#### **RETURNED AND**



#### SERVICES LEAGUE

# OF AUSTRALIA

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

PRESIDENT; ALLAN BROWNING

MERIMBULA SUB BRANCH

HON. TRES; GRAEME WILLIAMS

P.O. BOX 473

HON. SEC; TONY TOUSSAINT

MERIMBULA N.S.W. 2548

Mr Peter Newton Bega Valley Shire Council Bega NSW 2550 19th January 2021

Dear Peter,

Please find enclosed special event transport management details for the ANZAC Day Services to be held in Pambula and Merimbula by the Merimbula RSL sub-Branch on Sunday 25<sup>th</sup> April 2021.

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.

It is expected that the Pambula Rotary Club will assist to man the barricades. As per 2019 we hope to have Greg Whitby with a traffic Controller Certificate, along with local Police control the traffic. We are not sure if the march at Pambula and Merimbula will be allowed, regardless, I am sure we can still have a successful Anzac Day Services at Pambula and Merimbula.

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

Anthony (Tony) Toussaint
Hon. Secretary

DECETVE
2 1 JAN 2021

BY:

# **RETURNED AND**



## SERVICES LEAGUE

#### OF AUSTRALIA

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

PRESIDENT; ALLAN BROWNING

MERIMBULA SUB BRANCH

HON. TRES; GRAEME WILLIAMS

P.O. BOX 473

HON. SEC; TONY TOUSSAINT

MERIMBULA N.S.W. 2548

19th January 2021

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

Dear Ms Barnes

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 Sunday 25<sup>th</sup> April 2021.

The ANZAC Day program with attached papers to hold a special event are being forwarded to your Officer Mr Peter Newton.

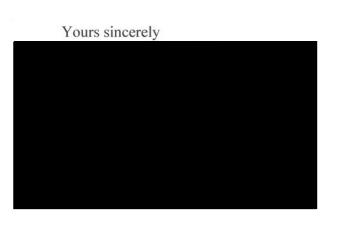
As in the past we request the use of 20 barricade boards and frames to block off areas around the Pambula and Merimbula Memorials.

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.







### CERTIFICATE OF CURRENCY

The policy referred to is current as at the date of issue 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.

Insured RSL of Australia Sub Branches and Women's Auxiliaries

Including Merimbula RSL Sub-Branch;

Policy Number 10M 7431902

Type of Policy CGU/IBNA General and Products Liability Insurance Policy

Period of Insurance 31/05/19 - 31/05/20

Sums Insured \$20,000,000 - Public Liability

\$20,000,000 - Products Liability

The following entity, Bega Valley Shire Council, is deemed to be an Insured, to the extent described in sub clause 4.28 d) of the policy in relation to Memorial Day activities.

This is to certify cover has been granted in accordance with the terms and conditions of the Company's Standard Policy, a copy of which is available on request.

This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extent of your insurance cover.

Underwriting Services
Retail – Metropolitan NSW
CGU Insurance

#### **RETURNED AND**



#### SERVICES LEAGUE

#### OF AUSTRALIA

# NEW SOUTH WALES BRANCH INCORPORATED

"The Price of Liberty is Eternal Vigilance"

PRESIDENT; ALLAN BROWNING`

MERIMBULA SUB BRANCH

HON. TRES; GRAEME WILLIAMS

P.O. BOX 473

HON. SEC; TONY TOUSSAINT

MERIMBULA N.S.W. 2548

# MERIMBULA RSL SUB BRANCH COMMEMORATIONS FOR ANZAC DAY SUNDAY 25TH APRIL 2021

### **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.

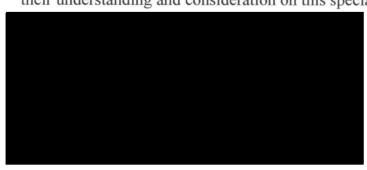
#### **MERIMBULA SERVICE**

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.



