

RETURNED AND



SERVICES LEAGUE

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

PRESIDENT; ALLAN BROWNING
HON. TRES; GRAEME WILLIAMS
HON. SEC; TONY TOUSSAINT

MERIMBULA SUB BRANCH
P.O. BOX 473
MERIMBULA N.S.W. 2548

17TH January 2022

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

The Merimbula RSL sub-Branch wish to inform the Bega Valley Shire Council of intent to conduct ANZAC Day Services at Pambula and Merimbula on mONDAY 25th April 2022.

The ANZAC Day program with attached papers to hold a special event are being forwarded to your Officer Ms Mandy Gillies.

As in the past we request the use of 20 barricade boards and frames to block off areas around the Pambula and Merimbula Memorials.

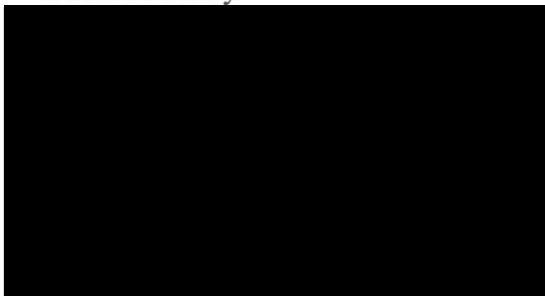
The sub-Branch invite Councillors to represent the Shire Council and lay a Wreath at each of the Services

The sub-Branch would be most appreciative if Council could supply Wreaths for the Services they attend.

The Merimbula RSL sub-Branch extend a invitation to the Councillors laying the wreaths, along with their partners to attend the Anzac Day luncheon at the Merimbula RSL Club at the completion of the Merimbula Service.

To allow me to complete the Anzac Day Service program, please let me have the names of the Councillors who will be attending and laying wreaths.

Yours sincerely



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P.O. BOX 473
MERIMBULA N.S.W. 2548

Ms Mandy Gillies
Bega Valley Shire Council
Bega NSW 2550

17th January 2022

Dear Mandy,

Please find enclosed special event transport management details for the ANZAC Day Services to be held in Wolumla, Pambula and Merimbula by the Merimbula RSL sub-Branch on Monday 25th April 2022.

As per last year I expect that the local Police will be controlling the Merimbula Dawn Service and main Service in Merimbula and assisting with the Pambula Service. This will need to be confirmed.

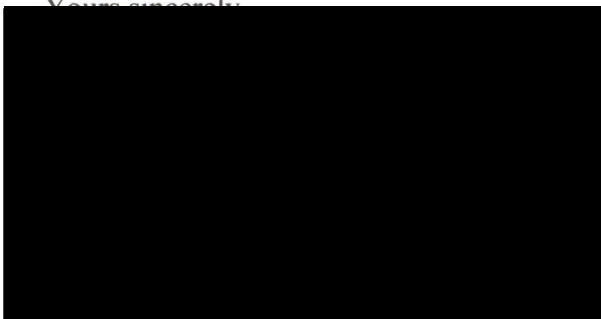
Mr Greg Whitby holds a traffic Controller Certificate and with the assistance of Pambula Rotary Club members will be setting up controlling and manning the barricades. This with the support of our local Police Service used at the 2021 Service proved very successful.

The ANZAC Day program attached will also be used for newspaper and radio advertising of the event. The program shows the streets and times for any traffic disruptions.

Attached:

1. Traffic Transport Management Special Events forms for Wolumla, Pambula and Merimbula.
2. Traffic plans for Dawn Service, Wolumla. Pambula Service and Merimbula Service
3. Use of Public Land Single Event Applications for the 4 Services
4. Program for Newspapers and Radio.
5. Certificate of Currency from Scott & Broad Insurance.

Yours sincerely,



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MERIMBULA RSL SUB BRANCH COMMEMORATIONS
FOR ANZAC DAY MONDAY 25TH APRIL 2022

DAWN SERVICE

Muster at the Memorial in Beach Street Merimbula at 5.40 am for a Service commencing at 6.00 am. A toddy & milk with breakfast BBQ will be supplied by sub-Branch after Dawn Service.

Beach Street will be closed between Alice Street and Main Street from 5.30am till 7.00am

PAMBULA SERVICE

Muster in front of Supermarket in Quondola Street at 8.40 am. March to the Memorial opposite the Pambula Post Office for Service and Wreath laying.

Quondola Street will be closed between Toalla Street and Bullara Street from 8.30 am till 10.15 am. Princes Highway traffic will be diverted to Merimbola Street.

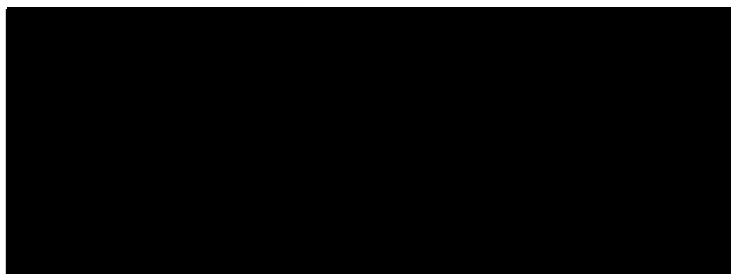
MERIMBULA SERVICE

Muster at the Merimbula RSL Club building at 10.40 am. March to Merimbula Beach Street Memorial for a Service and Wreath laying starting at 11am.

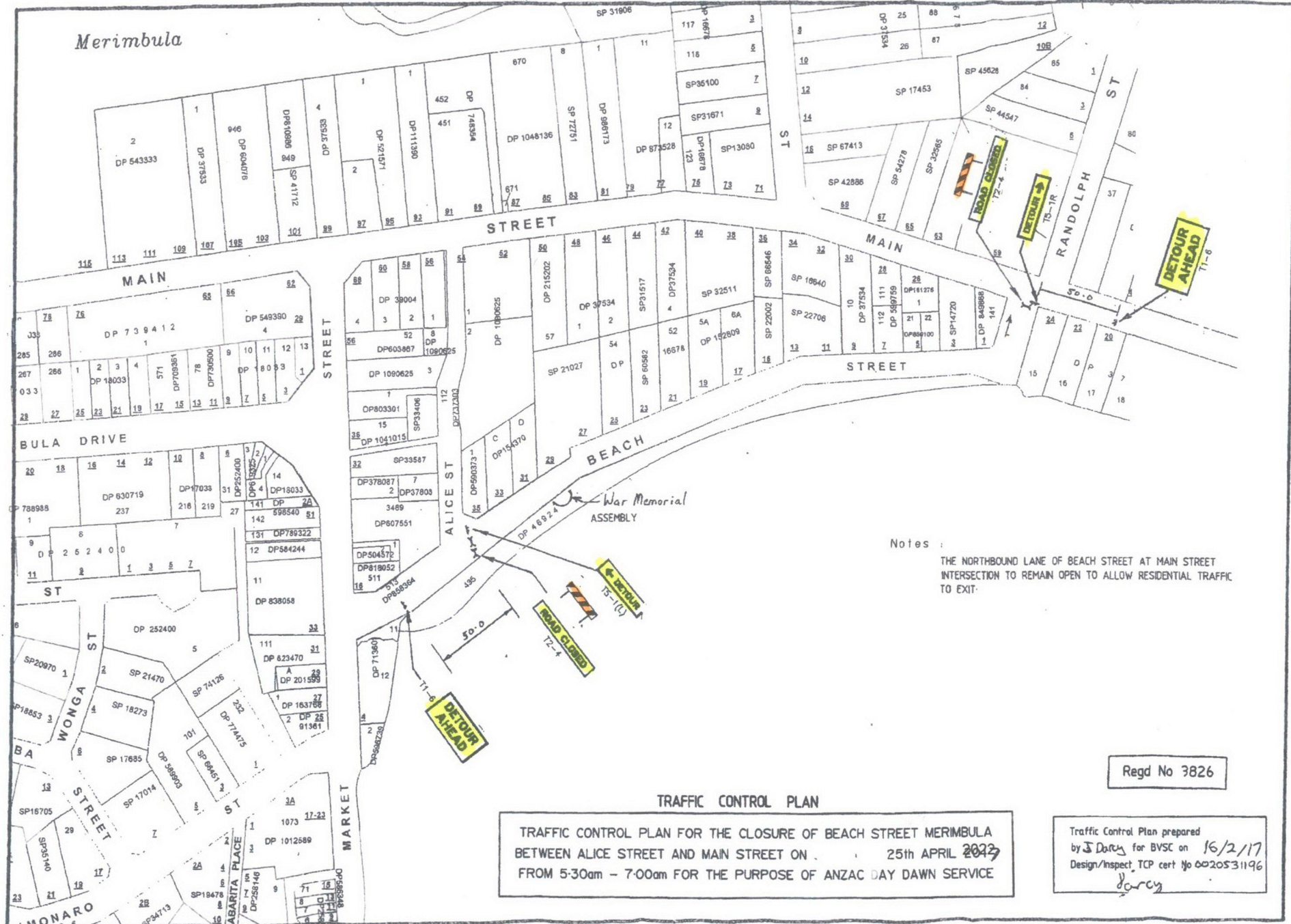
Beach Street will be closed between Alice Street and Main Street from 10.30 am to 12 midday.

