



**CITY OF WOLLONGONG  
RSL SUB-BRANCH**

# **Standard Operating Procedure 3**

## **Wollongong City ANZAC Day March**

**Updated 19 April 22**

**Authors: John Sperring    President**  
**Darren Wheeler    Vice President (Chief Marshal)**

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## 1 Purpose

This sub-Branch Standard Operating Procedure (SOP) provides guidance on the planning and conduct of the Wollongong City ANZAC Day March, to ensure that it is conducted in accordance with accepted RSL NSW protocols. The details of this SOP were sourced originally from paper files made mostly by the former Hon. Secretary, the late Joe Davidson and compiled by the former President, RADM Bruce Kafer (Rtd).

## 2 Background

The Wollongong City ANZAC Day March and the ANZAC Day Dawn Service are the two major activities planned to be conducted by the sub-Branch as part of its ANZAC Day commemorative responsibilities. The other activities that may be conducted subject to health and risk considerations are: the Wollongong Town Hall Service, and the 'ANZAC Day in Schools' program. All four activities are described in separate SOPs.

## 3 Overview

The City of Wollongong RSL sub-Branch plans and conducts the Wollongong City ANZAC Day March. Wollongong City Council (WCC) has designated the sub-Branch as the 'Event Organiser' for this significant annual public event. The Chief Marshal (a sub-Branch official) has overall responsibility for this activity.

The march contains approximately 25 marching contingents plus several vintage vehicles, with police escorts at the front and rear of the parade. There are approximately 1,000 participants in the march, which starts in the lower section (eastern end) of the Crown Street Mall where contingents form up in March order. The vintage vehicles rally in Simpson Place and lead off the march at 1000 hrs, turning right into Kembla Street with the marching contingents following. The march then turns right into Burelli Street and then left into Church Street; after passing the cenotaph the contingents march into MacCabe Park where they disperse. The march's length is approximately 1 km, so each contingent normally takes 15-20 minutes to traverse the route.

Members of the public are normally encouraged to spectate along the march's route, and in past years several thousand spectators have lined the March route to support the participants - particularly if the weather is favourable. Public information regarding the march is issued via a media release, plus interviews with members of the sub-Branch executive, and articles in local print and social media.

## 4 COVID Considerations

With future COVID lockdown restrictions a possibility, it is recommended that a risk assessment be conducted to determine if/how a march can be held - before commencing the planning sequence. The main considerations are: existing NSW Public Health Orders on the numbers of people in an approved gathering; separation of marching contingents and individual participants; and management of spectators. The NSW Health Department's local Point of Contact for advice on Public Health Orders is:

Glendon Lee, Senior Environmental Health Officer  
Public Health Unit, Illawarra Shoalhaven Tel 02 4221 6700 [glendon.lee@health.nsw.gov.au](mailto:glendon.lee@health.nsw.gov.au)

## Planning Sequence

### 4.1 By 14 January:

Commence liaison with the Wollongong City Council (WCC) Events Team. Specific liaison on the march should be led and coordinated by the sub-Branch's designated Chief Marshal, with the support of the Commemorative Events planning team. It is recommended that meetings be held at least 3-weekly with WCC staff and other appropriate stakeholders until the end of March, and then at least weekly in April in the lead-up to Anzac Day.

WCC staff maintain and regularly update a comprehensive 'Event Manual' that provides guidance on the roles of various participants (RSL, WCC, NSW Police, Traffic Management Services etc) in planning and executing all Anzac Day activities. The sub-Branch planners are to assist WCC staff in updating this document, particularly for tasks that the RSL has responsibility for.

- Vera Cvetkoski [vcvetkoski@wollongong.nsw.gov.au](mailto:vcvetkoski@wollongong.nsw.gov.au) & Jayne Whitehead [jwhitehead@wollongong.nsw.gov.au](mailto:jwhitehead@wollongong.nsw.gov.au).

Inform the NSW Police Force of the Wollongong City ANZAC Day March, in addition to other Anzac Day events. Complete their form 'Notice of Intention to hold a Public Assembly' and forward to Wollongong Traffic Police. Annex A contains a template of the 'Notice of Intention'. Other risk-related documents may need to be provided (Liability Insurance Certificates, Crowded Place Assessment, and a Risk self-assessment).

Covid Safety Plan <https://www.nsw.gov.au/covid-19/business/safety-plans>

Crowded Places Audit

<https://www.nationalsecurity.gov.au/crowded-places-subsite/Files/crowded-places-security-audit.pdf>

Crowded Places Self-Assessment

<https://www.nationalsecurity.gov.au/protect-your-business/crowded-places/overview/self-assessment-tool>

- Wollongong Police Traffic Branch contacts: Inspector Matthew Glasgow ([glas1mat@police.nsw.gov.au](mailto:glas1mat@police.nsw.gov.au)) or Senior Constable David Adams ([adam2dav@police.nsw.gov.au](mailto:adam2dav@police.nsw.gov.au)).