# **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 **EVENT DETAILS** 1.1 **Event summary** Event Name: Anzac Day - Dawn Service Event Location: Beach Street Merimbula RSL Memorial Event Date: 25/04/2021. 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 x on-street non-moving X held regularly throughout the year (calendar attached) **Contact names** Event Organiser \* ...Merimbula RSL sub-Branch ..... Phone:...... Fax:..... Mobile: Phone: E-mail: Police ..... Council..... Phone: E-mail: Roads & Traffic Authority (if Class I)..... Phone: E-mail: E-mail: \*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out. Brief description of the event (one paragraph)

Anzac Day Dawn Service at Beach Street Memorial

| -     | _       | _       |       |   |
|-------|---------|---------|-------|---|
|       | 7       | :       | 3.9   | Heavy vehicle impacts   |
|       | Class 2 | [       |       | Impacts heavy vehicles - RTA to manage  |
| -8    |         | [       |       | Does not impact heavy vehicles  |
| Class |         |         | 3.10  | Special event clearways   |
|       |         | [       |       | Special event clearways required - RTA to arrange   |
|       |         | [       |       | Special event clearways not required  |
| 4     |         | M       | linim | IISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES   |
|       |         |         | 4.1   | Access for local residents, businesses, hospitals and emergency vehicles  |
|       |         |         | X     | Plans to minimise impact on non-event community attached  |
|       |         | CLASS 3 |       | 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   |
|       | 2       | [       |       | Road closures or restrictions - advertising medium and copy of proposed advertisements attached   |
|       | CLASS 2 | [       |       | 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  |
| - SS  |         | 4       | 4.3   | Special event warning signs   |
| CLASS |         | [       |       | Special event information signs are described in the Traffic Control Plan/s   |
|       |         | [       |       | This event does not require special event warning signs   |
|       |         | 4       | 4.4   | Permanent Variable Message Signs  |
|       |         | [       |       | Messages, locations and times attached  |
|       |         | [       |       | This event does not use permanent Variable Message Signs  |
|       |         | 4       | 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.

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

## **SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

| ī    |     | 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), 2021 (year), it is intended to hold  |
|      |     | on the main (day) of main (month), was year), it is interiord to hold  |
|      |     | either:  |
|      | (a) | a public assembly, not being a procession, of approximately  |
|      |     | 400. (number) persons,   |
|      |     | which will assemble atMerimbula RSL Beach Street Memorial(Place)   |
|      |     | at approximately .600 am/pxxx,   |
|      |     | and disperse at approximately .70.0 am/pwx   |
|      |     | 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   |
| deri |     |  |
|      |     |  |
|      |     | (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 isRSL.Anzac.Day.Dawn.Service  |
|      |     |  |
|      |     |  |
|      |     |  |
|      |     |  |
|      |     |  |
|      |     |  |
|      |     | =  |

Please print clearly in BLOCK LETTERS with a black pen. Ensure all fields have been filled out correctly. Once your application is received a Council Officer will

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.

| Organiser's name        | ANTHONY (TONY) TO  | IICCVII    | MT.                      | Position          | HON SE          | CRETARY                      |                   |
|-------------------------|--|------------|--------------------------|-------------------|-----------------|------------------------------|-------------------|
| Organiser's name        | ANTHONY (TONY) TO  | USSAII     | N I                      | Position          | HON SEC         | JKETAKT                      |                   |
| Organisation name       | MERIMBULA RSL SUB-   | BRANG      | CH                       |                   |                 |                              | 2                 |
| Postal Address          | PO BOX 473 MERIMB  | ULA        |                          |                   |                 | Postcode 254                 | 18                |
| Phone Business          |  | Home       | 02 6495169               | 93                | Mobile          |                              |                   |
| Email address           |  | ı          |                          |                   |                 |                              |                   |
| Contact during event    | TONY TOUSSAINT   |            |                          |                   | Phone           |                              |                   |
| 2 Important             | information  |            | fo <sub>g</sub> a garage | Anung a sgi       | gayan ta        | 0 5 (d) 41 - 18 5 (s)<br>- 1 |                   |
| avant                   | inderstand that the proposed event di  |            | ave Council appro        | val until I hav   | ve met all req  | uirements and have           | e been issued     |
| insurance lia           | inderstand that I require a current Ce<br>bilty coverage for this event and have<br>ntain a cross liability clause.  |            |                          | -                 |                 |                              |                   |
| ca<br>su                | 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. |            |                          |                   |                 |                              |                   |
| Application due dates   | <ul> <li>If a complying event and no roo</li> <li>If a complying event and road</li> </ul>   |            |                          |                   |                 |                              |                   |
|                         | If a non-complying event or roa  | ad closure | greater than 24 h        | ours is requi     | red – at leas   | t 120 days before th         | ne event.         |
|                         | on-complying event refer to events the aces of public entertainment.   | at require | conditions of appr       | roval relating    | to excessive    | noise, temporary s           | tructures or      |
|                         | he event is longer than three consecutive six months before the event.   | utive days | it may require pu        | blic notification | on, in this ins | stance the application       | on is required at |
|                         |  |            | the best of my           |                   | e the inforr    | nation provided              | in this           |
| Signature of applicant  | ·  |            |                          |                   |                 | Date                         | 18 / 01 /202      |
| Privacy & Personal Info | contractors of BVSC   \$   | Supply: re | equired for the reg      | julation of reg   | gistered prem   |                              | rection: Council  |
| OFFICE USE ONLY         | /  |            |                          | 4000              |                 |                              |                   |
| OTTICL GOL ONLT         | Code 267   |            | Application Fe           | ee \$606.0        | O Allo          | ocation W5098                | 3.1102.1135       |

