



Gungahlin Mosque

ACTIVITIES MANAGEMENT POLICY

CMC Executive Committee Approval Framework

Issued By Canberra Muslim Community (CMC) Executive Committee (EC)	Policy Owner Canberra Muslim Community (CMC) Executive Committee (EC)	Applies To All Individuals & Entities Using Mosque Premises
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Canberra Muslim Community Incorporated ABN: 87932587803 | Gungahlin, ACT, Australia

Version Control

Version	Date	Author / Approved By	Summary of Changes
v0.1 – Draft	27 April 2026	Executive Committee	1 st draft for EC review and consultation.
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v0.3 – Draft	15 June 2026	Executive Committee	3 rd draft for EC review.
v0.4 – Draft	23 July 2026	Executive Committee	4 th draft for EC review.
v0.5 – Final	25 July 2026	Executive Committee	Final draft.

Document Control Notes

- This document was approved and adopted by the CMC Executive Committee (EC) on 25 July 2026.
- Any amendments to this policy must be approved by the CMC EC and recorded in the Version Control Table above.
- This version supersedes all previous versions of any Gungahlin Mosque (GM) Activities or Premises Use Policy.
- Printed copies of this document are considered uncontrolled. Users should refer to the CMC EC for the latest approved version.



Table of Contents

1. Purpose & Scope	1
2. Activities Covered by This Policy	1
3. Governance & Organisational Requirements	1
3.1 Operation Under Registered Entity	1
3.2 Executive Committee Oversight.....	2
3.3 Formal Communication with the Executive Committee	2
4. Administration & Financial Governance.....	3
5. Terms & Conditions of Use	3
5.1 Scheduling & Timing Approval	3
5.2 Use of Mosque Documents & Organisational Resources.....	4
5.3 General Conduct & Compliance	4
5.4 Incident Reporting	4
5.5 Consequences of Non-Compliance	4
5.6 Overnight stay at Gungahlin Mosque.....	5
6. Risk Management & Liability.....	5
6.1 Organiser Responsibilities	5
Child Safety & Welfare	5
Premises Safety & Security.....	5
Safety of All Attendees	6
6.2 Insurance Coverage.....	6
Mandatory Attendee Declaration	6
Activities Requiring Separate Insurance	6
7. Activity Approval Process.....	7
8. Policy Review & Amendments	7
9. Acknowledgement & Agreement.....	8



1. Purpose & Scope

This policy outlines and establishes clear procedures and a uniform framework under which all activities conducted at the Gungahlin Mosque (GM) premises must be approved, managed, and governed by the Executive Committee (EC) of the Canberra Muslim Community Incorporated (CMC Inc.). The policy is developed and to be adapted or implemented based on the CMC's priorities and interests, including meeting the specific community needs and expectations so activities run consistently and accountably.

It applies to all individuals, groups, organisations, and entities — whether internal or external — who seek to use the GM premises or operate under the mosque's name or registration.

This policy ensures that the GM remains a safe, inclusive, well-managed, respectful, and Islamically sound and organised diverse environment as a place of worship for all community members under the CMC's robust and effective management, and protecting its operational, legal, financial, and reputational interests as a registered Islamic organisation. This is also to ensure compliance with ACL laws and to protect the attendees and the organization.

2. Activities Covered by This Policy

The following activities — including but not limited to — require prior written approval from the CMC EC before they may be conducted at the mosque premises or under the mosque's registered name:

Religious & Educational Activities	Community & Social Activities
Quranic studies and Tajweed classes through the educational/religious schools	Special events (Marriage ceremonies, Nikah services etc.)
Islamic studies classes and halaqas through the educational/religious schools	Community events and social gatherings (Ramadan/Iftar events, etc.)
Lectures, talks, and external guest speaker sessions	Food services and catering
Youth programs and children's education	Physical fitness and sports sessions
Fundraising and donation collection	Cultural and heritage programs
Any other use of mosque premises	

3. Governance & Organisational Requirements

3.1 Operation Under Registered Entity

All activities conducted at the GM premises, or associated with the mosque in any manner, must operate exclusively under the mosque's registered owner entity (Canberra Muslim Community Incorporated) (ABN: 87932587803). Activities must not be undertaken under a separate, unregistered, or unaffiliated entity name without the explicit written approval of the CMC EC.

- All programmes, classes, events, and services must be formally affiliated with the GM's owner registered entity (CMC EC).
- Any sub-group, committee, or working party operating within the mosque must be formally recognised by the CMC EC.
- Use of the mosque's name, logo, letterhead, banner, or branding by any individual or group requires prior written approval from the CMC EC.



