



**Western Cape
Government**

Social Development

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(MANAGEMENT) ROUTE FORM
(BESTUUR) ROETEVORM

| | | |
|---|--|--|
| Subject Onderwerp | SUBMISSION: APPROVAL FOR THE IMPLEMENTATION OF THE DEPARTMENTAL EVENTS POLICY | |
| FILE REFERENCE POLICY LÊERVERWYSING | 9/1/2/2/P/EVENTS | ELECTRONIC REFERENCE ELEKTRONIESE VERWYSING |

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|--|-----------|--------------------|---------------|-------------------|--------------------|---------------|
| | To* Na | Initial/ Paraaf | Date Datum | | Initial/ Paraaf | Date Datum |
| Acting Head of Communications Ms S. Fourie | | SP | 28/05/2013 | | | |
| Director Mrs T. Hamdulay | PP | SP | 28/05/2013 | | | |
| Chief Director Mrs M. Johnson | | HJ | 29/5/13 | | | |
| Chief Financial Officer Mr J. Smith | | JS | 9/9/2013 | | | |
| Chief Director Mr C. Jordan | | CJ | 2/9/13 | | | |
| Chief Director Mr M. Hewu | | MH | 2013/09/06 | | | |
| Head of Department Dr R. Macdonald | | RM | 12/09/2013 | | | |

Comment/Instruction
Kommentaar/Instruksie
For your approval.

| | | |
|--|---|---|
| Surname & Initials/Van & Voorletters Post Title/Postitel Date/Datum Telephone No/Telefoonnr | Drafted by/Opgestel deur Ms W. Magerman Communications Officer 021) 483-4714 | Manager/Bestuurder Ms S. Fourie Acting Head of Communications 021) 483-3673 |
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*Indicate route at time of dispatch with "X"/Dui roete by afsending met "X" aan



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REFERENCE: 9/1/2/2/P/EVENTS POLICY

ENQUIRIES: Ms S. Fourie

**The Acting Head of Department
Dr Robert Macdonald
Department of Social Development
Cape Town
8000**

**REQUESTING THE APPROVAL FOR THE IMPLEMENTATION OF THE DEPARTMENTAL EVENTS
POLICY**

1. PURPOSE

The purpose of the submission is to request approval for the Departmental Events Policy.

2. BACKGROUND AND MOTIVATION

In May 2008 the Communications and Marketing Unit of the Department Social Development developed a draft protocol document to act as a reference for principles guiding the manner in which the unit operates.

This document includes information pertaining to events however it does not sufficiently provide clear and definitive guidelines for the execution of events by the Department of Social Development.

In the absence of the protocol document there are no other governing documents which provide information on the execution of events directed by Department Social Development.

Management of events held in regional areas of Department Social Development require structural guidance, strategic focus and uniformity. The absence of an approved events protocol has resulted in little or no agreement on what constitutes an event, when should they be actioned, budgeting for events as well as the manner in which events could act

MJ Policy protocol

as media opportunities for highlighting successful service delivery or the launch of innovative programme implementation. As a consequence the timeous execution of events is delayed and events are cancelled.

Subsequently in August 2012 the HOD Mike Richardson commissioned the Communication and Marketing Unit to draft and develop an Events Policy for the Department Social Development for the following reasons:

- a) Provide clear and definitive descriptions on what constitutes an event within Department Social Development.
- b) Provide direction for Department Social Development's current and future events, processes.
- c) Identifies a consistent, proactive and integrated approach to events processes and management.
- d) Determines the level of involvement as assigned to key role players.

3. LEGISLATIVE MANDATE

PFMA, Departmental Financial Delegations dated 1 June 2012.

4. PERSONS/INSTITUTIONS/DEPARTMENTS CONSULTED

- Ms S. Fourie – Head of Communication CMU
- Ms T. Hamdulay – Director Planning and Policy Alignment
- Ms M Kuhn- Media Liaison Officer : Ministry
- Ms M Johnson: Chief Director: Business Planning and Strategy
- HOD- Dr Robert MacDonald
- MEC- Mr Albert Fritz

5. COMMUNICATION

The Communications and Marketing Unit will embark on an internal marketing campaign which will include the orientating all DSD officials on the content of the Departmental Events Policy, in order to ensure the implementation of this document.

6. RISK IMPLICATIONS

- The absence of an events policy allows for opportunities of fruitless expenditure as events are implemented in isolation in the absence of campaigns.

