

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.

Please do not send payment with this Application.

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.

1 Applicant details

Organiser's name	<div></div>		Position	<div>SECRETARY</div>
Organisation name	<div>EDEN RSL SUB-BRANCH</div>			
Postal Address	<div>PO Box 293 EDEN</div>		Postcode	<div>2551</div>
Phone	Business <div></div>	Home <div>1</div>	Mobile	<div></div>
Email address	<div></div>			
Contact during event	<div></div>		Phone	<div></div>

2 Important information

- 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.
- 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.
- 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.
- 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.
- 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.

OFFICE USE ONLY

☐ Council Owned Land/Road Reserve

☐ Council Managed Crown Land

Bega Valley Shire Council is committed to supporting unincorporated not for profit community groups and the following eligibility criteria applies to all community donations:

- Organisations/individuals applying for donations must be based/live in the Shire, or have a strong association with the Shire;
- The program, service or activity must benefit the Shire community or an individual from the Shire;
- Organisations must be Not-For-Profit (including education institutions); some exclusions apply;
- Applications will be accepted from Committees of Council and Crown Reserve Committees.

☐ Eligible for fee donation

☐ Application fee applicable

Director Approval

Code 267

Application Fee \$631.00

Allocation W5098.1102.1135

CS staff

Receipt date



3 Event details

Name of event	ANZAC DAY MARCH		Date/s of event	25 APR 20		
Time of event	From	10:00AM	To	11:30AM	Estimated no. of attendees	100
	Set up date / time			Pack up date / time		
Location of event	EDEN CBB		Specified area			
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Beneficiary details	NIL		
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, how much			
Description of event	ANNUAL					

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

No of First Aiders on-site

NSW AMBULANCE

No of First Aid posts

ONE

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

SEE ATTACHED MAP

Suburb

Section to be closed

Purpose

MARCH & SERVICE

Date/s

From

10:00

am/pm on

25/4/20

to

11:30

am/pm on

25/4/20

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

RECORDED

Style of music

MARCH & HYMNS

Time

Start

10:30

Duration

11:15

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
- ☐ Risk Assessment (larger scale events)

4 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

19/12/20

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

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, **Stephen Mahoney**
Name
of **42 Bungo Street Eden NSW 2551**
Address
on behalf of **Eden and Districts RSL Sub-Branch**
Organisation
notify the Commissioner of Police that on the **25th**
Day
of **April 2020**
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

200
persons which will assemble
Number

at **Eden Cenotaph, Calle Calle Street Eden**
Place

at approximate **11AM** am/pm
Time

and disperse at approximately **11:30AM** am/pm
Time

or

(b) a public assembly, being a procession of approximately **30**
Number

persons which will assemble at **Cnr Chandos & Imlay streets**
Place

at approximately **10:30 AM** am/pm
Time

and at approximately **10:45 AM** am/pm the procession will

commence and shall proceed **to Bass Street then to Calle Calle Street**
then to Cenotaph in Calle Calle Street

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

ANZAC Day commemorations

2 The purpose of the proposed assembly is.....

.....

.....

State purpose

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:

- * (i) There will be ³..... (number) of vehicles and/or* floats involved and their type and dimensions are as follows:

Sedan cars

.....

- * (ii) There will be ¹..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

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

Possibly 2 horses from Light horse re enactment group (to be confirmed)

.....

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

.....

.....

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

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

Address: P O Box 293 Eden NSW 2551

.....

.....

Post Code

Telephone:

Signed:

Capacity/Title

Date

SECRETARY

19 FEB 20

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 MARCH & SERVICE

Event Location: EDEN

Event Date: 25/4/20 Event Start Time: 10:00 Event Finish Time: 11:30

Event Setup Start Time: 10:00 Event Packdown Finish Time: 12:00 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 * EDEN RSL SUB-BRANCH

Phone: Fax: Mobile: E-mail:

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:

**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)

Annual ANZAC Day March and remembrance ceremony

2 RISK MANAGEMENT - TRAFFIC

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

3 TRAFFIC AND TRANSPORT MANAGEMENT

- | | |
|---|---|
| <div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div> | 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 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 type="checkbox"/> Description of unique traffic management requirements attached | |
| <input checked="" type="checkbox"/> There are no unique traffic requirements for this event | |
| 3.8 Contingency plans | |
| <input type="checkbox"/> Contingency plans attached | |

Class 1	Class 2	3.9 Heavy vehicle impacts
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
		3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 1	Class 2	Class 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles	
			<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> 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	
				<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
				4.3 Special event warning signs
				<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" type="checkbox"/> This event does not require special event warning signs
				4.4 Permanent Variable Message Signs
				<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
				4.5 Portable Variable Message Signs
				<input checked="" type="checkbox"/> The proposed messages and locations for portable VMS are attached <input type="checkbox"/> 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

Event Organiser

19/2/20 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.

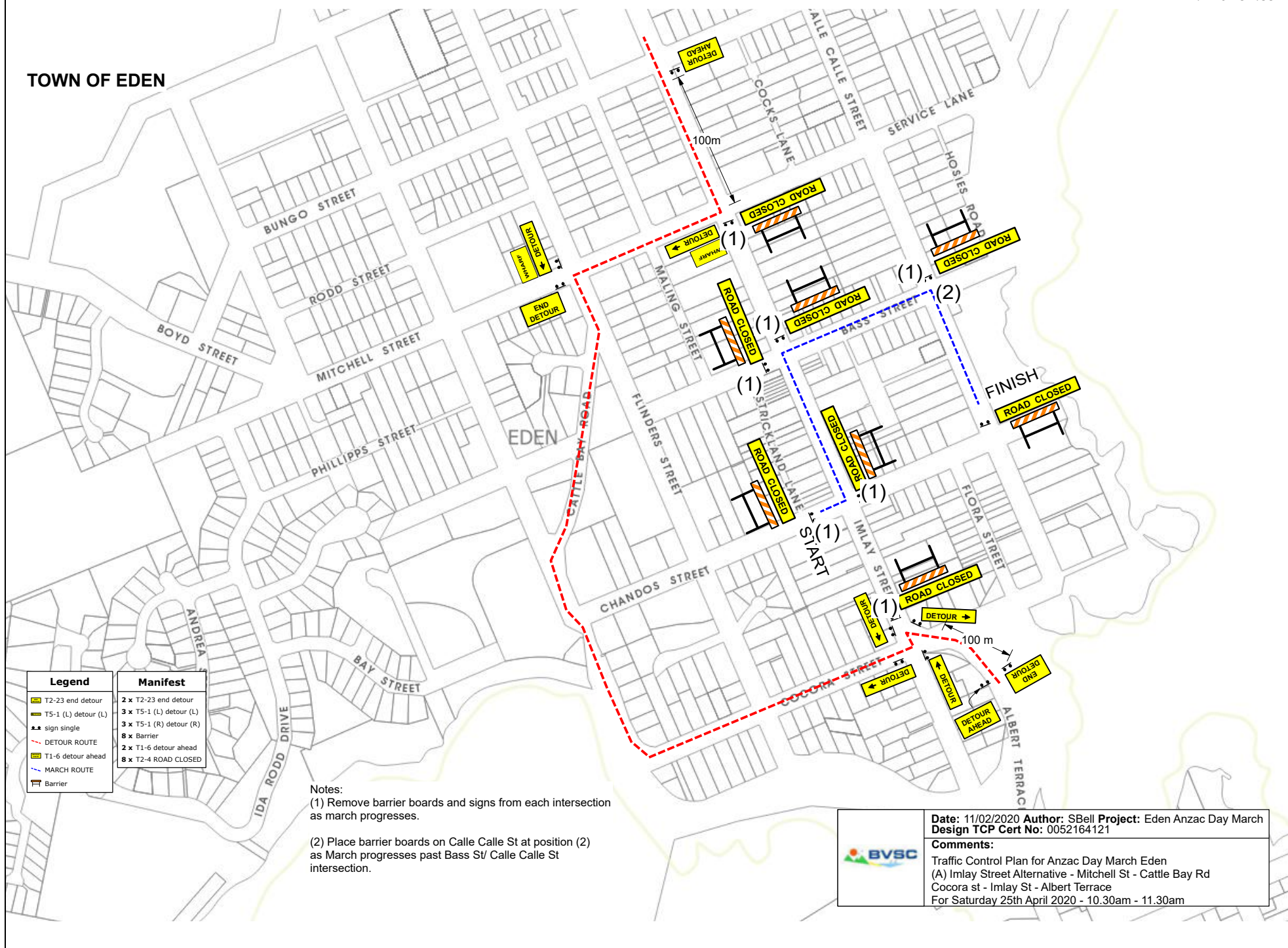
Regulation of traffic authorised by: Council Date

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.

TOWN OF EDEN





MERIMBULA JAZZ FESTIVAL INC.

Every June Long Weekend

40th Festival, 5th – 8th June 2020

RECEIVED
19 FEB 2020

BY:

17 February 2020

RECEIVED
19 FEB 2020

Ms Leanne Barnes
General Manager
Bega Valley Shire Council
Zingel Place
BEGA NSW 2550

Dear Ms Barnes

MERIMBULA JAZZ FESTIVAL 5 – 8 JUNE 2020

The Merimbula Jazz Festival will once again comprise a number of different activities and events :

- **The Jazz Festival Music Program** – to be held as usual in Club Sapphire, Merimbula RSL, Merimbula Lakeview Hotel and Twyford Hall. The JazzArt competition will also be held with entries to be displayed in Club Sapphire and the JazzQuest competition for young musicians will occur at the Merimbula Lakeview Hotel.
- **The Jazz Festival Street Parade**
- **The Jazz Festival “StreetFest”** – to follow the Parade with activities to occur in a closed off section of Market Street and Beach Street. It is proposed to close off a larger section of Market Street as well as a small section of Beach Street to enhance pedestrian safety based on our experience with numbers last year. It is also proposed to extend the street closures by 1 hour to provide local businesses with additional opportunities to mitigate economic losses from the recent bushfires.
- **The Jazz Festival “Lakeside Lantern Walk”** – a Parade for local pre-school and primary school children carrying homemade lanterns and proceeding along the footpath from Spencer Park and finishing near the Merimbula Visitor Information Centre in Beach Street. The children will be under the control of teachers, parents and other responsible adults. A number of local schools will use the event to explain the significance of lantern parades as part of their Asian cultures programs.

On behalf of the Merimbula Jazz Festival Committee, I submit the enclosed documents which relate to the proposed 40th Merimbula Jazz Festival Parade, “StreetFest” and Lakeside Lantern Walk for Council’s consideration and subsequent approval.

JAZZ FESTIVAL STREET PARADE AND “STREETFEST”

The Jazz Festival Parade is to take place on Saturday 6 June 2020, assembling at 10:00am in Merimbula Drive, Merimbula, within the road carriageway and opposite the Caltex Service Station.

The route this year is unaltered from that of last year to avoid crowd interference with vehicular traffic at the northern end of Market Street whilst still permitting through traffic to proceed along Main Street.

Postal Address: PO Box 415, Merimbula NSW 2548 / [REDACTED] 4

Email: info@merimbulajazz.org.au / Website: www.merimbulajazz.org.au



MERIMBULA JAZZ FESTIVAL INC.