Email Hon. Secretaries of Illawarra RSL sub-Branches to inform them that planning has commenced for the Wollongong City ANZAC Day March, and provide a short summary of the event, including: form-up time (0940 hrs) and location, march commencement (1000 hrs), and route. Advise them that Vintage Car Request Forms and the March Instruction will be emailed to them closer to ANZC Day. Request confirmation that they intend to participate in the march.

- coledaleSB@rslnsw.org.au; corrimalSB@rslnsw.org.au; Albion-ParkSB@rslnsw.org.au; Dapto-Port-KemblaSB@rslnsw.org.au; Austinmer-ThirroulSB@rslnsw.org.au; woonona-bulliSB@rslnsw.org.au; WarillaSB@rslnsw.org.au; [pjwilly1955@hotmail.com](mailto:pjwilly1955@hotmail.com); [brian.howard8@bigpond.com](mailto:brian.howard8@bigpond.com); [pam.bowmaker@legacywollongong.com.au](mailto:pam.bowmaker@legacywollongong.com.au); [madmuzzza68@bigpond.com](mailto:madmuzzza68@bigpond.com); [morrieg@optusnet.com.au](mailto:morrieg@optusnet.com.au)

### 4.2 By 14 February:

Chief Marshal to prepare and forward letters containing the following invitations:

- To an ADF member to be the 'March Leader' - whoever is asked to undertake this task is also asked to deliver the Commemorative Address at the Town Hall service (if held).
- To a senior ADF officer (either retired or serving) to be the march's Reviewing Officer. He/she should be accompanied by Wollongong's Lord Mayor on the reviewing dais, which is positioned on Burelli Street adjacent to the Woolworths supermarket.

Chief Marshal to contact three local bands and TS *Albatross* to seek advice on their availability to provide musical support for the march. Note: the three bands receive remuneration from the sub-Branch for their support, and they should invoice the sub-Branch after ANZAC Day. TS *Albatross* provides a small Drum Corps.

- Salvation Army Band - Mr Joe McIver 0417 416 406 / [joe@mciver.net.au](mailto:joe@mciver.net.au)
- City of Wollongong Brass Band - Mr Lindsay Dunstan 0420 934 868 / [lindsay@wollongongcityband.org.au](mailto:lindsay@wollongongcityband.org.au)
- Illawarra Pipe Band - Secretary, Ms Susie Hartley [illawarrapipeband@gmail.com](mailto:illawarrapipeband@gmail.com), Mr Rod Mackenzie [rod13mac@yahoo.com](mailto:rod13mac@yahoo.com)
- TS Albatross (Drum Band) - 4276 2845 on a Saturday / [TSAlbatross@navycadets.gov.au](mailto:TSAlbatross@navycadets.gov.au)

Chief Marshal to contact Historical Aircraft Restoration Society (HARS) to request flypast of historic military aircraft during the march (aircraft ideally overhead from 1005 - 1015 hrs).

- HARS Events Manager, Ms Sheryl Sherson - 0412 274 411 / 4257 4333 / [sheryl555@outlook.com](mailto:sheryl555@outlook.com); for information HARS President/Chief Pilot:
- Mr Bob De La Hunty OAM - [delahunty@bigpond.com](mailto:delahunty@bigpond.com)

Note: the sub-Branch remunerates HARS for its support for the march. An invoice is forwarded by HARS after Anzac Day. Additionally, from 2022 the sub-Branch includes HARS in its budgeted donations.

Contact the supplier of the hand-held radios and arrange a suitable pick-up time (Chief Marshal).

### 4.3 By end of February:

Contact JOSS to obtain confirmation of ADF contingents participating in the March (those requested in 'ADF Request for Ceremonial Support' are submitted in September/October in previous year). For 2022 JOSS has approved ADF support to the march (CRN 017/22 of 04 September 2021).

- JOSS NSW: WO1 Darryl (Skip) Holzhauser ([darryl.holzhauser@defence.gov.au](mailto:darryl.holzhauser@defence.gov.au))  
02 6053 1361

After receiving advice from JOSS liaise directly with senior staff of B Company 4<sup>th</sup>/3<sup>rd</sup> Battalion and the Australian Hydrographic Office to obtain POCs for coordination of their representation in the march.

Request first-aid support for the march from St John Ambulance. The application for support is submitted via the St John NSW website ([www.stjohnnsw.com.au](http://www.stjohnnsw.com.au)); click on 'Event Health Services' tab and compile the Event Booking online. St John Ambulance should respond to the online request within 14 days; if a response is not received by mid-October contact the POC: St John Ambulance: Wollongong Division Commander - Mr Nick Kafer (0431 718 936).

Contact NSW Ambulance Service to inform senior staff of the March and to request additional support (ambulance vehicle/s and staff to be positioned in Wollongong CBD to assist St John Ambulance staff if necessary).