There will be slight traffic disruption in Main and Market Streets while parade marches to the Beach Street Memorial. Approximately 10 to 15 minutes

The Merimbula sub-Branch apologises for any disruptions to traffic and thank the public for their understanding and consideration on this special day.



Merimbula



Notes:
 THE NORTHBOUND LANE OF BEACH STREET AT MAIN STREET INTERSECTION TO REMAIN OPEN TO ALLOW RESIDENTIAL TRAFFIC TO EXIT.

Regd No 3826

TRAFFIC CONTROL PLAN

TRAFFIC CONTROL PLAN FOR THE CLOSURE OF BEACH STREET MERIMBULA BETWEEN ALICE STREET AND MAIN STREET ON 25th APRIL 2022 FROM 5:30am - 7:00am FOR THE PURPOSE OF ANZAC DAY DAWN SERVICE

Traffic Control Plan prepared by J Darcy for BVSC on 16/2/17 Design/Inspect TCP cert No 0020531196
 J Darcy



Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Number: 10M 7431902

Insured: RSL of Australia Sub Branches, Day Clubs and RSL Auxiliaries as declared and agreed, including Merimbula RSL Sub Branch

Period of Insurance: (From) 31 May 2021 at 4:00pm local time at the place of issue
(To) 31 May 2022 at 4:00pm local time at the place of issue

Policy Type: General and Products Liability

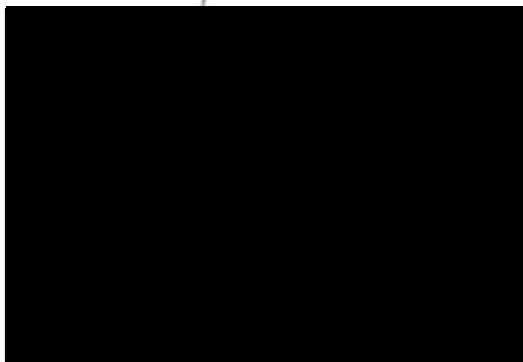
Limit of Indemnity:

Public Liability	\$20,000,000	any one Occurrence
Advertising Injury	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate for any one Period of Insurance

Interest Noted: It is noted and agreed that this Policy is endorsed to include the interests of: Bega Valley Shire Council and Bega Police in respect of the Remembrance Day & ANZAC Day services held by Merimbula RSL Sub Branch.

Remarks: The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance.



Laura Lawrence
Liability Underwriting Manager – Northern Region
24/05/2021

Special Event Resources

Special Event Transport Management Plan Template

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

I EVENT DETAILS

I.1 Event summary

Event Name: Anzac Day - Dawn Service

Event Location: Beach Street Merimbula RSL Memorial

Event Date: 25/04/2022 Event Start Time: 6.00 am Event Finish Time: 7.00 am

Event Setup Start Time: 5.45 am Event Packdown Finish Time: 7.15 am

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Merimbula RSL sub-Branch

Phone:..... Fax:..... Mobile:..... E-mail: [REDACTED]

Event Management Company (if applicable) N/A

Phone:..... Fax:..... Mobile:..... E-mail:.....

Police

Phone:..... Fax:..... Mobile:..... E-mail:.....

Council.....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Roads & Traffic Authority (if Class I).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

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

I.3 Brief description of the event (one paragraph)

Anzac Day Dawn Service at Beach Street Memorial

2 RISK MANAGEMENT - TRAFFIC

CLASS 1	CLASS 2	CLASS 3	2.1 Occupational Health & Safety - Traffic Control
			<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
			2.2 Public Liability Insurance
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			2.3 Police
			<input checked="" type="checkbox"/> Police written approval obtained
			2.4 Fire Brigades and Ambulance
			<input type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1	CLASS 2	CLASS 3	3.1 The route or location
			<input checked="" type="checkbox"/> Map attached
			3.2 Parking
			<input type="checkbox"/> Parking organised - details attached
			<input checked="" type="checkbox"/> Parking not required
			3.3 Construction, traffic calming and traffic generating developments
			<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
			3.4 Trusts, authorities or Government enterprises
			<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
			3.5 Impact on/of Public transport
			<input type="checkbox"/> Public transport plans created - details attached
			<input type="checkbox"/> Public transport not impacted or will not impact event
			3.6 Reopening roads after moving events
			<input type="checkbox"/> This is a moving event - details attached.
			<input type="checkbox"/> This is a non-moving event.
			3.7 Traffic management requirements unique to this event
			<input type="checkbox"/> Description of unique traffic management requirements attached
			<input type="checkbox"/> There are no unique traffic requirements for this event
			3.8 Contingency plans
			<input type="checkbox"/> Contingency plans attached

3.9 Heavy vehicle impacts

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

3.10 Special event clearways

- Special event clearways required - RTA 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 arrangements

- 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 and Traffic Authority (RTA), 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, RTA 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 RTA'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: RTA Date

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

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

I ...Anthony Toussaint - Hon. Secretary..... (name)
[Redacted]..... (address)
on behalf of ...Merimbula RSL sub-Branch..... (organisation)

notify the Commissioner of Police that
on the 25th (day) of April (month), 2022 (year), it is intended to hold

either:

- (a) a public assembly, not being a procession, of approximately 400 (number) persons,
which will assemble at Merimbula RSL Beach Street Memorial..... (Place)
at approximately 6.00 am/pm,
and disperse at approximately 7.00 am/pm

or

- (b) a public assembly, being a procession of approximately (number) persons,
which will assemble at approximately am/pm, and at
approximately am/pm the procession will commence and shall proceed
.....
.....
.....
(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)

2 The purpose of the proposed assembly is...RSL Anzac Day Dawn Service.....
.....
.....
.....
.....
.....
.....

3

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*):

(i) There will be .0. (number) of vehicles and/or..0..... (number) of floats involved.

The type and dimensions are as follows:

.....
.....
.....

(ii) There will be .0. (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

..... N/A.....
.....

(iv) Other special characteristics of the proposed assembly are as follows:

..... N/A.....
.....

4

I take responsibility for organising and conducting the proposed assembly.

5

Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

..... Merimbula RSL sub-Branch.....

..... PO Box 473.....

..... Merimbula . 2548..... Postcode.

Telephone No [redacted] ..

6

Sign [redacted]

Capacity/Title .Sub-Branch Hon. Secretary.....

Date .17th January 2022.....

Please print clearly in **BLOCK LETTERS** with a black pen.
 Ensure all fields have been filled out correctly.
 Please tick the appropriate boxes.
 Once your application is received a Council Officer will contact you if further information is required.

You may use this form to make an application to hold an event. This application cannot be approved until the public liability insurance Certificate of Currency is supplied as mentioned in Item 2 below. Please do not send payment with this application.

1 Applicant details

Organiser's name Position

Organisation name

Postal Address Postcode

Phone Business Home Mobile

Email address

Contact during event Phone

2 Important information

1. **Confirmation of event** I understand that the proposed event does not have Council approval until I have met all requirements and have been issued with a letter of confirmation to stage an event.

2. **Public Liability insurance** I understand that I require a current Certificate of Currency from my organisation's insurers who certify at least \$20 million public liability coverage for this event and have noted Bega Valley Shire Council's interest on the certificate. This insurance policy is to contain a cross liability clause.

3. **Fees and charges** I understand an administration charge may apply and there may be other service charges. I will be invoiced for all charges when calculated and that payment is due within seven days of invoicing. If an invoice has already been issued for an event that is subsequently cancelled by the organiser, Council will retain the administration fee if it has already been paid, or request payment if it is yet to be made.

4. **Application due dates**

- If a complying event and no road closure is required – at least 60 days before the event.
- If a complying event and road closure up to 24 hours is required – at least 90 days before the event.
- If a non-complying event or road closure greater than 24 hours is required – at least 120 days before the event.

Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.

5. **Public notification** If the event is longer than three consecutive days it may require public notification, in this instance the application is required at least six months before the event.

