



NORTHCLIFFE TOWN HALL MANAGEMENT COMMITTEE TERMS OF REFERENCE

SHIRE OF MANJIMUP Status: Management Committee

Members:

1 Councillor
1 Manager Building Services
3 Members of the Community
(Total 5)

Proxies:

1 for Councillor, 1 for Manager Building Services

Quorum:

At least 3 Members

Term of Appointment:

2 years to 20 October 2017

Officer Responsible:

Manager Building Services

Meetings:

Quarterly

Reporting:

Direct to Council

Meeting Requirements:

Open to public
(Advertise by local public notice, Public Forum / Question Time.)

Delegated Powers:

1. Management of the Northcliffe Town Hall
2. Expenditure of approved Council budget for the Northcliffe Town Hall in consultation with relevant manager.

FUNCTIONS OF COMMITTEE

1. Provide responsible management for the Northcliffe Town Hall.
2. Prepare a budget for consideration by Council.
3. Recommend fees and charges for adoption by Council.
4. Expend funds in accordance with the approved budget and in consultation with relevant manager.
5. Prepare an appropriate development plan in consultation with relevant Shire departments for Council consideration.

CURRENT MEMBERS FROM 22 OCTOBER 2015

Cr Graham Munro	Councillor
Cr Lynn Daubney	Councillor (Proxy)
Mr Peter Krispyn	Manager Building Services
Mr Jamie Jones	Building Officer (Proxy)
Ms Sandy Jones	Community Representative
Ms Patricia Laws	Community Representative
Ms Lynn Minchin	Community Representative