Receipt date

| g) Security  |                       |  |   |   |                                 |                 |                                       |
|--|-----------------------|--|---|---|---------------------------------|-----------------|---------------------------------------|
| Have security arrangem   | ents been made?       | ? .  | res 🔽 No, pl  | ease explain why  | Not required                    |                 |                                       |
| Security Company   |                       |  |   | Contact no  |                                 |                 |                                       |
| Have you requested the   | presence of loca      | al Police at                                   | your event?   | Yes N   | 0                               |                 |                                       |
| h) Road closu  | ıres                  |  |   |   |                                 |                 |                                       |
| ls a road closure require  | ed for this event?    | )  | ☑ Yes □   | No, please pro  | oceed to section                | on I            |                                       |
| Street name  | BEACH STR             | EET  |   | Suburb  | MERIMB                          | ULA             |                                       |
| Section to be closed   | From Alice Str        | reet to Mai                                    | n Street  | Purpose   | Anzac Da                        | y Dawn Se       | ervice                                |
| Date/s From  | 5.45 am               | am/pm  | on 25 / 04 /2   | 2021 to 7.1   | 7 am                            | am/pm on        | 25 / 04 / 2021                        |
|  | or the coordination a | and supervision of the person. The necessary w | on of traffic manage<br>e nominated acce<br>with Road Closure | gement. Authorise<br>ss point is to be sl<br>Applications | ed vehicles car                 | access the      | closure at one                        |
| i) Parking   |                       |  |   |   |                                 |                 |                                       |
| ls more parking required   | d than the design     | ated areas                                     | provided? [   | Yes 🛛 N   | o, please prod                  | ceed to section | on J                                  |
| Please identify where event<br>patrons are to park their<br>vehicles, including<br>expected no of vehicles |                       |  |   |   |                                 |                 |                                       |
| Have public transport a  | rrangements bee       | n made?  | [   | Yes 🛛 N   | 0                               |                 | ×                                     |
| j) Food / alco   | hol                   |  |   |   |                                 |                 |                                       |
| Are you proposing to pr  | ovide food?           |  | ☑ No  |   |                                 |                 | orary Food Stall                      |
| Will you be selling / serv   | ving alcohol?         |  | ☑ No  | Yes, please   | form, and atta<br>include a cop |                 |                                       |
| Are you proposing to ha  | ave temporary no      | n-food stal                                    | Is? 🛛 No  |   |                                 |                 | orary Stall Holder<br>his application |
| k) Amplified   | sound                 |  |   |   |                                 |                 |                                       |
| Are you proposing to us  | se amplified soun     | d?   | Yes   | ☐ No, please  | proceed to see                  | ction L         |                                       |
| Type of sound eg band  | Sound system f        | or people                                      | to hear Service   | e Style of music  | Speakers                        | only            |                                       |
| Time Start   | 6 am                  | Duration                                       | one hour  | Amplification system                                      | Sound sy                        | stem with       | 2 speakers                            |
| I) Amusemer  | nt devices            |  |   |   |                                 |                 |                                       |
| Are you proposing to ha  |                       |  | Yes ed to comply with   | No, please Council's policy.                              | proceed to se                   | ction M         |                                       |
| m) Pyrotechni  | cs display            | (firewo  | rks)  |   |                                 |                 |                                       |
|  |                       |  |   |   |                                 |                 |                                       |
| Are you proposing to us  | se pyrotechnics?      |  | ☐ Yes   | No 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.

