



TERMS OF REFERENCE CULTURAL DIVERSITY AND EQUITY ADVISORY COMMITTEE JULY 2025

1. Name

The Committee shall be known as the Cultural Diversity and Equity Advisory Committee and will from here on in this document be referred to as the "Committee."

2. Background

Randwick City is a vibrant, welcoming, and inclusive community that celebrates its rich multicultural history and heritage. Randwick City is a culturally diverse community with 1.8% of the population identifying as Aboriginal and Torres Strait Islander and over 123 ancestral groups represented. A language other than English is spoken in 38% of local residences, including 77 households that speak an Australian Indigenous language. Collectively, this contributes to our LGA's rich cultural identity. Council is committed to enhancing diversity and inclusion in our city and works to strengthen local social cohesion.

3. Objectives

The Committee's purpose is to:

- Develop advice and recommendations to Council on how services and information could be made more relevant and accessible by residents of culturally and linguistically diverse backgrounds.
- Develop advice to ensure residents of culturally and linguistically diverse residents have an understanding of Council's role and responsibilities.
- Receive information on Council's development and implementation of the Social Cohesion Plan.

4. Principles

The Committee will operate under the following guiding principles:

- All Committee members are invited to share their opinion without prejudice or consequence.
- Perspectives or recommendations offered by Committee members will be summarised, made anonymous and shared with the Council's elected body through the form of agendas and minutes. This information will be periodically tabled at Council meetings and available for review by Councillors and Council Officers upon request.
- Should a Council Officer have a matter to bring before the Committee, this will

be presented in the agenda in advance of a scheduled meeting.

- The Committee will adopt a reflective practice and continuously identify opportunity for the improvement of the operation of the Committee and its outcomes for community and Council.

5. Determinations

The Committee shall be an advisory body, and has no delegated decision-making for Council.

6. Council's Code of Conduct

Committee members agree to abide by Council's adopted Code of Conduct a copy of which will be provided to all Committee members on an annual basis.

7. Council's Values

Committee members agree to abide by Council's adopted 'ICARE' values, which are:

- **Integrity** is ensuring transparency and honesty in all our activities.
- **Customer Focus** is delivering prompt, courteous and helpful service and being responsive to people's changing needs.
- **Accountability** is accepting our responsibility for the provision of quality services and information that meet agreed standards.
- **Respect** is treating everyone with courtesy, dignity and fairness regardless of our own feelings about the person or the issue.
- **Excellence** is being recognised for providing services, programs and information which consistently meet and exceed expectations, through the use of best known practices and innovation.

8. Responsibilities of members

Committee members are asked to contribute their time and views on matters listed on the agenda of committee meetings, free of bias. Committee members are required to comply with the adopted Terms of Reference and to abide by Council's adopted Code of Conduct for Council Committee members, delegates of Council and Council advisors and ICARE Values.

The Committee is an advisory committee and therefore it is anticipated that some tasks may need to be undertaken by members outside of meetings.

9. Responsibilities of Council

Council will provide secretariat support, including minute taking and professional officer support as appropriate.

10. Delegated Authority

The Committee does not have any delegated authority to make decisions or carry out any function on behalf of Council. The Committee will not be required to make decisions, reach consensus, or vote on any matter. The Committee is established solely for the purpose of providing advice to Council on matters pertaining to equity and social cohesion.

11. Membership

At its meeting of 22 October 2024, Council endorsed the membership of the Cultural Diversity and Equity Advisory Committee to consist of 5 Councillors, up to 10 community representatives and Council Officers representing each Council Division.

The ten community representatives will be residents who represent the diverse cultural, linguistic or spiritual communities of the Randwick LGA. Membership is sought through an Expression of Interest process and determined on merit by a panel of Council Officers.

Five Council elected members have been nominated to the Committee whose primary role is to assist in the liaison between the Committee and Council. A Chairperson and Deputy Chairperson are nominated and confirmed by the Council.

The Committee will be Administered by the Manager Community Development.

Other Council Officers, guest speakers and/or trainers will be periodically invited to present information to the Committee or facilitate capacity building activities.

12. Eligibility for Appointment

The Committee will aim to meet at least four times per year. Nominees are expected to be able to attend the majority of these meetings in order to nominate or retain their committee membership.

Appointments to the Committee will be sought through an Expression of Interest (EOI) process to be conducted by Council staff.

13. Tenure of Membership

Membership is for the term of Council (2024 – 2028). Members may re-nominate for a further term.

14. Quorum

A quorum of the Committee shall be six community members.

15. Notice of Ordinary Meetings

Committee members shall receive at least ten working days written notice of ordinary meetings and such notice shall include an agenda of that meeting.

16. Minutes of Meetings

Minutes of meetings shall be made available to all committee members within ten working days of the date of the meeting. Minutes will be published on Council's website.

17. Notice of Special Meetings

Should the need arise for a special meeting to consider an urgent matter, a special meeting to considering only that particular urgent matter may be called by the Manager Community Development.

18. Attendance at Meetings

Committee members are not permitted to nominate a delegate or representative if

they are unable to attend a meeting.

19. Amendments to the Terms of Reference

These Terms of Reference shall only be amended by resolution of Randwick City Council.