



JOC

Joint Operations Committee



Guidelines and Procedures for Staging Events within the City of Johannesburg.



Guidelines and Procedures for Staging Events within the City of Johannesburg.

Introduction

The purpose of this document is to provide guidelines, processes and procedures for planning, organising and implementing events within the City of Johannesburg.

These processes are premised on factors relating to event risk management and therefore serve as a framework of reference to ensure the following;

- Compliance with all risk management and legal requirements and also to
- Clarify roles and responsibilities of stakeholders involved.

JOC Procedures and Requirements

The following is essential for compliance in relation to staging of events within the City of Johannesburg and should be presented to JOC at least (2) two weeks preceding the event;

1. SAPS event risk categorization (An application presentation for event grading needs to be submitted 21 days to SAPS prior to the event for approval).
As per Act 2 of 2010 event organizers must submit an annual schedule of events to the National Commissioner at least 6 months before the planned events.
2. Detailed event plan including number of guests/ participants
 - Event overview and details
 - Event programme/ running order and a list of VIP's attending
 - Event manager/ organizer contact details
 - Emergency contact numbers
3. Disaster and evacuation management plan
 - Risk assessment and mitigation
4. Environmental health plan
 - Certificates of Acceptability (COA) for catering/vendors
 - Noise exemption
5. Liquor license
6. Public liability
7. EMS application for certificate of fitness for events (proof of payment)
 - Floor Plans/Site Plans/ Gas Plans, Open fires, Fireworks/pyrotechnic and Road maps (Must be signed off prior to JOC presentation)
 - Certificates of approval for temporary structures and Certificate of Compliance (COC)
 - Fire protection plan for parking and event venue
8. City Power
 - Power backup certificates
 - Emergency lighting plan for night-time events

- Generator service history for permanent standby generator
 - COC and service history for a temporary rented
9. JMPD indemnity (proof of payment)
 - Traffic management plan
 10. JRA Wayleave for road closures (proof of payment)
 11. Parking operational plan
 12. Venue permission letter
 13. Ward Councillor acknowledgment letter
 14. Security operational plan
 15. Safety officer appointment letter
 - Letter confirming safety company mandated to present the event on behalf of the event manager/organizer
 16. Medical operational plan
 17. Waste management operational plan
 18. Cleaning operational plan
 19. Venue evacuation plan and procedures
 20. Crowd management plan
 21. Community participation plan
 22. Transport management plan
 23. Water plan
 24. Proof of payments for to relevant departments(person/company responsible)
 25. Minutes of planning meetings before the event
 26. JOC presentation application and confirmation

JOC Application Process

All event managers/organisers involved in the planning of events are therefore required to make a booking for a presentation slot by completing the form below to notify the Events Management office of their proposed event (2) two weeks before the staging of the event.

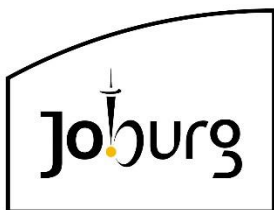
The completed form must be sent to jocevents@joburg.org.za and subsequently an appointment will be scheduled for the purpose of a presentation by the concerned event manager/organiser.

Presenters are requested to prepare (6) six hard copies of JOC files for the purpose of the presentation.

Please note the following prerequisites:

- Telephonic bookings will **not** be accepted.
- No event will be presented without a Risk Categorization (event grading) by SAPS as well an appointment from the CoJ Events Compliance Office.
- No late appointments and presentations will be allowed (i.e. presenting an event on the day or a day before it is staged)
- Event managers/organizers need to adhere to the JOC application time frames and requirements in order for their events to be supported.
- Ensure that all your documentation is in order as specified on the requirements prior to your presentation.
- Ensure that all presentations are clearly labelled and neatly presented.
- Operational, floor plans, layout and marquees must be approved prior to your presentation.

Please liaise with the Events Management office for any additional information required.



CITY JOC EVENT PRESENTATION APPLICATION FORM

1. Event Information																										
*Name of Event:																										
*Event Venue: <i>(Full address)</i>																										
*Region and Ward in which the event shall take place:																										
*Date/s of proposed Event:																										
*Event Start Time: _____ Event End Time _____																										
*Set-Up: _____ Strike Down _____																										
*Event Overview:																										
*Event Format:																										
*Expected attendance at the Event: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Category</th> <th>Pax</th> <th>Tick</th> </tr> </thead> <tbody> <tr> <td>Very Small</td> <td>01 – 50</td> <td></td> </tr> <tr> <td>Small</td> <td>51 – 2000</td> <td></td> </tr> <tr> <td>Medium</td> <td>2001 – 5000</td> <td></td> </tr> <tr> <td>Very Large</td> <td>5001- 10 001 + above</td> <td></td> </tr> </tbody> </table>	Category	Pax	Tick	Very Small	01 – 50		Small	51 – 2000		Medium	2001 – 5000		Very Large	5001- 10 001 + above		Number of Staff Deployed, Participants and Spectators *Staff Deployment: _____ *Number of Participants: _____ *Number of Spectators: _____										
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*Application Date:																										

