

Cairns NAIDOC Committee

Terms of Reference

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Feedback received by the committee: 03/02/2025

Updated by: Semara Jose **Presented to the committee:** 17/02/2024

1 Glossary

- Veto Power – The authority held by DIYDG to override financial or risk-related decisions that do not comply with policies and procedures.
- Terms of Reference (TOR) – A document outlining the purpose, roles, responsibilities, and operational guidelines of the committee.
- Majority Vote – A system where decisions are made if more than half (50% +1) of present members agree.
- Profit & Loss Statement (P&L Statement) – A financial document summarising income and expenses over a specific period.
- Budget Allocation – The designated amount of money assigned for specific activities or events.
- Management Fee – A percentage of funds charged by DIYDG to cover administrative costs related to overseeing finances and risk management.
- Receipts & Invoices – Official documents required to verify expenses and ensure financial accountability.
- Sponsorship – Financial or in-kind support from external organisations or businesses to assist in funding NAIDOC events.
- Risk Assessment – A process to identify, evaluate, and mitigate potential hazards or issues related to an event.
- Compliance – Ensuring that all committee activities follow legal, financial, and risk management policies.
- Risk Management Policies & Procedures – Official guidelines that define how risks are identified, reported, and controlled to protect the safety and integrity of NAIDOC events.
- Endorsement – Official approval from designated decision-makers to proceed with an action, particularly related to financial or risk matters.
- NAIDOC (National Aboriginal and Islanders Day Observance Committee) – A national initiative that celebrates the history, culture, and achievements of Aboriginal and Torres Strait Islander peoples.
- Cultural Practitioners – Indigenous individuals or groups who share and practice cultural traditions, such as dance, music, storytelling, and ceremonies.

- Traditional Owners – Aboriginal and Torres Strait Islander peoples who hold custodial and cultural responsibilities for specific lands and waters.
- Cairns Region – For the purposes of this committee, the Cairns Region is defined as the area from Gordonvale to Palm Cove.

2 Authority

The Cairns NAIDOC Committee (the committee) was established under the framework of the National NAIDOC Committee.

The committee serves as a decision-making body for the purpose of organising and delivering Cairns NAIDOC events.

The committee will operate in accordance with these Terms of Reference.

3 Background

3.1 Cairns NAIDOC Committee History

The Cairns NAIDOC Committee has a longstanding history of advocating for and celebrating Aboriginal and Torres Strait Islander cultures in the region. Formed through the collaboration of dedicated community members, the committee has played a pivotal role in organising events that honour cultural heritage, promote awareness, and foster inclusivity. Contributions from key community figures, including Lisa Lui, Louise Hunter, Nathan Williams, Lynette Dewis and many more, have shaped the evolution of NAIDOC celebrations in Cairns, ensuring they remain community-driven and culturally significant.

3.2 National NAIDOC Week

NAIDOC Week is a time to recognise and celebrate the history, culture, and achievements of Aboriginal and Torres Strait Islander peoples. It provides an opportunity for all Australians to learn about First Nations cultures and histories, participate in events, and show support for the strength and resilience of Indigenous communities.

3.3 DIYDG's Role

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation (DIYDG) plays a supporting role to the Cairns NAIDOC Committee by providing financial and risk management.

3.3.1 DIYDG's Statement of Commitment:

DIYDG values community power and self-determination and is committed to empowering young people to carry forward the legacy of NAIDOC. Our role in financial and risk management is not about control but about enabling and safeguarding—so that our community can focus on what truly matters: celebrating our culture, honouring our people, and strengthening our future.

4 Purpose

To celebrate the history, culture, language, and achievements of Aboriginal and Torres Strait Islander peoples.

5 Objectives

- To honour the unique culture and talent of Aboriginal and Torres Strait Islander peoples in the Cairns region.
- To lead, organise, and deliver NAIDOC events in the Cairns region.
- To provide cost-effective and accessible events for all community members.
- To ensure inclusive and welcoming events for all people in Cairns and surrounding regions.
- To sustain the longevity of the committee and the annual NAIDOC events.

6 Membership

The Cairns NAIDOC Committee is a collective of Aboriginal and Torres Strait Islander community members who volunteer their time to plan and deliver NAIDOC events in Cairns. Membership is open to those who are committed to actively participating in the committee's objectives.

- Must be Aboriginal and/or Torres Strait Islander.
- Commit to a minimum of three (3) meetings per year, as identified by the committee.
- Actively contribute to planning, decision-making, and event coordination.
- Comply with DIYDG's Policies & Procedures, including any mandatory requirements (e.g., Blue Card where applicable).

