



NORTHCLIFFE TOWN HALL MANAGEMENT COMMITTEE TERMS OF REFERENCE

SHIRE OF MANJIMUP Status: Management Committee

Members:

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

Proxies: 1 for Councillor, 1 for Building Officer

Quorum: At least 3 Members

Term of Appointment: 2 years to 21 October 2023

Officer Responsible: Building Officer

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 21 OCTOBER 2021

Cr Wendy Eiby	Councillor
Cr Ken Lawrence	Councillor (Proxy)
Mr Jamie Jones	Building Surveyor
Mr Peter Krispyn	Manager Building Services (Proxy)
Gaye Van Hazendonk	Community Representative
Anne O'Donnell	Community Representative
Ethel Sale	Community Representative