| Speci | al Event Transport Management Plan Template   |        |
|-------|---|--------|
|       | Refer to Chapter 7 of the Guide for a complete description of the Transport Management                              | Plan   |
| I     | EVENT DETAILS   |        |
| 1.1   | Event summary   |        |
|       | Event Name: Anzac Day Service   |        |
|       | Event Location: Pambula   |        |
|       | Event Date: 25/04/2021 Event Start Time: 9.00 am Event Finish Time: 10.00 ar  | n      |
|       | Event Setup Start Time: 8.40 am Event Packdown Finish Time:10.00 am   |        |
|       | Event is Off-street X on-street moving X on-street non-<br>X held regularly throughout the year (calendar attached) | moving |
| 1.2   | Contact names   |        |
|       | Event Organiser * Merimbula RSL sub-Branch  |        |
|       | Phone: Fax: Mobile:   |        |
|       | Event Management Company (if applicable)  |        |
|       | 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:   |        |

Anzac Day RSL Service

|       |         | 3.9     | Heavy vehicle impacts   |
|-------|---------|---------|---|
|       | Class 2 |         | Impacts heavy vehicles - RTA to manage  |
| - 88  | O       | X       | Does not impact heavy vehicles  |
| Class |         | 3.1     | Special event clearways   |
|       |         |         | Special event clearways required - RTA to arrange   |
|       |         | X       | Special event clearways not required  |
| 4     |         | MIN     | IISING 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  |
|       |         | CLASS 3 | 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   |
|       | 2       | X       | Road closures or restrictions - advertising medium and copy of proposed advertisements attached   |
|       | CLASS 2 |         | 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  |
| - SS  |         | 4.3     | Special event warning signs   |
| CLASS |         | X       | 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  |
|       |         | X       | 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   |
|       |         | X       | 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.

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

## **SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

| 1     | of .40 Sapphire Crescent Merimbula on behalf of Merimbula RSL subnotify the Commissioner of Police to on the .25th (day) of April (month),                                     | Branch (organisation) hat                                       |
|-------|--|---|
|       | either:  |   |
| Erios | (a) a public assembly, <b>not</b> being a pro<br>300 (number) persons,<br>which will assemble at Quondola<br>at approximately 9.00 am/pm,<br>and disperse at approximately 9.4 | Street Memorial (Place)   |
|       | 25   |   |
|       | or   |   |
|       | (b) a public assembly, being a process 150. (number) persons, which will assemble at approximately 9.00. am/pxx the process 150.   |   |
|       | in Quondola Street Pambula, a  | s per map.  |
|       | (Specify route, any stopping places and the termination. A diagram may be attached.  | e approximate duration of any stop; and the approximate time of |
| 2     | Pambula Anzac Day Servi  | d assembly ise. if procession march is allowed                  |
|       |  |   |