6.1 Contributions from Non-Indigenous Supporters

The Cairns NAIDOC Committee recognises and values the contributions of non-Indigenous individuals and organisational representatives who support the planning and delivery of NAIDOC events. While membership of the committee is reserved for Aboriginal and/or Torres Strait Islander community members, non-Indigenous allies are encouraged to collaborate in a supportive role.

Non-Indigenous contributors work alongside Aboriginal and Torres Strait Islander committee members, respecting the committee's leadership, cultural authority, and decision-making processes. Their role is to assist with logistical, operational, and resource-based support while upholding and championing the committee's commitment to self-determination in how we celebrate our people, culture, and community.

All non-Indigenous contributors are expected to align with the values and objectives of the committee, actively listen and learn from First Nations leadership, and comply with DIYDG's Policies & Procedures, including any mandatory requirements relevant to their role.

6.2 Partnership & Supporting Entities

The Cairns NAIDOC Committee recognises that strong partnerships with aligned organisations and community entities enhance the impact and reach of NAIDOC celebrations. These partners and supporting entities play a crucial role in delivering events, providing resources, and strengthening community engagement, while ensuring that NAIDOC remains a First Nations-led initiative. To ensure partnerships are mutually beneficial and culturally respectful, all supporting entities are encouraged to implement the following guidelines:

- Acknowledge and align with the values and purpose of NAIDOC as a First Nations-led celebration.
- Maintain open communication with the committee to ensure activities align with the overall NAIDOC calendar.
- Operate independently while still collaborating, ensuring their contributions complement, rather than compete with, the committee's efforts.
- Engage with the Cairns NAIDOC Committee as needed, to ensure that their event or contribution is meaningfully integrated into the broader NAIDOC celebrations.

Partner organisations may contribute to NAIDOC through:

- Coordinating Their Own NAIDOC Event
- Delivering a Component of a NAIDOC Event
- Providing Logistical or Operational Support
- Cultural and Community Capacity Building

7 Roles & Responsibilities

All roles within the Cairns NAIDOC Committee are voluntary. Committee Members and Volunteers contribute without financial compensation unless engaged in a professional service (e.g., Master of Ceremonies, Performers, or other contracted services).

The committee operates on the principles of collaboration, inclusivity, and cultural responsibility, ensuring that NAIDOC events reflect the needs and aspirations of the Cairns Aboriginal and Torres Strait Islander community.

7.1 Defined Roles & Responsibilities

- **Chairperson:** Maintains effective relationships between DIYDG, committee members, traditional owner, the community, and stakeholders to deliver Cairns NAIDOC events.
- **Secretary:** Coordinates and records committee meetings, decisions, and actions. Manages committee communications via naidoc Cairns@diydg.org.au.
- **Treasurer (DIYDG Representative):** Ensures financial & risk compliance with DIYDG's policies and procedures.
- **Event Coordinators:** Individual/s responsible for the organisation and execution of a Cairns NAIDOC event.
- **Graphic Designer:** Creates all marketing materials to support Cairns NAIDOC events.
- **Social Media Coordinator:** Disseminates information, monitors, and responds to followers on Instagram and Facebook. Captures and posts event content (live and recorded).
- **Communications Coordinator:** Manages media relations, marketing, and public communications to promote Cairns NAIDOC events.
- **Event Photographer(s):** Captures images from NAIDOC events.

- Event Volunteers: Complete allocated tasks to contribute to the successful delivery of Cairns NAIDOC events.

7.2 Professional Service Provision by Committee Members

All roles within the Cairns NAIDOC Committee are voluntary, with members and volunteers contributing their time, skills, and effort without financial compensation. However, in certain circumstances, a committee member may be engaged to provide professional services beyond their voluntary capacity. The following guiding principles guide how we uphold fairness, integrity, and transparency:

- Voluntary First Approach – Committee members are expected to contribute in a voluntary capacity within their defined roles and responsibilities.
- Transparency & Fairness – Where a committee member is engaged professionally, this must be openly declared to ensure fairness, integrity, and transparency.
- Alignment with NAIDOC Objectives – Any professional engagement must align with the values, purpose, and priorities of the Cairns NAIDOC Committee.

The professional services may include but not limited to: master of ceremonies, performers, set up & pack down crew, cleaning crews, sound technicians, etc.

8 Meeting Schedule

- The first meeting is convened in **February each year**. This date should be set at the annual debriefing meeting.
- The schedule for meetings will be determined at the first meeting and published on the Cairns NAIDOC website.