Every June Long Weekend

40th Festival, 5th – 8th June 2020

The parade is to assemble from 10.00am in a closed section of Merimbula Drive, outside the western end of the Caltex Service Station with the parade commencing at 10.30am sharp. The parade route is easterly along the closed section of Merimbula Drive turning right into Market Street and proceeding southerly along the closed section of Market Street turning left into Beach Street finishing within a closed section of Beach Street opposite Alice Street. A short music recital on an elevated stage in the car park opposite Alice Street will then conclude the parade.

The parade will again include motor vehicles from the Sapphire Coast Historic Vehicle Club which are all in the 1920-1960s era together with the restored vintage 1926 Garford fire engine. It is in this fire engine that the Mayor is invited to lead the Parade.

Final participant numbers at this stage are not yet known however we are hopeful that the community will again embrace this venture. A more detailed list of participating groups can be provided closer to the event.

Following the music recital a section of Market Street between Monaro Street and Merimbula Drive and a section of Beach Street south of Alice Street will be closed off until 8.00pm to facilitate the Jazz Festival "StreetFest" which will showcase buskers, bands, street stalls and other Festival related activities. Access to the Beach Street car park will remain.

Traffic Control will be carried out by volunteers under the control of certified Traffic Controllers who will be appointed to each temporary road closure barrier.

The sequence of events leading up to the parade are set out in the "Notes" section of the attached Traffic Control Plans (TCP 1 "Jazz Festival Parade" and TCP 2 "Jazz Festival StreetFest").

The enclosed documents are:-

JAZZ FESTIVAL PARADE AND JAZZ FESTIVAL "STREETFEST"

- 1 Copy of Special Event Form, Traffic Management and Notice of Intention to Hold a Public Assembly, dated 17 February 2020 (6 pages).
- 2 Copy of the Public Notice which shall be published in the local press on three weekly occasions commencing approximately 3 weeks prior to the event.
- 3 Copy of ROAD OCCUPANCY LICENCE LICENCE NO : 1339940 approved by RMS on 21 January 2019.
- 4 Copy of letters to Merimbula Ambulance Service, Merimbula Fire Brigade and Sapphire Coast Buslines of South Pambula advising of the temporary road closure and the times of the Parade and "StreetFest". These letters shall be posted closer to the Parade time.
- 5 Copies of Festival Traffic Control Plans prepared by Mr P Guthrey (Prepare a Work Zone Traffic Management Control plan Card 0030578458). and marked "JAZZ FESTIVAL PARADE" and "JAZZ FESTIVAL STREETFEST".

Postal Address: PO Box 415, Merimbula NSW 2548 /

4

merimbulajazz.org.au / Website: www.merimbulajazz.org.au



MERIMBULA JAZZ FESTIVAL INC.
Every June Long Weekend

40th Festival, 5th – 8th June 2020

- 6 Our Certificate of Currency- BES/001328 issued by Arena Underwriting P/L Hospitality Pty Ltd with a Limit of Liability of \$20 Million and period of cover from 7 January 2020 to 7 January 2021. The Bega Valley Shire Council, NSW Police Department and RMS are noted as interested Parties.
- 7 Completed "USE OF PUBLIC LAND EVENT APPLICATION" dated 17/2/20.

JAZZ FESTIVAL "LAKESIDE LANTERN WALK"

The Lantern Walk proceeds from Spencer Park along the footpath into Beach Street and finishes near the Merimbula Visitor information Centre. Therefore neither a Traffic Control Plan nor a Traffic Management Plan is required. The event is covered by our Public Liability Insurance. The following document is attached (Attachment 8):

"Notification of Intention to Hold a Public Assembly dated 5/2/20".

A completed "Use Of Public Land Event Application" has not been completed pursuant to the following extract from the Minutes of Bega Valley Shire Council Meeting held on 10/4/19 :

"... as the proposed Lakeside Lantern Walk will utilise the existing footpath network, there is no formal approval required."

BUSKING

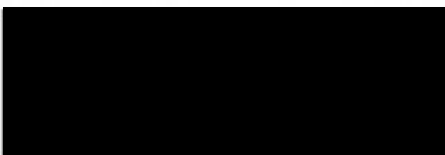
On 2/3/17 Council approved busking in Merimbula CBD for a 5 year period ending 2022.

SIGNAGE

Signage will be erected in accordance with Section 12 of Council's "Use of Public Land (Local approvals Policy)".

I submit these documents for your approval and a similar set of documents will be forwarded to Bega Police for their approval and records.

Yours sincerely



Kevin Walsh
President
Merimbula Jazz Festival Committee

Postal Address: PO Box 415, Merimbula NSW 2548 / 

Email: info@merimbulajazz.org.au / Website: www.merimbulajazz.org.au

**2020 JAZZ FESTIVAL PARADE AND STREETFEST
ATTACHMENTS 1 - 7**



Special Event Resources

Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

1. EVENT DETAIL

1.1. Event Summary

Event Name: 40TH MERIMBULA JAZZ FESTIVAL PARADE AND "STREETFEST"

Event Location: MERIMBULA

Event Date: 6/6/20 Event Start Time: 10:00 AM Event Finish Time: 8:00 PM

Event Setup Time: 10:00 AM Event Pack down Finish Time: 8:00 PM

Event is ☐ off-street ☒ on-street moving ☒ on-street non-moving *
* STREETFEST

Event is ☐ held regularly throughout the year (calendar attached)
EVERY JUNE LONG WEEKEND

1.2. Event Summary

Event Organiser*: MERIMBULA JAZZ FESTIVAL INC

Event Management Company (if applicable): N/A

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Police: PEGA

Phone: (02) 6492 9999 Fax: _____ Mobile: _____

Email: _____

Council: PEGA VALLEY SHIRE

Phone: (02) 6499 2222 Fax: _____ Mobile: _____

Email: PEGA VALLEY NSW GOV. AU

Transport Management Centre
(if Class 1 – Sydney Metropolitan Area): N/A

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Roads & Maritime Service *
(if Class 1 – regional NSW and Class 2 event): N/A

Phone: _____ Fax: _____ Mobile: _____

Email: _____

* RMS APPROVAL ATTACHED UNDER COVERING LETTER

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

1.3. Brief description of the event (one paragraph)

ANNUAL JAZZ FESTIVAL PARADE OF BANDS/MUSICIANS/COMMUNITY GROUPS/JAZZ CLUB MEMBERS & VINTAGE VEHICLES FOLLOWED BY STREETFEST WITH BANDS, BUSKERS, STREET STALLS AND OTHER FESTIVAL RELATED ACTIVITIES.

2. RISK MANAGEMENT TRAFFIC**2.1. Occupational Health & Safety – Traffic Control**

- ☒ Risk assessment plan (or plans) attached *TCP'S DATED 19/12/19*

2.2. Public Liability Insurance

- ☒ Public liability insurance arranged. Certificate of currency attached.

2.3. Police

- ☐ Police written approval obtained *AWAITING APPROVAL*

2.4. Fire Brigades and Ambulance

- ☒ Fire brigades notified } *BY LETTER CLOSER TO EVENT*
☒ Ambulance notified } *AROUND 8 MAY 2020*

3. TRAFFIC & TRANSPORT MANAGEMENT**3.1. The route or location**

- ☒ Map attached *SEE ATTACHED TCP'S*

3.2. Parking

- ☐ Parking organised – details attached
☒ Parking not required

3.3. Construction, traffic calming and traffic generating developments

- ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
☒ 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

- ☐ This event uses a facility managed by a trust, authority or enterprise; written approval attached
☒ This event does not use a facility managed by a trust, authority or enterprise

3.5. Impact on/or Public Transport

- ☐ Public transport plans created - details attached
☒ Public transport not impacted or will not impact event ** SAPPHIRE COAST BUSLINKS TO BE ADVISED AROUND 8 MAY 2020*
☒ This is a moving event - details attached. } *SEE ATTACHED TCP'S*
☒ This is a non-moving event.

3.7. Traffic management requirements unique to this event

- ☐ Description of unique traffic management requirements attached
☒ There are no unique traffic requirements for this event

3.8. Contingency plans

- ☐ Contingency plans attached *SEE 2.1 ABOVE*

**3.9. Heavy vehicle impacts**

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

3.10. Special event clearways

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

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

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

4.2. Advertise traffic management arrangement

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

4.3. Special event warning signs

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

4.4. Permanent Variable Message Signs

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

4.5. Portable Variable Message Signs

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

5. PRIVACY NOTICE

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

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

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

6. APPROVAL

TMP Approved by: KEVIN WALSH CJ- MERIMBULA JAZZ FESTIVAL INC Event Organiser MERIMBULA JAZZ FESTIVAL INC. Date 17/2/20

7. AUTHORISATION TO *REGULATE TRAFFIC

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

Regulation of traffic authorised by: _____ Council _____ Date _____

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

Regulation of traffic authorised by: _____ RMS/TMC _____ Date _____

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

☒ P.W.L 133 9940 APPROVED 21/1/20 AND ATTACHED UNDER COVERING LETTER.

Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf**Summary Offences Act 1988**

To the Commissioner of Police

1. I, KEVIN WALSH

Address

on behalf of

Organisation

MERIMBULA JAZZ FESTIVAL INC.notify the Commissioner of Police that on the 6TH

Day

of JUNE, 2020

Month/Year

it is intended to hold:

~~either:~~~~(a) a public assembly, not being a procession, of approximately~~~~.....persons which will assemble~~~~Number~~~~at~~~~Place~~~~at approximate~~~~Time~~~~.....am/pm~~~~and disperse at approximately~~~~Time~~~~.....am/pm~~

NB "STREETFEST" IN
A CLOSED SECTION OF
MARKET STREET
OCCURS FOLLOWING THE
PARADE AS DESCRIBED
BELOW AND IN
TCP's + TMP ATTACHED
UNDER COVERING
LETTER.

or

(b) a public assembly, being a procession of approximately 150

Number

persons which will assemble at MERIMBULA DRIVE, MERIMBULA

Place

at approximately 10:00

Time

.....am/pm

and at approximately 10:30 am/pm the procession will

commence and shall proceed

EAST ALONG MERIMBULA DRIVE, THEN LEFT INTO
MARKET STREET PROCEEDING SOUTH AND TURNING LEFT INTO
BEAKIN STREET. THE PARADE SHALL STOP IN A CLOSED OFF
SECTION OF BEAKIN STREET NEAR ALICE STREET UNTIL 11:45 AM.
A SECTION OF MARKET STREET WILL THEN BE CLOSED
UNTIL 8:00 PM (TCP's + TMP ATTACHED UNDER COVERING LETTER)

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 40TH ANNUAL MERIMBULA JAZZ FESTIVAL PARADE FOLLOWED BY "STREETFEST" IN A CLOSED OFF SECTION OF MARKET STREET WITH BANDS, BUSKERS, STREET STALLS AND OTHER FESTIVAL RELATED ACTIVITIES

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:

* (i) There will be 12 (number) of vehicles and/or* floats involved and their type and dimensions are as follows:

1920'S-1950'S VINTAGE CARS FROM SPAINISH COAST HISTORIC CAR CLUB - ALL REGISTERED AND INSURED ON CLUB PLATES + 1926 VINTAGE GARFORD FIRE TRUCK.