3 Applicant declaration

I declare that to the best of my knowledge the information provided in this application is accurate and correct

Signature of applicant


Date

Privacy & Personal Information Protection Notice Purpose of collection: To register or modify a premises | Intended recipients: Council staff and approved contractors of BVSC | Supply: required for the regulation of registered premises | Access/ correction: Council staff or Freedom of Information requests | Storage: Council's record management systems and archives

OFFICE USE ONLY

Code 267 Application Fee \$606.00 Allocation W5098.1102.1135

CS staff Receipt date



3 Event details

Name of event	ANZAC DAY SERVICE		Date/s of event	25/04/2022	
Time of event	From	6.00 am	To	7.00 am	
	Estimated no. of attendees	400 plus			
	Set up date / time	25/04/2022 5.30 am		Pack up date / time	25/04/2022 7.30 am
Location of event	MERIMBULA		Specified area	BEACH STREET MEMORIAL	
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Beneficiary details		
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, how much		
Description of event	ANZAC DAY DAWN SERVICE				

a) Temporary structures

Are you proposing to use temporary structures? eg tents, marquees, banners, etc Yes No, please proceed to section B
Depending on the size and nature of the structure, a development application may be required.

Number of structures	size of structures	Description of structures
Owner of the structures		
Name of person erecting the structures		

b) Waste management

Will you require additional waste management services? Yes No, please proceed to section C

All events will be required to submit a mandatory waste management plan for the event.

c) Toilet provision

Does your event require the use of Council toilets? Yes No

Does your event require portable toilets? Yes No, please proceed to section D

Please provide contact details of contractor for portable toilets

Have you arranged for the servicing of the toilets? Yes No Please phone Council on 6499 2222 if servicing of toilets is required. Please note, fees may apply.

d) Electrical

Do you require access to the use of Bega Valley Shire Council electricity if available at the venue? Yes No

If yes, please provide details of proposed use

e) Water provision

Has provision been made for access to drinking water? Yes No

Where can patrons access drinking water free of charge at the event?

f) First Aid provision

Have First Aid arrangements been made? Yes No, please explain why LOCAL AMBULANCE SERVICE

No of First Aiders on-site No of First Aid posts

Have you advised the local hospital of your event? Yes No

g) Security

Have security arrangements been made?

Yes No, please explain why

Local Police

Security Company

Contact no

Have you requested the presence of local Police at your event?

Yes No

h) Road closures

Is a road closure required for this event?

Yes No, please proceed to section I

Street name

BEACH STREET

Suburb

MERIMBULA

Section to be closed

From Alice Street to Main Street

Purpose

Anzac Day Dawn Service

Date/s

From

5.30 am

am/pm on

25 / 04 / 2022

to

7.30 am

am/pm on

25 / 04 / 2022

The nominated responsible person (with a mobile phone or similar) is to be on-site at all times throughout the duration of the closure. This person will be accountable for the coordination and supervision of traffic management. Authorised vehicles can access the closure at one location only, under the direction of a responsible person. The nominated access point is to be shown on the Traffic Management Plan.

- Note:**
- A Traffic Management Plan is necessary with Road Closure Applications
 - All barriers are to be supervised by certified traffic controllers

i) Parking

Is more parking required than the designated areas provided?

Yes No, please proceed to section J

Please identify where event patrons are to park their vehicles, including expected no of vehicles

Have public transport arrangements been made?

Yes No

j) Food / alcohol

Are you proposing to provide food?

No Yes, please complete Council's Temporary Food Stall Holder form, and attach with this application

Will you be selling / serving alcohol?

No Yes, please include a copy of the liquor licence

Are you proposing to have temporary non-food stalls?

No Yes, please complete Council's Temporary Stall Holder (non-food) form, and attach with this application

k) Amplified sound

Are you proposing to use amplified sound?

Yes No, please proceed to section L

Type of sound eg band

Sound system for people to hear Service

Style of music

Speakers only

Time

Start

6.00 am

Duration

one hour

Amplification system

Sound system with 2 speakers

l) Amusement devices

Are you proposing to have amusement devices?

Yes No, please proceed to section M

If yes, all persons wishing to operate amusements are required to comply with Council's policy.

m) Pyrotechnics display (fireworks)

Are you proposing to use pyrotechnics?

Yes No

Pyrotechnics supplier

Contact no

A copy of the pyrotechnic operator's WorkCover Licence to operate fireworks and a copy of the licensed operator's Public Liability Insurance must be submitted with this application.

n) Additional comments

Please add additional comments/notes below if required.

Checklist

Please ensure the following items are included when submitting your application form

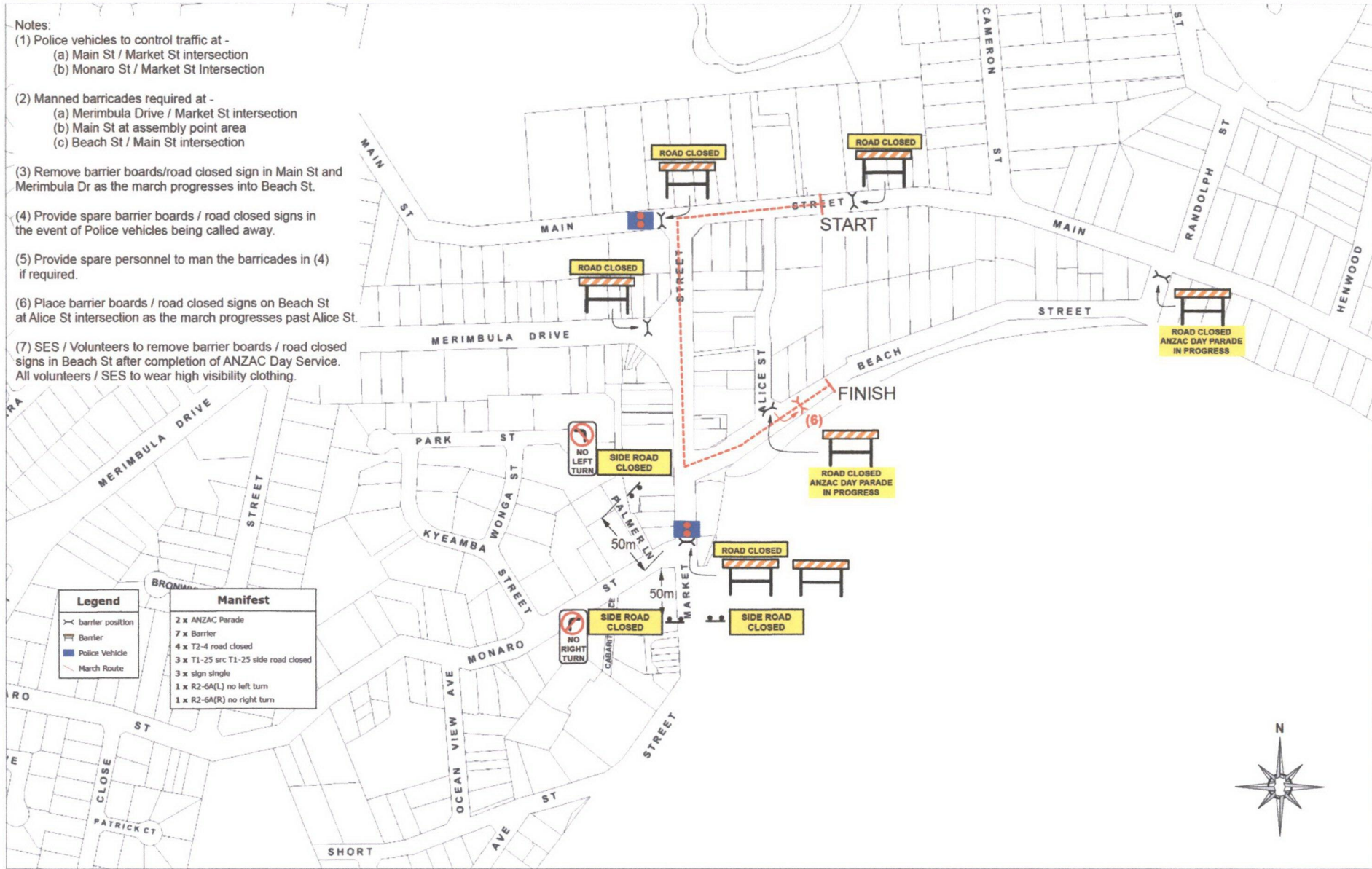
- Completed and signed application form
- Site plan – showing the location of all facilities and provisions available on site (sections a to m)
- Waste Management Plan
- Public Liability Certificate of Currency for at least \$20 million coverage


The following items may be required when submitting your application form

- Traffic Management Plan
- Temporary Food Stall application form
- Mobile Food Vending application form
- Place of Public Entertainment form
- Fireworks – WorkCover Licence
- Copy of Liquor Licence

Notes:

- (1) Police vehicles to control traffic at -
 - (a) Main St / Market St intersection
 - (b) Monaro St / Market St Intersection
- (2) Manned barricades required at -
 - (a) Merimbula Drive / Market St intersection
 - (b) Main St at assembly point area
 - (c) Beach St / Main St intersection
- (3) Remove barrier boards/road closed sign in Main St and Merimbula Dr as the march progresses into Beach St.
- (4) Provide spare barrier boards / road closed signs in the event of Police vehicles being called away.
- (5) Provide spare personnel to man the barricades in (4) if required.
- (6) Place barrier boards / road closed signs on Beach St at Alice St intersection as the march progresses past Alice St.
- (7) SES / Volunteers to remove barrier boards / road closed signs in Beach St after completion of ANZAC Day Service. All volunteers / SES to wear high visibility clothing.