- Inspector Norm Rees, Duty Operations Manager, Illawarra Shoalhaven Zone - 4227 0232 / 0407 584 369 / [norman.rees@health.nsw.gov.au](mailto:norman.rees@health.nsw.gov.au)

Chief Marshal to contact local SES and RFS officials to determine if these services can provide marshals for the march (the marshals are normally dispersed along the March route to ensure spectators do not encroach on road and block marching contingents).

- SES - Ms Marian Grant, Community Engagement Co-ordinator, Wollongong Unit - 0403 345 918 / [marian.grant@member.ses.nsw.gov.au](mailto:marian.grant@member.ses.nsw.gov.au)
- RFS - Mr Andrew Ware - 0429 959 438, Mr Lawrence Wood [lawrencewood53@gmail.com](mailto:lawrencewood53@gmail.com)

Note: the SES also has a contingent in the march, and Ms Grant is the POC for this group.

Chief Marshal to make contact with South Coast Vintage Car Club to confirm that the club is able to provide vehicles for transportation of disabled veterans during the parade. If so, inform club officials that Vintage Car Request Forms will be emailed to local RSL sub-Branched and the National Servicemen's Association Sub-Branch, with a deadline of 14 April for submission to the car club's POC.

- Coordinator - Denis Donald 4261 5087
- President - Bob Winston 0432 816 975 / [r.c.winston@bigpond.com](mailto:r.c.winston@bigpond.com)

Chief Marshal to make contact representatives of local community groups that normally provide contingents for the march, to ask if they will be participating; and request advice by 7 April. The groups include:

- National Servicemen's Association
- Vietnam Veterans
- Vietnamese Community - Wollongong Chapter
- Australian War Widows
- Relatives/Friends of Deceased Veterans
- SES
- Australian Navy Cadets (TS Albatross)
- Australian Army Cadets (26ACU)
- Australian Air Force Cadets (314SQN)
- Girls Brigade
- Girl Guides
- Scouts and Cubs
- Air League Cadets
- Illawarra RFS Cadets

Contact details for these groups are in Attachment 1.

#### 4.4 By 15 March:

Chief Marshal to email Vintage Car Request Forms to local RSL sub-Branched and the National Servicemen's Association, for distribution to their members, and highlight the deadline of 15 April for submission of completed forms to the club's coordinator (Mr Donald), whose details are on the form. A copy of the request form is at Annex B.

WCC staff will develop a Traffic Control Plan and brief for the march. They will forward it to the sub-Branch in mid-March for review, comments and any proposed changes.

Request that the WCC car park (cnr Keira and Ellen Streets) is reserved on Anzac Day for parking by coaches and other vehicles from local ex-Service organisations and the Vietnamese Community group.

If requested by WCC Events staff, prepare a letter for submission to WCC requesting 'financial assistance' for the conduct of Anzac Day activities - particularly the march, which requires the largest proportion of resources. WCC provides 'support in kind' to the sub-Branch, so the purpose of this letter is to enable WCC Events staff to obtain funding from the WCC's Financial Assistance Program. A draft version of the letter submitted in 2021 (for assistance in 2021 and 2022) is at Annex C.

#### 4.5 By 7 April:

If required by WCC, develop a COVID-19 Safety Plan and submit it to the WCC and NSW Health for consideration. Obtain advice from local community groups on their participation in the march. The Chief Marshal is to arrange hire of portable radios for sub-Branch marshals.

#### 4.6 By 13 April:

Chief Marshal to complete March Instruction and email document to all organisations participating in the march. An unsigned version of the 2021 March Instruction is at Annex D.

President to email 'Media Release' to local media outlets (WIN TV, ABC Radio Illawarra, i98 FM, Wave FM and Illawarra Mercury). Annex E to this SOP is a draft Media Release, which advertises the Dawn Service, Wollongong Anzac Day March and Town Hall Service.

- [wollnews@winnsww.com.au](mailto:wollnews@winnsww.com.au); [i98news@i98fm.com.au](mailto:i98news@i98fm.com.au); [news.wollongong@abc.net.au](mailto:news.wollongong@abc.net.au); [cos@illawarramercury.com.au](mailto:cos@illawarramercury.com.au); [news@wavefm.com.au](mailto:news@wavefm.com.au)

Chief Marshal to confirm with the South Coast Vintage Car Club (Mr Donald) that requests for vehicles are being processed. Request that he provide a list of drivers, vehicles' makes and registrations, and passengers to WCC Events staff by 20 April (Vera Cvetkoski [vcvetkoski@wollongong.nsw.gov.au](mailto:vcvetkoski@wollongong.nsw.gov.au) or Jayne Whitehead [jwhitehead@wollongong.nsw.gov.au](mailto:jwhitehead@wollongong.nsw.gov.au))

Confirm with WCC Events staff that the WCC car park (cnr Keira and Ellen Streets) will be reserved for coaches and other vehicles from ex-Service organisations and the Vietnamese Community group. Subject to this confirmation, inform organisations using coaches or minibuses to transport members to and from the march that the Council car park has been reserved for their vehicles – if they wish to use it. Advise that portable barricades will be placed across its entrance; however it is unlikely that Council staff will be present there at all times, so if it is unmanned the driver may move the barrier aside whilst entering and leaving the parking area.