* (ii) There will be 100 (number) of bands, musicians, entertainers etc entertaining or addressing 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: JAZZ CLUB MEMBERS AND COMMUNITY GROUP MEMBERS (SOME IN PERIOD DRESS) MARCHING BEHIND LEAD BAND AND IN BETWEEN VINTAGE VEHICLES WITH SAFE DISTANCES MAINTAINED

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

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

Address:

PO BOX 415

MERIMBULA

NSW

Post Code 2548

Tele

Sign

Capacity/Title

PRESIDENT - MERIMBULA JAZZ FESTIVAL INC

Date

17/2/20

Delete as applicable

PUBLIC NOTICE

ROAD CLOSURE

40TH MERIMBULA JAZZ FESTIVAL PARADE AND "STREETFEST"

Temporary road closures in the Merimbula CBD on Saturday 6 June 2020 for the purpose of a street parade will occur from approximately 10:00am to 11:00am along Market Street, extending from Main Street on the north to the northern side of Monaro Street on the south and along that part of Merimbula Drive extending from Market Street on the east to Reid Street on the west. Beach Street will also be closed from Alice Street to Main Street. Beach Street between Market Street and Alice Street s shall also be closed from 10:20am to approximately 12.30pm.

A section of Market Street between Beach Street and Merimbula Drive will then be closed between 12.30pm in the afternoon and 8.00pm in the evening for the purposes of holding the Jazz Festival "StreetFest".

We thank the public for their co-operation...Merimbula Jazz Festival Committee ...phone 0418 370 714 .

(3)

From: road.access@rms.nsw.gov.au
To: INFO@MERIMBULAJAZZ.ORG.AU
Date: Jan 21, 2020 9:08:37 AM
Subject: Road Occupancy Licence 1339940 - Approved
Attachments: Road Occupancy Licence.pdf</no>, <no>webwb/RMSLogo.jpg

Dear Valued Customer

Your Road Occupancy Licence Application for MERIMBULA DRIVE, MERIMBULA has been licensed. The licence number is 1339940.

Please print copies of the Road Occupancy Licence and Speed Zone Authorisations and ensure all copies are kept on site with you at all times whilst the licence is active and produce them upon request by a road authority representative.

TRANSPORT MANAGEMENT CENTRE CHANGES TO ROAD OCCUPANCY LICENCE ACTIVATION AND DEACTIVATION

From the 31st October 2017, the TMC will no longer activate your ROLs via 1800 679 782.

All OPLINC registered organisations must now use the new Shift Activation web address to activate and deactivate your valid work shifts from your approved ROLs.

Please visit:

<https://myrol.transport.nsw.gov.au>
<https://myrol.transport.nsw.gov.au/help.pdf>

You may only call the TMC on 1800 679 782 if you require activation/deactivation of TMC field devices such as Traffic Control Signals, Permanent Variable Message signs and Variable Speed Signs (electronic signage).

Kind Regards,
Road Access Management,
Operations| Regional & Freight
T 1300 656 371 E road.access@rms.nsw.gov.au
www.rms.nsw.gov.au
Every journey matters

Roads and Maritime Services
Grey Street Glen Innes NSW 2370 | PO Box 94 Glen Innes NSW 2370



Before printing, please consider the environment

IMPORTANT NOTICE: This email and any attachment to it are intended only to be read or used by the named addressee. It is confidential and may contain legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission to you. Roads and Maritime Services is not responsible for any unauthorised alterations to this email or attachment to it. Views expressed in this message are those of the individual sender, and are not necessarily the views of Roads and Maritime Services. If you receive this email in error, please immediately delete it from your system and

ROAD OCCUPANCY LICENCE

LICENCE NO : 1339940

ROADS & MARITIME SERVICES (RMS)

Phone: 1300 656 371 Monday To Friday 8.30 AM - 4.30 PM



Transport
Roads & Maritime
Services

To activate and deactivate your approved work shift(s) on your Road Occupancy Licence, please visit: myrol.transport.nsw.gov.au. This licence is for the occupation of the road space only. If you are unable to access myrol.transport.nsw.gov.au, please call TMC on 1800 679 782. For further assistance, please refer to the proponent's user manual here: myrol.transport.nsw.gov.au/help.pdf

SPECIAL EVENT - CLASS 2

Project: Not Applicable
This Activity : ANNUAL JAZZ FESTIVAL STREET PARADE
WITH BANDS, WALKING PARTICIPANTS AND
VINTAGE MOTOR VEHICLES ALL REGISTERED
AND INSURED FOLLOWED BY "StreetFest" IN
CLOSED OFF SECTIONS OF MARKET/BEACH
STREETS.

LOCATION

Subject Road: MERIMBULA DRIVE
From: REID STREET, MERIMBULA
To: MARKET STREET, MERIMBULA
Council: BEGA VALLEY

LICENSEE

Organisation: MERIMBULA JAZZ FESTIVAL
Ref No:
Name: Kevin Walsh
Phone: [REDACTED] 4

ONSITE CONTACT

Name: KEVIN WALSH
Phone: [REDACTED] 4

TRAFFIC MANAGEMENT

Flow Management: Detour (other roads); Short Term / Intermittent
Works; Stop / Slow Control
Closure Type: 2 lanes of 2
Closure Lane(s): Lane 1 (kerb lane/s); Lane 2 (next after kerb lane)
Direction(s): All Directions

LICENCE DURATION

From: 06-Jun-2020
To: 06-Jun-2020

LICENCE CONDITIONS

- 1 YOU MUST USE SHIFT ACTIVATION WEB ADDRESS <https://myrol.transport.nsw.gov.au> TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)
- 2 THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC CONTROL PLAN. PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC CONTROL PLANS COMPLY WITH AS1742.3
- 3 ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.
- 4 SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY THE RMS'S ASSET MANAGEMENT BRANCH.
- 5 NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING
- 6 CONCURRENCE OF POLICE AND LOCAL COUNCIL.
- 7 ADEQUATE ADVANCE WARNING MUST BE PROVIDED TO APPROACHING MOTORISTS.

APPROVED DATES & TIMES

From Shift				To Shift				
From	D	M	Time	-	To	D	M	Time
Sat	06	Jun	10:00	-	Sat	06	Jun	20:00



4(1)
MERIMBULA JAZZ FESTIVAL INC.

Every June Long Weekend

40thth Festival, 5th – 8th June 2020

9 May 2020

The Officer in Charge
Ambulance Service of New South Wales
Wyebo Street
MERIMBULA NSW 2548

Dear Sir

MERIMBULA JAZZ FESTIVAL STREET PARADE AND STREETFEST – 6 JUNE 2020

It is advised that once again a street Jazz Parade is proposed at this year's Merimbula Jazz Festival on Saturday the 6 June 2020.

The proposed route this year is to assemble from 10.00 am in a closed section of Merimbula Drive carriageway by the Caltex Service Station. The parade commences at 10:30am travelling east along Merimbula Drive, turning right into a closed section of Market street, proceeding south down Market Street turning left into a closed section of Beach Street to finish in Beach Street between Market and Alice streets.

Following the Parade a combined musicians' impromptu jazz session will take place on a temporary stage, for about one hour, within the Council approved closed section of Beach Street between Alice and Market Streets. This section of road is to remain closed to vehicular traffic until approximately 12:30pm. A section of Market Street between Beach Street and Merimbula Drive will then be closed off until 8.00pm in the evening to enable "StreetFest" activities to occur.

As usual we will have qualified traffic management personnel together with Pambula Rotary Club members for traffic and crowd control. The Jazz Office will operate throughout the Festival from 9.00 AM Thursday 4 June until 5 PM Saturday 6 June 2020.

Yours sincerely

Kevin Walsh
Merimbula Jazz Festival Committee

Postal Address: PO Box 415, Merimbula NSW 2548 /

Email: info@merimbulajazz.org.au / Website: www.merimbulajazz.org.au



4(11)
MERIMBULA JAZZ FESTIVAL INC.

Every June Long Weekend

40th Festival, 5th – 8th June 2020

9 May 2020

The Officer in Charge
Merimbula Fire Brigade
Monaro Street
MERIMBULA NSW 2548

Dear Sir

MERIMBULA JAZZ FESTIVAL STREET PARADE AND STREETFEST – 6 JUNE 2020

It is advised that once again a street Jazz Parade is proposed at this year's Merimbula Jazz Festival on Saturday the 6 June 2020.

The proposed route this year is to assemble from 10.00 am in a closed section of Merimbula Drive carriageway by the Caltex Service Station. The parade commences at 10:30am travelling east along Merimbula Drive, turning right into a closed section of Market street, proceeding south down Market Street turning left into a closed section of Beach Street to finish in Beach Street between Market and Alice streets.

Following the Parade a combined musicians' impromptu jazz session will take place on a temporary stage, for about one hour, within the Council approved closed section of Beach Street between Alice and Market Streets. This section of road is to remain closed to vehicular traffic until approximately 12:30pm. A section of Market Street between Beach Street and Merimbula Drive will then be closed off until 8.00pm in the evening to enable "StreetFest" activities to occur.

As usual we will have qualified traffic management personnel together with Pambula Rotary Club members for traffic and crowd control. The Jazz Office will operate throughout the Festival from 9.00 AM Thursday 4 June until 5 PM Saturday 6 June 2020.

Yours sincerely

Kevin Walsh
Merimbula Jazz Festival Committee



4(111)
MERIMBULA JAZZ FESTIVAL INC.

Every June Long Weekend

40th Festival, 5th – 8th June 2020

The Manager
Sapphire Coast Buslines
39 Redfern Close
SOUTH PAMBULA NSW 2549

9 May 2020

Dear Sir /Madam

MERIMBULA JAZZ FESTIVAL STREET PARADE AND STREETFEST – 6 JUNE 2020

It is advised that once again a street Jazz Parade is proposed at this year's Merimbula Jazz Festival on Saturday 6 June 2020.

The proposed route this year is to assemble from 10.00 am in a closed section of Merimbula Drive carriageway by the Caltex Service Station. The parade commences at 10:30am travelling east along Merimbula Drive, turning right into a closed section of Market street, proceeding south down Market Street turning left into a closed section of Beach Street to finish in Beach Street between Market and Alice streets.

Following the Parade a combined musicians' impromptu jazz session will take place on a temporary stage, for about one hour, within the Council approved closed section of Beach Street between Alice and Market Streets. This section of road is to remain closed to vehicular traffic until approximately 12:30 pm. A section of Market Street between Beach Street and Merimbula Drive will then be closed off until 8.00pm in the evening to enable "StreetFest" activities to occur.

Because of this additional activity a disruption to some of your Route 790 services will occur. The morning Eden/Bega service via Hylands Corner (9.51am) will, as usual, not be affected.

If we can assist in notifying the public of alternative arrangements we will be pleased to do so. As is normal we will insert notices in the local press on 20 and 27 May and 3 June notifying the public of the proposed road closures. I have attached a copy of the proposed notice and we would be happy to include wording concerning revised travel arrangements for passengers travelling on the Route 790 services.

As usual we will have qualified traffic management personnel together with Pambula Rotary Club members for traffic and crowd control. The Jazz Office will operate throughout the Festival from 9.00 AM Thursday 4 June until 5 PM Saturday 6 June 2020.