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 Applicar                                | nt details                  | <b>5</b>  |  |                |                   |              |               |                 |  |  |
|---|-----------------------------|---|--|----------------|-------------------|--------------|---------------|-----------------|--|--|
| Organiser's name                          | ANTH                        | HONY (TONY) TOUS  | SAINT  | Position       | HON SE            | CRETAR       | RY            |                 |  |  |
| Organisation name                         | MERIN                       | MERIMBULA RSL SUB-BRANCH  |  |                |                   |              |               |                 |  |  |
| Postal Address                            | РО В                        | OX 473 MERIMBULA  | A  | is the         |                   | Postcode     | Postcode 2548 |                 |  |  |
| Phone Busin                               | ess                         | Но  | me   |                |                   |              |               |                 |  |  |
| Email address                             |                             |   |  |                |                   |              |               |                 |  |  |
| Contact during event                      | TONY                        | TOUSSAINT   |  |                | Phone             |              |               |                 |  |  |
| 2 Importar                                | nt inform                   | ation   | re in Market in the Section  |                | Manager of        | . e 10067 () | E Y           |                 |  |  |
| Confirmation of event                     |                             | hat the proposed event does of confirmation to stage an even  |  | val until I ha | ave met all red   | quirements a | and have      | been issued     |  |  |
| 2. Public Liability insurance             | liabilty coverage           | hat I require a current Certifica<br>ge for this event and have not<br>s liability clause.                              |  | _              |                   |              |               |                 |  |  |
| 3. Fees and charges                       | calculated and subsequently | an administration charge may<br>if that payment is due within so<br>cancelled by the organiser, Co<br>s yet to be made. | even days of invoicing.  | If an invoic   | e has already     | been issued  | d for an e    | vent that is    |  |  |
| 4. Application due dates                  |                             | omplying event and no road cl   |  |                |                   |              |               | į.              |  |  |
|   |                             | omplying event and road closu<br>on-complying event or road cl  |  |                |                   |              |               | event           |  |  |
|   | Non-complying               | g event refer to events that re-<br>ic entertainment.   |  |                |                   |              |               |                 |  |  |
| 5. Public notification                    |                             | longer than three consecutive   | days it may require pu   | blic notifica  | ation, in this in | stance the a | pplication    | is required at  |  |  |
| 3 Applican                                | ıt declar                   |   | at to the best of my   |                | ge the infor      | mation pro   | ovided i      | n this          |  |  |
| Signature of applica                      | nt                          |   |  |                |                   |              | Date          | 21/01 /2021     |  |  |
| Privacy & Personal I<br>Protection Notice | nformation                  | Purpose of collection:<br>contractors of BVSC   Suppostaff or Freedom of In   | To register or modify a by: required for the registernation requests   S | ulation of re  | egistered prer    | nises   Acce | ess/ corre    | ection: Council |  |  |
| OFFICE USE ON                             | 1LY                         | Code 267  | Application Fe   | e \$606.       | .00 AII           | ocation      | W5098.        | 1102.1135       |  |  |
| bega val<br>shire o                       | ley<br>council              | CS staff  |  |                | Receip            | ot date      |               |                 |  |  |

| g) Security   |                    |               |                   |                                    |                                     |               |                                      |
|---|--------------------|---------------|-------------------|------------------------------------|-------------------------------------|---------------|--------------------------------------|
| Have security arrangem  | nents been made?   | ☐ Yes         | No, ple           | ease explain why                   | Not required                        |               |                                      |
| Security Company  |                    |               |                   | Contact no                         |                                     |               |                                      |
| Have you requested the  | presence of local  | Police at you | ur event?         | Yes N                              | 0                                   |               |                                      |
| h) Road close   | ures               |               |                   |                                    |                                     |               |                                      |
| ls a road closure requir  | ed for this event? |               | ¥ Yes □           | No, please pro                     | ceed to section                     | I             |                                      |
| Street name   | QUONDOLA S         | TREET         |                   | Suburb                             | PAMBULA                             |               |                                      |
| Section to be closed  | From Toallo to I   | Bullara Stre  | et                | Purpose                            | Anzac Day                           | Service       |                                      |
| Date/s From   | 9 am               | am/pm on      | 25 / 04 / 2       | 2021 to 10 a                       | am a                                | am/pm on      | 25 / 04 / 202                        |
|   |                    | cessary with  | minated acces     | ss point is to be she Applications |                                     |               |                                      |
| i) Parking  |                    |               |                   |                                    |                                     |               |                                      |
| Is more parking require Please identify where event patrons are to park their |                    | ed areas pro  | ovided? L         | Yes 🛂 N                            | o, please procee                    | ed to section | n J                                  |
| vehicles, including expected no of vehicles                                   |                    |               |                   |                                    |                                     |               |                                      |
| Have public transport a   | rrangements been   | made?         |                   | Yes 🛛 N                            | 0                                   |               |                                      |
| j) Food / alco  | ohol               |               |                   |                                    |                                     |               |                                      |
| Are you proposing to p  | rovide food?       |               | ☑ No              |                                    | complete Cound form, and attach     |               |                                      |
| Will you be selling / ser   | ving alcohol?      |               | ☑ No              |                                    | include a copy                      |               |                                      |
| Are you proposing to ha   | ave temporary non- | food stalls?  | <b>⋈</b> No       |                                    | complete Cound<br>ood) form, and at |               | rary Stall Holder<br>nis application |
| k) Amplified  | sound              |               |                   |                                    |                                     |               |                                      |
| Are you proposing to us   | se amplified sound | ?             | Yes               | ☐ No, please                       | proceed to section                  | on L          |                                      |
| Type of sound eg band   | Sound system for   | people to I   | near Service      | Style of music                     | Speakers or                         | nly           |                                      |
| Time Start  | 9 am               | Ouration on   | e hour            | Amplification system               | Sound syste                         | em with 2     | 2 speakers                           |
| I) Amusemei   | nt devices         |               |                   |                                    |                                     |               |                                      |
| Are you proposing to ha   |                    |               | Yes o comply with | No, please Council's policy.       | proceed to section                  | on M          |                                      |
| m) Pyrotechni   | ics display (f     | irework       | s)                |                                    |                                     |               |                                      |
| Are you proposing to us   | se pyrotechnics?   |               | ☐ Yes             | <b>⋈</b> 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.