#### 5.7 By 22 April:

Chief Marshal to liaise with WCC staff on how vintage cars are to gain access to Kembla St, and then inform South Coast Vintage Car Club (Mr Donald).



## 5.8 On 24 April

Chief Marshal to collect portable radios and store overnight on charge in sub-Branch office in City Diggers Club.

## 5 On ANZAC Day

Check to ensure that WCC staff have positioned the dais for the Reviewing Officer and Lord Mayor in Burelli Street.

Chief Marshal and Marshals obtain radios from sub-Branch office and proceed to assigned locations (Crown Street Mall, Simpson Place and MacCabe Park) from 0900 hrs onwards. Chief Marshal plus one Marshal supervise and support marching contingents as they form up; one marshal assists in formation of vintage cars in Simpson Place or Kembla Street as applicable; and the marshal in MacCabe Park supervises dispersal of contingents after the march.

Chief Marshal and Marshals return equipment to sub-Branch office after the March.

## 6 Post-Anzac Day activities

Chief Marshal to return radios. Upon receipt of invoices the sub-Branch Treasurer is to pay organisations that provided support: HARS, bands etc.

President and Chief Marshal to conduct an internal 'wash-up' and a separate debrief with relevant organisations: Wollongong City Council, NSW Police Force, and the Wollongong Golf Club etc. Assist WCC staff in updating their 'ANZAC Day Event Manual' with lessons learnt from the sub-Branch ANZAC Day activities held on the day.

On 01 September contact JOSS to obtain approval of ADF support for commemorative activities for the following year. Form 'ADF Request for Ceremonial Support' are required to be submitted in September/October in previous year.

- JOSS: WO1 David 'Paddy' McGarry ([David.mcgarry@defence.gov.au](mailto:David.mcgarry@defence.gov.au))

### Annexes:

- A. Notice of intention to hold a public assembly
- B. 2022 Wollongong City ANZAC Day March - Request for Vintage Car
- C. Draft letter - Request for Financial Assistance
- D. 2021 March Instruction (including Order of March)

### Attachment:

1. Wollongong City ANZAC Day March Preparations - Summary of Contact Details (as at February 2022)



**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY  
Summary Offences Act 1988**

*To the Commissioner of Police*

**1** I John Sperring President of the City of Wollongong RSL sub-Branch PO Box 266 FIGTREE NSW 2525 on behalf of the City of Wollongong and the Wollongong City Council notify the Commissioner of Police that on the 25<sup>th</sup> day of April 2022 it is intended to hold the Wollongong City ANZAC Day March:

(a) a public assembly, and a procession, of approximately 1,000 persons which will assemble at Kembla Street, and the Wollongong City Mall at approximate 0920 am, proceed along Burelli Street into Church Street and disperse in MacCabe Park at approximately 1040 am.

**2** The purpose of the proposed assembly is to stage the Wollongong City ANZAC Day March.

**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 15-20 vehicles assembled in Kembla Street (between Market and Crown Streets) carrying mostly disabled veterans.

(ii) There will be approx.10 bands interspersed in the march.

**4** I take responsibility for organising and conducting the proposed public assembly on behalf of the City and the Council.

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

Address: City of Wollongong RSL sub-Branch  
PO Box 266  
FIGTREE NSW 2525

Telephone: 0407-074 154

Signed: .....

Capacity/Title: President

Date .....

**WOLLONGONG 2022 ANZAC DAY MARCH  
REQUEST FOR VINTAGE CAR**

**NAME:**

.....  
.....

**ADDRESS:**

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

**NEAREST MAIN ROAD OR LANDMARK:**

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

**MOBILE PHONE NUMBER:**

.....

**HOME PHONE NUMBER:** .....

**RSL SUB-BRANCH:**

.....

Please post the completed form to: **Mr Dennis Donald**  
**21 Fowlers Road**  
**KOONAWARRA NSW 2530**  
**Phone: 4261 5087**

Completed forms are to be forwarded to Mr Donald no later than 18 April 2022 to enable the Vintage Car Club to assess applications, and to assign vehicles and drivers to veterans.