 **Date:** 11/02/20 **Author:** SBell **Project:** Merimbula Anzac Day March **Design TCP Cert No:** 0052164121

Comments:
 Traffic Control Plan for Anzac Day March Merimbula
 Beach St - Main St - Market St Detour
 For Saturday 25th April 2019 **2022**
 10:30am - 12:00pm



Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Number: 10M 7431902

Insured: RSL of Australia Sub Branches, Day Clubs and RSL Auxiliaries as declared and agreed, including Merimbula RSL Sub Branch

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(To) 31 May 2022 at 4:00pm local time at the place of issue

Policy Type: General and Products Liability

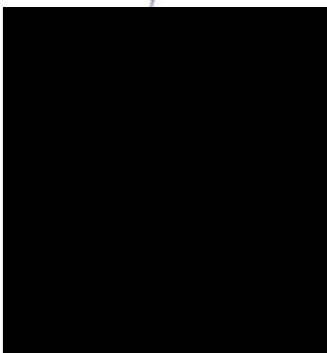
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Advertising Injury	\$20,000,000	any one Occurrence
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Interest Noted: It is noted and agreed that this Policy is endorsed to include the interests of:
Bega Valley Shire Council and Bega Police in respect of the Remembrance Day & ANZAC Day services held by Merimbula RSL Sub Branch.

Remarks: The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance.



Laura Lawrence
Liability Underwriting Manager – Northern Region
24/05/2021

Special Event Resources

Special Event Transport Management Plan Template

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

I EVENT DETAILS

I.1 Event summary

Event Name: Anzac Day Service

Event Location: Merimbula

Event Date: 25/04/2022 Event Start Time: 11 am Event Finish Time: 12 Midday

Event Setup Start Time: 10.30 am Event Packdown Finish Time: 12.15 pm

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Merimbula RSL sub-Branch

Phone:..... Fax:..... Mobile: [REDACTED] E-mail: [REDACTED]@pm

Event Management Company (if applicable) N/A

Phone:..... Fax:..... Mobile:..... E-mail:.....

Police

Phone:..... Fax:..... Mobile:..... E-mail:.....

Council.....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Roads & Traffic Authority (if Class I).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

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

I.3 Brief description of the event (one paragraph)

Anzac Day main RSL Service

2 RISK MANAGEMENT - TRAFFIC

CLASS 1	CLASS 2	CLASS 3	
			2.1 Occupational Health & Safety - Traffic Control
			<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
			2.2 Public Liability Insurance
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			2.3 Police
			<input checked="" type="checkbox"/> Police written approval obtained
			2.4 Fire Brigades and Ambulance
			<input type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1	CLASS 2	CLASS 3	
			3.1 The route or location
			<input checked="" type="checkbox"/> Map attached
			3.2 Parking
			<input type="checkbox"/> Parking organised - details attached
			<input checked="" type="checkbox"/> Parking not required
			3.3 Construction, traffic calming and traffic generating developments
			<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
			3.4 Trusts, authorities or Government enterprises
			<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
			3.5 Impact on/of Public transport
			<input type="checkbox"/> Public transport plans created - details attached
			<input type="checkbox"/> Public transport not impacted or will not impact event
			3.6 Reopening roads after moving events
			<input type="checkbox"/> This is a moving event - details attached.
			<input type="checkbox"/> This is a non-moving event.
			3.7 Traffic management requirements unique to this event
			<input type="checkbox"/> Description of unique traffic management requirements attached
			<input type="checkbox"/> There are no unique traffic requirements for this event
			3.8 Contingency plans
			<input type="checkbox"/> Contingency plans attached

3.9 Heavy vehicle impacts

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

3.10 Special event clearways

- Special event clearways required - RTA 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 arrangements

- 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 and Traffic Authority (RTA), 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, RTA 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 RTA'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: RTA Date

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

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

I Anthony Toussaint - Hon. Secretary (name)
of 40 Sapphire Crescent Merimbula (address)
on behalf of Merimbula RSL sub-Branch (organisation)
notify the Commissioner of Police that
on the 25th (day) of April (month), 2022 (year), it is intended to hold

either:

- (a) a public assembly, not being a procession, of approximately 500 (number) persons,
which will assemble at the Beach Street Memorial Merimbula (Place)
at approximately 11.00 am/pm,
and disperse at approximately 12.15 am/pm.

or

- (b) a public assembly, being a procession of approximately 200 (number) persons,
which will assemble at approximately 10.45 am/pm, and at
approximately 11.00 am/pm the procession will commence and shall proceed
From the Merimbula RSL Club along Main Street to Market Street down
Market Street to Beach Street to the RSL Memorial in Beach Street

(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)

2 The purpose of the proposed assembly is.....
Merimbula sub-Branch main Anzac Day Service
.....
.....
.....
.....
.....
.....

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*):

(i) There will be .2.... (number) of vehicles and/or.....0 (number) of floats involved.

The type and dimensions are as follows:

Army Vehicle, Army ute and car to carry disabled Veterans to Memorial

(ii) There will be ...1... (number) of bands, ~~musicians, entertainers,~~ etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

Nil

(iv) Other special characteristics of the proposed assembly are as follows:

N/A

4 I take responsibility for organising and conducting the proposed assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

Merimbula RSL sub-Branch

PO.Box 473

Merimbula 2548 Postcode.

Telephone No. [REDACTED]

6 Signed [REDACTED]

Capacity/Title Hon. Secretary

Date 17th January 2022

Please print clearly in **BLOCK LETTERS** with a black pen.
 Ensure all fields have been filled out correctly.
 Please tick the appropriate boxes.
 Once your application is received a Council Officer will contact you if further information is required.

You may use this form to make an application to hold an event. This application cannot be approved until the public liability insurance Certificate of Currency is supplied as mentioned in Item 2 below. Please do not send payment with this application.

1 Applicant details

Organiser's name	ANTHONY (TONY) TOUSSAINT	Position	HON SECRETARY
Organisation name	MERIMBULA RSL SUB-BRANCH		
Postal Address	PO BOX 473 MERIMBULA	Postcode	2548
Phone	Business	Home	[REDACTED]
Email address	[REDACTED]		
Contact during event	TONY TOUSSAINT	Phone	[REDACTED]

2 Important information

1. Confirmation of event	I understand that the proposed event does not have Council approval until I have met all requirements and have been issued with a letter of confirmation to stage an event.
2. Public Liability insurance	I understand that I require a current Certificate of Currency from my organisation's insurers who certify at least \$20 million public liability coverage for this event and have noted Bega Valley Shire Council's interest on the certificate. This insurance policy is to contain a cross liability clause.
3. Fees and charges	I understand an administration charge may apply and there may be other service charges. I will be invoiced for all charges when calculated and that payment is due within seven days of invoicing. If an invoice has already been issued for an event that is subsequently cancelled by the organiser, Council will retain the administration fee if it has already been paid, or request payment if it is yet to be made.
4. Application due dates	<ul style="list-style-type: none"> If a complying event and no road closure is required – at least 60 days before the event. If a complying event and road closure up to 24 hours is required – at least 90 days before the event. If a non-complying event or road closure greater than 24 hours is required – at least 120 days before the event. Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.
5. Public notification	If the event is longer than three consecutive days it may require public notification, in this instance the application is required at least six months before the event.

3 Applicant declaration

I declare that to the best of my knowledge the information provided in this application is accurate and correct

Signature of applicant	[REDACTED]	Date	17 / 01 / 2022
------------------------	------------	------	----------------

Privacy & Personal Information Protection Notice Purpose of collection: To register or modify a premises | Intended recipients: Council staff and approved contractors of BVSC | Supply: required for the regulation of registered premises | Access/ correction: Council staff or Freedom of Information requests | Storage: Council's record management systems and archives

OFFICE USE ONLY	Code 267	Application Fee \$606.00	Allocation W5098.1102.1135
	CS staff	[REDACTED]	Receipt date [REDACTED]

3 Event details

Name of event	ANZAC DAY SERVICE		Date/s of event	25/04/2022
Time of event	From 11 am	To 12 midday	Estimated no. of attendees	500 plus
	Set up date / time	25/04/2022 10.30 am	Pack up date / time	25/04/2022 12.15 pm
Location of event	MERIMBULA		Specified area	BEACH STREET MEMORIAL
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Beneficiary details	
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, how much	
Description of event	ANZAC DAY SERVICE			

a) Temporary structures

Are you proposing to use temporary structures? eg tents, marquees, banners, etc Yes No, please proceed to section B
Depending on the size and nature of the structure, a development application may be required.