- The absence of an events policy allows for misalignment events with the Departmental Communications plan and strategy.

7. FINANCIAL IMPLICATIONS

No financial implications.

8. RECOMMENDATION

It is hereby recommended that the departmental events policy be approved for dissemination and implementation within the Department of Social Development.

J. Hamdulay

PP Ms S. Fourie
Acting Head of Communications
Communications and Marketing Unit
Date: 23/08/13

Recommendation: Supported / ~~Not Supported~~ / ~~Comments~~

J. Hamdulay

Mrs T. Hamdulay
Director
Planning and Policy Development
Date: 23/8/13

Recommendation: Supported / ~~Not Supported~~ / ~~Comments~~

M. Johnson
Ms M. Johnson
Chief Director
Business Planning and Strategy
Date: 26/8/13

Policy was discussed with MEC who would provide additional inputs as an when required. This will be incorporated into the policy document on approval.

8. RECOMMENDATION

It is hereby recommended that the departmental events policy be approved for dissemination and implementation within the Department of Social Development.

Recommendation: Supported / Not Supported / Comments



Mr C. Jordan
Chief Director: Social Welfare
Date: 2/9/13

Recommendation: Supported / Not Supported / Comments



Mr M. Hewu
Chief Director: Community and Partnership Development
Date: 2013/09/06

Certify that in terms of Provincial Treasury Instruction 2.2.1:

- The financial implications of this submission is noted ,
- The submission complies with all the applicable financial statutory requirements,
- The submission is therefore in order.

Recommendation: Supported / ~~Not Supported~~ / Comments



Mr J. Smith
Chief Financial Officer
Date: 9/9/2013

8. RECOMMENDATION

It is hereby recommended that the departmental events policy be approved for dissemination and implementation within the Department of Social Development.

Recommendation: Supported/ ~~Not Supported~~ / ~~Comments~~

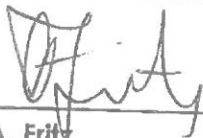
Please note minor amendments recommended on page 5.



Dr R. Macdonald
The Acting Head of Department
Department of Social Development

Date: 12/09/2013

Recommendation: Approved / ~~Not approved~~ / ~~Comments~~



Mr A. Fritz
Minister
Department of Social Development

Date: 14/04/2013



Western Cape Provincial Government
Events Policy
For
Department Social Development

August 2013

File number: 9/11/P/Events Policy

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CHAPTER 1

Background and reasons for policy

1. The background to and rationale for this policy are:
 - a) In May 2008 the Communications and Marketing Unit of the Department Social Development developed a draft protocol document to act as a reference for principles guiding the manner in which the unit operates.
 - b) This document includes information pertaining to events however it does not sufficiently provide clear and definitive guidelines for the execution of events by the Department of Social Development.
 - c) In the absence of the protocol document there are no other governing documents which provide information on the execution of events directed by Department Social Development.
 - d) Management of events held in regional areas of Department Social Development require structural guidance, strategic focus and uniformity. The absence of an approved events protocol has resulted in little or no agreement on what constitutes an event, when should they be actioned, budgeting for events as well as the manner in which events could act as media opportunities for highlighting successful service delivery or the launch of innovative programme implementation. A consequence is that the timeous execution of events is delayed and events are cancelled.
 - e) On 12 August 2012 a communiqué and policy directive issued by the Corporate Communications unit of the Department of the Premier directed that all communication and marketing budgetary allocations be centralized within the Western Cape provincial department's Communications Unit. Previously these financial allocations were specified within the programmes and regional budgets of Department Social Development. This restructuring and centralizing of communications and marketing budgetary allocations impacts significantly on the manner in which the communications and marketing function (including events) will be executed within the Department of Social Development and all provincial WCG departments.
 - f) This events policy has been referenced and guided by the City of Cape Town Events Policy, 29th October 2008 C38/10/08.
 - g) During events processes, applications for events, planning and staging of events (including any preparation for and completion of), the stipulations of applicable legislation and their amendments or relevant policies must be taken into account.
 - h) Events must comply with the legislative requirements pertaining to all aspect of an event as stipulated in the documents of Appendix D.
 - i) Security Risk Management from the Department of Community Safety shall create and maintain a condition of security in the Department of Social Development by assisting with implementing the Minimum Information Security Standards (MISS).
 - j) According to the Public Service Regulations 2001 any person working with Public Service information resources shall comply with the MISS.