9 Decision-Making Process

The Cairns NAIDOC Committee is responsible for making decisions related to the overall coordination and delivery of NAIDOC Week events.

- Majority Vote: Committee decisions are made by a majority vote of present members.
- Chairperson's Role: In the case of a tie, the Chairperson holds the deciding vote.
- Event-Specific Decision-Making: Event Coordinators have final authority over decisions specific to their assigned event. However, they may be asked to provide a rationale for their decisions if required.

- Financial & Risk Oversight: DIYDG holds veto power exclusively over financial & risk related decisions. (See 9.1 & 9.2 for details)

9.1 Finance

DIYDG holds financial liability for NAIDOC-related matters; however, the Cairns NAIDOC Committee works collaboratively with DIYDG to ensure that all financial obligations are met. Some financial responsibilities are shared between the individual committee and DIYDG to align with organisational policies, funding agreements, and compliance requirements.

These include:

- Endorsing Event Budgets – Approving planned financial allocations for each NAIDOC event.
- Ensuring DIYDG’s Finance Policies & Procedures are adhered to – Ensuring compliance with financial management policies.
- Approval of Expenditure Requests – Reviewing and approving costs related to venue hire, catering, cultural practitioners, performers, and event materials.
- Management of Sponsorship & Funding Agreements – Ensuring financial contributions align with funding agreements and that reporting obligations are met.
- Approval of Grant Applications & Reporting – Ensuring grant funding is pursued, managed, and reported correctly.
- Handling of Ticketed Event Revenue – Ensuring proper collection, recording, and allocation of ticket sales for NAIDOC events.
- Financial Reporting & Reconciliation – Overseeing financial reporting to the committee, sponsors, and funding bodies.
- Approval of Contractor & Service Provider Payments – Reviewing and approving payments for external services engaged for NAIDOC events.
- Management Fee – DIYDG will charge an annual management fee of \$3000 associated with DIYDG’s administrative role. This is reviewed annually and amendments to this will be in line with the NAIDOC Terms of Reference.
- Digital Payment Card Costs – If a digital payment card is issued for NAIDOC-related transactions, a monthly charge will apply at cost upon issuance and use. No additional fees will be incurred beyond the direct cost.

- Financial Reporting & Transparency – The Cairns NAIDOC Treasurer will present regular Profit & Loss Statements to the committee to ensure financial accountability and oversight.
- Centralised Fund Management – All Cairns NAIDOC-related funds will be securely managed within a DIYDG bank account, ensuring proper financial governance and compliance.

9.2 Risk Management

DIYDG holds overall liability for risk management; however, the Cairns NAIDOC Committee works collaboratively with DIYDG to ensure that all events adhere to safety, compliance, and duty of care obligations. Some risk management responsibilities are shared between the individual committee members and DIYDG to align with organisational policies and regulatory requirements.

These include:

- Endorsement of Risk Assessment – Reviewing and approving risk assessments for each NAIDOC event.
- Provision of Public Liability Insurance Coverage for the Event – Ensuring all events are adequately insured under DIYDG’s policies.
- Approval of Workplace Health & Safety (WHS) Measures – Ensuring WHS protocols are followed, including hazard identification and mitigation strategies.
- Assessment of Emergency Response Plans – Reviewing event-specific emergency management and evacuation procedures.
- Review of Security & Crowd Control Plans – Ensuring appropriate security measures are in place for larger public gatherings.
- Child Safety & Wellbeing Compliance – Ensuring all activities involving children meet child safety regulations (e.g., Blue Card requirements where applicable).
- Verification of Contractor & Vendor Compliance – Ensuring external service providers meet risk and safety requirements.
- Approval of Transport & Traffic Management Plans – Ensuring safe transport arrangements, road closures, or traffic control measures are in place.

10 Reporting

- The Cairns NAIDOC Committee is required to support DIYDG in reporting on NAIDOC events and activities to funding bodies and sponsors.
- DIYDG is required to provide reports developed back to the Cairns NAIDOC Committee.
- Reporting on NAIDOC Events and activities may be included in DIYDG's Annual Reports.

11 Amendments

- Amendments to this Terms of Reference can be proposed by any committee member during a scheduled meeting.
- Proposed amendments must be submitted in writing to the Chairperson prior to the meeting where they will be discussed.
- Amendments require a majority vote from committee members present at the meeting to be adopted.
- Any amendments affecting financial or risk management matters remain subject to DIYDG oversight and veto power to ensure compliance with organisational policies and procedures.