Number of structures	size of structures	Description of structures
Owner of the structures		
Name of person erecting the structures		

b) Waste management

Will you require additional waste management services? Yes No, please proceed to section C

All events will be required to submit a mandatory waste management plan for the event.

c) Toilet provision

Does your event require the use of Council toilets? Yes No

Does your event require portable toilets? Yes No, please proceed to section D

Please provide contact details of contractor for portable toilets

Have you arranged for the servicing of the toilets? Yes No Please phone Council on 6499 2222 if servicing of toilets is required. Please note, fees may apply.

d) Electrical

Do you require access to the use of Bega Valley Shire Council electricity if available at the venue? Yes No

If yes, please provide details of proposed use

e) Water provision

Has provision been made for access to drinking water? Yes No

Where can patrons access drinking water free of charge at the event?

f) First Aid provision

Have First Aid arrangements been made? Yes No, please explain why LOCAL AMBULANCE SERVICE

No of First Aiders on-site No of First Aid posts

Have you advised the local hospital of your event? Yes No

g) Security

Have security arrangements been made?

Yes No, please explain why

Local Police

Security Company

Contact no

Have you requested the presence of local Police at your event? Yes No

h) Road closures

Is a road closure required for this event?

Yes No, please proceed to section I

Street name

BEACH STREET

Suburb

MERIMBULA

Section to be closed

From Alice Street to Main Street

Purpose

Anzac Day Service

Date/s

From

10.30 am

am/pm on

25 / 04 / 2022

to

12.15 pm

am/pm on

25 / 04 / 2022

The nominated responsible person (with a mobile phone or similar) is to be on-site at all times throughout the duration of the closure. This person will be accountable for the coordination and supervision of traffic management. Authorised vehicles can access the closure at one location only, under the direction of a responsible person. The nominated access point is to be shown on the Traffic Management Plan.

- Note:**
- A Traffic Management Plan is necessary with Road Closure Applications
 - All barriers are to be supervised by certified traffic controllers

i) Parking

Is more parking required than the designated areas provided? Yes No, please proceed to section J

Please identify where event patrons are to park their vehicles, including expected no of vehicles

Have public transport arrangements been made?

Yes No

j) Food / alcohol

Are you proposing to provide food?

No Yes, please complete Council's Temporary Food Stall Holder form, and attach with this application

Will you be selling / serving alcohol?

No Yes, please include a copy of the liquor licence

Are you proposing to have temporary non-food stalls?

No Yes, please complete Council's Temporary Stall Holder (non-food) form, and attach with this application

k) Amplified sound

Are you proposing to use amplified sound?

Yes No, please proceed to section L

Type of sound eg band

Sound system for people to hear Service

Style of music

Speakers only

Time

Start

11 am

Duration

one hour

Amplification system

Sound system with 2 speakers

l) Amusement devices

Are you proposing to have amusement devices?

Yes No, please proceed to section M

If yes, all persons wishing to operate amusements are required to comply with Council's policy.

m) Pyrotechnics display (fireworks)

Are you proposing to use pyrotechnics?

Yes No

Pyrotechnics supplier

Contact no

A copy of the pyrotechnic operator's WorkCover Licence to operate fireworks and a copy of the licensed operator's Public Liability Insurance must be submitted with this application.

n) Additional comments

Please add additional comments/notes below if required.

Checklist

Please ensure the following items are included when submitting your application form

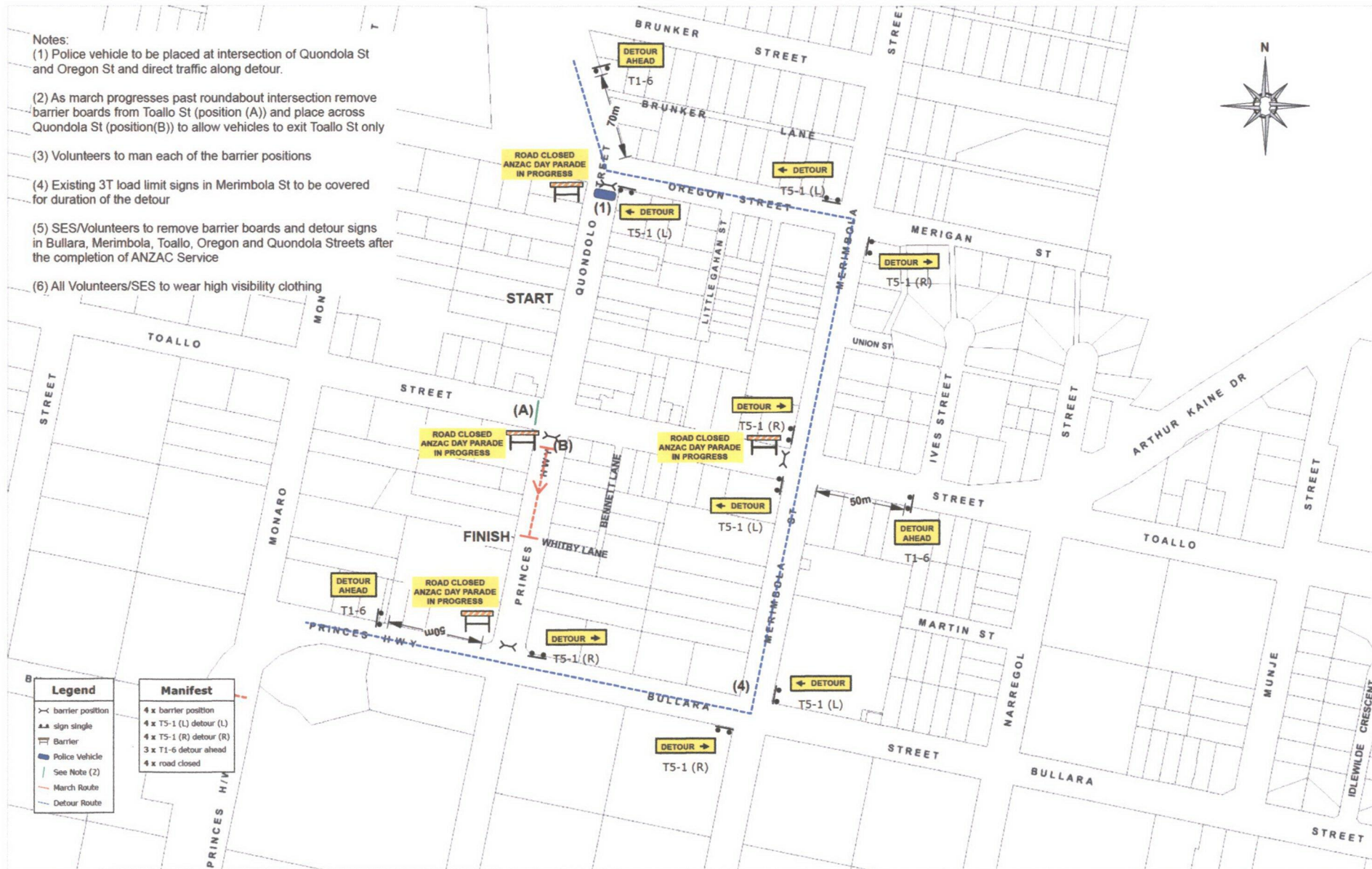
- Completed and signed application form
- Site plan – showing the location of all facilities and provisions available on site (sections a to m)
- Waste Management Plan
- Public Liability Certificate of Currency for at least \$20 million coverage

The following items may be required when submitting your application form

- Traffic Management Plan
- Temporary Food Stall application form
- Mobile Food Vending application form
- Place of Public Entertainment form
- Fireworks – WorkCover Licence
- Copy of Liquor Licence

Notes:

- (1) Police vehicle to be placed at intersection of Quondola St and Oregon St and direct traffic along detour.
- (2) As march progresses past roundabout intersection remove barrier boards from Toallo St (position (A)) and place across Quondola St (position(B)) to allow vehicles to exit Toallo St only
- (3) Volunteers to man each of the barrier positions
- (4) Existing 3T load limit signs in Merimbola St to be covered for duration of the detour
- (5) SES/Volunteers to remove barrier boards and detour signs in Bullara, Merimbola, Toallo, Oregon and Quondola Streets after the completion of ANZAC Service
- (6) All Volunteers/SES to wear high visibility clothing



Legend	
X	barrier position
▲	sign single
▬	Barrier
🚓	Police Vehicle
—	See Note (2)
—	March Route
—	Detour Route

