



I hereby give notice that a Special Meeting of Council will be held on:

Date: Tuesday, 7 June 2022
Time: 9.00am
Location: Council Chambers
Administration Office
10 Furneaux Street, Cooktown

AGENDA AND BUSINESS PAPERS

Special Council Meeting

7 June 2022

Linda Cardew
Chief Executive Officer

Order Of Business

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1 ATTENDANCE**2 MEETING OPENED****3 APOLOGIES****4 ACKNOWLEDGEMENT OF COUNTRY**

On behalf of all Councillors, the Mayor acknowledged the Waymburr Warra people, Traditional Custodians of the land on which we meet today, and paid respects to their Elders past, present and emerging.

5 ORGANISATIONAL BUSINESS SERVICES - REPORTS

5.1 APPLICATION FOR A TEMPORARY ENTERTAINMENT EVENT PERMIT - COOKTOWN DISCOVERY FESTIVAL - 17 TO 19 JUNE 2022

File Number: D22/11651

Author: Environmental Health Officer

Authoriser: Heather Kelly, Director Organisational Business Services

Attachments:

- 1 Event Management Plan 
- 2 Liability Certificate 
- 3 Emergency Management Plan 
- 4 Engineers Certificates 
- 5 Engineers Certificate 2 
- 6 Event Application 
- 7 Draft Approval Permit 

PRECIS

The purpose of this report is to seek endorsement for the approval to issue a Temporary Entertainment Event Permit to Cook Shire Council for the Cooktown Discovery Festival, to be held from 17 - 19 June 2022.

Applicant: Cook Shire Council
PO Box 3
Cooktown Qld 4895
Attention: Lawrence Booth

Property Owner: Cook Shire Council

Location: Anzac Park, Lions/Endeavour Park, William Daku Park,
Botanic Gardens/Nature's Powerhouse, 75 Charlotte Street, Cooktown

Real Property Description: Lot 1 C17974, Lot 2 SP287194, Lot 98 SP241470

Event Name: Cooktown Discovery Festival

Proposed Number of Attendees: 2,500 over the three (3) days (max of 1000 at any one time)

BACKGROUND/HISTORY

Under the Cook Shire Local Law - *Schedule 18 Subordinate Local Law No.1 (Administration) 2016 - Operation of temporary entertainment events* – all temporary entertainment events attended by more than 200 people require a Temporary Entertainment Event Permit from Council.

Cook Shire Council has an important role in identifying opportunities, providing support and resources, and regulating events, to enable them to be conducted in a way that is safe and environmentally sustainable.

Due to a fatality during an event in a remote location in 2015, and subsequent Coroner's Inquest, and at the Coroner's recommendation, *Holly's Protocol* has now been established and forms part of Council's Event assessment process. The protocol aims to ensure that community events are effectively managed to maintain normal community health, safety and wellbeing, and minimise the impact on community resources.

The event organiser is responsible for all activities identified in the planning process that enables an event to be held in a safe and appropriate manner. The organisers need to work in collaboration with Council and other relevant agencies to ensure they have identified and mitigated associated risks. It is paramount to have adequate systems including infrastructure, equipment and personnel to ensure the event organiser can respond to an emergency in a safe and timely manner.

Identified responsibilities include, but are not limited to:

- Liaising with Council officers to establish the requirements for holding an event;
- Applying for approvals and providing relevant documentation within the timeframe specified;
- Providing adequate facilities and amenities for the proposed event;
- Provision of public liability insurance adequate to cover the event;
- Developing and implementing a Risk Management Plan;
- Developing and implementing an Emergency Management Plan (including the ability to stop an event at any point if necessary) in consultation with a relevant agency;
- Preparing and implementing an effective Communications Plan;
- Developing and implementing a Medical Intervention Plan in consultation with relevant agencies;
- Minimising impact to the surroundings;
- Complying with approval conditions and relevant legislation;
- Completing a pre-event site inspection;
- Monitoring the event and clean up; and
- Organising a post- event debrief and evaluation with relevant stakeholders.

Festival Village Site



Figure 1 - Plan submitted with application

CONSULTATION

Council is responsible for assessing and issuing event approvals in consultation with relevant agencies. Council takes on the lead role of coordinating feedback/recommendations provided by other agencies to ensure any obvious issues are addressed before the event. The State Government agencies include, but are not limited to:

- Queensland Ambulance Service (QAS);
- Queensland Fire and Emergency Services (QFES);
- Queensland Health (Qld Health / TCHHS); and
- Queensland Police Service (QPS).

Consultation for the Cooktown Discovery Festival 2022 event application was undertaken during the application assessment process, in conjunction with the Mass Gathering Executive Committee, including representatives from:

- Cook Shire Council – Environmental Health Officer; Disaster Management Officer; Tourism and Events Team; Managers, Executive Leadership Team and Councillors;

- Queensland Ambulance Service;
- Queensland Fire and Emergency Services;
- Queensland Health (Torres and Cape Hospital and Health Services - TCHHS); and
- Queensland Police; and
- any other identified stakeholders, relevant to the application which may include - Council's Waste Management Team; Water and Wastewater; Plumbing Inspector; Building Certifier; Local Laws Officers etc.

CONSULTATION PROCESS

This Temporary Entertainment Event application was sent out to the stakeholders below twice, for comment and with updated documents and information as they were submitted to Council.

QAS, QPS, Qld Health and Council's Disaster Management Coordinator; Plumbing Inspector and Tourism & Events Manager all responded with no further information required from the event organisers.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Financial implications will include any relevant Council staff time required for pre-inspections of the event site, inspections during the event and post inspections.

DISCUSSION

An assessment of the proposed festival has been undertaken in accordance with "Holly's Protocol Mass Gatherings" and achieves compliance with the relevant assessment benchmarks and is therefore recommended to approval subject to reasonable and relevant conditions.

RECOMMENDATION

That Council approve the issue of a Temporary Entertainment Event Permit to Cook Shire Council for the event known as 'Cooktown Discovery Festival' to be held on 17 - 19 June 2022 at Anzac Park, Lions/Endeavour Park, Bicentennial Park, William Daku Park, Botanic Gardens/Nature's Powerhouse and 75 Charlotte Street, Cooktown Qld 4895 – subject to the conditions of the Permit attached.

6 CONFIDENTIAL REPORTS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Regulation 2012:

6.1 RFT T07521 - Lease of Cafe/Kiosk

This matter is considered to be confidential under Section 254J(g) and (i) of the Local Government Regulation 2012, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government and a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.