Guiding Principles

2. It is important that the Department Social Development must respond to service delivery needs in accordance with the following principles:-
 - a) Accessibility: Access to information on events shall be available to all relevant parties and no individual or group shall deliberately be denied access to such information.
 - b) Accountability: The Parties will ensure that funds allocated to events are utilized for its intended purpose in such a manner that it can be accounted for to Chief Directorate: Finance Management, the Office of the Head of Department, the Office of the Minister, competent statutory bodies and the public.
 - c) Disclosure: Head - and regional offices of the Department will at all times disclose to the Chief Directorate: Finance Management, the Office of the Head of Department, the Office of the Minister, competent statutory bodies and the public, the total amount of allocated funds for the purposes of events;
 - d) Efficiency and cost-effectiveness: The Parties must focus on results that meet the prioritised needs of the citizens as reflected in the Department Social Development's Strategic and Annual Performance Plan, whilst making the best possible use of resources.
 - e) Transparency: The Parties will at all times maintain access to information, openness of administrative, management procedures and decisions applicable to all parties in the partnership;

Purpose of Policy

3. This policy aims to:
 - a) Provide clear and definitive descriptions on what constitutes an event within Department Social Development.
 - b) Provide direction for Department Social Development's current and future events, processes.
 - c) Identifies a consistent, proactive and integrated approach to events processes and management.
 - d) Determines the level of involvement as assigned to 5 key role players namely the six (6) Regional Offices, the Social Welfare and Community Partnership Development programmes, the Communications and Marketing Unit and Ministry of the Department Social Development, in the following areas of intervention:
 - i. Approving the hosting of events by using a consistent decision-making framework and tools to assess proposals and plans related to events.
 - ii. Provide a framework for Department Social Development to support defined events which are aligned to its Strategic Plan, Annual performance plan and Communication Plan.
 - iii. Ensure the approval of funds is channelled via the appropriate financial delegations.

Definitions

4. In this policy unless the content indicates otherwise:-
- a) "event" is an organised activity that has a clear programme of proceedings scheduled at a particular venue for a limited time, only which promotes, commemorates, ~~adds value to~~ ^{or otherwise communicates} the core business of DSD. The definition excludes a private event hosted by a private individual at a venue. It is not limited to a specific theme but is categorised in accordance to the specifications as stipulated in this document. RPh
 - b) "annual events calendar" is the collation of all categories of DSD events as stipulated in this document for the duration of one financial year. The composition of this document will be finalised at the commencement of the next financial year and is considered to be an outline of the required information.
 - c) "task team" comprises of a number of people who perform agreed upon and allocated tasks for the successful execution of an event, regardless of the category.
 - d) "events checklist" is a list which outlines aspects of any given event. All aspects may not be utilized for each event, but the checklist will encompass most requirements.
 - e) "corporate communications" is a unit which functions within the Department of the Premier. Their function is mainly to specify, inform, support and reinforce the brand identity of the Western Cape Government.
 - f) "strategic communications" is a unit which functions within the Department of Premier. Their function is to access, manage and monitor the information pertaining to media related issues and messaging for all the Provincial Departments of the Western Cape.
 - g) "communications products" relevant to the DSD are divided into 2 categories below:
 - i. "non-paid for" communications are produced via DSD's communication unit and includes items such as pamphlets, booklets, posters, web updates etc. Communication and Marketing work in collaboration with Corporate Communications.
 - ii. "paid for" communications are procured and purchased, then reflected as the communication products used within identified campaigns. Example of communication products are promotional items, pamphlets, radio advertisements etc. The projections for these communication products are captured within the Department's Communications Plan which is submitted to Corporate Communications before the commencement of the next financial year. The Department of Social Development is contractually bound to a service provider who attends to the design and layout of communication products. Once the design work is completed, the printing on communication products is outsourced via the governmental tender procurement process. The communication products are utilised to promote the objectives of a campaign.
 - h) A "campaign" comprises of a number of initiatives (including events) which impact collectively on the targeted audience to obtain an objective. An event thus provides a channel of communication to reinforce the objective. A campaigned

event would therefore be planned in the time frame of the campaign and possibly work together with other initiatives. An example of this would be speakers who support campaigned messages at an event, which are displayed on promotional material and the event may be televised to reach a larger segment of the target audience. In this way all three "legs" of the campaign work coherently, in unison via collective representation. It does not, however exclude an event or any other initiative from progressing alone at different times during the campaign. The message therefore forms part of a thread that reinforces and supports the central objective. Several initiatives may be presented over the life span of the campaign provided that they transmit a uniform message.

