



ADMINISTRATIVE MAINTENANCE POLICY

POLICY NUMBER: EXEC-CEO-018

PURPOSE

To allow minor inconsequential amendments to be made to the City's policies without the requirement to present those minor amendments to Council for adoption.

SCOPE

This policy applies to all City officers with responsibility for review and oversight of Council policies.

DEFINITIONS

City means the City of Kalgoorlie-Boulder.

CEO means the Chief Executive Officer of the City.

POLICY STATEMENT

The City is committed to good governance and establishes this policy to establish a balance between operational efficiencies and good governance principles of transparency, consistency and accountability.

POLICY DETAILS

1. **Authorised amendments**

Council authorises the CEO to make minor amendments to Council policies without the need for those minor amendments to be adopted by Council.

2. **Minor amendments**

For the purpose of this policy, the following amendments are deemed minor amendments:

- a. Style, format structure and number structure of policies;
- b. Correction of spelling and grammatical errors;



- c. Updating of references in relation to operational procedural documents (procedures and management guidelines and other documents), legislative provisions and Australian standards;
- d. Change of template and/or policy numbering conventions in accordance with City's updated style guides from time-to-time; and
- e. The updating of document control information.

COMPLIANCE REQUIREMENTS

RELEVANT DOCUMENTS

DOCUMENT CONTROL		
Responsible department	Governance/OCEO	
Date adopted by Council	27 March 2023	
Date of last review	27 March 2023	Policy reviewed and amended n/a
Date of next review	March 2025	