Completed Forms can be emailed to Bob Winston at  
[r.c.winston@bigpond.com](mailto:r.c.winston@bigpond.com)

**\*Please note that this service is provide for disabled veterans and is not a taxi service.**

## DRAFT LETTER EXAMPLE - REQUEST FOR FINANCIAL ASSISTANCE



**Ms Vera Cvetkoski**  
Events Team Leader  
Wollongong City Council  
Locked Bag 8821  
WOLLONGONG DC NSW 2500

Dear Vera,

### 2023 & 2024 ANZAC DAY ACTIVITIES – REQUEST FOR FINANCIAL ASSISTANCE

I understand that the City of Wollongong RSL sub-Branch has traditionally sought financial assistance from Wollongong City Council (WCC) to offset costs associated with its annual ANZAC Day activities. This support has funded measures such as traffic control and related documentation, plus provision of equipment (including bollards and barriers).

Therefore this sub-Branch requests continuation of this financial assistance, via the 'Sponsorship of Community Events' element of the WCC's financial assistance program. I specifically request the following actions:

- rollover of unused funds allocated for previous grants for ANZAC Day support into the 2023 ANZAC Day allocation; and
- provision of necessary financial assistance for 2024 ANZAC Day events.

Regards,

**John Sperring**  
President  
City of Wollongong RSL sub-Branch

Date



## **CITY OF WOLLONGONG RSL SUB-BRANCH**

PRESIDENT : J.S. SPERRING  
HON. SECRETARY : P.W. LIPSCOMB  
HON. TREASURER : P.W. LIPSCOMB

Address correspondence to:

PO BOX 266  
FIGTREE NSW 2525

TEL: 02-4225 9818

EMAIL: [WollongongSB@rslnsw.org.au](mailto:WollongongSB@rslnsw.org.au)

ABN 71 151 740 252

## **2022 WOLLONGONG ANZAC DAY MARCH**

### **MARCH INSTRUCTION (INCLUDING ORDER OF MARCH)**

#### **EVENT**

The City of Wollongong RSL sub-Branch is planning and executing the Wollongong ANZAC Day March, to be held on Sunday 25 April 2021. Participating contingents will include local RSL sub-Branches, other ex-Service organisations, ADF personnel, Defence Cadets, community groups and bands.

The City of Wollongong RSL sub-Branch is the designated Event Organiser for the March. It will be supported by the Wollongong City Council, NSW Police Force, NSW Ambulance, St John Ambulance and other volunteer organisations in conducting this event.

Rear Admiral Bruce Kafer AM CSC RAN (Rtd) will be the Reviewing Officer for the March and accompanied on the saluting dais by the Lord Mayor of the City of Wollongong Gordon Bradbery AM.

#### **EXECUTION**

The March will commence at 10:00 AM.

All participants are to be in position by 9:40 AM.

The marshalling area is in the Crown Street Mall, facing Kembla Street.

Commodore Stewart Dunne, RAN (the Hydrographer of Australia) will lead the March.

The March route is approximately 800 metres in length. It commences in the Crown Street Mall (or Kembla Street for vehicles); contingents then right wheel into Kembla Street, right wheel into Burelli Street, left wheel into Church Street, pass the Cenotaph, then right wheel into MacCabe Park for dispersal.

#### **Vehicles**

Vintage cars, minibuses, electric carts/scooters and their passengers will lead the March. They are to form up in Kembla Street (between Market & Crown Streets), and are to be in position by 9:40 AM.

The distance between each vintage vehicle and minibus is to be not less than 5 metres, and they are to travel in single file.

Electric carts/scooters are to travel at the rear of the vintage vehicles, and they are to travel 2 abreast where possible.

The NSW Police Force escort will determine the speed at which vehicles travel.

Vehicle drivers are not to sound their horns unless they are signalling an immediate emergency.

## **FORMATIONS**

### Column 1 – assemble in Kembla Street

Police Escort

Vintage vehicles and minibuses

Electric carts/scooters

### Column 2 – assemble in Crown Street Mall, facing Kembla Street

26 contingents will participate in the March; therefore 26 numbered cones will be positioned on the northern (left) side of the Mall, with Number 1 being closest to Kembla Street and the remainder spaced out along the Mall in numerical order.

Each contingent is to form up alongside the cone having the number that the contingent has been allocated in the Order of March.

## **MARKS OF RESPECT / SALUTES**

The Reviewing Officer, accompanied by the Lord Mayor of Wollongong, will formally review the March from a raised position adjacent to the Woolworths supermarket in Burelli Street.

Contingent commanders/leaders should pay their respects to the Reviewing Officer as they pass – by acknowledging him or saluting, and directing their contingent to 'Eyes Left' (where appropriate).

Contingent commanders/leaders should also salute or acknowledge the Cenotaph in Church Street as the pass, and direct their contingent to 'Eyes Right' (where appropriate).

## **DISPERSAL**

Vehicles are to enter the car park in MacCabe Park (adjacent to Pioneer Hall) from Church Street, and park in marked spaces. They are to remain stationary in those parking spaces until all marching contingents have passed and dispersed.

