the CEO may authorise variations in activity that are within the scope of approved limits for budget items providing that variations made do not:
 - i. Materiality impact on the quality, quantity, frequency, range or level of service previously provided for or implicitly intended in the original allocation;
 - ii. Impact on any explicit proposals Council has included in its Annual Business Plan or has other wise publicly committed to and accommodated in its budget; and
 - iii. Exceed the value of \$50,000 (exclusive GST).

4. Reporting budget amendments

Each month, the Finance Department will present to Council for approval by an absolute majority, a list of budget amendments authorised by the CEO, including information about the "to" and "from" GL accounts / jobs, value of the amendment, and an explanation why the budget amendment was necessary.

COMPLIANCE REQUIREMENTS

Section 6.8(1)(b) *Local Government Act 1996*

RELEVANT DOCUMENTS

Budget Amendment Request Form (available from the intranet)



DOCUMENT CONTROL		
Responsible department		
Date adopted by Council	26 June 2023	
Date of last review	May 2023	Policy reviewed and amended
Date of next review	May 2025	