



Jafaria Islamic Society Ltd

Policy & Procedure

Events & Programs Policy

Majalis, Muharram, Ashura, Ramadan, Eid and community programs — including large-event management

Version	Status	Adopted	Next review	Owner
1.0	Board-adopted policy (Directors; Trustee oversight)	[date]	[+12 months]	Director (Events)

1. Purpose

To plan and run events safely, respectfully and within budget, and to meet our safeguarding, safety and insurance obligations.

2. Scope

All events and programs held by the Society at its premises or off-site, including processions.

3. Definitions

Term	Meaning
Large event	An event expected to exceed 500 attendees.
Coordinator	The person accountable for delivering a specific event.

4. Policy principles

- Every event has a coordinator, a budget and a documented risk assessment before it proceeds.
- Children's areas at events are supervised; safeguarding controls apply.
- Large gatherings are managed for crowd safety and disclosed to our insurer.
- Events operate within the approved budget and the Delegation thresholds.

5. Requirements and procedures

Planning each event

- Appoint a coordinator and complete the event accountability matrix (setup, speaker, A/V, catering, volunteers, publicity, security, cleanup, budget).
- Complete a risk assessment; arrange first aid, crowd and traffic management as needed (see WHS Policy).
- Apply food-safety controls for niyaz/community meals; apply child-supervision and lost-child procedures.
- Engage and pay speakers/alims via the Delegation thresholds and record in the Cashflow Register where cash is used.

Large events and approvals (insurance-critical)



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- Disclose to our insurer/broker any event expected to exceed 500 attendees, with details, BEFORE it is held — the policy is written on the basis of no >500-attendee events unless notified.
- Obtain council approvals/permits well in advance (e.g. Walk of Peace / Ashura procession), with traffic and safety plans.
- Hold a debrief after major events and record lessons and actuals against budget.

6. Roles and responsibilities

Who	Responsibility
Director (Events)	Oversee event planning and the accountability matrix.
Coordinator	Deliver the event safely and within budget.
Secretary	Notify the insurer of >500 events; obtain permits.

7. Records and review

Records made under this policy are kept in the Society's central system and retained per the Records Management & Retention Policy. This policy is reviewed at least every 12 months by the Board of Directors (changes require Trustee approval), and sooner if law, risk or operations change.

8. Related documents

Risk Management Policy · WHS Policy · Safeguarding Policy · Facilities & Centre Operations Policy · Cashflow Register · Insurance policy schedule

9. Adoption

Adopted by resolution of the Board of Directors of Jafaria Islamic Society Ltd, with the oversight of the Board of Trustees.

Resolution / meeting date	Chairperson — sign & name	Secretary — sign & name
[date]		