



Atherton Chinatown Advisory Committee Terms of Reference

1. Intent

- 1.1 To advise Council and the National Trust of Australia (Queensland) on the operations of Atherton Chinatown.

2. Scope

- 2.1 The terms of reference apply to Councillors, committee members, staff and volunteers of the National Trust of Australia (Queensland) Ltd (NTAQ) and Tablelands Regional Council (TRC).

3. Powers of the committee

- 3.1 This committee is an advisory committee to Council under Section 264(b) of the *Local Government Regulation 2012*.
- 3.2 The [Advisory Committees Policy](#) applies to this advisory committee.

4. Purpose

- 4.1 Provide advice on the operations of Atherton Chinatown, including the Old Post Office and Hou Wang Temple sites, in particular Lot 2 RP 867109 (NTQ – part Chinatown), Lot 1 RP735211 (NTQ temple and part Chinatown), RP 912545 (TRC part Chinatown), and RP 740536 (TRC – Old Post Office Gallery).
- 4.2 Advise Council and the NTAQ on the implementation of the Masterplan for Atherton Chinatown.
- 4.3 Provide advice to Council and NTAQ on matters relating to the management of Atherton Chinatown.
- 4.4 Develop and advise on potential funding opportunities for the financial sustainability of Atherton Chinatown.

5. Membership

- 5.1 Members must have a demonstrated commitment, interest, experience or expertise in Chinese cultural heritage, the arts or tourism and be committed to the promotion of arts and culture across the Tablelands region.

- 5.2 Members:
 - 5.2.1 Secretary (TRC officer)
 - 5.2.2 NTAQ Executive Officer or their delegate
 - 5.2.3 Atherton Chinatown Manager
 - 5.2.4 Up to six community skills-based positions (appointment is subject to General Manager approval)
- 5.3 The committee may seek the advice of persons with a specialist knowledge and invite them to attend a meeting.

6. Committee term

- 6.1 The term of the committee is two years.
- 6.2 By Council resolution, the committee may be renewed with the same membership or expressions of interest called for positions.

7. Meetings

- 7.1 Meetings will be held every three months at a time and location that suits members.

8. Reporting

- 8.1 The committee, through the Council officer, will provide a report to Council and copied to the NTAQ at the end of each financial year including actions and outcomes, and when recommendations require Council endorsement.

9. Evaluation of performance

- 9.1 The committee will undertake an annual assessment of performance against the Terms of Reference.

10. Responsibility

Council is responsible for the adoption, amendment and repeal of the Terms of Reference and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines.

11. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the Terms of Reference and recommend appropriate changes. This Terms of Reference will be formally reviewed every three years or as required by Council.

This Terms of Reference is to remain in force until otherwise amended/repealed by resolution of Council.