

EVENTS POLICY

Policy number	N/A	Version	5
Drafted by	Struan Ferguson	Approved by Board on	11 June 2025
Responsible person	Karen Zirkler	Scheduled review date	June 2027

1. Introduction

Events (including field days) require significant and thorough planning and implementation to be effective and to properly meet organisers and participants' needs.

Southern New England Landcare Ltd has been involved in organising small and large events and field days or partnering with other organisations to do so for many years. As a result, Southern New England Landcare Ltd has developed some key strategies and systems for ensuring such success.

This policy outlines some of those key strategies and systems and helps ensure our continued good reputation for organising and or hosting very successful events.

2. Policy/Procedures

a. Events required as part of a work plan or contract

If an event originates because of an internal work plan or as part of a contract held by Southern New England Landcare Ltd, staff may wish to form a steering committee, produce a memorandum of understanding with any partners, negotiate timings and utilise the Event Checklist.

b. Requests to assist with an event

If an event originates because of a request from a partner organisation, a group/group member of Southern New England Landcare Ltd, or an individual, the way that Southern New England Landcare Ltd deals with each of these is outlined below.

1. In the case of a request for assistance from a partner organisation or outside organisation e.g. Local Land Services, for a 'ready-to-run' event that fits with our vision and mission, Southern New England Landcare Ltd will promote the event freely where possible and appropriate. If some level of coordination by our staff is involved, Southern New England Landcare Ltd requests a fee for service (in cash or in kind).
2. A request for assistance from a group /group member to organize a local event implies (though is not always the case) that there has been some level of discussion about the proposed event at the group level, and that there has been input to the content etc so that the event meets a group's need. If this is the case, Southern New England Landcare Ltd assists as required to help make the event happen. Staff may wish to form a steering

committee, produce a memorandum of understanding with the group, negotiate timings and utilize the Event Checklist.

3. In the case of an individual approach to Southern New England Landcare Ltd with idea for an event to which they wish to attract many of the public (rather than just their own/neighbouring group members), the following procedures are recommended:
 - i. The individual is invited to meet with Southern New England Ltd staff to provide a short (5–10 minute) outline of their idea, generate discussion and receive feedback.
 - ii. The individual becomes a member of SNEL and a member of the event's 'steering committee' (if applicable), along with other interested volunteers who will guide the process and ensure the event meets members' needs. A Southern New England Landcare Ltd staff member is appointed to assist coordinate and facilitate the steering committee.
 - iii. A memorandum of understanding is put in place, outlining key aspects of the event, including support, funding, timing (often 4–12 months lead time), etc.

3. Time frames

Events and field days require significant planning to ensure they are successful. Southern New England Landcare Ltd requires an appropriate amount of lead time in order to organise an event. This will vary depending on the size and scope of the event, the number of expected participants and the number and calibre of guest speakers, etc.

Staff and steering committees organising the event should consider the following:

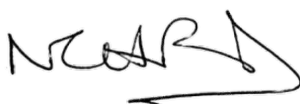
1. Refer to the Event Checklist.
2. Consider and set an appropriate amount of time required to organise the required aspects of the event, given current staff workloads, the size of the event and scheduling of other events.
3. Set an appropriate date for the event in consultation with the individual, group or partner organisation requesting the event.
4. Prepare a Memorandum of Understanding with the individual, group or partner organisation, if necessary.

4. Procedures

Please refer to Policy – Steering Committees.

Please refer to Procedure – Organising an Event (checklist).

5. Authorisation



Em Prof Nick Reid

Chair, Southern New England Landcare Ltd

11 June 2025