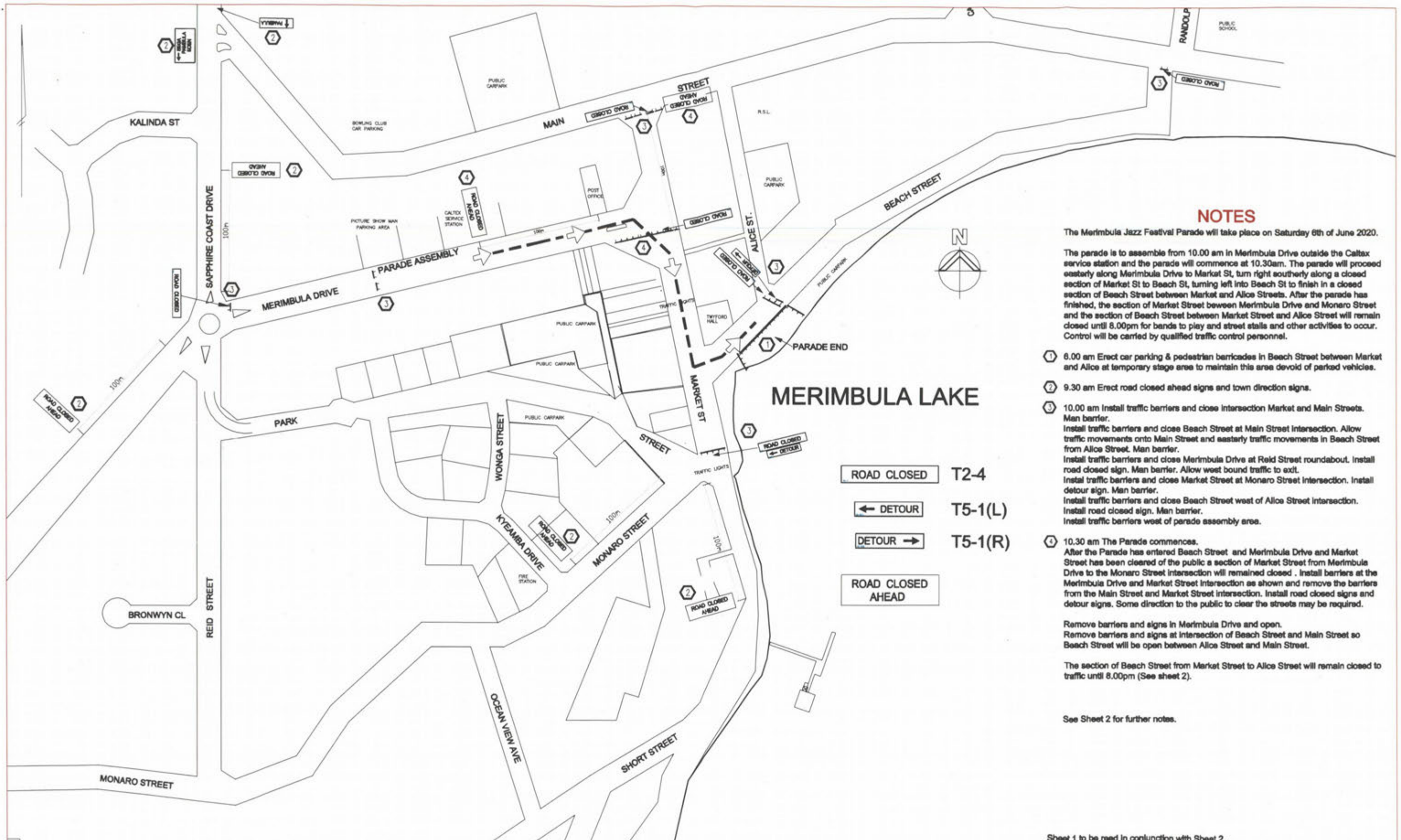
Yours sincerely

Kevin Walsh
President
Merimbula Jazz Festival Committee

Postal Address: PO Box 415, Merimbula NSW 2548 /

Email: info@merimbulajazz.org.au / Website: www.merimbulajazz.org.au

⑤ JAZZ FESTIVAL PARADE



NOTES

The Merimbula Jazz Festival Parade will take place on Saturday 8th of June 2020.

The parade is to assemble from 10.00 am in Merimbula Drive outside the Caltex service station and the parade will commence at 10.30am. The parade will proceed easterly along Merimbula Drive to Market St, turn right southerly along a closed section of Market St to Beach St, turning left into Beach St to finish in a closed section of Beach Street between Market and Alice Streets. After the parade has finished, the section of Market Street between Merimbula Drive and Monaro Street and the section of Beach Street between Market Street and Alice Street will remain closed until 8.00pm for bands to play and street stalls and other activities to occur. Control will be carried by qualified traffic control personnel.

- ① 8.00 am Erect car parking & pedestrian barricades in Beach Street between Market and Alice at temporary stage area to maintain this area devoid of parked vehicles.
- ② 9.30 am Erect road closed ahead signs and town direction signs.
- ③ 10.00 am Install traffic barriers and close intersection Market and Main Streets. Man barrier. Install traffic barriers and close Beach Street at Main Street Intersection. Allow traffic movements onto Main Street and easterly traffic movements in Beach Street from Alice Street. Man barrier. Install traffic barriers and close Merimbula Drive at Reid Street roundabout. Install road closed sign. Man barrier. Allow west bound traffic to exit. Install traffic barriers and close Market Street at Monaro Street intersection. Install detour sign. Man barrier. Install traffic barriers and close Beach Street west of Alice Street intersection. Install road closed sign. Man barrier. Install traffic barriers west of parade assembly area.
- ④ 10.30 am The Parade commences. After the Parade has entered Beach Street and Merimbula Drive and Market Street has been cleared of the public a section of Market Street from Merimbula Drive to the Monaro Street intersection will remain closed. Install barriers at the Merimbula Drive and Market Street intersection as shown and remove the barriers from the Main Street and Market Street intersection. Install road closed signs and detour signs. Some direction to the public to clear the streets may be required.

Remove barriers and signs in Merimbula Drive and open.
Remove barriers and signs at intersection of Beach Street and Main Street so Beach Street will be open between Alice Street and Main Street.

The section of Beach Street from Market Street to Alice Street will remain closed to traffic until 8.00pm (See sheet 2).

See Sheet 2 for further notes.

Sheet 1 to be read in conjunction with Sheet 2.

This Traffic Control Plan has been prepared by Peter Guthrey.
Prepares a Work Zone Traffic Management Plan Card No.0052071408.

Based on "Traffic Control at Work Sites", RTA manual July 2018.
Caddey Searl & Jarman take no responsibility for the implementation of this TCP.

COUNCIL: BEGA VALLEY
LOCALITY: MERIMBULA
CLIENT: MERIMBULA JAZZ FESTIVAL
DATE: 19th DECEMBER 2019
SCALE: NTS
SHEET NO: 01/02
REF NO: 71668

CADDEY SEARL & JARMAN
CONSULTING SURVEYORS

10 CANNING STREET BEGA 42 MAIN STREET MERIMBULA
PO BOX 259 BEGA NSW 2550 PO BOX 488 MERIMBULA NSW 2548
PHONE: 02-64922933 PHONE: 02-64951044
EMAIL: admin@csj.com.au EMAIL: admin@csj.com.au

PROPOSED TEMPORARY ROAD CLOSING FOR MERIMBULA JAZZ FESTIVAL PROCESSION 2020.
MERIMBULA DRIVE, MARKET & BEACH STREETS, MERIMBULA.

CAD DETAILS: 71668 MERIMBULA JAZZ FESTIVAL 2020.dwg



After the Merimbula Jazz Festival Parade is completed, a section of Market Street from Merimbula Drive to Monaro Street and a section of Beach Street from Market Street to Alice Street will be closed until 8.00pm for bands to play and other activities to occur.

Maintain traffic barriers and signs from the Market Street and Monaro Street intersection, Market Street and Merimbula Drive intersection and Alice Street and Beach Street intersection.

8.00 pm Remove traffic barriers, road closed signs and detour signs. Then remove road closed ahead signs. Allow traffic to resume normal flow.

MERIMBULA LAKE

ROAD CLOSED
AHEAD

Based on "Traffic Control at Work Sites", RTA manual July 2018.
Caddey Searl & Jarman take no responsibility for the implementation of this TCP.

CAD DETAILS: 71668 MERIMBULA JAZZ FESTIVAL 2020.dwg

ARENA UNDERWRITING PTY LTD
ABN 26 125 869 481 AFSL 317617
Level 1, 102 Tudor Street, Hamilton NSW 2303

For further inquiries on this certificate, please contact: Action Entertainment Insurance on 1300 655 424
 or email entertainment@actioninsurance.com.au

CERTIFICATE OF CURRENCY

Reference Number:	BES001328
Insurance Type:	Arena Entertainment and Events Public & Products Liability Insurance
Policy Wording Reference:	BIA GL G2 Arena Ent 1 – 2016
Named Insured:	Merimbula Jazz Festival Inc.
Insured Business:	Organiser of the "Merimbula Jazz Festival, Parade, Lantern Walk & Street Fest"
Policy Period:	From: 7 th January 2020 To: 7 th January 2021 at 4pm Local Standard Time where this policy is issued
Indemnity Limit:	Section 1 – Public Liability \$20,000,000 Any One Occurrence Section 2 – Products Liability \$20,000,000 Any One Period of Insurance (Aggregate)
Excess:	Section 1 – Public Liability Each & Every Occurrence: \$ 500 Defence Costs inclusive Section 2 – Products Liability \$ 500 Defence Costs Inclusive Section 1 & 2 – Alcohol related claims \$ 1,500 Defence Costs Inclusive
Special Note:	Bega Valley Shire Council FTRR&I NSW Police Department FTR&I Roads & Maritime Services FTRR&I is noted for their respective rights and interests
Geographical Limits	At and From Merimbula NSW
Jurisdictional Limits	Australia Wide
Insurer:	Berkley Insurance Australia ABN 53 126 559 706 AFSL No. 463129



Signed as an Authorised Representative on behalf of Arena Underwriting Pty Ltd.
 Date of issue: 9 December 2019

For full details of cover please refer to the policy wording.

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.

7
USE OF PUBLIC AND SINGLE EVENT APPLICATION

1 Applicant details

Organiser's name KEVIN WALSH Position PRESIDENT
Organisation name MERIMBULA JAZZ FESTIVAL INC
Postal Address PO Box 415 MERIMBULA Postcode 2548
Phone Business [REDACTED]
Email address [REDACTED]
Contact during event KEVIN WALSH P [REDACTED]

2 Important information

- 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.
- 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.
- 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.
- 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.
- 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

17/2/20

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 \$653.00

Allocation W5098.1102.1135

CS staff

[REDACTED]

Receipt date

[REDACTED]

4 Event details

Name of event	MERIMBULA JAZZ FESTIVAL PARADE & STREET FEST		Date/s of event	SATURDAY 6/6/20
Time of event	From	To	Estimated no. of attendees	500+ (PARADE & STREET FEST)
	Set up date / time		Pack up date / time	8.00 PM 6/6/20
Location of event	MERIMBULA		Specified area	TCP & TMP AS SUPPLIED
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Beneficiary details	
		* COMMUNITY EVENT		
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		If yes, how much	
Description of event	40TH JAZZ FESTIVAL PARADE WITH MUSICIANS, JAZZ CLUB COMMUNITY GROUPS MARCHING + VINTAGE VEHICLES. STREET FEST WITH BUSKERS, BANDS, STREET STALLS ETC			

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. * CLEANUP WITH PROVIDE ADDITIONAL BINS & REMOVE THEM

c) Toilet provision

Does your event require the use of Council toilets? ☐ Yes ☒ No PALMER LAKE TOILETS OPEN DURING EVENT
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 FROM MERIMBULA VISITOR INFORMATION CENTRE (BEACH STREET) FOR SOUND STAGE AMPS

e) Water provision

Has provision been made for access to drinking water? ☐ Yes ☒ No NOT SPECIFICALLY
Where can patrons access drinking water free of charge at the event? JAZZ OFFICE BEACH STREET / PALMER LAKE TOILETS / BEACH STREET TAPS / PALMER LAKE OLD INFO CENTRE

f) First Aid provision

Have First Aid arrangements been made? ☒ Yes ☐ No, please explain why * IN PROGRESS
No of First Aiders on-site 2 No of First Aid posts 1
Have you advised the local hospital of your event? ☐ Yes ☒ No * LOCAL AMBULANCE SERVICE WILL BE ADVISED

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

POLICE APPROVAL WILL BE SOUGHT.

h) Road closures

Is a road closure required for this event?