Manifest	
X	4 x barrier position
▲	4 x T5-1 (L) detour (L)
▲	4 x T5-1 (R) detour (R)
▬	3 x T1-6 detour ahead
▬	4 x road closed

	<p>Date: 11/02/2020 Author: SBell Project: Pambula Anzac Day March Design TCP Cert No: 0052164121</p>
	<p>Comments: Traffic Control Plan for Anzac Day March Pambula Quondola St Detour - Oregon St - Merimbola St - Bullara St For Saturday 25th April 2022 9.00am - 10.30am</p>



Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Number: 10M 7431902

Insured: RSL of Australia Sub Branches, Day Clubs and RSL Auxiliaries as declared and agreed, including Merimbula RSL Sub Branch

Period of Insurance: (From) 31 May 2021 at 4:00pm local time at the place of issue
(To) 31 May 2022 at 4:00pm local time at the place of issue

Policy Type: General and Products Liability

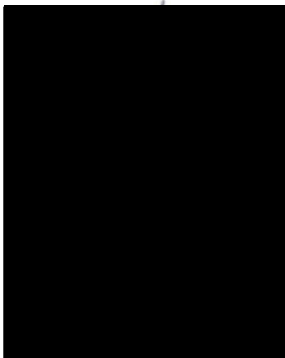
Limit of Indemnity:

Public Liability	\$20,000,000	any one Occurrence
Advertising Injury	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate for any one Period of Insurance

Interest Noted: It is noted and agreed that this Policy is endorsed to include the interests of: Bega Valley Shire Council and Bega Police in respect of the Remembrance Day & ANZAC Day services held by Merimbula RSL Sub Branch.

Remarks: The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance.



Laura Lawrence
Liability Underwriting Manager – Northern Region
24/05/2021

Special Event Resources

Special Event Transport Management Plan Template

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

I EVENT DETAILS

I.1 Event summary

Event Name: Anzac Day Service

Event Location: Pambula

Event Date: 25/04/2022 Event Start Time: 9.00 am Event Finish Time: 10.00 am

Event Setup Start Time: 8.40 am Event Packdown Finish Time: 10.00 am

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Merimbula RSL sub-Branch

Phone:..... Fax:..... Mobile: [REDACTED] E-mail: [REDACTED]

Event Management Company (if applicable) N/A

Phone:..... Fax:..... Mobile:..... E-mail:.....

Police

Phone:..... Fax:..... Mobile:..... E-mail:.....

Council.....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Roads & Traffic Authority (if Class 1).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

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

I.3 Brief description of the event (one paragraph)

Anzac Day RSL Service

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input checked="" type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input checked="" type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised - details attached
	<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
	<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	3.5 Impact on/of Public transport
	<input type="checkbox"/> Public transport plans created - details attached
	<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	3.6 Reopening roads after moving events
	<input checked="" type="checkbox"/> This is a moving event - details attached.
	<input type="checkbox"/> This is a non-moving event.
	3.7 Traffic management requirements unique to this event
	<input checked="" type="checkbox"/> Description of unique traffic management requirements attached
	<input type="checkbox"/> There are no unique traffic requirements for this event
	3.8 Contingency plans
	<input type="checkbox"/> Contingency plans attached

3.9 Heavy vehicle impacts

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

3.10 Special event clearways

- Special event clearways required - RTA 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 arrangements

- 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 and Traffic Authority (RTA), 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, RTA 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 RTA'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: RTA Date

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

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

I Anthony Toussaint - Hon. Secretary (name)
of 40 Sapphire Crescent Merimbula (address)
on behalf of Merimbula RSL sub-Branch (organisation)
notify the Commissioner of Police that
on the 25th (day) of April (month), 2022 (year), it is intended to hold

either:

- (a) a public assembly, **not** being a procession, of approximately
..... (number) persons,
which will assemble at..... (Place)
at approximately am/pm,
and disperse at approximately am/pm.

or

- (b) a public assembly, being a procession of approximately
150 (number) persons,
which will assemble at approximately 8.40 am/~~pm~~, and at
approximately 9.00 am/~~pm~~ the procession will commence and shall proceed
From the roundabout in Quondola Street, past Toallo Street to the Memorial
in Quondola Street Pambula, as per map.

(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)

2 The purpose of the proposed assembly is.....
Pambula Anzac Day Service
.....
.....
.....
.....
.....
.....

3

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*):

(i) There will be 0 (number) of vehicles and/or 0 (number) of floats involved.

The type and dimensions are as follows:

.....
.....
.....

(ii) There will be 1 (number) of bands, ~~musicians, entertainers,~~ etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

Nil
.....
.....

(iv) Other special characteristics of the proposed assembly are as follows:

Quondola Street will be blocked off from Toallo Street and Bullara Street
for 1 hour while Service is in progress. Traffic will be diverted as shown on map

4

I take responsibility for organising and conducting the proposed assembly.

5

Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

Merimbula RSL sub-Branch
.....

PO Box 473
.....

Merimbula 2548 Postcode.

Telephone No. [REDACTED]

6

Signed [REDACTED]

Capacity/Title Hon. Secretary

Date 17th January 2022

Please print clearly in **BLOCK LETTERS** with a black pen.
 Ensure all fields have been filled out correctly.
 Please tick the appropriate boxes.
 Once your application is received a Council Officer will contact you if further information is required.

You may use this form to make an application to hold an event. This application cannot be approved until the public liability insurance Certificate of Currency is supplied as mentioned in Item 2 below. Please do not send payment with this application.

1 Applicant details

Organiser's name	ANTHONY (TONY) TOUSSAINT	Position	HON SECRETARY
Organisation name	MERIMBULA RSL SUB-BRANCH		
Postal Address	PO BOX 473 MERIMBULA	Postcode	2548
Phone	Business	Home	Mobile
Email address	[REDACTED]		
Contact during event	TONY TOUSSAINT	Phone	[REDACTED]

2 Important information

1. Confirmation of event	I understand that the proposed event does not have Council approval until I have met all requirements and have been issued with a letter of confirmation to stage an event.
2. Public Liability insurance	I understand that I require a current Certificate of Currency from my organisation's insurers who certify at least \$20 million public liability coverage for this event and have noted Bega Valley Shire Council's interest on the certificate. This insurance policy is to contain a cross liability clause.
3. Fees and charges	I understand an administration charge may apply and there may be other service charges. I will be invoiced for all charges when calculated and that payment is due within seven days of invoicing. If an invoice has already been issued for an event that is subsequently cancelled by the organiser, Council will retain the administration fee if it has already been paid, or request payment if it is yet to be made.
4. Application due dates	<ul style="list-style-type: none"> If a complying event and no road closure is required – at least 60 days before the event. If a complying event and road closure up to 24 hours is required – at least 90 days before the event. If a non-complying event or road closure greater than 24 hours is required – at least 120 days before the event. Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.
5. Public notification	If the event is longer than three consecutive days it may require public notification, in this instance the application is required at least six months before the event.

3 Applicant declaration

I declare that to the best of my knowledge the information provided in this application is accurate and correct

Signature of applicant [REDACTED] Date 17/01/2022

Privacy & Personal Information Protection Notice Purpose of collection: To register or modify a premises | Intended recipients: Council staff and approved contractors of BVSC | Supply: required for the regulation of registered premises | Access/ correction: Council staff or Freedom of Information requests | Storage: Council's record management systems and archives

OFFICE USE ONLY	Code 267	Application Fee \$606.00	Allocation W5098.1102.1135
	CS staff	[REDACTED]	Receipt date [REDACTED]

3 Event details

Name of event	ANZAC DAY SERVICE	Date/s of event	25/04/2022
Time of event	From 9 am To 10 am	Estimated no. of attendees	300 plus
Set up date / time	25/04/2022 8.40 am	Pack up date / time	25/04/2022 10 am
Location of event	PAMBULA	Specified area	MEMORIAL QUONDOLA STREET
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Beneficiary details	
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how much	
Description of event	ANZAC DAY SERVICE		

a) Temporary structures

Are you proposing to use temporary structures? eg tents, marquees, banners, etc Yes No, please proceed to section B
Depending on the size and nature of the structure, a development application may be required.

