

RETURNED AND



SERVICES LEAGUE

PRESIDENT P. Collins  
HON. TRES. W. Thompson

OF AUSTRALIA

Candelo SUB BRANCH

HON. SEC W. Thompson

NEW SOUTH WALES BRANCH INCORPORATED  
*"The Price of Liberty is Eternal Vigilance"*

PO Box 4156  
Candelo NSW 2550  
11<sup>th</sup> January 2021

The General Manager  
Bega Valley Shire Council  
PO Box 492  
Bega NSW 2550

**Attention: Events Co-ordination Officer**

Dear Sir/Madam

The attached forms are forwarded to facilitate planning for ANZAC Day 2021. The sub branch holds public liability insurance with CGU Insurance Limited which is current until 31<sup>st</sup> May 2021 and a copy of the cover summary is attached.

This year because of Covid 19 restrictions it is not planned to hold the march we are intending at this stage to hold just the Service at the Memorial commencing at 1100 and completing by 1200. We will have a Covid safety plan in place. The only road that will require to be closed is William Street from Hood Street to Queen Street from 1045 until 1215.

However due to the changing nature of the health environment this plan could change or may even need to be cancelled. I will keep you informed .

Yours sincerely

Warren Thompson  
Honorary Secretary  
Mob [REDACTED]

RECEIVED  
14 JAN 2021

BY: .....



THE RIGHT PROTECTION

## COVER SUMMARY

CLIENT	INSURER	23.04.19
Hon. Secretary/Treasurer Candelo RSL Sub-Branch P O Box 4156 CANDELO NSW 2550	CGU Insurance Limited GPO Box 244 SYDNEY NSW 2001	

CLASS OF RISK	PERIOD OF INSURANCE
Legal Liability	From: 4.00 pm on 31st May 2019 To : 4.00 pm on 31st May 2020
Policy No : 10M7431902	Our Ref : SAB MAN C2148 0003481/015

### COVER SUMMARY

This summary is not your Insurance Policy Document. For complete details of cover provided by your policy - including Terms, Conditions, Exclusions, Limits of Liability, Claims Excess, and/or Deductibles please refer to the Insurers policy wording.

- SCOPE OF COVER** : The Insured's Legal Liability to pay compensation in respect of Personal Injury and/or Property Damage arising out of or in conjunction with the Insured's Business or Products, occurring within the Policy Geographical Limits.
- INSURED** : Candelo RSL Sub-Branch & Women's Auxiliary and/or its/their subsidiary and/or related corporations, as defined in the Corporations Law (including those acquired or incorporated during the Period of Insurance).
- BUSINESS DESCRIPTION** : Principally Ownership and/or occupation of Property; Adminsitration of RSL Policy, including all official RSL Sub Branch activities, Anzac Day Commemorative Services and/or fundraising and/or charitable activities organised by the organised by the Insured and any other occupation incidental thereto or associated therewith
- GEOGRAPHICAL LIMITS** : Anywhere in the world except the United States of America and Canada where this Policy shall only apply in respect of:
- (a) travelling executives and/or salespersons

## Special Event Resources

### Special Event Transport Management Plan

Refer to **Chapter 7** of the Guide for a complete description of the Transport Management Plan

#### 1. EVENT DETAIL

##### 1.1. Event Summary

Event Name: CANDELO Community ANZAC DAY SERVICE  
 Event Location: CANDELO WAR MEMORIAL WILLIAM ST CANDELO  
 Event Date: 25 APR Event Start Time: 1100 Event Finish Time: 1200  
 Event Setup Time: 1030 Event Pack down Finish Time: 1230  
 Event is ☒ off-street ☐ on-street moving ☐ on-street non-moving  
 Event is ☐ held regularly throughout the year (calendar attached)

##### 1.2. Event Summary

Event Organiser\*: WARREN THOMPSON. CANDELO RD SUB REACH

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Event Management Company (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Police: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Council: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Transport Management Centre  
(if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Roads & Maritime Service  
(if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

