



# ADMINISTRATIVE MAINTENANCE POLICY

## PURPOSE

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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

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

## DEFINITIONS

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**City** means the City of Kalgoorlie-Boulder.

**CEO** means the Chief Executive Officer of the City.

## POLICY STATEMENT

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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

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### 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. Wording updates where the same is for clarity and does not alter, depart from or create inconsistency with the policy position;



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

## COMPLIANCE REQUIREMENTS

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## RELEVANT DOCUMENTS

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DOCUMENT CONTROL				
Responsible Department	Governance and Office of the CEO			
Description of Changes	Addition minor amendment for word clarity.			
Version	Resolution Number	Endorsement Date:	Last Reviewed Date:	Next Review Date:
1	14.2.1	27 March 2023	February 2023	March 2025
2	14.1.5	19 May 2025	March 2025	March 2027