- i) "commemorative days calendar" of DSD is an acknowledgement of an occurrence and/or concept that has been given honorary status in the form of an event or activity. Dates are aligned with the National/International calendar of events. The events scheduled on the DSD calendar do not occur in isolation. They are linked to campaigns identified and spearhead by DSD for the upcoming financial year. In some instances the events are restricted to one day but can last for a period of a month or 2 weeks. The Commemorative Days Calendar has been outlined in Annexure B.
- j) "communications plan" is an annual representation of the planned campaigns and communication activities for DSD in the next financial year.
- k) "theme" is the content or reason for the acknowledgement of a commemorative day.
- l) "media" comprises of any communications medium utilised to announce and distribute the relevant information (for the purposes of this document) of events. Examples range from radio, TV, newspaper to social media.
- m) "Phase Implementation Schedule" is a document used to regulate and ensure that milestones in the planning of an event, is achieved. Events are divided into 4 phases regardless of the timeframe.
- n) "brand identity" is the noticeable elements of a brand, for instance the trademark color, logo, name, and symbol that identify and differentiates a brand from other brands in the target audience's mind. The brand symbolises the government's mission, personality, promises to their clients. It includes the thinking, feelings and expectations of DSD's clients. It is a means of identifying and distinguishing an organisation from another.
- o) "CMU" is the communications and marketing unit of the Department of Social Development which attends to all the communications and marketing requirements of the Department. The Communications and Marketing Unit will be referenced as CMU from this point in the policy.
- p) "period" is the duration of an event or activity as stipulated in Commemorative Days Calendar. (see Annexure B)

Scope

5. Department Social Development events are governed by the following criteria:

- a) This events policy applies to all events hosted within the 6 regional office areas as demarcated by Department Social Development in the Western Cape.
- b) The policy applies to events held on public land and in public sector venues as well on private land and in private sector venues.
- c) Any event executed in collaboration with other stakeholders i.e. NGO, CBO, other governmental body will be subjected to a formalised agreement.
- d) A gathering of 15 people will be considered an event (Gathering Act), provided that it meets the other criteria of an event as stipulated in this document.
- e) All events are subjected to timeous planning and due notice, the least amount of time being one month in advance of the date on which the event is scheduled to take place.
- f) Key role players are timeously informed within a time period of one (1) month.
- g) Events are to be recorded and accessed as an integral part of a broader objective that is aligned to the Department's Strategic plan, Annual Performance Plan and the Provincial Strategic Objectives.
- h) The financial processes of funding an event will adhere to the conditions stated in this document and the internal financial control systems as utilized by DSD.

CHAPTER 2

Department Social Development Events

- 6 (1)
 - a) Government Departments in the Western Cape identify and recognise certain events in accordance to their core business.
 - b) "Paid for" as well as "non paid" for communication products may be utilized for all events regardless of the category.
 - c) The person(s) responsible for managing an event will ensure that all requirements are assigned and executed with the use of the Events Check List and Phase Implementation Schedule (Annexure D).
 - d) There are no budgetary requirements for contacting the media for an event as a media alert will be sent to the media via email.
 - e) The events implemented or hosted by the Department of Social Development are categorized as follows:
 - i. Campaigned events;
 - ii. Milestone events;
 - iii. Partnership events;
 - iv. Ministerial events.
 - f) All the above mentioned categories of events are encapsulated into the Annual Events Calendar and are subject to the approval of the MEC of Social Development.

Campaigns and Campaigned Events:

- 7 (1)

- a) Campaigned events support the objective of a campaign (see definition of campaign).
- b) Campaigned events will only occur on the dates/time period as outlined on the Commemorative Days calendar. (see Annexure B)
- c) Campaigns recorded in the Communications Plan for DSD will be assigned to commemorative days before the next financial year via a consultative process executed by CMU and approved by MANCO and the Ministry. This document is known as the Annual Events Calendar.
- d) There are 14 commemorative days/periods as stipulated on the calendar, each commemorative day or period can be commemorated via an event and/or acknowledged via another form of activity such as newflashes, radio broadcast etc.
- e) The themes of the commemorative days are aligned to the core business of the programmes and campaigns of DSD. The campaigns are outlined in the Communication Plan for each financial year.

Milestone Events

8 (1)

- a) Certain milestones within the scope of DSD core business are acknowledged via an event which advocates the appropriate protocol and procedure. These would include the opening/closing of a facility or highlighting an improvement of services to the community.