3.2 Executive Committee Oversight

The CMC EC must be kept fully informed of all activities and developments related to any entity, group, or programme operating from or under the GM. This includes, but is not limited to:

- All new events, activities, programmes, or services prior to announcement or commencement.
- Grant applications, funding proposals, or any approach to external funding bodies, or government agencies.
- Changes to an existing programme's scope, leadership, fees, or schedule.
- Any correspondence with government bodies, regulatory authorities, or third-party organisations on behalf of the mosque.
- Formation of new sub-committees, working groups, or organisational structures within the mosque.

Entities or groups that fail to keep the CMC EC informed may have their activities suspended or stopped as appropriate until full compliance is achieved.

3.3 Formal Communication with the Executive Committee

All formal communications with the CMC EC must be conducted in writing via the official EC email address. Verbal or informal communications do not constitute formal notice and will not be recognised for the purposes of this policy.

Purpose of Communication	Required Action
Activity application/approval request	Email to ec@gungahlinmosque.org.au with completed Application Form attached (must include estimated attendee numbers).
Grant or funding application notification	Email to ec@gungahlinmosque.org.au with full details of the grant, funding body, and intended use and apply ONLY on receiving the formal approval from the CMC EC.
Incident or accident report	Email to ec@gungahlinmosque.org.au within 24 hours, with a written incident report attached
Request to use mosque documents/resources	Email to ec@gungahlinmosque.org.au with a written request stating purpose, scope, and duration
General enquiries or updates to the CMC EC	Email to ec@gungahlinmosque.org.au or info@gungahlinmosque.org.au

Official CMC EC Email Address:

EC Email: ec@gungahlinmosque.org.au

The following requirements apply to all formal email communications to the CMC EC:

- The email subject line must clearly state the nature of the communication, e.g. "Activity Application — Quran Class".
- All relevant supporting documents must be attached to the same email (e.g. application form, activity plan, risk assessment, and — where applicable — a certificate of insurance).



- The CMC EC will acknowledge receipt of formal communications within 3 business days. If no acknowledgement is received, the organiser must follow up.
- Communications sent to personal email addresses of individual CMC EC members or Imams will not be treated as formal notice unless the CMC EC member explicitly forwards it to the official CMC EC record.
- All written approvals granted by the CMC EC will be issued via the official CMC EC email address and must be retained by the organiser for the duration of the approved activity.
- For urgent matters (e.g. same-day incidents), organisers may contact the CMC EC by phone first but must follow up with a formal written email within 24 hours.

4. Administration & Financial Governance

All activities conducted at the GM premises-including but not limited to, language schools, Quran classes, educational programs, youth activities, community services, fundraising initiatives, and other religious or community programs-must operate strictly under the CMC banner and governance framework of the CMC. No individual, group, committee, or organisation is permitted to establish or conduct any activity independently of the CMC without obtaining prior written approval from the CMC EC.

To ensure transparency, accountability, and sound financial governance, the CMC EC will not permit the establishment, operation, or use of any separate bank account, financial account, or fundraising account for mosque-related activities. All funds, donations, income, and expenditures arising from activities conducted at the GM premises must be processed through approved CMC financial systems and managed in accordance with CMC policies, procedures, and all applicable legal requirements.

Access to the CMC bank accounts, online banking facilities, financial records, and financial management systems shall be restricted exclusively to the CMC President, Secretary, and Treasurer, in accordance with approved financial delegations and internal controls. No other person, committee, employee, volunteer, contractor, or community member shall be granted access to, or authority over, CMC bank accounts or financial management systems.

Any financial activity- including fundraising initiative, collection of funds, expenditures, commitment of funds, or management of financial resources- undertaken without the prior approval of the CMC EC shall be considered non-compliant and may result in appropriate corrective or disciplinary action.

5. Terms & Conditions of Use

All individuals and entities seeking to use the GM premises or operate under the mosque's name are required to read, understand, and formally agree in writing to these Terms and Conditions. Non-compliance will result in suspension or permanent withdrawal of the right to use mosque premises.

5.1 Scheduling & Timing Approval

- All events and activities must be submitted to the CMC EC for scheduling approval a minimum of 14 days prior to the proposed commencement date, unless otherwise agreed in writing by the CMC EC.
- The CMC EC holds sole authority over the allocation of time slots to ensure there are no conflicts or overlaps between activities at the GM premises.
- Recurring activities (e.g. weekly classes) must be reviewed and re-approved by the CMC EC at least once annually, or whenever a change to the schedule is proposed.
- No activity may be announced, promoted, or advertised to the public until written approval of timing has been granted by the CMC EC.



5.2 Use of Mosque Documents & Organisational Resources

The following GM resources must not be used by any individual or group without prior written permission from the CMC EC:

- GM / CMC Inc registered entity name or legal identity.
- Mosque constitution and all organisational or governance documents.
- Mosque insurance policies or any Certificates of Currency.
- Mosque letterhead, logo, banners, official seals, email accounts, or other branding materials.
- Mosque banking details, financial accounts or financial references.
- Any government or regulatory licenses, permits, or approval held by the mosque.