Contingents are to 'right wheel' from Church Street into the same car park, as directed by a Marshal. They are to continue marching through the car park and onto the grassed area of MacCabe Park, and continue until they are well into the park area before halting and dispersing.

Contingent leaders are to ensure that their members do not linger or congregate in this area – they are to disperse as soon as possible to ensure COVID-19 social distancing requirements are met.

## **SECURITY / ADMINISTRATION**

Barriers will be erected at various intersections along the March route, for the security of participants and spectators. Wollongong City Council is responsible for erecting these barriers in accordance with an approved Traffic Management Plan, and completing other preparatory security measures prior to the March.

All designated marshals and volunteers are to carry portable radios and wear reflective vests. Emergency services members will wear their respective uniforms. COVID Safety Marshals will wear identifying badges.

This Instruction is to be distributed to every group/organisation supporting and participating in the 2022 Wollongong ANZAC Day March.

## **HEALTH AND SAFETY**

### COVID-19 Safety Measures

A COVID-19 Safety Plan has been prepared for the March, and the City of Wollongong RSL sub-Branch has registered as a COVID Safe organisation. A QR Code has been designated for this activity, to enable registration by spectators. COVID Marshals will be posted amongst the spectators to ensure they comply with current public health requirements.

*Recording of participants' details.* This year every contingent must have a nominated 'organiser', who is to ensure that a list is produced of every participant in their group (including people who might join at the last minute), plus telephone numbers and/or email addresses of each participant. Every contingent's organiser is to email their list to Darren Wheeler ([WollongongSB@rslnsw.org.au](mailto:WollongongSB@rslnsw.org.au)) by 8:00 PM on 25 April to ensure that a record of every marcher is available for contact tracing if required.

*Wellbeing of Participants.* Contingent leaders are to ensure that members who are unwell are excluded from taking part in the March. Physical distancing of at least 1.5 metres between each participant is to be enforced - contingents are to form up and march 4-abreast to aid this requirement. Contingent Commanders/Leaders are to ensure that their groups disperse quickly after completing the March – participants are not to linger and congregate in large groups in MacCabe Park.

## **FIRST AID / AMBULANCE SUPPORT**

St John Ambulance will establish three static aid posts along the March route (with two responders at each post). A mobile team will also move along the March route.

The NSW Ambulance Service will also provide an ambulance, to be stationed adjacent to the March route.

Emergency requests for ambulance assistance are to be made on the Triple 0 emergency network,

If there is a requirement for first aid or ambulance assistance anywhere along the March route this is to be given immediate priority over all other activity – even if the March needs to be halted temporarily until the medical crisis has been resolved and the route cleared.

## **COMMAND AND CONTROL**

The Chief Marshal is responsible for overall control of the March. He is the senior representative of the Event Organiser, the City of Wollongong RSL sub-Branch, and acts with the full authority of the event organiser. In performing his duties, the Chief Marshal is to be supported by other Marshals, plus representatives of Wollongong City Council and NSW Emergency Services.

All March Marshals are to carry portable hand-held radios; the communications channel will be assigned before Marshals take up their positions.

**Darren Wheeler**

Chief Marshal

Wollongong City ANZAC Day March

21 February 2022

Tel: 0401-729 946



## **2022 WOLLONGONG ANZAC DAY MARCH ORDER OF MARCH**

The March Leader and Flag Bearers will fall in at the intersection of Crown Street Mall and Kembla Street. Groups will form up behind the Flag Bearers in the following sequence:

- 1) NAVY CONTINGENT
- 2) ARMY CONTINGENT
- 3) RAAF CONTINGENT
- 4) AUSTINMER / THIRROUL RSL SUB-BRANCH
- 5) SALVATION ARMY BAND
- 6) CORRIMAL RSL SUB-BRANCH
- 7) DAPTO / PORT KEMBLA RSL SUB-BRANCH
- 8) WOONONA / BULLI RSL SUB-BRANCH
- 9) WOLLONGONG RSL SUB-BRANCH
- 10) ALBION PARK RSL SUB-BRANCH
- 11) WOLLONGONG BRASS BAND DRUMMERS
- 12) NATIONAL SERVICEMENS ASSOCIATION
- 13) VIETNAM VETERANS ASSOCIATION
- 14) POST-1975 VETERANS
- 15) AUSTRALIAN WAR WIDOWS
- 16) RELATIVES/FRIENDS OF DECEASED VETERANS
- 17) TS *ALBATROSS* DRUM CORPS & CADETS
- 18) VIETNAMESE COMMUNITY CONTINGENT
- 19) STATE EMERGENCY SERVICE CONTINGENT
- 20) ARMY CADETS
- 21) AIR FORCE CADETS
- 22) ILLAWARRA PIPE BAND

- 23) GIRLS BRIGADE
- 24) GIRL GUIDES
- 25) SCOUTS AND CUBS
- 26) ILLAWARRA RURAL FIRE SERVICE CADETS
- 27) AIR LEAGUE CADETS



