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

City of Johannesburg Events Management Unit
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 generator
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 of Johannesburg Events Management Unit
**CITY JOC EVENT PRESENTATION APPLICATION FORM**

1. Event Information

- **Name of Event:**
- **Event Venue: (Full address)**
- **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:**

2. Event Format:

- **Expected attendance at the Event:**
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3. Number of Staff Deployed, Participants and Spectators

- **Staff Deployment:** ________________
- **Number of Participants:** ________________
- **Number of Spectators:** ________________

4. Type of Event: *(Please indicate the type of the event)*

- **Concert/Music Festival**
- **Sports**
- **Trade shows Exhibition/ Launch**
- **Religious Events**
- **Fireworks - Pyrotechnic Displays**
- **Charity Fundraiser Cycling /Run/Walk**
- **Conference/ Meetings/ Seminars**
- **Cultural Events**
- **Carnivals**
- **Award Ceremonies**
- **Day/ Night Market**
- **School Events**
- **Leisure and Lifestyle Food and Wine**
- **Community Event**
- **Corporate Party**
- **Weddings/ Birthdays (If using a City Facility)**
- **Other – Please Specify:**

5. Event Risk Categorization as Approved by the National Commissioner:

- **Low**
- **Medium**
- **High**

6. Application Date:
### 2. Event Organiser

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<thead>
<tr>
<th><em>Name:</em></th>
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### 3. Event Safety Officer

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### 4. Declaration

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.

