



# 2025 Penrith NAIDOC Event

## Planning Committee

### Terms of Reference

#### Introduction

The annual Penrith NAIDOC Event forms a key component of Penrith City Council's events and activations calendar. The event celebrates local First Nations culture and provides a meaningful program of activities, informed by our local First Nations community and the national NAIDOC Week theme. The Penrith NAIDOC Week Event is produced by Penrith City Council and developed in collaboration with interested members of the local Penrith First Nations community.

The 2025 Penrith NAIDOC event will be held on Friday 11 July 2025.

To assist with the planning of the 2025 Penrith NAIDOC Week Event, Council is seeking Expressions of Interest from local First Nations community members to form the Penrith NAIDOC Event Planning Committee.

#### Planning Committee aim

The aim of the NAIDOC Planning Committee is to provide Penrith City Council staff with advice on cultural elements NAIDOC Week event, including cultural programming, stall selection and brokering community connections. In collaborating and working with a planning committee, Council is committed to ensuring that the event is meaningful, responsive and reflects community need and preferences.



### Scope

Members of the Planning Committee will foster and work in ways that support a culturally safe and appropriate environment to discuss and advise on planning the Penrith NAIDOC Event, reflect the 'spirit' and essence of NAIDOC week and represent the key aspirations of the community.

The Planning Committee will provide expertise and advice to Council on the following elements of the 2025 NAIDOC Week Event:

- Supporting community engagement with local First Nations people, traditional owners and Aboriginal Community Controlled Organisations to inform the Penrith NAIDOC Event Program, and foster participation from interested parties.
- Provide advice on appropriate programming and stall selection criteria that reflect and respond to the NAIDOC Week theme and respond to the needs of local First Nations community.
- May be called on to assist selection of service stalls, or late Expressions of interest, in line with pre-set criteria.
- Advise prioritisation of funds for program, access requirements, transportation and other event elements deemed essential for the community to ensure best possible outcomes for the event.
- Broker connections with local First Nations artists, suppliers and other stakeholders.

### Event delivery

The operational co-ordination and delivery of the NAIDOC event is the responsibility of Council.

Council retains decision-making for operational elements of the event, including but not limited to, expenditure of budget, infrastructure hire and site planning considerations. Operational matters may be referred to the Planning Committee from time to time, for consideration and advice.



## Selection of planning committee members

- An Expression of Interest will be launched and advertised through Council's external media channels (website, Facebook), sector networks, forums and interagency meetings.
- Up to 10 First Nations committee members will be selected by council officers to serve on the NAIDOC Planning Committee.
- Council will endeavour to foster a diverse membership on the Planning Committee with a mix of expertise, experience, backgrounds and perspectives.
- If more nominations are received from suitably qualified individuals, Council will offer the opportunity to be placed on an eligibility list to fill any vacancy that may arise.
- Members are appointed for the duration of the 2025 event's production. (February 2025 to August 2025) and may be reappointed in future years.
- Must identify as Aboriginal and/or Torres Strait Islander and demonstrate a connection (live, work or study) to the Penrith Local Government Area.

Planning Committee members will demonstrate an understanding of:

- The values, perspectives and needs of local First Nations residents.
- The purpose of NAIDOC Week and willingness to support council officers in the planning of a community style event
- Experience in providing advice or advocating on Aboriginal and Torres Strait Islander needs and initiatives on events and cultural activities.

The selection committee will comprise of Council Officers from Penrith City Council and an independent external First Nations assessor.

## Operation of Planning Committee

- The Planning Committee will be convened by Penrith City Council.
- The Planning Committee will meet at Council's Civic Centre located at 601 High Street, Penrith, with up to 4 meetings to be held between March – August 2025. A draft schedule is noted below.
- All positions are voluntary and do not attract a salary or other payment.



- If during their term, a Planning Committee member is unable to continue to serve, then the casual vacancy may be filled from the eligibility list.
- The establishment of the Planning Committee does not preclude any member of the First Nations community from participating and contributing to the 2025 Penrith NAIDOC Week Event.

**\* Please Note:** The Penrith NAIDOC Planning Committee is an advisory group, that provides feedback to Council Officers. The Planning Committee is not a Local Democracy Committee and meeting minutes, recommendations and advice of the Planning Committee are not formally tabled with Council for consideration.

### Draft Meeting Schedule

The below dates are scheduled around school holidays, reconciliation week and event timelines

Meeting Date & Time	Meeting Schedule
Wednesday 5 March – 9:00am – 10:30am	Planning Committee Meeting 1
Wednesday 19 March – 1:00pm – 3:00pm	Community Engagement Workshop
Wednesday 30 April – 9:00am – 10:30am	Planning Committee Meeting 2
Wednesday 11 June – 9:00am – 10:30am	Planning Committee Meeting 3
Wednesday 30 July – 9:00am – 10:30am	Planning Committee Meeting 4