Number of structures	size of structures	Description of structures
Owner of the structures		
Name of person erecting the structures		

b) Waste management

Will you require additional waste management services? Yes No, please proceed to section C
All events will be required to submit a mandatory waste management plan for the event.

c) Toilet provision

Does your event require the use of Council toilets?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does your event require portable toilets?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please proceed to section D
Please provide contact details of contractor for portable toilets	
Have you arranged for the servicing of the toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please phone Council on 6499 2222 if servicing of toilets is required. Please note, fees may apply.	

d) Electrical

Do you require access to the use of Bega Valley Shire Council electricity if available at the venue?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please provide details of proposed use	

e) Water provision

Has provision been made for access to drinking water?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Where can patrons access drinking water free of charge at the event?	

f) First Aid provision

Have First Aid arrangements been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain why	LOCAL AMBULANCE SERVICE	
No of First Aiders on-site		No of First Aid posts	
Have you advised the local hospital of your event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

g) Security

Have security arrangements been made? Yes No, please explain why

Security Company Contact no

Have you requested the presence of local Police at your event? Yes No

h) Road closures

Is a road closure required for this event? Yes No, please proceed to section I

Street name Suburb

Section to be closed Purpose

Date/s From am/pm on to am/pm on

The nominated responsible person (with a mobile phone or similar) is to be on-site at all times throughout the duration of the closure. This person will be accountable for the coordination and supervision of traffic management. Authorised vehicles can access the closure at one location only, under the direction of a responsible person. The nominated access point is to be shown on the Traffic Management Plan.

- Note:**
- A Traffic Management Plan is necessary with Road Closure Applications
 - All barriers are to be supervised by certified traffic controllers

i) Parking

Is more parking required than the designated areas provided? Yes No, please proceed to section J

Please identify where event patrons are to park their vehicles, including expected no of vehicles

Have public transport arrangements been made? Yes No

j) Food / alcohol

Are you proposing to provide food? No Yes, please complete Council's Temporary Food Stall Holder form, and attach with this application

Will you be selling / serving alcohol? No Yes, please include a copy of the liquor licence

Are you proposing to have temporary non-food stalls? No Yes, please complete Council's Temporary Stall Holder (non-food) form, and attach with this application

k) Amplified sound

Are you proposing to use amplified sound? Yes No, please proceed to section L

Type of sound eg band Style of music

Time Start Duration Amplification system

l) Amusement devices

Are you proposing to have amusement devices? Yes No, please proceed to section M

If yes, all persons wishing to operate amusements are required to comply with Council's policy.

m) Pyrotechnics display (fireworks)

Are you proposing to use pyrotechnics? Yes No

Pyrotechnics supplier Contact no

A copy of the pyrotechnic operator's WorkCover Licence to operate fireworks and a copy of the licensed operator's Public Liability Insurance must be submitted with this application.

n) Additional comments

Please add additional comments/notes below if required.

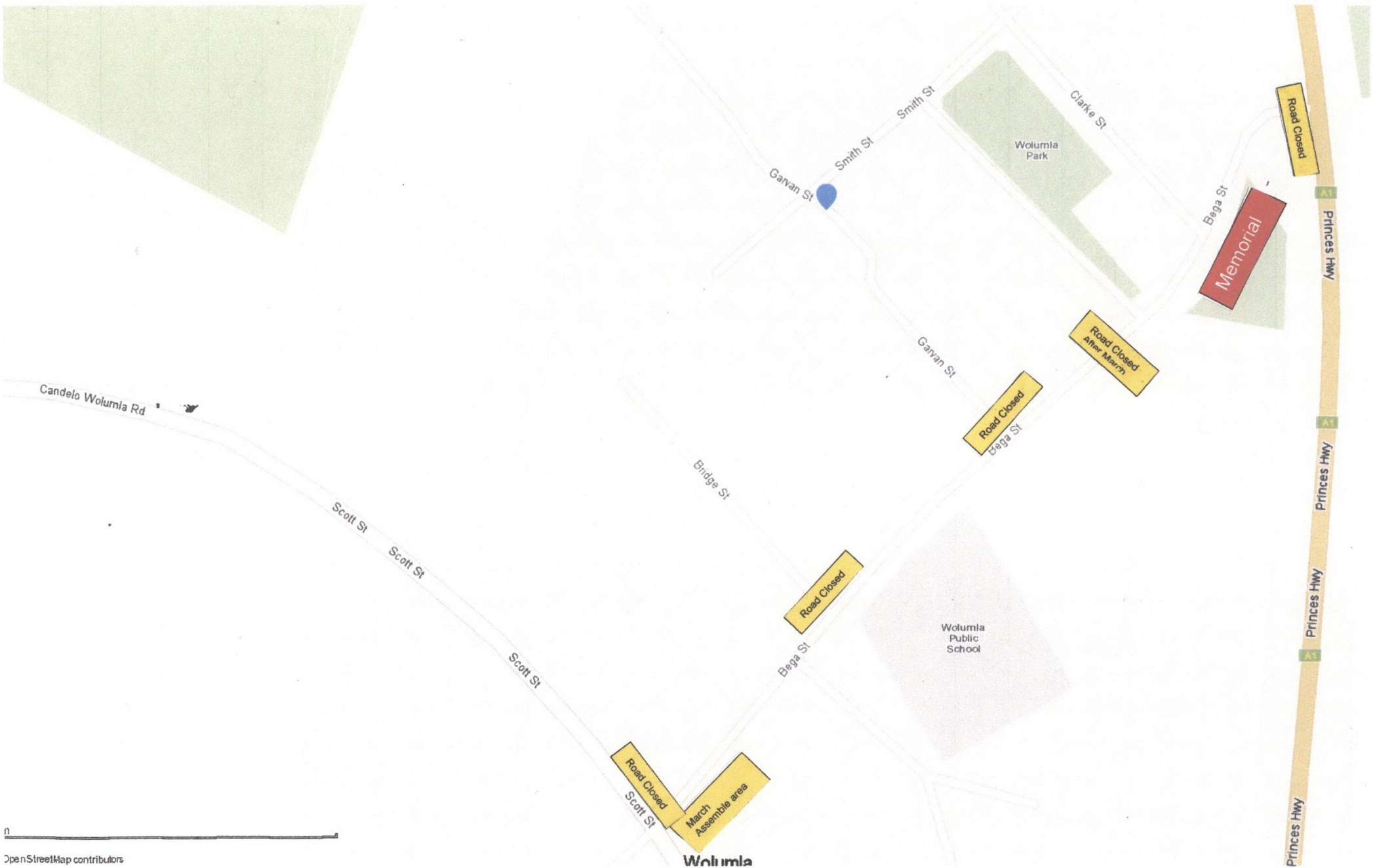
Checklist

Please ensure the following items are included when submitting your application form

- Completed and signed application form
- Site plan – showing the location of all facilities and provisions available on site (sections a to m)
- Waste Management Plan
- Public Liability Certificate of Currency for at least \$20 million coverage

The following items may be required when submitting your application form

- Traffic Management Plan
- Temporary Food Stall application form
- Mobile Food Vending application form
- Place of Public Entertainment form
- Fireworks – WorkCover Licence
- Copy of Liquor Licence



OpenStreetMap contributors



Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Number: 10M 7431902

Insured: RSL of Australia Sub Branches, Day Clubs and RSL Auxiliaries as declared and agreed, including Merimbula RSL Sub Branch

Period of Insurance: (From) 31 May 2021 at 4:00pm local time at the place of issue
(To) 31 May 2022 at 4:00pm local time at the place of issue

Policy Type: General and Products Liability

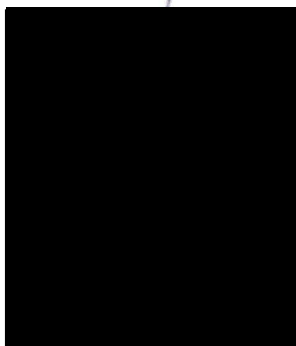
Limit of Indemnity:

Public Liability	\$20,000,000	any one Occurrence
Advertising Injury	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate for any one Period of Insurance

Interest Noted: It is noted and agreed that this Policy is endorsed to include the interests of:
Bega Valley Shire Council and Bega Police in respect of the Remembrance Day & ANZAC Day services held by Merimbula RSL Sub Branch.

Remarks: The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance.



Laura Lawrence
Liability Underwriting Manager – Northern Region
24/05/2021

Special Event Resources

Special Event Transport Management Plan Template

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

I EVENT DETAILS

I.1 Event summary

Event Name: Anzac Day Service

Event Location: Wolumla

Event Date: 25/04/2022 Event Start Time: 8.30 am Event Finish Time: 9.00 am

Event Setup Start Time: 8.00 am Event Packdown Finish Time: 10.00 am

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * Merimbula RSL sub-Branch

Phone:..... Fax:..... Mobile:..... E-mail:.....

Event Management Company (if applicable) N/A

Phone:..... Fax:..... Mobile:..... E-mail:.....

Police

Phone:..... Fax:..... Mobile:..... E-mail:.....