<table>
<thead>
<tr>
<th><em>Signature:</em></th>
<th><em>Application Date:</em></th>
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Please print and complete all information requested on this form and return to [JOCevents@joburg.org.za](mailto: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!
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 - niel@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 advices with all queries related to hosting events in the city.
- The event manager/organizer 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/organizer 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
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<tr>
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<tbody>
<tr>
<td>1</td>
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| 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 |
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)
- 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
<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANISATION</th>
<th>TEL</th>
<th>MOBILE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bongi Mokaba</td>
<td>Event Management</td>
<td>011 407 7525</td>
<td>082 559 3823</td>
<td><a href="mailto:Bongim@joburg.org.za">Bongim@joburg.org.za</a></td>
</tr>
<tr>
<td>Itumeleng Mankge</td>
<td>Event Management</td>
<td>011 407 7051</td>
<td>081 766 5236</td>
<td><a href="mailto:Itumelengman@joburg.org.za">Itumelengman@joburg.org.za</a></td>
</tr>
<tr>
<td>Chanelle Meyer</td>
<td>Event Management</td>
<td>011 407 7512</td>
<td>083 215 9735</td>
<td><a href="mailto:jcevents@joburg.org.za">jcevents@joburg.org.za</a></td>
</tr>
<tr>
<td>Verrelli Triegaardt</td>
<td>Event Management</td>
<td>011 407 6495</td>
<td>082 446 7013</td>
<td><a href="mailto:verrellit@joburg.org.za">verrellit@joburg.org.za</a></td>
</tr>
<tr>
<td>Shaun Harrison</td>
<td>EMS Events</td>
<td>011 407 6018</td>
<td>082 966 0808</td>
<td><a href="mailto:shaunha@joburg.org.za">shaunha@joburg.org.za</a></td>
</tr>
<tr>
<td>Andre Erasmus</td>
<td>EMS Events</td>
<td>011 407 6097</td>
<td>082 468 3834</td>
<td><a href="mailto:andre@joburg.org.za">andre@joburg.org.za</a></td>
</tr>
<tr>
<td>Kaizer Motaung</td>
<td>EMS Events</td>
<td>011 407 6374</td>
<td>082 355 4167</td>
<td><a href="mailto:kaizermo@joburg.org.za">kaizermo@joburg.org.za</a></td>
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<tr>
<td>Siphiwe Nkosi</td>
<td>EMS Events</td>
<td>011 407 6097</td>
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<td><a href="mailto:siphiwenkois@joburg.org.za">siphiwenkois@joburg.org.za</a></td>
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<tr>
<td>Edward Moeketsi</td>
<td>EMS Events</td>
<td>011 407 6374</td>
<td>071 245 0043</td>
<td><a href="mailto:edwardmoe@joburg.org.za">edwardmoe@joburg.org.za</a></td>
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<tr>
<td>Joseph Kambaka</td>
<td>EMS Events</td>
<td>011 407 6374</td>
<td>071 248 9774</td>
<td><a href="mailto:josephk@joburg.org.za">josephk@joburg.org.za</a></td>
</tr>
<tr>
<td>Rendani Mukondeleli</td>
<td>EMS Events</td>
<td>011 407 6374</td>
<td>084 616 3941</td>
<td><a href="mailto:rendanimu@joburg.org.za">rendanimu@joburg.org.za</a></td>
</tr>
<tr>
<td>John Vicente</td>
<td>EMS Events</td>
<td>011 407 6666</td>
<td>082 787 9127</td>
<td><a href="mailto:johnvi@joburg.org.za">johnvi@joburg.org.za</a></td>
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<tr>
<td>Obed Molebatsi</td>
<td>EMS Events</td>
<td>011 407 6374</td>
<td>082 835 7092</td>
<td><a href="mailto:obedm@joburg.org.za">obedm@joburg.org.za</a></td>
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<tr>
<td>Deon Esau</td>
<td>EMS PIER</td>
<td>011 407 6018</td>
<td>083 239 1274</td>
<td><a href="mailto:Deonsau@joburg.org.za">Deonsau@joburg.org.za</a></td>
</tr>
<tr>
<td>Niel Rooi</td>
<td>Disaster Management</td>
<td>011 373 7517</td>
<td>083 771 9928</td>
<td><a href="mailto:nielr@joburg.org.za">nielr@joburg.org.za</a></td>
</tr>
<tr>
<td>Delisile Dlamini</td>
<td>Disaster Management</td>
<td>011 286 6000</td>
<td>081 582 5967</td>
<td><a href="mailto:delisiled@joburg.org.za">delisiled@joburg.org.za</a></td>
</tr>
<tr>
<td>Octavia Tlou</td>
<td>City Parks/Zoo</td>
<td>011 646 2000</td>
<td>082 773 0228</td>
<td><a href="mailto:octavia.tlou@jhbzoo.org.za">octavia.tlou@jhbzoo.org.za</a></td>
</tr>
<tr>
<td>Puleng Mopeli</td>
<td>JHB Water</td>
<td>011 688 1601</td>
<td>071 608 6396</td>
<td><a href="mailto:mopeli.puleng@jwater.co.za">mopeli.puleng@jwater.co.za</a></td>
</tr>
<tr>
<td>Titus Pitse</td>
<td>PikitUP</td>
<td>083 413 4124</td>
<td>083 413 4124</td>
<td><a href="mailto:titusp@pikitup.co.za">titusp@pikitup.co.za</a></td>
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<tr>
<td>Mmatsie Mashao</td>
<td>JDA</td>
<td>011 688 7867</td>
<td>081 240 9538</td>
<td><a href="mailto:MMashao@jda.org.za">MMashao@jda.org.za</a></td>
</tr>
<tr>
<td>Zanta Myeza</td>
<td>JRA</td>
<td>011 298 5141</td>
<td>073 546 8406</td>
<td><a href="mailto:zmyeza@ira.org.za">zmyeza@ira.org.za</a></td>
</tr>
<tr>
<td>Tebogo Sehlako</td>
<td>City Power</td>
<td>011 490 7615</td>
<td>083 254 7627</td>
<td><a href="mailto:tshehlako@citypower.co.za">tshehlako@citypower.co.za</a></td>
</tr>
<tr>
<td>Basil Leffie</td>
<td>City Power</td>
<td>011 983 7100</td>
<td>084 621 139</td>
<td><a href="mailto:Bleffil@citypower.co.za">Bleffil@citypower.co.za</a></td>
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<tr>
<td>Tshepo Chuene</td>
<td>City Power</td>
<td>011 492 7857</td>
<td>072 356 0967</td>
<td><a href="mailto:tchuene@citypower.co.za">tchuene@citypower.co.za</a></td>
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<tr>
<td>Retha Karsten</td>
<td>City Power</td>
<td>011 490 7048</td>
<td>083 297 2327</td>
<td><a href="mailto:rkarsten@citypower.co.za">rkarsten@citypower.co.za</a></td>
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<tr>
<td>Dumo Zondi</td>
<td>City Power</td>
<td>011 490 7067</td>
<td>083 704 9416</td>
<td><a href="mailto:dzondi@citypower.co.za">dzondi@citypower.co.za</a></td>
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<tr>
<td>Dumisanyi Thela</td>
<td>COJ DED</td>
<td>011 358 3460</td>
<td>071 852 5124</td>
<td><a href="mailto:ShadrackTh@joburg.org.za">ShadrackTh@joburg.org.za</a></td>
</tr>
<tr>
<td>Ntandoyenkosi Ngcobo</td>
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