## **CITY OF WOLLONGONG RSL SUB-BRANCH**

PRESIDENT : J.S. SPERRING  
HON. SECRETARY : P.W. LIPSCOMB  
HON. TREASURER : P.W. LIPSCOMB

Address correspondence to:

PO BOX 266  
FIGTREE NSW 2525

TEL: 02-4225 9818

EMAIL: [WollongongSB@rslnsw.org.au](mailto:WollongongSB@rslnsw.org.au)

ABN 71 151 740 252

## **MEDIA RELEASE**

### **2022 ANZAC DAY EVENTS**

ANZAC Day is one of Australia's most important national commemorative occasions. It marks the anniversary of the start of the first major military campaign fought by Australian and New Zealand forces during the First World War. ANZAC Day commemorative events have been held on 25 April each year since 1916; they provide opportunities for our community to honour all who have served our nation, and other nations, in peacetime and in conflicts, and particularly those who have made the ultimate sacrifice.

In 2022 the City of Wollongong RSL sub-Branch is conducting a Dawn Service and a March. The Wollongong ANZAC Day March, has been organised in partnership with the Wollongong City Council.

#### **Dawn Service**

Most of the RSL sub-Branches in the Illawarra region will be conducting their own Dawn Services on ANZAC Day. The City of Wollongong RSL sub-Branch Dawn Service will be held at the Wollongong City Cenotaph, in MacCabe Park, Church and Stewart Streets round-about Wollongong, commencing at 5.00 AM (sharp). Members of the public and media representatives are welcome to attend.

#### **ANZAC Day March**

The Illawarra ANZAC Day March will commence at 10.00 AM, and will have the following route: contingents will form up in Crown Street Mall Wollongong, facing Kembla Street, then turn right into Kembla Street, then right into Burelli Street. They will pass the Reviewing Officer (Rear Admiral Bruce Kafer AM CSC RAN (Rtd)) and the Wollongong Lord Mayor in Burelli Street, then turn left into Church Street. After passing the Cenotaph the marchers will turn right into MacCabe Park, where they will disperse.

The March will include some vintage cars carrying disabled veterans, some Australian Defence Force personnel, and members of Illawarra RSL sub-Branches, representatives of other ex-Service organisations and veterans' groups, and contingents representing community organisations. Local bands will provide musical support.

Commodore Stewart Dunne RAN (the Hydrograher of Australia) the senior ADF person in the Illawarra will be the March Leader.

Spectators are encouraged to attend the March, and line the route to show their support for our local veterans.

*City of Wollongong RSL sub-Branch Point of Contact for further details or comment:  
President John Sperring (0407 074 154).*

## **ILLAWARRA ANZAC DAY MARCH PREPARATIONS - SUMMARY OF CONTACT DETAILS (AS AT FEBRUARY 2022)**

Wollongong City Council Events Team: Leader Ms Vera Cvetkoski and Events staff Ms Jayne Whitehead - [vcvetkoski@wollongong.nsw.gov.au](mailto:vcvetkoski@wollongong.nsw.gov.au) / 02-4227 7061 and [jwhitehead@wollongong.nsw.gov.au](mailto:jwhitehead@wollongong.nsw.gov.au)

NSW Police - Wollongong Traffic Branch: Inspector Matthew Glasgow - [glas1mat@police.nsw.gov.au](mailto:glas1mat@police.nsw.gov.au), or Senior Constable David Adams - [adam2dav@police.nsw.gov.au](mailto:adam2dav@police.nsw.gov.au), or [wollottraffic@police.nsw.gov.au](mailto:wollottraffic@police.nsw.gov.au).

St John Ambulance: Wollongong Division Commander, Mr Nick Kafer - 0431 718 936

NSW Ambulance: Inspector Norm Rees, Duty Operations Manager, Illawarra Shoalhaven Zone - 4227 0232 / 0407 584 369 / [norman.rees@health.nsw.gov.au](mailto:norman.rees@health.nsw.gov.au)

JOSS NSW: WO1 Darryl (Skip) Holzhauser ([darryl.holzhauser@defence.gov.au](mailto:darryl.holzhauser@defence.gov.au)) 02 6053 1361

B Company: OC is Major Jonathan Bourke ([Jonathan.bourke@defence.gov.au](mailto:Jonathan.bourke@defence.gov.au)). CSM is WO2 Gavin Jones ([gavin.jones2@defence.gov.au](mailto:gavin.jones2@defence.gov.au)). Training WO is WO2 Stuart Mackie ([stuart.mackie@defence.gov.au](mailto:stuart.mackie@defence.gov.au)).