☒ Yes

☐ No, please proceed to section I

Street name

MERIMBULA DRIVE / MARKET ST / ALICE ST / BEACH ST

Suburb

MERIMBULA

Section to be closed

SEE TCB'S SUPPLIED

Purpose

PARADE / CONCERT / SPECTATOR

Date/s

From

10:00 AM

am/pm on

6 16 20

to

8:00 PM

am/pm on

6 16 20

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

NORMAL PARKING IN PALMER LANE / PRICE STREET / BEACH STREET IS SUFFICIENT

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.

THIS IS THE 40TH CONTINUOUS YEAR OF THE MCKIMBULA JAZZ FESTIVAL. NOT ONLY DO WE WANT TO MAKE IT A MEMORABLE EVENT BECAUSE OF THIS BUT ALSO TO MAXIMISE THE NUMBER OF VISITORS TO ASSIST IN ECONOMIC RECOVERY POST BUSHFIRES.

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) *TOP'S SUPPLIED*
- ☒ Waste Management Plan ** CLEANAWAY PROVIDER REMOVE ADDITIONAL BINS*
- ☒ 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 ** SUPPLIED UNDER COVERING LETTER.*
- ☐ Temporary Food Stall application form *NA*
- ☐ Mobile Food Vending application form *NA*
- ☐ Place of Public Entertainment form *NA*
- ☐ Fireworks – WorkCover Licence *NA*
- ☐ Copy of Liquor Licence *NA*
- ☐ Risk Assessment (larger scale events) *NA*

**2020 LAKESIDE LANTERN WALK “NOTICE OF
INTENTION TO HOLD A PUBLIC ASSEMBLY”**

8

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf**Summary Offences Act 1988***To the Commissioner of Police***1** I, **Elvira David**
Nameof **161 Woodlands Lane, Millingandi**
Addresson behalf of **Merimbula Jazz Festival**
Organisationnotify the Commissioner of Police that on the **Saturday 6th**.....
Dayof **June, 2020**.....
Month/Year

it is intended to hold:

either:~~(a) a public assembly, not being a procession, of approximately
.....persons which will assemble
Number~~~~at
Place~~~~at approximateam/pm
Time~~~~and disperse at approximatelyam/pm
Time~~**or**(b) a public assembly, being a procession of approximately 500.....
Numberpersons which will assemble at ..**Spencer Park, Merimbula**.....
Placeat approximately ..**5 pm**
Timeand at approximately **5:30 pm** the procession willcommence and shall proceed from Spencer Park, along the footpath of Main St and
turn left into Beach St footpath ending at Beach St/Market St intersection.........
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

A family friendly event for the whole community

.....
State purpose

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:

* (i) There will be¹⁰..... of vehicles and/or* floats involved and their type and dimensions are as follows:

.....
.....
* (ii) There will be¹⁰..... of bands, musicians, entertainers etc entertaining or addressing the assembly

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

.....¹⁰ N/A.

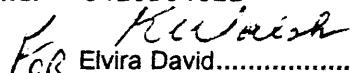
.....
* (iv) Other special characteristics of the proposed assembly are as follows:

4 I take responsibility for organising and conducting the proposed public assembly.**5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:**

Address: 161 Woodlands Lane, Millingandi.....

.....
..... Post Code 2549

Telephone: 0410504022

Signed: ^{FOR}  Elvira David.....

Capacity/Title Committee member, Merimbula Jazz Festival.....

Date 05/02/2020

Delete as applicable

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	Kim LOVEDAY		Position	MOTHERS DAY CLASSIC FUN RUN CTRC, MERIMBULA ROTARY	
Organisation name	ROTARY CLUB OF MERIMBULA				
Postal Address	PO Box 389, PAMBULA NSW			Postcode	2549
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	<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. <p>Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.</p>
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 5/2/20

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 \$676.00

Allocation W5098.1102.1135

CS staff



Receipt date



4 Event details

Name of event	MERIMBULA MOTHERS DAY CLASSIC FUN RUN		Date/s of event	10 MAY 2020		
Time of event	From	8.30 Am	To	1 PM	Estimated no. of attendees	200
	Set up date / time	10 MAY 2020, 8AM		Pack up date / time	10 MAY, 2020 APPROX 1PM	
Location of event	SPENCER PARK, MERIMBULA		Specified area	SPENCER PARK TO FISHPEN AND RETURN		
Are you raising funds as part of this event?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Beneficiary details	BREAST CANCER RESEARCH & ROTARY LOCAL PROJECTS		
Are you charging an admission / entry fee?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		If yes, how much	ADULT \$25 CONC. & CHD \$10		
Description of event	5 km RUN & WALK FROM SPENCER PARK TO FISHPEN & RETURN 10 km RUN FROM SPENCER PARK TO FISHPEN & RETURN X 2					

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	AT LEAST 2	size of structures	TENTS	Description of structures	
Owner of the structures	MERIMBULA ROTARY				
Name of person erecting the structures	MERIMBULA ROTARY				

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 P.A. SYSTEM

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? BOTTLED WATER PROVIDED
& REFILL OF WALKERS/RUNNERS BOTTLES AT START/FINISH.

f) First Aid provision

Have First Aid arrangements been made? ☒ Yes ☐ No, please explain why
No of First Aiders on-site AT LEAST 2 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

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

MUSIC

Style of music

GENERAL

Time

Start

9AM

Duration

12 NOON

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

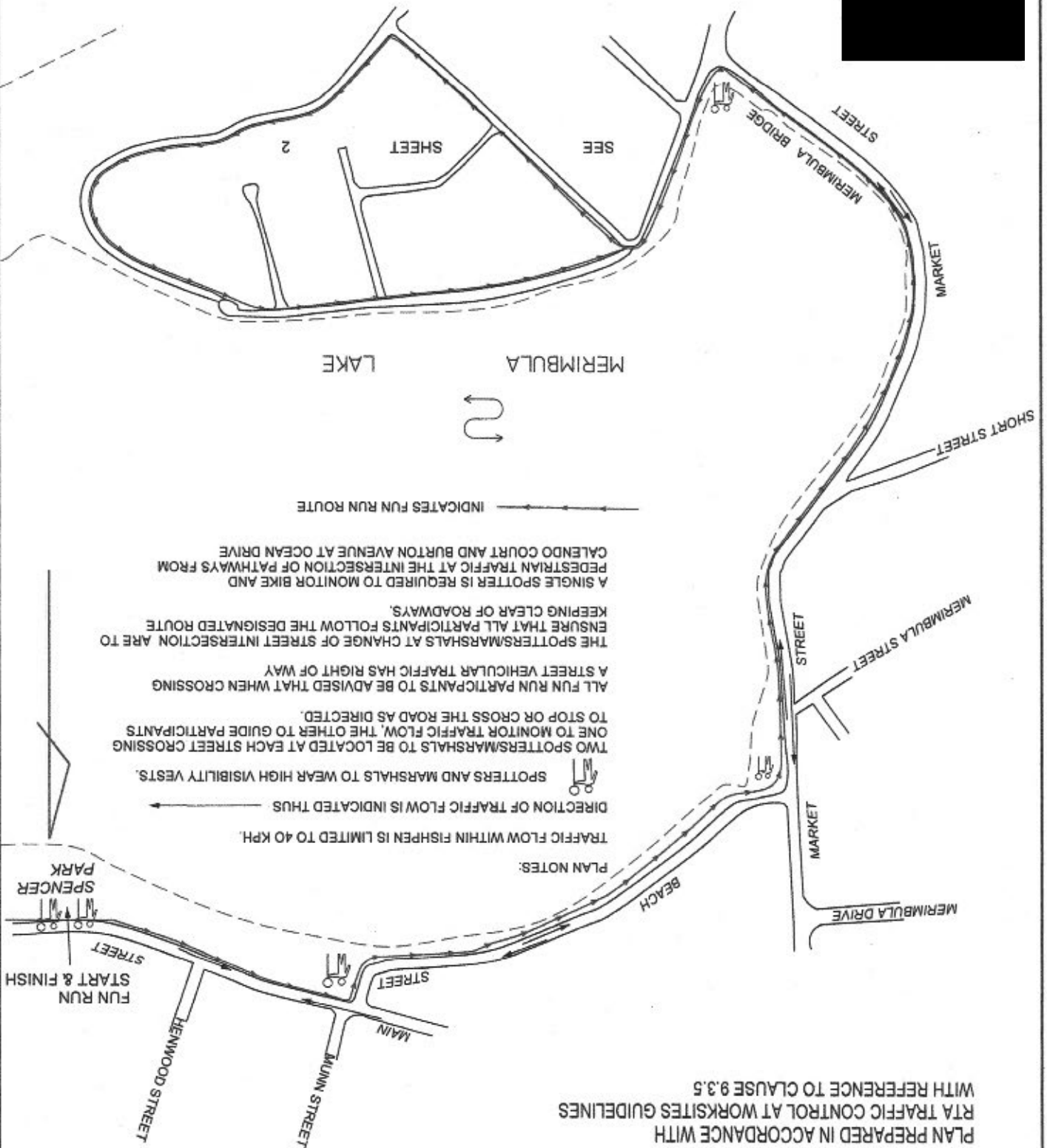
Please ensure the following items are included when submitting your application form

- ☒ 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
- ☒ Risk Assessment (larger scale events)