| pecial | Event Transport Management Plan Template  |      |
|--------|---|------|
|        | Refer to Chapter 7 of the Guide for a complete description of the Transport Management Pla                          | an   |
|        | EVENT DETAILS   |      |
| l      | Event summary   |      |
|        | Event Name:Anzac Day Service  |      |
|        | Event Location: Merimbula   |      |
|        | Event Date: 25/04/2021 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  | ving |
|        | Contact names   |      |
|        | Event Organiser * Merimbula RSL sub-Branch  |      |
|        | Phone: Fax:   |      |
|        | 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. |      |
|        | Brief description of the event (one paragraph)  |      |
|        | Anzac Day main RSL Service  |      |

|         | 2     |         | 3.9   | Heavy vehicle impacts   |
|---------|-------|---------|-------|---|
|         | Class |         |       | Impacts heavy vehicles - RTA to manage  |
| Class I | O     |         |       | Does not impact heavy vehicles  |
|         |       |         | 3.10  | Special event clearways   |
|         |       |         |       | Special event clearways required - RTA to arrange   |
|         |       |         |       | Special event clearways not required  |
| 4       |       | ı       | MINIM | IISING 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  |
|         |       | CLASS 3 | X     | 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   |
|         | 2     |         |       | Road closures or restrictions - advertising medium and copy of proposed advertisements attached   |
|         | CLASS |         |       | 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  |
| l SS    |       |         | 4.3   | Special event warning signs   |
| CLASS   |       |         |       | 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.

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

## **SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

| 1    |     | Anthony Toussaint - Hon. Secretary (name)  |
|------|-----|--|
|      |     | of 40 Sapphire Crescent Merimbula (address)  |
| 2135 |     | on behalf of Merimbula RSL sub-Branch (organisation)   |
|      |     | notify the Commissioner of Police that   |
|      |     | on the 25th (day) of April (month), 2021 (year), it is intended to hold  |
|      |     |  |
|      |     | either:  |
|      |     |  |
|      | (a) | a public assembly, <b>not</b> being a procession, of approximately   |
|      |     | 500 (number) persons,  |
|      |     | which will assemble at the Beach Street Memorial Merimbula(Place)  |
|      |     | at approximately .11.00. am/ <del>pm</del> ,   |
|      |     | 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 1.0.45am/\$64, and at   |
|      |     | approximately 1.100am/pmx 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.) |
|      |     | termination. A diagram may be attached.)   |
| 2    |     | The purpose of the proposed assembly is  |
|      |     | Merimbula sub-Branch main Anzac Day Service  |
|      |     |  |
|      |     |  |
|      |     |  |
|      |     |  |
|      |     |  |
|      |     |  |
|      |     |  |