Partnership Events

9 (1)

- a) The collaboration of two or more stakeholders hosting an event for a common goal is known as a partnership event.
- b) Partnership Events are comprised and/or created by communities, or municipal, provincial or national government entities, private or social welfare society scheduled alone or in conjunction with other events.
- c) Stakeholders will promote their core business at partnership events provided that it is agreed upon via written confirmation which states the clear intent and role clarification of each stakeholder prior to the event.

Ministerial Events

10 (1)

- a) A Ministerial event is initiated by the Ministry in accordance to their strategic vision and objective of DSD.

Roles and Responsibilities

11 (1)

- a) CMU is responsible for the provision of "paid for" and "non paid" for communication products which are distributed at events.
- b) Contacting the media for publicity of a campaigned event is the responsibility of

- the CMU in consultation with the MLO of DSD.
- c) CMU is responsible for implementation and adherence of brand identity of the Western Cape government.
 - d) CMU is responsible for the management of events assigned to the commemorative days listed in the Commemorative Days Calendar (see Annexure B).
 - e) Programmes are to be represented at task teams and are responsible for tasks as assigned via the Events Checklist (Annexure E).
 - f) Programmes are responsible for the programme content to be aligned with the outcomes of the event.
 - g) Milestone and Partnership events are to be identified in advanced by Regions and Programmes. The information will be presented in the annual events calendar.
 - h) Regions are to be represented at task teams and are responsible for tasks as assigned via the Events Checklist (Annexure E).
 - i) The Regions are responsible for the logistical arrangements and operational functions which are required for the event to be executed.
 - j) The regions will provide background information of beneficiaries and social welfare circumstances prevailing in the identified areas where the event will be executed.
 - k) Ministerial events are identified by the Ministry and recorded in the annual events calendar.

Budgets and Delegations for Events

- 7 (1)
 - a) The budget allocation for events will reside with the three role players namely CMU for communication products, Regions for logistical arrangements and Ministry for ministerial events, respectively as per the Categories of Events vs Delegations (Refer to Annexure C).
 - b) The allocations are stipulated in documents: Communications Plan, APP and Operational Plan.

CHAPTER 3

1. Regulatory framework

A Legislation and policy framework influencing the Events Policy

Constitution, 1996:

Section 195 of the Constitution provides amongst others for the:

- effective, economical and efficient use of resources;
- provision of timely, accessible and accurate information; and requires that the public administration be accountable.

ACTS

- ***Promotion of Access to Information Act (Act No 2 of 2000):***

Whose purpose is to promote transparency, accountability and effective governance by empowering and educating the public:

- to understand and exercise their rights;
 - to understand the functions and operation of public bodies; and
 - to effectively scrutinise, and participate in, decision-making by public bodies that affect their rights.
- ***Safety at sports and recreational events bill***
 - ***Regulation of Gathering (Act 205 of 1993)***
 - ***National Road Traffic (Act 93 of 2996)***
 - ***Safety at Sports and recreational events (Act of 2009)***

POLICIES

- City of Cape Town Events Policy

STRATEGIES

- Final Draft National Events Strategy

OTHER

- Nelson Mandela Metropolitan Municipality (Safety requirements for events)

2. SHORT TITLE AND APPROVAL

This policy shall be known as the Western Cape Provincial Government Events Policy for the Department of Social Development with effect from xxxx

ANNEXURES

ANNEXURE A: LIST OF ACRONYMS

| ACRONYM | DESCRIPTION |
|---------|--|
| DSD | Department of Social Development |
| CMU | Communications and Marketing Unit |
| DotP | Department of the Premier |
| HOC | Head of Communications |
| MLO | Media Liaison Officer |
| CFO | Chief Financial Officer |
| NGO | Non-Governmental Organisation |
| HOD | Head of Department |
| APP | Annual Performance Plan |
| PSO | Provincial Strategic Objective |
| SCOPA | Standing Committee on Public Accounts |
| SONA | State of the Nation Address |
| SOPA | State of the Province Address |
| MISS | Minimum Information Security Standards |
| MEC | Member of Executive Committee |