All requests to use these resources must be submitted in writing and will be assessed by the CMC EC on a case-by-case basis. Any unauthorised use of these resources will be treated as a serious breach of this policy.

5.3 General Conduct & Compliance

- All activities must comply at all times to Islamic values, principles, and the GM's code of conduct.
- All applicable Australian Federal, ACT, and local laws and regulations must be complied with, including Work Health & Safety (WHS) laws, fire safety, food safety, and consumer protection laws.
- Prayer times and gender arrangements at the mosque must be respected and accommodated in all activity planning.
- All activities must comply with the mosque's guidelines relating to noise, parking, and occupancy capacity.
- Organisers are responsible for ensuring that their activities do not disrupt prayer times, mosque operations, or any other approved activities.
- All promotional materials, social media posts, or public communications related to an activity must be approved by the CMC EC prior to publication. Posting flyers, distributing pamphlets, books, or selling items on mosque premises will also require CMC EC approval.
- Any third-party vendors, contractors, or external service providers engaged in an activity must be approved in advance by the CMC EC. Commercial operators and paid contractors must carry their own Public Liability Insurance and provide a Certificate of Currency prior to the activity.

5.4 Incident Reporting

- Any incident, accident, or near-miss occurring at the GM during an activity must be reported to the CMC EC in writing within 24 hours.
- Organisers must cooperate fully with any investigation by the CMC EC, mosque management, or relevant authorities following an incident.

5.5 Consequences of Non-Compliance

Failure to comply with any term or condition of this policy may result in one or more of the following actions by the CMC EC:

1. Issuance of a formal written warning to the organiser or responsible party.
2. Immediate suspension of the activity pending review by the CMC EC.
3. Requirement for the organiser or responsible to attend a meeting with the CMC EC to address the breach.
4. Permanent withdrawal of permission to use the GM premises.
5. Referral to relevant authorities where statutory or legal obligations have been breached.

All decisions made by the CMC EC regarding non-compliance shall be final, subject to the provisions of the mosque's constitution and applicable grievance procedures.



5.6 Overnight stay at Gungahlin Mosque

Overnight stays at Gungahlin Mosque premises are generally not permitted and may only be approved in exceptional circumstances (e.g. I'tikaf during the last ten days of Ramadan). Any approval is at the sole discretion of the CMC EC, whose decision is final.

6. Risk Management & Liability

IMPORTANT NOTICE — DISCLAIMER OF GM LIABILITY

The CMC EC and CMC accept no responsibility or liability for any loss, damage, injury, or harm—whether physical, financial, or reputational—arising from or in connection with any activity conducted on the mosque premises by any individual, group, or entity. Where a claim is made under the mosque's insurance policy in connection with such activities, the organiser of the activity will be solely responsible for paying the applicable insurance excess and any associated costs.

6.1 Organiser Responsibilities

The individual(s) or entity responsible for organising any activity at the GM premises shall bear sole and full responsibility for the following:

Child Safety & Welfare

- Ensuring the safety, supervision, and wellbeing of all children participating in or attending any activity at all times.
- Ensuring that all adults who have direct contact with minors have undergone valid Working With Vulnerable People (WWVP) / Working With Children Checks (WWCC), in accordance with ACT legislative requirements.
- Implementing and maintaining a Child Safe Policy and ensuring all volunteers and staff are aware of and comply with its requirements.
- Establishing and enforcing safe and secure drop-off and pick-up procedures for children.
- Ensuring that children never left unsupervised within the mosque premises under any circumstances.
- Reporting any safeguarding concerns or concerns immediately to GM management and, where required, to the ACT relevant authorities.
- Exercising caution and obtaining appropriate consent before taking photographs or videos, particularly where children are involved.

Premises Safety & Security

- Conducting a risk assessment of the activity prior to the commencement of any activity and implementing appropriate control measures to mitigate identified risks.
- Ensuring that the venue is set up in a safe and orderly manner, with clear access to emergency exits and no hazardous obstructions.
- Returning all areas of the GM premises used during the activity to their original condition, ensuring they are left clean and orderly upon completion.
- Reporting any damage to mosque property, fixtures, or fittings to the CMC EC immediately. Organisers shall be liable for the cost of any damage caused.
- Ensuring that adequate security arrangements are in place for large or public-facing events, as agreed with the CMC EC.
- Contacting Emergency Services (000) promptly in the event of any emergency situation.
- Undertaking and completing all required cleaning responsibilities after completing activities.