2. Event Organiser			
*Name:		*Surname:	
*Organisation			
*Designation			
*Contact Number		*Email Address	

3. Event Safety Officer			
*Name:		*Surname:	
*Organisation			
*Designation			
*Contact Number		*Email Address	

4. Declaration	
<p>I declare that all the information provided is complete and correct to the best of my knowledge. I understand that submission of this application does not mean JOC has supported my event.</p>	
*Signature : _____	*Application Date: _____

Please print and complete all information requested on this form and return to JOCevents@joburg.org.za at least (2) two weeks prior to the event.

ALL FIELDS WITH AN ASTERIX * ARE COMPULSORY FIELDS AND MUST BE COMPLETED!



**City of Johannesburg
Group Communications and Marketing**

11th Floor A Block
Metro Centre
158 Civic Boulevard Street
Braamfontein

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Johannesburg
South Africa
2000

Tel: +27 (0) 11 407 7512/7051
jocevents@joburg.org.za
www.joburg.org.za

Joint Operations Committee (JOC) comprises the following entities and their roles;

- 1. City Power** is accountable for providing electricity and network services. These include :
 - If there is to be additional power, the necessary application form has to be completed and the event manager/organiser will get a written confirmation.
 - Where no additional/temporary power is required, an inspector is sent to check the power/electrical compliance.
 - Electricity supply points at the venue will be checked by City Power official.
 - Application therefore needs to be done 30 days prior to the event.
 - All costs need to be paid for upfront.

City Power may refer the event manager/organiser to Eskom, depending on the venue.

2. Disaster Management

- Disaster Management aim is to minimize loss of life, injury and loss or damage to property, and to restore disruption of essential services as quickly as possible, by means of an integrated disaster management approach.
- The event manager/ organiser must meet with Disaster Management within a minimum of 30 days prior to start of the event in order to prevent, mitigate, prepare for, respond to and recover from the effects of all disasters.
- Disaster management requires a signed off floor plan of the venue with evacuation routes, approval for any temporary structure and confirmation of public liability insurance.
- Disaster Management will keep a file on the event and monitor the progress of compliance requirements.
- The responsible person for events within the City of Johannesburg Disaster Management Department (CoJDMD) is Mr Niel Rooi. All event enquiries and notifications must go through his office - nielr@joburg.org.za and carbon copied (cc) to cojdmc@joburg.org.za

3. Department of Economic Development

As part of managing informal trading process, and in the context of very high unemployment and limited formal business opportunities for new market-entrants, the City of Johannesburg has recognized the important role that the informal sector can play in providing a platform for small business operators to emerged and grow their businesses as long as they take care not to engage in a counterfeit or illegal marketing activities. Working with JMPD we will ensure that traders don't infringe the City's by laws.

The event organiser must provide the list of locals/SMME's benefited through opportunities such as selling of food, beverages, merchandise and crafts during these periodic sporting and general events. Stadium/Event Informal vendors are required to be registered in our database before being given an opportunities to trade during sporting and general events.

4. Events Management Unit

- The Events Management Unit forms part of the Group Communication and Marketing Department.
- The role of the unit is to provide the event manager/organizer with a standard JOC checklist for compliance of a successful event.
- Offers support with bookings for JOC presentations; and
- Assists and advises with all queries related to hosting events in the city.
- The event manager/organiser needs to complete the event presentation application form detailing information of the proposed event (2) two weeks before the staging of the event and sent to jocevents@joburg.org.za subsequently an appointment will be scheduled.

5. Emergency Management Services (EMS)

The event manager/organiser has to supply EMS with the following:

- Any temporary or permanent structure to be erected including site and floor plans.
- **All plans must be signed off prior to JOC presentation only on Mondays and Wednesdays from 07:30 -10:00. Bookings are facilitated by Andre Erasmus, EMS Events and he can be contacted on 082 468 3834 (2) two weeks before the staging of the event.**
- A request for medical services, or an operational plan for medical assistance if a private company will be used.
- Requirements for collapsible fencing, flammable substances, compliance certificate for electrical work, plans for vehicles display in buildings, request for the allowance of open flames and pyrotechnics.
- Local hospitals are to be notified.
- Identify ambulances evacuation routes and helipads.
- Ensure all the necessary services are organised, such as fire engines, ambulances and response vehicles;
- An EMS form must be completed and submitted to the EMS office (2) two weeks before the staging of the event; and
- EMS payment must be processed before the event.