PLAN PREPARED IN ACCORDANCE WITH
RTA TRAFFIC CONTROL AT WORKSITES GUIDELINES
WITH REFERENCE TO CLAUSE 9.3.5




Prepare a Work Zone Traffic
Management Plan
Card No. 0052164152

TRAFFIC CONTROL PLAN FOR MERIMBULA MOTHERS DAY FUN RUN SPENCER PARK TO FISHPEN & RETURN MERIMBULA ON 10TH MAY 2020

FOR MERIMBULA ROTARY CLUB

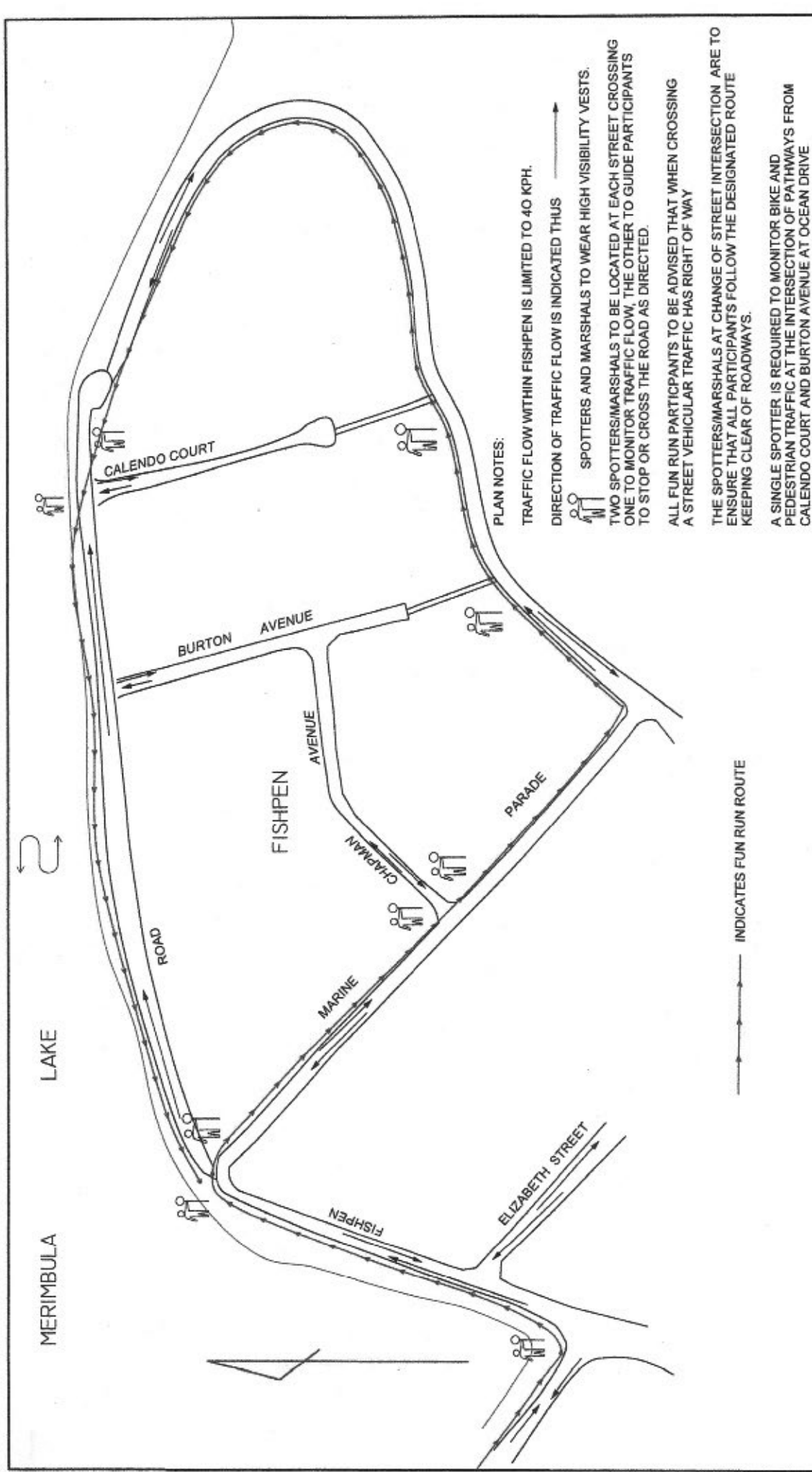
NOT APPLICABLE

PO BOX 639		35 FLINDERS STREET		EDEN NSW 2551		PHONE: (02) 6496 3418		E-Mail: eden@verts.com.au	
A Veris Company		ABN: 63 615 735 727		DEVELOP WITH CONFIDENCE					
SCALE		DATE		DRN.		CHK.		SIZE	
1:4000		11/02/2020		SB		JW		A3	
REFERENCE/DRAWING NAME									
REV.									
E17310 C TCP		SHEET 1 OF 2		1					
NOT APPLICABLE									

PO BOX 639
EDEN NSW 2551
35 FLINDERS STREET
PHONE: (02) 6496 3418
E-MAIL: eden@verts.com.au

A Veris Company
ABN: 53 615 735 727
DEVELOP
WITH
CONFIDENCE





PLAN NOTES:

TRAFFIC FLOW WITHIN FISHPEN IS LIMITED TO 40 KPH.

DIRECTION OF TRAFFIC FLOW IS INDICATED THUS →

SPOTTERS AND MARSHALS TO WEAR HIGH VISIBILITY VESTS.

TWO SPOTTERS/MARSHALS TO BE LOCATED AT EACH STREET CROSSING ONE TO MONITOR TRAFFIC FLOW, THE OTHER TO GUIDE PARTICIPANTS TO STOP OR CROSS THE ROAD AS DIRECTED.

ALL FUN RUN PARTICIPANTS TO BE ADVISED THAT WHEN CROSSING A STREET VEHICULAR TRAFFIC HAS RIGHT OF WAY

THE SPOTTERS/MARSHALS AT CHANGE OF STREET INTERSECTION ARE TO ENSURE THAT ALL PARTICIPANTS FOLLOW THE DESIGNATED ROUTE KEEPING CLEAR OF ROADWAYS.

A SINGLE SPOTTER IS REQUIRED TO MONITOR BIKE AND PEDESTRIAN TRAFFIC AT THE INTERSECTION OF PATHWAYS FROM CALENDO COURT AND BURTON AVENUE AT OCEAN DRIVE

**TRAFFIC CONTROL PLAN FOR
MERIMBULA MOTHERS DAY FUN RUN
SPENCER PARK TO FISHPEN & RETURN
MERIMBULA ON 10TH MAY 2020**

FOR MERIMBULA ROTARY CLUB



DEVELOP
WITH
CONFIDENCE

A Veris Company
ABN: 53 615 735 727

E-MAIL: eden@veris.com.au

PO BOX 639
35 FLINDERS STREET
EDEN NSW 2551

PHONE: (02) 6496 3418

LEVEL DATUM

SCALE
1:2000

DATE
11/02/2020

DRN
SB

CHK
JW

SIZE
A3

REFERENCE/DRAWING NAME

REV.

E17310 C TCP

SHEET 2 OF 2

1

NOT APPLICABLE

Prepare a Work Zone Traffic
Management Plan
Card No.0052164152

Special Event Resources

Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

1. EVENT DETAIL

1.1. Event Summary

Event Name: MERIMBULA MOTHERS DAY CLASSIC FUN RUN
 Event Location: SPENCER PARK, MAIN ST, MERIMBULA
 Event Date: 10/5/20 Event Start Time: 8.30 AM Event Finish Time: 12 NOON
 Event Setup Time: 8 AM Event Pack down Finish Time: 1 PM
 Event is ☒ off-street ☐ on-street moving ☐ on-street non-moving
 Event is ☐ held regularly throughout the year (calendar attached)

1.2. Event Summary

Event Organiser*: WOMEN IN SUPER & ROTARY MERIMBULA (GAIL BYRNE - ROTARY)
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Event Management Company (if applicable): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Police: MERIMBULA POLICE
 Phone: 6495 1366 Fax: _____ Mobile: _____
 Email: _____
 Council: BEGA VALLEY SHIRE COUNCIL
 Phone: 6499 2222 Fax: _____ Mobile: _____
 Email: _____
 Transport Management Centre
 (if Class 1 – Sydney Metropolitan Area): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Roads & Maritime Service
 (if Class 1 – regional NSW and Class 2 event): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____

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

1.3. Brief description of the event (one paragraph)

5 km RUN/WALK & 10 km RUN FROM SCENER PARK ON TO BEACH ST ACROSS BRIDGE TO FISHPEN RD, ONTO MARINE DR, AROUND FISHPEN & BACK ON SAME ROUTE. PARTICIPANTS RUN/WALK ON FOOTPATH, ALL ROAD CROSSINGS MARSHALLED & STARTING TIMES STAGGERED.

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 type="checkbox"/> Police written approval obtained <i>LETTER OF ADVICE SENT 15 PER ADVICE FROM MERIMBULA POLICE</i>
			2.4. Fire Brigades and Ambulance
			<input checked="" type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

3. TRAFFIC & 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/or 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 type="checkbox"/> This is a moving event - details attached. <i>NO ROAD CLOSURES REQUIRED</i>			
<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 checked="" type="checkbox"/> There are no unique traffic requirements for this event			
3.8. Contingency plans			
<input checked="" type="checkbox"/> Contingency plans attached			

Class 1

Class 2

3.9. Heavy vehicle impacts

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

3.10. Special event clearways

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

4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 1

Class 2

Class 3

4.1. Access for local residents, businesses, hospitals and emergency vehicles

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

4.2. Advertise traffic management arrangement

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

4.3. Special event warning signs

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

4.4. Permanent Variable Message Signs

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

4.5. Portable Variable Message Signs

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

5. PRIVACY NOTICE

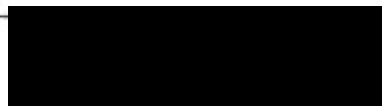
The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

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

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

6. APPROVAL

TMP Approved by:



Event Organiser

5/2/20

Date

7. AUTHORISATION TO *REGULATE TRAFFIC

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

Regulation of traffic authorised by: _____ Council _____ Date

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

Regulation of traffic authorised by: _____ RMS/TMC _____ Date

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

Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

Summary Offences Act 1988

To the Commissioner of Police

1 I, GAI BYRNE
Name
 of [REDACTED]
Address
 on behalf of ROTARY CLUB OF MERIMBULA
Organisation
 notify the Commissioner of Police that on the 10TH
Day
 of MAY 2020
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble
Number

at
Place

at approximateam/pm
Time

and disperse at approximatelyam/pm
Time

or

(b) a public assembly, being a procession of approximately 200
Number

persons which will assemble at SPENCER PARK
Place

at approximately 8.30
Time am/pm

and at approximately 9.00
Time am/pm the procession will

commence and shall proceed ALONG BACH STREET

TO RSHPEN AND RETURN - ONCE FOR

5KM RUN WALK & TWICE FOR 10KM RUN.

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.....

MOTHERS DAY CLASSIC FUN RUN 2020

State purpose

- 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:

* (i) There will be NIL (number) of vehicles and/or* floats involved and their type and dimensions are as follows:

.....
.....

* (ii) There will be NIL (number) of bands, musicians, entertainers etc entertaining or addressing 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:

RUNNERS & WALKERS, SOME WITH
CHILDREN IN STROLLERS
.....