Safety of All Attendees

- Taking all reasonable and practical steps to ensure the physical safety and security of every person attending the activity.
- Providing appropriate first aid equipment and resources, commensurate with the size and nature of the activity.
- Adhering to and enforcing a maximum occupancy limit for the designated space, in line with ACT fire safety regulations.
- Establishing and implementing appropriate emergency evacuation procedures and ensuring that all volunteers and participants are familiar with them.
- For food-related activities: ensuring full compliance with all applicable food safety regulations, including holding valid food handling certifications where required.
- For physical fitness activities: ensuring all participants are informed of any potential health risks and have provided appropriate consent, and that a suitably qualified instructor is always present.

6.2 Insurance Coverage

GM holds a comprehensive insurance policy through CMC Inc., which provides coverage for most activities conducted at the mosque premises. In general, organisers are not required to obtain separate Public Liability Insurance (PLI) cover for standard mosque activities.

Mosque Insurance Policy — What Is Covered

The CMC Inc. insurance policy generally covers community activities including regular classes, lectures, youth programs, prayer events, community gatherings, fundraising, and other standard mosque activities conducted on premises. Organisers should confirm coverage with the CMC EC at the time of application.

Mandatory Attendee Declaration

As a condition of the mosque's insurance requirements and to support effective safety planning, all organisers **MUST** declare the approximate number of expected attendees when submitting the Activity Application Form. This requirement is mandatory — applications submitted without an attendee estimate will not be processed.

- Provide a realistic estimate of both the minimum and maximum number of expected attendees.
- If actual attendance is anticipated to exceed the declared number (by more than 10%), the organiser must notify the CMC EC immediately so that appropriate insurance coverage and safety arrangements can be reviewed.
- Exceeding the mosque's approved occupancy limit without prior notification to the CMC EC constitutes a serious breach of this policy and may void insurance coverage for the activity.

Activities Requiring Separate Insurance

Certain activities fall outside the scope of the mosque's standard insurance coverage and require organisers to obtain independent insurance prior to approval. These include, but are not limited to:

- Professional services provided by external practitioners — such as medical consultations, legal advice, counselling, or financial services.
- Activities involving external commercial operators, paid contractors, or third-party service providers.
- High-risk physical activities, including contact sports or activities with specialised equipment.
- Any activity where a third party specifically requires evidence of independent coverage (e.g. filming, sponsored events).



Where separate insurance is required, the organiser must provide a valid and current Certificate of Currency to the CMC EC prior to final approval. The CMC EC reserves the right to assess and determine, on a case-by-case basis, whether additional coverage is necessary for any proposed activity.

7. Activity Approval Process

The following process must be followed for all activities requiring CMC EC approval at the GM:

Step	Action Required
1	Complete and submit the GM Activity Application Form to ec@gungahlinmosque.org.au at least 14 days prior to the proposed activity date. The form MUST include: activity description, proposed date/time, expected attendee numbers (minimum and maximum estimate), organiser contact details, and any fees to be charged.
2	Attach supporting documents to the same email: activity plan or program outline, risk assessment, and any relevant qualifications or certifications. Note: separate insurance is not required for most standard activities as the mosque's CMC Inc. policy applies — however, if your activity falls outside standard coverage (see Section 6.2), attach a certificate of currency.
3	The CMC EC confirms receipt within 3 business days and reviews the application. The CMC EC may request a meeting with the organiser to discuss details, adjust timing, or request amendments — including a revised attendee estimate if the declared numbers trigger additional safety or coverage considerations.
4	The CMC EC provides a written decision — Approved, Approved with Conditions, or Declined — within 7 business days of receiving a complete application. Approval is specific to the activity as described, including the declared attendee numbers.
5	Upon approval, the organiser signs and returns the Terms & Conditions Agreement Form acknowledging acceptance of all obligations under this policy, including the declared attendee numbers and the requirement to notify the CMC EC if actual attendance is expected to exceed the estimate by more than 10%.
6	Activity proceeds as approved. Any material change — including a significant increase in expected attendees, change of date/time, or change in nature of the activity — must be reported to the CMC EC immediately and may require re-approval.
7	Post-activity: Organiser submits a brief activity report to the CMC EC within 7 days of conclusion, including actual attendance numbers, financial summary (if applicable), any incidents, and any other matters the CMC EC should be aware of.

8. Policy Review & Amendments

This GM Activities Management Policy shall be reviewed by the CMC EC on an annual basis, or sooner if required by changing circumstances. Any amendments to this policy may only be made through a formal resolution by the CMC EC and will be communicated to all relevant parties and stakeholders.



9. Acknowledgement & Agreement

By signing below, the organiser or authorised representative confirms that they have read, understood, and agreed to fully comply with all terms, conditions, and obligations outlined in the GM Activities Management Policy.

Name of Organiser / Representative:	Activity / Organisation Name:
I confirm my agreement to comply with this policy when using the GM premises for our activities	
Signature and Date:	
EC Authorising Officer and EC Approval Date:	