6. Environmental Health

The event organiser must:

- Inform Environmental Health about the upcoming event;
- Produce a certificate of acceptability (COA) from caterers if food is to be served;
- Apply for noise exemption
- Have a waste management plan;
- State if all service providers are to have specific accreditation to enter the venue;
- Consult with Environmental Health on all of the following requirements: waste, water, sanitation and food; and
- Ensure that venues and accommodation establishments such as hotels have been approved.

7. Johannesburg City Parks and Zoo (JCPZ)

- Johannesburg City Parks and Zoo oversees over 2000 parks, all actively serving the communities.
- JCPZ assists with a list of park facilities and associated costs;
- Provides park wardens by application, if required;
- City Parks may provide a waste service – at a cost;
- What event managers/ organiser need to know is that an application for permission to host an event in a public open space (i.e. Park) must be made at least 21 days prior to the proposed date of the event, which the application must be accompanied by the prescribed fee.
- At least 50 % of amount invoiced will be required as proof of payment.
- Any event with music – Acoustics consultant proof of payment will be required.
- All additional requirements - sanitation, water, temporary structure plans, etc. – are the responsibility of the event organiser; and Parks should be left clean, tidy and undamaged; if not, City Parks will do the cleaning up and send the costs to the event organiser involved.

8. Johannesburg Development Agency (JDA)

- The Johannesburg Development Agency (JDA) provides venues within the City's precinct at a cost.
- Venues are based on availability thus bookings must be secured in advance.

9. Johannesburg Roads Agency (JRA)

- The JRA and JMPD work closely together once initial qualified approval has been given; and
- If road closures are required, a way leave application must be made, at a nominal fee.

Please note:

Owing to the fact that the Nelson Mandela bridge and Vilakazi street are primarily not venues to stage events, all events that necessitate the closure of the bridge and street are not permitted with an exception of council owned events.

10. Johannesburg Metro Police Department (JMPD Special Events)

- JMPD provides traffic control on public roads for events;
- JMPD assists with dry runs prior to big events, such as road races;
- For gatherings a Notice under the Regulations of Gatherings Act must be completed;
- An indemnity form is to be completed and signed by the event manager/ organiser;
- Upon receipt of application of events from the event organiser JMPD will acknowledge the application and issue confirmation letters;
- JMPD will also acknowledge and issue confirmation Letter to Events Organisers for an Events categorized as Low Risk Events, even if JMPD is not involved, the involvement of JMPD is not determined by the Risk Cats (JMPD to determine).
- JMPD has to have an application for an event 30 days before the date of the event; and payment must be processed before the event.
- Invoices will be generated by JMPD finance with Vat Registration and Invoice number on it for payment.

- Should there be none or short deployment of officers, JMPD will refund the Event Organiser only for the services that was not rendered.

11. Johannesburg Water

- Event managers/ organisers must make sure that there is adequate water for the event; and if a dedicated or additional water supply is required, Johannesburg Water has a number of options available that will be supplied on request and at a cost.

12. PIKITUP

- PikitUP is only responsible for public areas, i.e. streets;
- If more waste removal services are needed, these can be discussed with PikitUP' S waste management consulting service; but
- Should the event be held on private property and PikitUP does the waste removal, a fee is charged.
- An order should be made 7 days prior to the event.
- Payment is made in advance; and
- All by-laws are to be complied with.

13. South African Police Service (SAPS)

- SAPS event risk categorization (An application presentation for event grading needs to be submitted 21 days to SAPS prior to the event for approval in terms of section 6 (3) of the Safety at Sports Recreational Events ACT, 2010 (ACT NO.2 OF 2010)
- The SAPS heads up the Venue Operations Centre (VOC) on the day of the event;
- If private security companies are used, SAPS must be given a security plan.