ANNEXURE B: COMMEMORATIVE DAYS CALENDAR

| COMMEMORATIVE DAYS CALENDAR | |
|-----------------------------|------------------------------------|
| DATES | EVENT |
| 21 March | Human Rights Day |
| Last week in April | Volunteer Week |
| 15 May | International day of the Family |
| June | Children's & Youth Month |
| 1 June | Children's Day |
| 11 June | World Population Day |
| 16 June | Youth Day |
| 26 June | International Drug Trafficking Day |
| 18 July | Mandela Day |
| October | Social Development Month |
| 10 October | International Older Person's |
| November to 3 December | Disability month |
| 25 November to 10 December | 16 Days of Activism |
| December | Holiday Programme |

ANNEXURE C: CATEGORIES OF EVENTS VERSUS DELEGATIONS

| Type of event | Scale | Responsible Party | Means of Verification |
|--|------------------|---|--|
| Campaign Milestone and Partnership Events | 0-2000 | Director of CMU and PIC Manager | <ul style="list-style-type: none"> • Operational Plan • Annual Events Calendar • Communications Plan • APP |
| | 2 001 – 5 000 | | |
| | 5 001 – 15 000 | | |
| | 15 001 – 50 000 | CD of CMU and Regional Manager | |
| | More than 50 000 | HOD | |
| Ministerial Events | 0-2000 | Minister of Department Social Development | |
| | 2 001 – 5 000 | | |
| | 5 001 – 15 000 | | |
| | 15 001 – 50 000 | | |
| | More than 50 000 | | |

ANNEXURE D: LEGISLATIVE REQUIREMENTS

In the consideration of events, the legislative requirements as per Section 6 of the City of Cape Town Events Policy as well as those listed below, as well as any other current legislation and regulations not specifically listed below, must be taken into account:

Acts

- **Building Regulations** Act 103 of 1997
- National Road Traffic Act, 1996 (Act 93 of 1996)
- South African Police Service Act 68 of 1995
- **Private Security Industry** Regulation Act, Act 56 of 2001
- **Criminal Procedure** Act 1977, Act 51 of 1977
- **Fire Arms** Control Act, Act 60 of 2000
- **Explosives Act**
- **Drugs and Drug Trafficking Act**, Act 140 of 1992
- **Health** Act 63 of 1977
- National **Health** Act 61 of 2003
- **Occupational Health and Safety Act**, 1993 (Act 85 of 1993)
- **Land Use** Planning Ordinance (Act 15 of 1985)
- Regulation of **Gatherings** Act, 1993 (Act 205 of 1993)
- **Businesses** Act 71 of 1991
- **Municipal Finance** Management Act, Act 56 of 2003
- **Municipal Systems** Act, Act 44 of 2003

Bills

- **Safety** at Sports and Recreation Events Bill (2004)

Regulations

- National Provincial Ordinances Regulations
- Civil Regulations **Aviation** Regulations 1997
- Regulations Concerning **Fireworks** promulgated in terms of the Explosives Act, 1956 (Act 26 of 1956).
- Regulations governing General **Hygiene Requirements for Food Premises** and the Transport of Food (G.N. 918 of 30 July 1999)
- National **Liquor** Regulations (R8040 of 17 August 2004)
- Notice relating to the **Smoking of Tobacco Products** in Public Places (R975 of 29 September 2000)
- **Noise Control** Regulations in Terms of Section 25 of the Environment Conservation Act, 1998, Act No. 73 of 1989 and The Noise Regulations PN 627/1998.
- **Noise** Regulations PN 627/1998

Standards

- South African National Standards (SANS)
- SANS 10366 – **Health and Safety** aspects of live events
- SABS 0142-1, SANS 10142-1 The **Wiring Standards of Premises** Part 1: Low-voltage installations
- SABS 0400 – **Application of the National Building Regulations**
- SABS Codes dealing with Dangerous Goods eg LP Gas

City of Cape Town Policies and By-Laws

- City of Cape Town Policies and By-Laws
- City of Cape Town By-Law relating to **Community Fire Safety (No 11257)** Published in Provincial Gazette No 5832 on 28 February 2002 and the **Community Fire Safety Amendment By-Law** as contained in Provincial Gazette 6447 dated 29 June 2007.

