 **CITY OF TSHWANE**

**JOINT OPERATIONS COMMITTEE**

**EVENT CHECKLIST**

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| **PLEASE NOTE: THE ORGANISER MUST SUPPLY FULL OPERATIONAL PLANS, IRRESPECTIVE OF WHETHER IT IS A CITY DEPARTMENT ORGANISING AN EVENT OR A SUPPORTING OR PRIVATE SERVICE PROVIDER. THIS CHECKLIST PROVIDES GUIDELINES ONLY – FULL OPERATIONAL PLANS NEED TO BE ADDRESSED FOR EACH ITEM.**  **FOR FURTHER ASSISTANCE, PLEASE CONTACT THE EVENTS COMPLIANCE OFFICE AT** [eventsjoc@tshwane.gov.za](mailto:eventsjoc@tshwane.gov.za)**.**  Director: Denzel Burgess Lindiwe Lesola Abram Mampye  012 358 5937/082 312 8102 012 358 4716/082 812 1074 012 358 4714/083 484 2522  [denzelb@tshwane.gov.za](mailto:denzelb@tshwane.gov.za) [lindiwel@tshwane.gov.za](mailto:Lindiwel@tshwane.gov.za) [abrammam@tshwane.gov.za](mailto:AbramMam@tshwane.gov.za) | | | |
| **ITEM** | **FUNCTION** | **YES** | **NO** |
| **EVENT RISK CATEGORISATION**  **ISSUED BY THE SOUTH AFRICAN POLICE SERVICE (SAPS)** | **High-risk categorisation** |  |  |
| **Medium-risk categorisation**   * The SAPS will appoint an authorised member to conduct security cluster meetings with all the relevant role players. |  |  |
| * Proof of the meetings held should be included in your JOC compliance file. |  |  |
| **APPOINTMENT OF THE EVENT SAFETY OFFICER** | * Low risk |  |  |
| * Medium risk |  |  |
| **APPOINTMENT OF COVID-19 COMPLIANCE OFFICER** | * COVID-19 plan (wearing masks, social distancing, sanitiser stations, etc) |  |  |
| **INVOLVEMENT OF LOCAL SAPS** | * Notify the local police station of the event |  |  |
| * A signed letter should be included in your JOC compliance file |  |  |
| **VENUE** | * Venue permission letter |  |  |
| * Venue capacity |  |  |
| * Expected number of attendees |  |  |
| * Venue grading certificate |  |  |
| **PROGRAMME** | * Proposed programme for the event |  |  |
| **COMPLIANCE APPLICATIONS** | **Building control**   * File number |  |  |
| * Proof of payment |  |  |
| **Fire safety**   * File number |  |  |
| **ITEM** | **FUNCTION** | **YES** | **NO** |
| **TSHWANE METRO POLICE DEPARTMENT** | * Traffic control |  |  |
| * Road closures |  |  |
| * Signed indemnity form |  |  |
| **ENVIRONMENTAL HEALTH** | * Food inspection |  |  |
| * Application for noise control |  |  |
| * Hygiene: Number of toilets and how they will be maintained (Ratio: 1 to 100) |  |  |
| **EMERGENCY SERVICES** | * Medical operational plan |  |  |
| * Copies of valid HPCSA registration cards of medical personnel (if services are not provided by the City) |  |  |
| * Valid PrDPs of ambulance drivers |  |  |
| * Medical liability cover |  |  |
| * Proof of notification to nearby hospitals |  |  |
| **DISASTER MANAGEMENT** | * Venue layout plan |  |  |
| * Evacuation plan |  |  |
| * Assembly points |  |  |
| * Full detailed overflow plan |  |  |
| **WASTE MANAGEMENT PLAN** | * Plan indicating how the venue will be cleaned during and after the event |  |  |
| **SAMRO MUSIC LICENCE** | * SAMRO Music Licence Certificate as per the Copyright Act, 1978 (Act 98 of 1978) |  |  |
| **PUBLIC LIABILITY** | * Event organiser |  |  |
| * Security company |  |  |
| * Bus company – if using private buses |  |  |
| * Venue |  |  |
| **CATERING PLAN** | * Food acceptability certificate from the caterer |  |  |
| * Food distribution plan |  |  |
| **SECURITY PLAN** | * Security plan |  |  |
| * PSIRA registration certificate |  |  |
| * Liability insurance |  |  |
| * Letter of good standing from PSIRA |  |  |
| **PARKING PLAN** | * Plan indicating where and how many vehicles or buses will be parked |  |  |
| * Provision for overflow of vehicles and buses |  |  |
| **TICKETING PLAN** | * Ticket or non-ticket event |  |  |
| * Ticket sales * Pre-sold or sold at the venue on the day of the event |  |  |
| * Cut-off date and time for ticket sales |  |  |
| * Attendance: By invitation only or open to the public |  |  |
| **ACCREDITATION PLAN** | * Type of accreditation |  |  |
| * When and where attendees will be accredited |  |  |
| * Arrangements for accreditation of JOC members |  |  |
| **ITEM** | **FUNCTION** | **YES** | **NO** |
| **CASH MANAGEMENT PLAN** | * Plan that explains how money will be managed on-site, safeguarded while on the premises and removed from the venue |  |  |
| **TRANSPORT PLAN** | * Mode of transport to the venue * Private buses: PrDP licences of drivers and passenger liability |  |  |
| * Municipal buses |
| * Bus coordinators |  |  |
| * Colour coding of buses for easy identification |  |  |
| * Own transport |  |  |
| **GUEST LIST** | * Internal VIP guest list |  |  |
| * External VIP guest list |  |  |
| **MEDIA** | * Media plan |  |  |
| **NOTIFICATIONS** | **Proof of notifications made to affected parties**   * Community |  |  |
| * Local businesses |  |  |
| * Local councillor |  |  |
| * Churches and other local organisations |  |  |
| **VENDORS** | * Vendors on-site on the day of the event |  |  |
| **ENERGY AND ELECTRICITY** | * Power supply for the event |  |  |
| * Backup power in case of power failure |  |  |
| * Generator service history |  |  |
| **WATER AND SANITATION** | * Ensure that sufficient water will be provided: * Bottled water |  |  |
| * Water points |  |  |
| **VENUE OPERATIONS CENTRE (voc)** | * Appointment of VOC commander |  |  |
| * Minutes of the meeting/Attendance register |  |  |
| * Incident reports on the day of the event |  |  |
| **LOST AND FOUND items and children** | * Lost and found tent |  |  |
| * Dedicated person to be responsible for the tent |  |  |
| * Register and name tags |  |  |
| * Mop-up plan |  |  |