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 Applicar                                 | t 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 Busine                               | Home Home  |   |  |  |  |  |
| mail address                               |  |   |  |  |  |  |
| ontact during event                        | TONY TOUSSAINT   | Phone   |  |  |  |  |
| 2 Importar                                 | t information  | ethologic of the state of the state of the special      |  |  |  |  |
| Confirmation of event                      | I understand that the proposed event does not have Council approval until I havith a letter of confirmation to stage an event.   | ave met all requirements and have been issued           |  |  |  |  |
| 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. |   |  |  |  |  |
| I. 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 complying event and road closure up to 24 hours is required – at least 90 days before the event.   |   |  |  |  |  |
|  | <ul> <li>If a non-complying event or road closure greater than 24 hours is required – at least 120 days before the event.</li> <li>Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.</li> </ul>   |   |  |  |  |  |
| 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 Applican                                 | t declaration I declare that to the best of my knowled application is accurate and correct   | ge the information provided in this  Date 18 / 01 /2021 |  |  |  |  |
| Privacy & Personal In<br>Protection Notice | Purpose of collection: To register or modify a premises contractors of BVSC   Supply: required for the regulation of restaff or Freedom of Information requests   Storage: Co  | registered premises   Access/ correction: Council       |  |  |  |  |
| OFFICE USE ON                              | Code 267 Application Fee \$606   | .00 Allocation W5098.1102.1135                          |  |  |  |  |
| bega vall<br>shire o                       | ey<br>ouncil CS staff  | Receipt date  |  |  |  |  |