- City of Cape Town By-Law Relating to **Streets, Public Places and the Prevention of**

- Noise Nuisances** (No 44559, 2007)

- City of Cape Town By-Law relating to **Filming** (No 30441, 2005)
- City of Cape Town **Planning and Zoning requirements**
- City of Cape Town **Integrated Waste Management Policy**
- City of Cape Town **Integrated Environmental Management Policy.**
- City of Cape Town By-Laws relating to **Informal Trading**
- City of Cape Town **Environment Health** By-Law (No 13333, 2003)
- City of Cape Town **Air Pollution Control By-Law** (No 12649, 2003)
- City of Cape Town **Outdoor Advertising and Signage** By-Law (No 10518, 2001)
- City of Cape Town **Water** By-Law (No 106367, 2006)
- City of Cape Town **Electricity Supply** By-Law (No 18366, 2006)
- City of Cape Town **Dumping and Littering** By-Law (2002)
- City of Cape Town **Waste Water and Industrial Effluent** By-Law (No 18367, 2006)
- City of Cape Town – **Credit Control and Debt Collection** By-law
- City of Cape Town – **Credit Control and Debt Collection** Policy

ANNEXURE E: EVENTS CHECKLIST



WE CAN DO IT TOGETHER

EVENTS CHECKLIST

DATE

| ITEM | ACTIVITIES | ACTIONS TO BE TAKEN | RESPONSIBLE PERSON | COST | PROGRESS | TIME FRAME |
|--|--|---------------------|--------------------|------|----------|------------|
| Conceptualization - develop the look and feel of the event | Develop theme | | | | | |
| | Name of Event | | | | | |
| | Date of Event | | | | | |
| | Slogan | | | | | |
| Management of event | Colour | | | | | |
| | Decor | | | | | |
| | Identify project team leader | | | | | |
| Sponsorships | Task Team members | | | | | |
| | On site manager | | | | | |
| | Obtain permission | | | | | |
| | Secure as necessary | | | | | |
| Promotional Material | Use existing material | | | | | |
| | Develop items | | | | | |
| Venues | Arrange a venue | | | | | |
| | Obtain permission eg. Municipality, disaster risk management | | | | | |
| | Set up and clearing time | | | | | |
| | Decorations | | | | | |
| | Style of seating Parking | | | | | |



LET'S TAKE IT TOGETHER!

EVENTS CHECKLIST

DATE

| ITEM | ACTIVITIES | ACTIONS TO BE TAKEN | RESPONSIBLE PERSON | COST | PROGRESS | TIME FRAME |
|------|---|---------------------|--------------------|------|----------|------------|
| | Disabled access | | | | | |
| | Capacity | | | | | |
| | Audio facilities - access to toilets | | | | | |
| | Air conditioning | | | | | |
| | Map to venue | | | | | |
| | Acoustics | | | | | |
| | Main table | | | | | |
| | Water jug, water glasses, paper napkins | | | | | |
| | Reserved Tables | | | | | |
| | Registration table | | | | | |
| | Lighting | | | | | |
| | Background music | | | | | |
| | Bar facilities | | | | | |
| | Time limit for venue | | | | | |
| | Electrical outlets | | | | | |
| | Signage at | | | | | |
| | Sponsorship reservations | | | | | |
| | Place cards | | | | | |
| | Extra place cards | | | | | |
| | Directional signage to venue | | | | | |
| | PA System | | | | | |
| | Secure quotations from suppliers | | | | | |
| | Sound (Test in advance and only use reputable supplier) | | | | | |



TOGETHER

EVENTS CHECKLIST

DATE

| ITEM | ACTIVITIES | ACTIONS TO BE TAKEN | RESPONSIBLE PERSON | COST | PROGRESS | TIME FRAME |
|------------------|---------------------------------------|---------------------|--------------------|------|----------|------------|
| Equipment | Image projector | | | | | |
| | Overhead projector | | | | | |
| | Sound | | | | | |
| | Memory stick | | | | | |
| | Recording equipment | | | | | |
| | flipchart | | | | | |
| | Music centre | | | | | |
| | Lectern | | | | | |
| | Exhibition stands | | | | | |
| | Laptops | | | | | |
| Security | Vip | | | | | |
| | Attendants | | | | | |
| Disabled Access | Security at cars | | | | | |
| | | | | | | |
| Medical Services | | | | | | |
| | | | | | | |
| Photography | | | | | | |
| | | | | | | |
| Guest list | Design | | | | | |
| | Compile list | | | | | |
| | Send out invites (mail, fax, deliver) | | | | | |
| | Follow up | | | | | |