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

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

Address: PO BOX 78

MERIMBULA

NSW Post Code 2548

Telephone:

Signed:

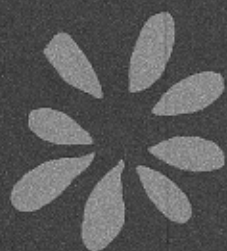
Capacity/Title

SECRETARY / PUBLIC OFFICER, ROTARY CLUB OF MERIMBULA

Date

5/2/2020

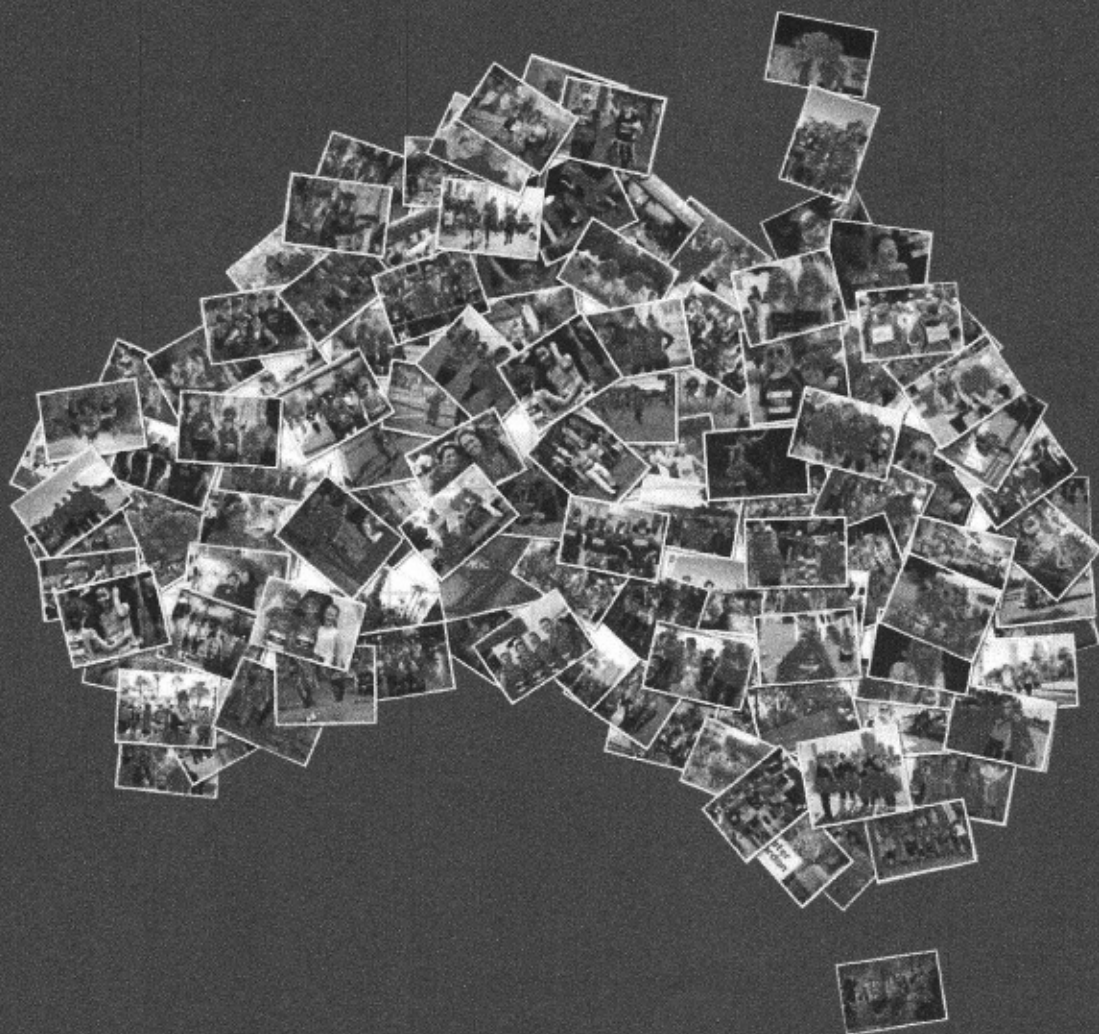
Delete as applicable



Wf WOMEN IN SUPER

Mother's
Day
Classic

Regional Event Risk Management Plan



ORGANISED BY

MAJOR SPONSOR

PROCEEDS TO

Wf WOMEN IN SUPER



National
Breast Cancer
Foundation
PINK DIAMOND PARTNER

2020 Regional Event Risk Management Plan

Please note: This form is a standard guide for regional events. Please assess your event based on the current answers and change if they are different. Your completed Risk Management Plan is due by **Thursday 13 April 2020**.

1.0 PUBLIC LIABILITY INSURANCE

The Mother's Day Classic Foundation carries Public Liability Insurance which covers all regional events. Whilst this provides a level of comfort, events still need to ensure risks are identified and managed as in any activity where risk is involved.

2.0 RISK MANAGEMENT

This plan has been developed to identify the risks in running a Regional Mother's Day Classic event and provide details of the controls that need to be in place to minimise the risks. The identified risks are assessed according to the qualitative scales for Likelihood and Effect in the following table. The table is developed according to AS/NZS 4360:2004 Risk Management.

Likelihood			Effect		
A	Very Likely	Event could happen frequently	1	Negligible	First aid treatment
B	Likely	Event could happen, but not frequently	2	Minor	May result in injury with duration between 1 to 2 days
C	Unlikely	Event could happen, but rarely	3	Major	May result injury with duration between 3 days to 2 weeks
D	Very Unlikely	Event could happen but probably never will	4	Critical	May cause severe injury with duration over 2 weeks' time
			5	Fatality	May cause one or more fatalities

Event Risk – Rating Table

An overall rating for each risk is obtained from the look-up table below. For each of the combinations, there is an overall risk rating of *Low*, *Moderate*, *High*, or *Extreme* as shown in the matrix.

Probability	Fatality	Critical	Major	Minor	Negligible
Very likely	Extreme	Extreme	High	Medium	Medium
Likely	Extreme	High	Medium	Low	Low
Unlikely	High	Medium	Low	Low	Low
Very unlikely	Medium	Medium	Low	Low	Low

3.0 RISK MANAGEMENT PLAN

Event Name:	Mother's Day Classic Merimbula
Event Organiser:	Rotary Club of Merimbula Inc.
Address:	PO Box 78 MERIMBULA NSW 2548
Phone:	0413 641 666
Venue:	Spencer Park, Main Street, MERIMBULA NSW 2548
Date:	Sunday 10 May, 2020

Please note: This form is a standard guide for regional events. Please assess your event based on the current answers and change if they are different. Your completed Risk Management Plan is due by Friday 13 April 2020.

Risk	Consequence	Current Controls	Likelihood	Effect	Rating	Accept/ reject	Further controls if rejected	Owner
Course and site set-up	<ul style="list-style-type: none"> Hit by vehicle 	<ul style="list-style-type: none"> Council to oversee road closures of the All on road volunteers wear reflective vests 	Very unlikely	Critical	Medium	A		Event organiser
Emergency vehicle	<ul style="list-style-type: none"> Restricted access for emergency vehicles 	<ul style="list-style-type: none"> All participants will be advised to move to side of road or on path to allow access for emergency vehicles 	Very unlikely	Major	Low	A		Event organiser
Vehicle hitting participant/staff	<ul style="list-style-type: none"> Injury to participants or volunteers 	<ul style="list-style-type: none"> Event signage in place to make motorists aware of road closures and conduct of public event Use of wickets hats to divide roads 	Very Unlikely	Critical	Medium	A		Event organiser
Audience panic	<ul style="list-style-type: none"> Injury to participants 	<ul style="list-style-type: none"> Participants will be given instructions by event organiser 	Very Unlikely	Critical	Medium	A		Event organiser
Accident/injury general	<ul style="list-style-type: none"> Requires medical attention 	<ul style="list-style-type: none"> First aid at start/finish area and on the contact (events > 500 participants) contact Emergency services via 000 	Unlikely	Minor	Low	A		Event organiser
Fire	<ul style="list-style-type: none"> Staff on hand 	<ul style="list-style-type: none"> contact Emergency services via 000 	Unlikely	Major	Medium	A		Event organiser
Other	<ul style="list-style-type: none"> Participants 	<ul style="list-style-type: none"> Participants 	Unlikely	Minor	Medium	A		Event organiser

Risk	Consequence	Current Controls	Likelihood	Effect	Rating	Accept/ reject	Further controls if rejected	Owner
Food contamination	<ul style="list-style-type: none"> Risk of infection 	<ul style="list-style-type: none"> Vendor to provide risk assessment, public liability insurance relevant for operation of a Temporary Food Stall Event organiser to brief food vendor at the site prior to commencement of work Event organiser to conduct an inspection of the food vendor prior to the commencement of the event 	Unlikely	Minor	Low	A		<ul style="list-style-type: none"> Event organiser Food vendors
Electrical risks, leads and cables	<ul style="list-style-type: none"> Tripping, injury, electrocution 	<ul style="list-style-type: none"> Suitable coverings over leads or lay in gutters and along fence lines 	Very Unlikely	Critical	Medium	A		<ul style="list-style-type: none"> Event organiser Contractors
Manual handling	<ul style="list-style-type: none"> Cuts, abrasions, muscular strains 	<ul style="list-style-type: none"> Use trolleys where practical and seek assistance from work mates Use correct lifting technique and ensure adequate rest/breaks 	Unlikely	Minor	Low	A		<ul style="list-style-type: none"> Event organiser
Physical risks to competitors	<ul style="list-style-type: none"> Tripping, hazards 	<ul style="list-style-type: none"> Signage on course Pre event briefing Water facilities available First aid on site 	Unlikely	Minor	Low	A		<ul style="list-style-type: none"> Event organiser
Waste	<ul style="list-style-type: none"> Environmental impact Personal health and hygiene 	<ul style="list-style-type: none"> Ensure adequate bins Advise competitors and spectators to dispose of rubbish appropriately in on the day announcements and through newsletters 	Likely	Negligible	Low	A		<ul style="list-style-type: none"> Event organiser
Marquees and temporary structures	<ul style="list-style-type: none"> Injury to patrons/staff 	<ul style="list-style-type: none"> Adequately anchor structures using weights – no pegs 	Unlikely	Major	Low	A		<ul style="list-style-type: none"> Event organiser
Noise	<ul style="list-style-type: none"> Complaints from residents 	<ul style="list-style-type: none"> Issue notices to affected residents in the lead up Prepare noise policy and procedures in the lead up 	Likely	Negligible	Low	A		<ul style="list-style-type: none"> Event organiser
Spectators/crowd control	<ul style="list-style-type: none"> Injury to competitors/spectators 	<ul style="list-style-type: none"> Place accurate signage around site Have CCB's at start/finishing chute to separate groups of high volume 	Unlikely	Minor	Low	A		<ul style="list-style-type: none"> Event organiser

**Broker:**

Aon Risk Solutions
Postal Address & Enquiries care of:
Suzanne Corhill
Service Executive
Aon Risk Solutions Australia Limited
GPO Box 65
Brisbane Qld 4001
Aon Risk Solutions Australia Limited
Telephone: (07) 3232 8215

Date of Issue: 1 July 2019

Certificate of Currency

This certificate acknowledges that the Policy referred to is in force for the period shown. Summary of cover is listed below.

Policy Number	QM RODIAUS PLB		
Name of Insured	The Rotary Club of	Merimbula	
Type of Insurance	Public and Products Liability		
Cover	QBE will pay in respect of Personal Injury or Property Damage first happening during the Period of Insurance and caused by an Occurrence within the Territorial Limits in connection with Your Business.		
Limit of Liability	Public:	\$50,000,000	any one Occurrence
	Products:	\$50,000,000	any one Occurrence & in the aggregate for all injury or damage occurring during the Period of Insurance.
Territorial Limits	Anywhere in the World but subject to the Terms, Conditions and Exceptions of the Policy		
Period of Insurance	From: 4.00pm on 30 th June 2019 to: 4.00pm on 30 th June 2020		
Special Conditions	Subject to the existing Terms, Conditions and Exceptions of the Policy		

Brisbane this 24th day of June 2019 Signed 

QBE INSURANCE (AUSTRALIA) LIMITED
ABN: 78 003 191 035
AFS Licence No. 239545

CERTIFICATE OF CURRENCY

CERTIFICATE NO. 50660

This certificate confirms that the under mentioned policy is effective in accordance with the details shown.

Name of Insured: **MDC FOUNDATION LIMITED**

Cover:

Public Liability:	\$20,000,000 any one occurrence
Products Liability:	\$20,000,000 any one occurrence and in the aggregate
Professional Indemnity:	\$1,000,000 any one claim and in the aggregate
Management Liability:	\$0 any one claim and in the aggregate

(For the business of Athletics only)

Sport/Business: Athletics

Excess: As per policy schedule.