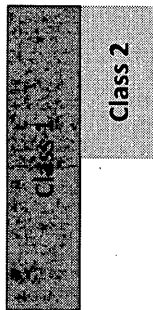
\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

**1.3. Brief description of the event (one paragraph)****2. RISK MANAGEMENT TRAFFIC**

Class 2	Class 3	<b>2.1. Occupational Health &amp; Safety – Traffic Control</b>
		<input type="checkbox"/> Risk assessment plan (or plans) attached
		<b>2.2. Public Liability Insurance</b>
		<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
		<b>2.3. Police</b>
		<input type="checkbox"/> Police written approval obtained
		<b>2.4. Fire Brigades and Ambulance</b>
		<input checked="" type="checkbox"/> Fire brigades notified
		<input type="checkbox"/> Ambulance notified

**3. TRAFFIC & TRANSPORT MANAGEMENT**

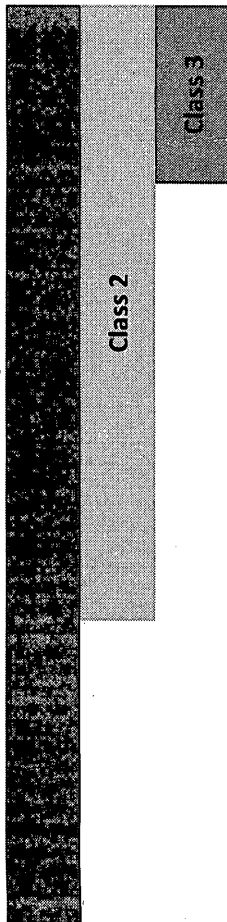
Class 2	Class 3	<b>3.1. The route or location</b>
		<input type="checkbox"/> Map attached
		<b>3.2. Parking</b>
		<input type="checkbox"/> Parking organised – details attached
		<input checked="" type="checkbox"/> Parking not required
		<b>3.3. Construction, traffic calming and traffic generating developments</b>
		<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
		<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
		<b>3.4. Trusts, authorities or Government enterprises</b>
		<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
		<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
		<b>3.5. Impact on/or Public Transport</b>
		<input type="checkbox"/> Public transport plans created - details attached
		<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
		<b>3.6. Reopening roads after moving events</b>
<input type="checkbox"/> This is a moving event - details attached.		
<input checked="" type="checkbox"/> This is a non-moving event.		
<b>3.7. Traffic management requirements unique to this event</b>		
<input checked="" type="checkbox"/> Description of unique traffic management requirements attached		
<input type="checkbox"/> There are no unique traffic requirements for this event		
<b>3.8. Contingency plans</b>		
<input type="checkbox"/> Contingency plans attached		

**3.9. Heavy vehicle impacts**

- ☐ Impacts heavy vehicles – RMS/TMC to manage
- ☒ Does not impact heavy vehicles

**3.10. Special event clearways**

- ☐ Special event clearways required - RMSTMC to arrange
- ☒ Special event clearways not required

**4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES****4.1. Access for local residents, businesses, hospitals and emergency vehicles**

- ☐ Plans to minimise impact on non-event community attached
- ☒ This event does not impact the non-event community either on the main route (or location) or detour routes

**4.2. Advertise traffic management arrangement**

- ☐ Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☐ No road closures, restrictions or special event clearways - advertising not required

**4.3. Special event warning signs**

- ☐ Special event information signs are described in the Traffic Control Plan/s
- ☐ This event does not require special event warning signs

**4.4. Permanent Variable Message Signs**

- ☐ Messages, locations and times attached
- ☐ This event does not use permanent Variable Message Signs

**4.5. Portable Variable Message Signs**

- ☒ The proposed messages and locations for portable VMS are attached
- ☐ This event does not use portable VMS

## 5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

## 6. APPROVAL

TMP Approved by: \_\_\_\_\_ Event Organiser \_\_\_\_\_ Date \_\_\_\_\_

## 7. AUTHORISATION TO \*REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ Council \_\_\_\_\_ Date \_\_\_\_\_

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ RMS/TMC \_\_\_\_\_ Date \_\_\_\_\_

\* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (*Roads Act, 1993*). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.