Council.....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Roads & Traffic Authority (if Class 1).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

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

I.3 Brief description of the event (one paragraph)

Anzac Day RSL Service

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input checked="" type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input checked="" type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised - details attached
	<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
	<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	3.5 Impact on/of Public transport
	<input type="checkbox"/> Public transport plans created - details attached
	<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	3.6 Reopening roads after moving events
	<input checked="" type="checkbox"/> This is a moving event - details attached.
	<input type="checkbox"/> This is a non-moving event.
	3.7 Traffic management requirements unique to this event
	<input checked="" type="checkbox"/> Description of unique traffic management requirements attached
	<input type="checkbox"/> There are no unique traffic requirements for this event
	3.8 Contingency plans
	<input type="checkbox"/> Contingency plans attached

3.9 Heavy vehicle impacts

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

3.10 Special event clearways

- Special event clearways required - RTA 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 arrangements

- 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 and Traffic Authority (RTA), 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, RTA 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 RTA'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: RTA Date

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

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I Anthony Toussaint - Hon. Secretary (name) of 40 Sapphire Crescent Merimbula (address) on behalf of Merimbula RSL sub-Branch (organisation) notify the Commissioner of Police that on the 25th (day) of April (month), 2022(year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at..... (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately 30.... (number) persons, which will assemble at approximately 8.30 am/pm, and at approximately 9.00 am/pm the procession will commence and shall proceed From Scott Street along Bega Street to the Memorial <i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is..... Wolumla Anzac Day Service.....</p>

3

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*):

(i) There will be 0..... (number) of vehicles and/or.....0..... (number) of floats involved.

The type and dimensions are as follows:

.....
.....
.....

(ii) There will be 1..... (number) of bands, ~~musicians, entertainers,~~ etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

Nil
.....
.....

(iv) Other special characteristics of the proposed assembly are as follows:

Scott, Bridge and Garvan Streets will open after Marchers reach Memorial
.....
.....

4

I take responsibility for organising and conducting the proposed assembly.

5

Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

Merimbula RSL sub-Branch
.....

PO Box 473
.....

Merimbula 2548..... Postcode.

Telephone No. [REDACTED] ..

6

Signed [REDACTED].....

Capacity/Title Hon. Secretary.....

Date 17th January 2022.....

Please print clearly in **BLOCK LETTERS** with a black pen.
 Ensure all fields have been filled out correctly.
 Please tick the appropriate boxes.
 Once your application is received a Council Officer will contact you if further information is required.

You may use this form to make an application to hold an event. This application cannot be approved until the public liability insurance Certificate of Currency is supplied as mentioned in Item 2 below. Please do not send payment with this application.

1 Applicant details

Organiser's name	ANTHONY (TONY) TOUSSAINT	Position	HON SECRETARY
Organisation name	MERIMBULA RSL SUB-BRANCH		
Postal Address	PO BOX 473 MERIMBULA	Postcode	2548
Phone	Business	Home	[REDACTED]
Email address	[REDACTED]		
Contact during event	TONY TOUSSAINT	Phone	[REDACTED]

2 Important information

1. Confirmation of event	I understand that the proposed event does not have Council approval until I have met all requirements and have been issued with a letter of confirmation to stage an event.
2. Public Liability insurance	I understand that I require a current Certificate of Currency from my organisation's insurers who certify at least \$20 million public liability coverage for this event and have noted Bega Valley Shire Council's interest on the certificate. This insurance policy is to contain a cross liability clause.
3. Fees and charges	I understand an administration charge may apply and there may be other service charges. I will be invoiced for all charges when calculated and that payment is due within seven days of invoicing. If an invoice has already been issued for an event that is subsequently cancelled by the organiser, Council will retain the administration fee if it has already been paid, or request payment if it is yet to be made.
4. Application due dates	<ul style="list-style-type: none"> • If a complying event and no road closure is required – at least 60 days before the event. • If a complying event and road closure up to 24 hours is required – at least 90 days before the event. • If a non-complying event or road closure greater than 24 hours is required – at least 120 days before the event. Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.
5. Public notification	If the event is longer than three consecutive days it may require public notification, in this instance the application is required at least six months before the event.

3 Applicant declaration

I declare that to the best of my knowledge the information provided in this application is accurate and correct

Signature of applicant	[REDACTED]	Date	17 / 01 / 2022
------------------------	------------	------	----------------

Privacy & Personal Information Protection Notice Purpose of collection: To register or modify a premises | Intended recipients: Council staff and approved contractors of BVSC | Supply: required for the regulation of registered premises | Access/ correction: Council staff or Freedom of Information requests | Storage: Council's record management systems and archives

OFFICE USE ONLY	Code 267	Application Fee \$606.00	Allocation W5098.1102.1135
	CS staff	[REDACTED]	Receipt date [REDACTED]

3 Event details

Name of event	ANZAC DAY SERVICE	Date/s of event	25/04/2022
Time of event	From 8.30 am To 9.30 am	Estimated no. of attendees	40
Set up date / time	25/04/2022 8.00 am	Pack up date / time	25/04/2022 10.00 am
Location of event	WOLUMLA	Specified area	WOLUMLA BEGA ST. MEMORIAL
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Beneficiary details	
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how much	
Description of event	ANZAC DAY SERVICE		

a) Temporary structures

Are you proposing to use temporary structures? eg tents, marquees, banners, etc Yes No, please proceed to section B
Depending on the size and nature of the structure, a development application may be required.

Number of structures	size of structures	Description of structures
Owner of the structures		
Name of person erecting the structures		

b) Waste management

Will you require additional waste management services? Yes No, please proceed to section C

All events will be required to submit a mandatory waste management plan for the event.

c) Toilet provision

Does your event require the use of Council toilets? Yes No

Does your event require portable toilets? Yes No, please proceed to section D

Please provide contact details of contractor for portable toilets

Have you arranged for the servicing of the toilets? Yes No Please phone Council on 6499 2222 if servicing of toilets is required. Please note, fees may apply.

d) Electrical

Do you require access to the use of Bega Valley Shire Council electricity if available at the venue? Yes No

If yes, please provide details of proposed use

e) Water provision

Has provision been made for access to drinking water? Yes No

Where can patrons access drinking water free of charge at the event?

f) First Aid provision

Have First Aid arrangements been made? Yes No, please explain why LOCAL FIRST AID OFFICER

No of First Aiders on-site No of First Aid posts

Have you advised the local hospital of your event? Yes No

g) Security

Have security arrangements been made?

Yes

No, please explain why

not required

Security Company

Contact no

Have you requested the presence of local Police at your event?

Yes

No

h) Road closures

Is a road closure required for this event?

Yes

No, please proceed to section I

Street name

BEGA STREET

Suburb

WOLUMLA

Section to be closed

From Scott Street to Princes Highway

Purpose

Anzac Day Service

Date/s

From

8.00 am

am/pm on

25 / 04 / 2022

to

9.30 am

am/pm on

25 / 04 / 2022

The nominated responsible person (with a mobile phone or similar) is to be on-site at all times throughout the duration of the closure. This person will be accountable for the coordination and supervision of traffic management. Authorised vehicles can access the closure at one location only, under the direction of a responsible person. The nominated access point is to be shown on the Traffic Management Plan.

Note:

- A Traffic Management Plan is necessary with Road Closure Applications

- All barriers are to be supervised by certified traffic controllers

i) Parking

Is more parking required than the designated areas provided?

Yes

No, please proceed to section J

Please identify where event patrons are to park their vehicles, including expected no of vehicles

Have public transport arrangements been made?

Yes

No

j) Food / alcohol

Are you proposing to provide food?

No

Yes, please complete Council's Temporary Food Stall Holder form, and attach with this application

Will you be selling / serving alcohol?

No

Yes, please include a copy of the liquor licence

Are you proposing to have temporary non-food stalls?

No

Yes, please complete Council's Temporary Stall Holder (non-food) form, and attach with this application

k) Amplified sound

Are you proposing to use amplified sound?

Yes

No, please proceed to section L

Type of sound eg band

Style of music

Time

Start

Duration

Amplification system

l) Amusement devices

Are you proposing to have amusement devices?

Yes

No, please proceed to section M

If yes, all persons wishing to operate amusements are required to comply with Council's policy.

m) Pyrotechnics display (fireworks)

Are you proposing to use pyrotechnics?

Yes

No

Pyrotechnics supplier

Contact no

A copy of the pyrotechnic operator's WorkCover Licence to operate fireworks and a copy of the licensed operator's Public Liability Insurance must be submitted with this application.

n) Additional comments

Please add additional comments/notes below if required.

Checklist

Please ensure the following items are included when submitting your application form

- Completed and signed application form
- Site plan – showing the location of all facilities and provisions available on site (sections a to m)
- Waste Management Plan
- Public Liability Certificate of Currency for at least \$20 million coverage

The following items may be required when submitting your application form

- Traffic Management Plan
- Temporary Food Stall application form
- Mobile Food Vending application form
- Place of Public Entertainment form
- Fireworks – WorkCover Licence
- Copy of Liquor Licence