

Duties and Functions of an Events Coordinator

The Events Coordinator is a person designated by the Municipal Manager and will facilitate and coordinate the application and approval/rejection process for the staging of events. The events co-ordinator will be the nodal point for all events internally and externally in the local authority.

Applications for events

- On receipt of an application to stage an event all possible role players will be informed by the Events Coordinator of the application and liaise with all departments on an ongoing basis.
- The events co-ordinator will convene the Event Planning Committee for each individual event that is staged in the Knysna Municipality Municipality.
- The events co-ordinator will perform the secretarial function for the Event Planning Committee.
- Ward councillor(s) of wards(s) where the event will take place must be notified by the Events Coordinator of applications approved/rejected.
- The Events Coordinator is to create a mechanism for consultation with and feedback from communities regarding mass events, and for communicating this to the Events Coordinating Committee as well as the relevant Ward councillor(s) on an ongoing basis.

Planning

- Organiser in consultation with the Events Coordinator and the the Event Planning Committee is responsible for the Event Plan. The Event Plan must be compiled through a cross-sectoral, multi-disciplinary process where all stakeholders are consulted.
- Departmental plans must be attached to the Event Plan, it is the responsibility of each department to compile and provide these via the events co-ordinator to the Event Planning Committee before finalisation of the Event Plan.
- At the conclusion of an event or at least within 1 week after the event, the events co-ordinator must ensure that the Event Planning Committee reconvene to consider lessons learnt and address problems experienced in order to prevent these from occurring in future.

- The Events Coordinator, on the recommendation of the City Events Coordinating Committee, shall accredit event organisers and provide lists of such organisations to institutions planning to stage events.

Decisions

- The Event Planning Committee makes a decision and communicates the outcome via the events co-ordinator to the Municipal Manager, who informs the Applicant/Organiser in writing.
- The events co-ordinator must ensure that a deposit to recover any damages or additional expenditure to cover contingencies are payable to the Local Authority within 5 working days of approval by the Event Planning Committee.
- Upon the rejection of an application, the Organiser must be informed of the reasons for the rejection by the Municipal Manager and has a right of appeal.

General

- The Events Coordinator, on the basis of recommendations from the Events Coordinating Committee, may black-list specified event organisers. The Events Coordinator will not accept applications for the staging of events from black-listed event organisers.
- This policy is to be reviewed annually by the Events Coordinating Committee.
- Ongoing review by the Events Coordinator and all other parties involved should be documented and submitted on a quarterly basis to the event organising industry and the Events Coordinating Committee.
- The Events Coordinator determines mass event industry requirements and needs and strives to accommodate these as far as possible.
- The Events Coordinator shall investigate and pursue standardisation with event approval and planning procedures in other districts/regions.
- The events organiser will perform any other duties related to the staging of events as determined by the Municipal manager.