JOC officially meets once a week every Thursday as follows;

Time: From 07:30 onward depending on your allocated time slot

Venue: City of Johannesburg

158 Loveday Street

Metropolitan Centre

B Block, Ground Floor, Egoli Boardroom

Braamfontein, Johannesburg

JOC Presentation Checklist for Events

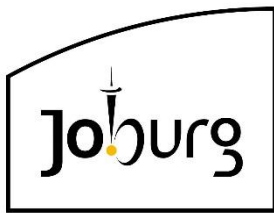
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22	Community participation plan
23	Transport management plan
24	Water plan
25	Proof of payments for to relevant departments(person/company responsible)
26	Minutes of planning meetings before the event
27	JOC presentation application and confirmation

Please note:

- All JOC approvals require 30 days notification prior to the event.
- The checklist is a guideline and not an application form.
- Detailed operational plans need to be addressed for each item where required.
- That the above stated requirements may not include everything as each event has its own dynamics thus additional requirements may be necessary.
- It is imperative for event managers/organisers to note that: presentation files presented to JOC are Legal Documents which are archived for future referrals should a need arise.
- Your Event may only proceed once the City JOC formally supports your event.
- Compliance is not optional. Should any event not comply the City JOC would in the interest of public safety be left no alternative but to close the non-compliant event and SAPS could then open a docket for non-Compliance to Safety at Sports and Recreational Events Act.

By-Laws /Legislative imperatives

- Safety at Sports and Recreational Events Act (Act 2 of 2010)
- Regulation of Gathering Act 205 of 1993
- Disaster Management Act (Act 57 of 2002)
- Disaster Management Framework, 2005
- Environmental Health Act (Act 63 of 1977)
- Occupational Health and Safety Act (Act 85 of 1993)
- Private Security Industry Regulation Act (56 of 2001)
- Explosives Act (Act 15 of 2003)
- EMS by-laws
- Floor and wall coverings to comply with rule TT14 and TT15 of SANS 10400
- JMPD by-laws
- City of Johannesburg by-laws



Contact List
City of Johannesburg JOC Members

NAME	ORGANISATION	TEL	MOBILE	E-MAIL ADDRESS
Bongi Mokaba	Event Management	011 407 7525	082 559 3823	Bongim@joburg.org.za
Itumeleng Mankge	Event Management	011 407 7051	081 766 5236	Itumelengman@joburg.org.za
Chanelle Meyer	Event Management	011 407 7512	083 215 9735	jocevents@joburg.org.za
Verrelli Triegaardt	Event Management	011 407 6495	082 446 7013	verrelit@joburg.org.za
Shaun Harrison	EMS Events	011 407 6018	082 966 0808	shaunha@joburg.org.za
Andre Erasmus	EMS Events	011 407 6097	082 468 3834	andree@joburg.org.za
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Deon Notnagel	EMS Events	011 407 6374	082 338 0999	deonn@joburg.org.za
John Vicente	EMS Events	011 407 6666	082 787 9127	johnvi@joburg.org.za
Obed Molebatsi	EMS Events	011 407 6374	082 835 7092	obedm@joburg.org.za
Deon Esau	EMS PIER	011 407 6018	083 239 1274	Deonsau@joburg.org.za
Niel Rooi	Disaster Management	011 373 7517	083 771 9928	nielr@joburg.org.za
Delisile Dlamini	Disaster Management	011 286 6000	081 582 5967	delisiled@joburg.org.za
Octavia Tlou	City Parks/Zoo	011 646 2000	082 773 0228	octavia.tlou@jhbzoo.org.za
Puleng Mopeli	JHB Water	011 688 1601	071 608 6396	mopeli.puleng@jwater.co.za
Titus Pitse	PikitUP	083 413 4124	083 413 4124	titusp@pikitup.co.za
Mmatsie Mashao	JDA	011 688-7867	081 240 9538	MMashao@jda.org.za
Zanta Myeza	JRA	011 298 5141	073 546 8406	zmyeza@jra.org.za
Tebogo Sehlako	City Power	011 490 7615	083 254 7627	tshehlako@citypower.co.za
Basil Lefifi	City Power	011 983 7100	084 621 139	Blefifi@citypower.co.za
Tshepo Chuene	City Power	011 492 7857	072 356 0967	tchuene@citypower.co.za
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Dumisani Thela	COJ DED	011 358 3460	071 852 5124	ShadrackTh@joburg.org.za
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Futhi Maseko	Environmental Health	011 407 7143	082 467 9380	futhis@joburg.org.za
Douglas Wood	Environmental Health	011 681 8112	082 467 9445	Douglasw@joburg.org.za
Albert Masera	JMPD Events	011 490 1733	061 494 2942	AlbertMas@joburg.org.za
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Tessa Amod	JMPD Events	011 490 1587	083 454 5906	Tessaam@joburg.org.za
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Farouk Adams	Rea Vaya		082 785 6518	FaroukA@joburg.org.za
GP:OCC Operations & Events Section Head	SAPS			Gauteng.events@saps.gov.za Gp.jocevents@saps.gov.za