Salvation Army Band: Mr Joe McIver - 0417 416 406 / [joe@mciver.net.au](mailto:joe@mciver.net.au)

City of Wollongong Brass Band: Mr Lindsay Dunstan - 0420 934 868 / [lindsay@wollongongcityband.org.au](mailto:lindsay@wollongongcityband.org.au)

Illawarra Pipe Band: Secretary, Ms Susie Hartley - [illawarrapipeband@gmail.com](mailto:illawarrapipeband@gmail.com), Mr Rod Mackenzie - [rod13mac@yahoo.com](mailto:rod13mac@yahoo.com)

HARS: Events Manager, Ms Sheryl Sherson - 0412 274 411 / 4257 4333 / [sheryl555@outlook.com](mailto:sheryl555@outlook.com); President, Mr Bob De La Hunty - [delahunty@bigpond.com](mailto:delahunty@bigpond.com)

SES: Ms Marian Grant, Community Engagement Co-ordinator, Wollongong Unit - 0403 345 918 / [marian.grant@member.ses.nsw.gov.au](mailto:marian.grant@member.ses.nsw.gov.au)

RFS: Mr Andrew Ware - 0429 959 438, Mr Lawrence Wood - [lawrencewood53@gmail.com](mailto:lawrencewood53@gmail.com)

South Coast Vintage Car Club: Coordinator - Mr Denis Donald 4261 5087; President - Mr Bob Winston 0432 816 975 / [r.c.winston@bigpond.com](mailto:r.c.winston@bigpond.com)

Local Media Outlets: [wollnews@winns.com.au](mailto:wollnews@winns.com.au); [i98news@i98fm.com.au](mailto:i98news@i98fm.com.au); [news.wollongong@abc.net.au](mailto:news.wollongong@abc.net.au); [cos@illawarramercury.com.au](mailto:cos@illawarramercury.com.au); [news@wavefm.com.au](mailto:news@wavefm.com.au).

National Servicemen's Association: Mr Alf Green - [illawarra.nashos@gmail.com](mailto:illawarra.nashos@gmail.com) / [Alfred.green@bigpond.com](mailto:Alfred.green@bigpond.com)

Vietnam Veterans: Mr Ian Birch - [m\\_dbirch@yahoo.com.au](mailto:m_dbirch@yahoo.com.au), Ms Pam Bowmaker - [vvall@aapt.net.au](mailto:vvall@aapt.net.au)

Vietnamese Community - Wollongong Chapter: President, Ms Teresa Tran - 4229 5133 / [teresa@ttran.com.au](mailto:teresa@ttran.com.au) / [vietassociationwollongong@gmail.com](mailto:vietassociationwollongong@gmail.com)

Australian War Widows: Secretary, Ms Pam Bowmaker - 0401 422 411 / 4279 1821 / [pam.bowmaker@legacywollongong.com.au](mailto:pam.bowmaker@legacywollongong.com.au)

Relatives/Friends of Deceased Veterans: No contact made with any representatives in 2021, however a position is reserved for this group in the order of March

SES: Ms Marian Grant, Community Engagement Co-ordinator, Wollongong Unit - 0403 345 918 / [marian.grant@member.ses.nsw.gov.au](mailto:marian.grant@member.ses.nsw.gov.au)

Australian Navy Cadets: TS *Albatross* - 4276 2845 / [TSAlbatross@navycadets.gov.au](mailto:TSAlbatross@navycadets.gov.au)

Australian Army Cadets: 26 ACU - 4228 3698 / [26acu@armycadets.gov.au](mailto:26acu@armycadets.gov.au)

Australian Air Force Cadets: No 314 Squadron - 4276 3906 / [314sqn@airforcecadets.gov.au](mailto:314sqn@airforcecadets.gov.au)

Girls Brigade: Ms Kaylene Trembath - [nswkanahooka@girlsbrigade.org.au](mailto:nswkanahooka@girlsbrigade.org.au)

Girl Guides: Ms Kerry Ahlburg, Gwynneville Guides - [wattle@ihug.com.au](mailto:wattle@ihug.com.au)

Scouts and Cubs: Regional HQ, Ms Kerrie Latham - 4274 1099 / 0402 332 610 / [kerrie.latham@nsw.scouts.com.au](mailto:kerrie.latham@nsw.scouts.com.au)

Air League Cadets: Mr Rod Walker - [rodwalker71@gmail.com](mailto:rodwalker71@gmail.com) / [oc.albionpark@airleague.com.au](mailto:oc.albionpark@airleague.com.au)

Illawarra RFS Cadets: Mr Lawrence Wood - [lawrencewood53@gmail.com](mailto:lawrencewood53@gmail.com)

#### Other Useful Contacts:

Lord Mayor's PA, Ms Sandy Thompson ([sthompson@wollongong.nsw.gov.au](mailto:sthompson@wollongong.nsw.gov.au))

Wollongong Police District Commander's Executive Officer, Ms Kellie Lambert ([lamb1kel@police.nsw.gov.au](mailto:lamb1kel@police.nsw.gov.au) / 02-4226 7703)