Period of Insurance: 30/11/2019 to 30/11/2020

Underwriter: Certain Underwriters at Lloyd's

Policy Number: PMEL99/0070313

Counterparties: None

**For full terms, conditions and exclusions please refer to Your Policy Wording version
Association_Liability_Policy_Wording_11.18.**



17/12/2019

DATE

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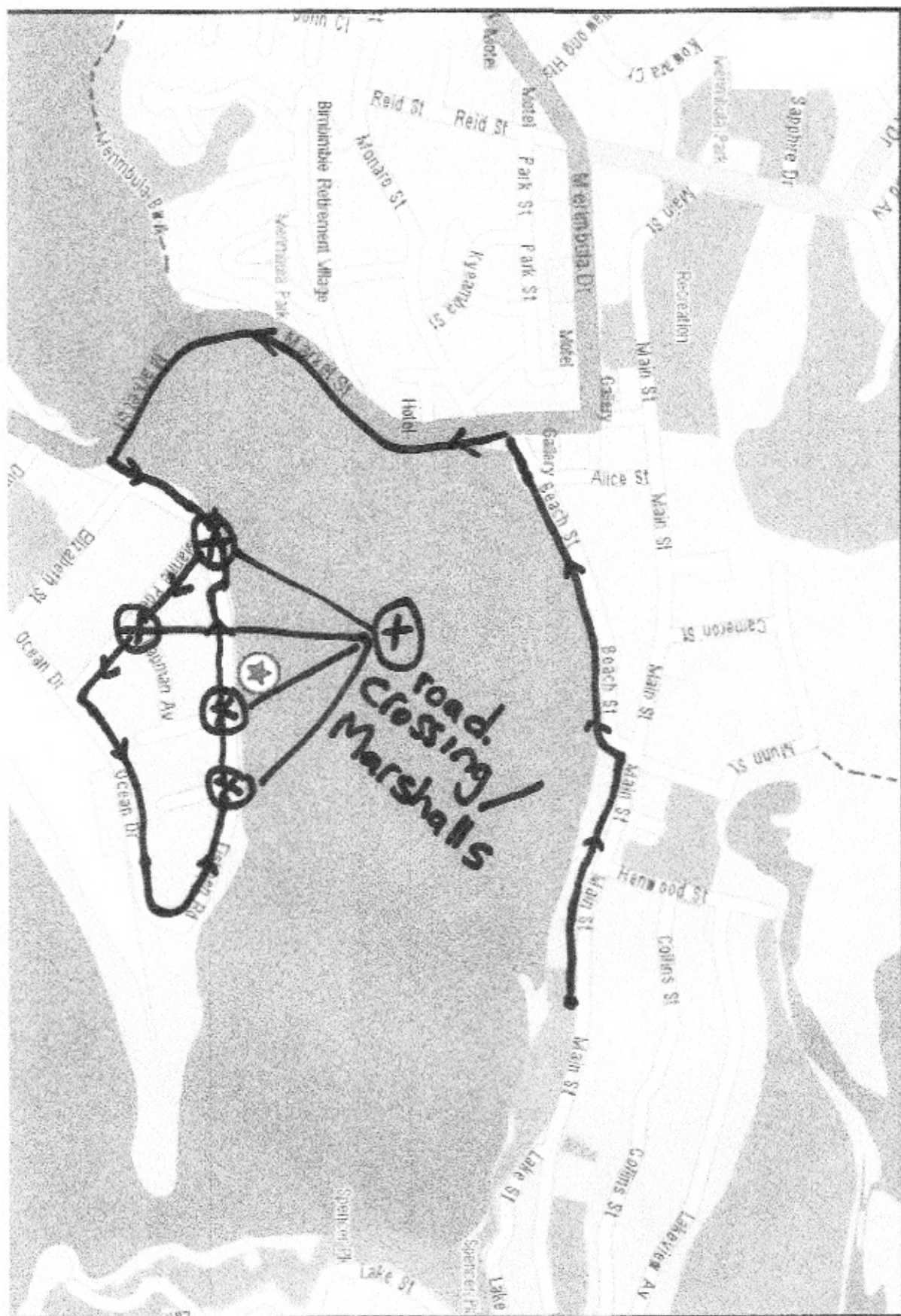
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BVSC Traffic Safety Committee

Re: Poor LINE-OF-SIGHT for pedestrians & mobility scooter users at the inter-section of Parker & Upper Streets, Bega.

At the above-mentioned intersection there is provision for the parking of trucks in a Loading Zone. Typically, the trucks using this Loading Zone are long, two-level vehicle transporters with large (line-of-sight blocking) prime-movers.

When a pedestrian or a mobility-scooter user crosses Upper Street from the south side to the north, the view of on-coming vehicles heading westward on Upper Street is totally obscured by the prime-mover and its trailer, as well as vehicles being loaded/unloaded from the trailer itself.

If one is an "able-bodied" person such as myself, I have to cautiously step into the road, lean forward and then peer around the prime-mover in order to view eastward to watch for approaching vehicles. When passing in front of the prime-mover itself, I am of course completely blind as to what vehicles are approaching from the east.

This is very difficult as I also have to watch out for vehicles approaching the intersection from a number of other directions as well.

It is even much more difficult and dangerous for those on mobility scooters as their eyes are at a much lower level, and with the front of the scooter ahead of them, they cannot peer-around the front of the prime-mover.

One mobility-scooter owner that I know is the retired senior Dentist, Dr Wendell, who has restricted clear vision of about 50 metres. I have actually assisted him to cross the intersection at times.

There are at least another dozen or so mobility-scooter riders who use this intersection, and many of them have expressed their reservations to me about the safety of the intersection.

A near neighbor of mine has written to the Police about the intersection, fearing for the safety of her children.

I wrote to the Council about this matter soon after the Loading Signs were installed, around the time of the opening of the BigW complex. The reply I got was quite unsatisfactory - "the frequency of trucks parking at this intersection would not warrant us considering this to be of concern" - or words to that effect was the reply, - I do not have the letter in front of me.

The southern side of Upper Street is quite extensive, possibly 500 metres long, extending all the way to East St / Tathra Road with only two driveway crossings - the Showground entrance & the swimming pool carpark. Surely the whole Loading Zone could be moved further eastwards. (I do appreciate the need for the provision of bus-parking for school swimming carnivals etc.) Failing this, the western-most 30 metres of the existing Loading Zone could simply be re-marked as a No Parking Zone.

Please afford me the opportunity to meet with a qualified person at the inter-section at a time when there is a vehicle-transporter (or even two, as is sometimes the case) parked there, such that I may expand upon this matter – there is more detail to relate.

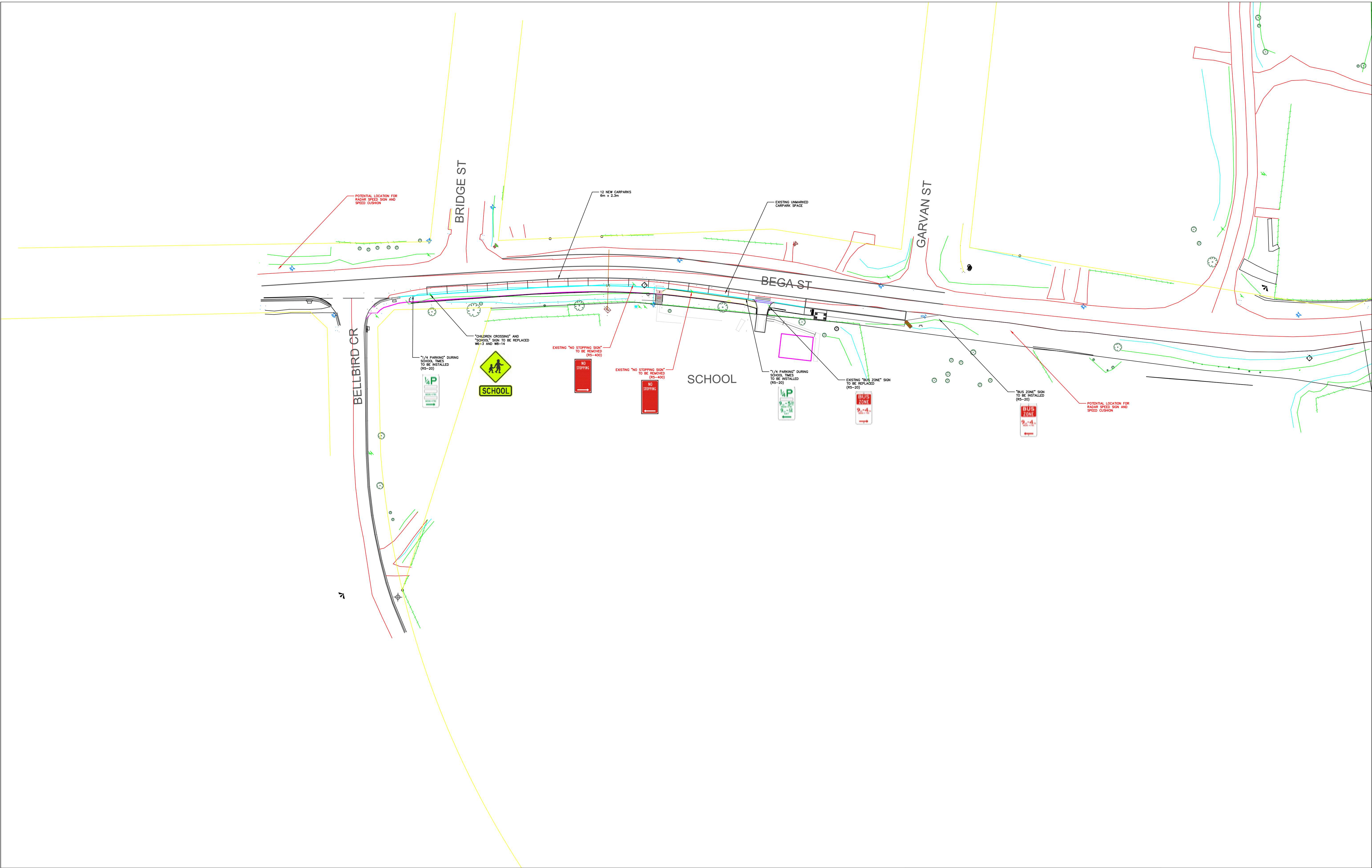
Michael Cortis, 11 Belmore St Bega. Mob: 0400 413 077
Tues Feb 4, 2020.

The following diagram (JPEG) highlights the intersection's issues.



IF A TRUCK WITH VERY LARGE PRIME-MOVER IS PARKED HERE, IT IS VERY DIFFICULT FOR PEDESTRIANS / MOBILITY SCOOTER USERS TO SEE TRAFFIC APPROACHING FROM THE EAST END OF UPPER STREET.

* TYPICALLY, 2-LEVEL VEHICLE TRANSPORTERS



REV	DESCRIPTION	DATE
A	DRAFT	MM/YYYY

SCALES	
PLAN 1:500	
LONGITUDINAL SECTION HORIZONTAL 1:	
VERTICAL 1:	
CROSS SECTION 1:100	

SURVEYED	GP
DRAWN	JS
DESIGN	JS
CHECKED	SB
DATE	MM/YY

DATUM	AHD



PROJECT		PROJECT NAME	
DESCRIPTION		DESCRIPTION	
JOB NAME.	PLAN No.	SHEET No.	A1
JOB NAME	JOB NO.	NO. OF NO.	



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NO STOPPING

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While you're here, why not do your banking?

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