| mare coounty arrangem  | ents been made?   | Yes 🛂 No, p  | lease explain why                                  | not required   |   |
|--|---|--|--|--|---|
| Security Company   |   |  | Contact no   |  |   |
| Have you requested the   | presence of local Police a  | at your event?   | Yes N  | 0  |   |
| h) Road close  | ures  |  |  |  |   |
| ls a road closure require  | ed for this event?  | ✓ Yes  | No, please pro                                     | ceed to section I  |   |
| Street name BEACH STREET   |   |  | Suburb   | MERIMBULA  |   |
| Section to be closed   | From Alice Street to M  | ain Street   | Purpose  | Anzac Day Service  |   |
| Date/s From  | 10.30 am am/pr  | n on 25 / 04 /   | 2021 to 12.  | 15 pm am/pm on   | 25 / 04 /202  |
| Note: • A Traffic Ma   | ction of a responsible person. I<br>anagement Plan is necessary<br>are to be supervised by certi  | with Road Closus   | re Applications                                    | own on the Traille Maint   | The second second   |
|  |   |  |  |  |   |
| Please identify where event  | d than the designated area  | is provided?   | Yes N  | o, please proceed to secti   | on J  |
| patrons are to park their<br>vehicles, including<br>expected no of vehicles  |   |  |  |  |   |
| vehicles, including expected no of vehicles  | rrangements been made?  |  | ☐ Yes ☒ No   | 0  |   |
| vehicles, including expected no of vehicles  |   |  | ☐ Yes ☒ No   | o<br>not transparent to the state  | Prosent C   |
| vehicles, including expected no of vehicles  Have public transport at  | phol  | No   | ☐ Yes, please                                      | complete Council's Temp  |   |
| vehicles, including expected no of vehicles Have public transport at  j) Food / alco Are you proposing to pr   | ohol<br>rovide food?  | No No No   | Yes, please  |  | application   |
| vehicles, including expected no of vehicles  Have public transport at  j) Food / alco  Are you proposing to pr  Will you be selling / serv   | ohol<br>rovide food?  | ☑ No   | ☐ Yes, please Holder ☐ Yes, please ☐ Yes, please   | complete Council's Temp<br>form, and attach with this  | application or licence orary Stall Holder                           |
| vehicles, including expected no of vehicles  Have public transport at  j) Food / alco  Are you proposing to pr  Will you be selling / serv   | ohol rovide food? ving alcohol? ave temporary non-food st   | ⊠ No   | ☐ Yes, please Holder ☐ Yes, please ☐ Yes, please   | complete Council's Temp<br>form, and attach with this<br>include a copy of the liqu<br>complete Council's Temp   | application or licence orary Stall Holder                           |
| vehicles, including expected no of vehicles  Have public transport at  j) Food / alco Are you proposing to provide the proposing to proposing to have you proposing to have you proposing to have you proposing to have the proposition of the pr | ohol rovide food? ving alcohol? ave temporary non-food st   | ⊠ No   | Yes, please Holder Yes, please Yes, please (non-fo | complete Council's Temp<br>form, and attach with this<br>include a copy of the liqu<br>complete Council's Temp   | application or licence orary Stall Holder                           |
| vehicles, including expected no of vehicles  Have public transport at  j) Food / alco Are you proposing to proposing to proposing to proposing to have you proposing to have you proposing to have   | ohol rovide food? ving alcohol? ave temporary non-food st   | No No No Yes   | Yes, please Holder Yes, please Yes, please (non-fo | complete Council's Temp<br>form, and attach with this<br>include a copy of the liqu<br>complete Council's Temp<br>od) form, and attach with  | application or licence orary Stall Holder                           |
| vehicles, including expected no of vehicles  Have public transport al  j) Food / alco Are you proposing to proposing to proposing to have you proposing to have you proposing to have you proposing to us.  k) Amplified sound eg band   | ohol rovide food? ving alcohol? ave temporary non-food st sound se amplified sound?   | No No No Yes   | Yes, please Holder Yes, please Yes, please (non-fo | complete Council's Temp<br>form, and attach with this<br>include a copy of the liqu<br>complete Council's Temp<br>and) form, and attach with   | application<br>or licence<br>orary Stall Holder<br>this application |
| vehicles, including expected no of vehicles  Have public transport al  j) Food / alco Are you proposing to proposing to proposing to have you proposing to have you proposing to have you proposing to us.  k) Amplified sound eg band   | ohol rovide food? ving alcohol? ave temporary non-food st sound se amplified sound? Sound system for people 11 am Duration  | No No No No Yes e to hear Service  | Yes, please Holder Yes, please Yes, please (non-fo | complete Council's Temp<br>form, and attach with this<br>include a copy of the liqu<br>complete Council's Temp<br>od) form, and attach with<br>proceed to section L<br>Speakers only | application<br>or licence<br>orary Stall Holder<br>this application |
| vehicles, including expected no of vehicles  Have public transport at  j) Food / alco Are you proposing to pr  Will you be selling / serv Are you proposing to have  k) Amplified at  Are you proposing to us  Type of sound eg band  Time Start  I) Amusemer  Are you proposing to have   | ohol rovide food? ving alcohol? ave temporary non-food st sound se amplified sound? Sound system for people 11 am Duration  | No No No No No Yes to hear Service one hour  | Yes, please Holder Yes, please Yes, please (non-fo | complete Council's Temp<br>form, and attach with this<br>include a copy of the liqu<br>complete Council's Temp<br>od) form, and attach with<br>proceed to section L<br>Speakers only | application<br>or licence<br>orary Stall Holder<br>this application |
| vehicles, including expected no of vehicles  Have public transport at  j) Food / alco Are you proposing to pr  Will you be selling / serv Are you proposing to ha  k) Amplified so Are you proposing to use Type of sound eg band  Time Start  I) Amusemer  Are you proposing to ha  If yes, all persons wishing to  | pholovide food?  ving alcohol?  ave temporary non-food st  sound  se amplified sound?  Sound system for people  11 am  Duration  at devices  ave amusement devices?   | No  Alls? No  Yes  The to hear Service  The one hour  Yes  Alight in the comply with | Yes, please Holder Yes, please Yes, please (non-fo | complete Council's Temp<br>form, and attach with this<br>include a copy of the liqu<br>complete Council's Temp<br>od) form, and attach with<br>proceed to section L<br>Speakers only | application<br>or licence<br>orary Stall Holder<br>this application |
| vehicles, including expected no of vehicles  Have public transport at  j) Food / alco Are you proposing to pr  Will you be selling / serv Are you proposing to ha  k) Amplified so Are you proposing to use Type of sound eg band  Time Start  I) Amusemer  Are you proposing to ha  If yes, all persons wishing to  | covide food?  ving alcohol?  ave temporary non-food st  sound  se amplified sound?  Sound system for people  11 am Duration  at devices  ave amusement devices?  operate amusements are requires display (firewell) | No  Alls? No  Yes  The to hear Service  The one hour  Yes  Alight in the comply with | Yes, please Holder Yes, please Yes, please (non-fo | complete Council's Temp<br>form, and attach with this<br>include a copy of the liqu<br>complete Council's Temp<br>od) form, and attach with<br>proceed to section L<br>Speakers only | application<br>or licence<br>orary Stall Holder<br>this application |

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.