 **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**.**Director: Denzel Burgess Lindiwe Lesola Abram Mampye012 358 5937/082 312 8102 012 358 4716/082 812 1074 012 358 4714/083 484 2522denzelb@tshwane.gov.za lindiwel@tshwane.gov.za 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
 |  |  |