TOGETHER

EVENTS CHECKLIST

DATE

| ITEM | ACTIVITIES | ACTIONS TO BE TAKEN | RESPONSIBLE PERSON | COST | PROGRESS | TIME FRAME |
|--------------------------------------|--|---------------------|--------------------|------|----------|------------|
| Accommodation | Assess Numbers (remember seating for entertainers) | | | | | |
| | Honorary guests | | | | | |
| | Stakeholders | | | | | |
| | Local Authorities | | | | | |
| | Guest speaker | | | | | |
| | Seating plan | | | | | |
| | Rooms needed | | | | | |
| | Room rates | | | | | |
| | Accommod for speakers | | | | | |
| | Accommod for media | | | | | |
| | Reserved accommodation | | | | | |
| | Date arriving | | | | | |
| Date departing | | | | | | |
| Hospitality suites | | | | | | |
| Check : rooms, bars, snacks, service | | | | | | |
| Catering | Transport requirements | | | | | |
| | Shuttle service | | | | | |
| | Religious and dietary requirements | | | | | |
| | Timing | | | | | |
| | Location | | | | | |
| | System of distribution | | | | | |
| | Guest and VIP arrangements | | | | | |



TOGETHER

EVENTS CHECKLIST

DATE

| ITEM | ACTIVITIES | ACTIONS TO BE TAKEN | RESPONSIBLE PERSON | COST | PROGRESS | TIME FRAME |
|--------------------------------|--|---------------------|--------------------|------|----------|------------|
| Transport and Parking | Crockery, cutlery, overlays | | | | | |
| | Finalize menu | | | | | |
| | Beverages/Bar facilities | | | | | |
| | Corkage | | | | | |
| Transport and Parking | busses | | | | | |
| | bussing schedule | | | | | |
| | Parking arrangements | | | | | |
| | VIP parking | | | | | |
| Guest, media and VIP reception | payments for bus services | | | | | |
| | Indemnity forms if minors are involved | | | | | |
| | Allocated area | | | | | |
| | Design | | | | | |
| Programme | Develop Content | | | | | |
| | Print | | | | | |
| | Distribution | | | | | |
| | Check requirements according to theme | | | | | |
| Entertainment | Booking | | | | | |
| | Rehearsals | | | | | |
| | Catering | | | | | |
| | Seating | | | | | |
| Programme Director | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



TSORLES

EVENTS CHECKLIST

| ITEM | ACTIVITIES | ACTIONS TO BE TAKEN | RESPONSIBLE PERSON | COST | PROGRESS | DATE | TIME FRAME |
|--------------------------|----------------------------|---------------------|--------------------|------|----------|------|------------|
| Minute taking/Scribe | Identify scribe | | | | | | |
| | Distribution of minutes | | | | | | |
| Interpreters | Identify interpreter | | | | | | |
| | Quotation for service | | | | | | |
| Media | Media alert | | | | | | |
| | Media release | | | | | | |
| | Follow up | | | | | | |
| | Timing | | | | | | |
| Briefing of role players | rehearsals | | | | | | |
| | Allocate tasks for the day | | | | | | |
| | Where | | | | | | |
| Ushers and Marshalling | Who | | | | | | |
| | When | | | | | | |
| | How | | | | | | |
| Gifts for speakers | | | | | | | |
| | | | | | | | |
| Help Desk | Set up and cleaning times | | | | | | |
| | exhibition stands | | | | | | |
| | print material | | | | | | |
| | equipment | | | | | | |
| | Task team | | | | | | |



EVENTS CHECKLIST DATE

| ITEM | ACTIVITIES | ACTIONS TO BE TAKEN | RESPONSIBLE PERSON | COST | PROGRESS | TIME FRAME |
|--------------|--|---------------------|--------------------|------|----------|------------|
| Registration | Staffing | | | | | |
| | set up of tables | | | | | |
| | Table cloths | | | | | |
| | Name tags | | | | | |
| | Equipment, pens, pencils, stickers, etc. | | | | | |
| Next meeting | | | | | | |
| Post mortem | Draft report | | | | | |
| | Thank you letters | | | | | |
| | Suggestions Evaluation forms | | | | | |

PHASE IMPLEMENTATION OF EVENT LOGISTICS

| Phase 1 | Phase 2 | Phase 3 | Phase 4 |
|------------|-----------------|----------------------|---------------------------------|
| Conception | Venue | Help desk | Help desk |
| Management | Sponsorship | Security | Media |
| Guest List | Interpreters | Medical services | Programme |
| | Disabled access | Photography | Registration |
| | Sound | Promotional material | Parking |
| | Equipment | Entertainment | Guests, Media and VIP reception |
| | Accommodation | Gifts for Speakers | Programme director |
| | Catering | Minute taking/scribe | Briefing of role players |
| | | | Ushers and marshalling |