



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

Date: Tuesday, 6 September 2022
Time: 10.00am
Location: Council Chambers
Administration Office
10 Furneaux Street, Cooktown

AGENDA AND BUSINESS PAPERS

Special Council Meeting

6 September 2022

Brian Joiner
Chief Executive Officer

Order Of Business

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

Cook Shire Council acknowledges the Traditional Owners of country throughout the Shire and recognises their continuing connection to lands, water and community. We pay our respects to the many Aboriginal and Torres Strait Islander peoples across our vast Shire and to elders and leaders past, present and emerging.

5 ORGANISATIONAL BUSINESS SERVICES - REPORTS





5.1 APPLICATION FOR A TEMPORARY ENTERTAINMENT EVENT PERMIT - CARDIAC CHALLENGE 2022 - 17 TO 19 SEPTEMBER 2022

File Number: D22/17571

Author: Environmental Health Officer

Authoriser: Lisa Miller, Manager, Planning & Environment

Attachments:

- 1 Event Application - Cardiac Challenge 2022 
- 2 Far North Qld Hospital Foundation Cycling On Road Risk Assessment & Position Statements 
- 3 Ride Support Checklist - Cardiac Challenge 2022 
- 4 Risk Management Assessment - Cardiac Challenge 2022 
- 5 Certificate Of Currency - Cardiac Challenge 2022 
- 6 Cardiac Challenge 2022 Event Permit 

PRECIS

The purpose of this report is to seek endorsement for the approval to issue a Temporary Entertainment Event Permit to Far North Queensland Hospital Foundation for the Cardiac Challenge 2022, to be held from 17 – 19 September 2022.

Applicant: Far North Queensland Hospital Foundation
PO Box 957
Cairns Qld 4870
Attention: Glenys Duncombe

Property Owner: Dept. Transport & Main Roads and Cook Shire Council

Location: Mulligan Highway - Lakeland to Cooktown, Endeavour Park, PCYC

Real Property Description: Lot 2 SP287194 and Lot 264 SP252388

Event Name: Cardiac Challenge 2022

Proposed Number of Attendees: 450 persons over 3 days

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.

Council's event assessment process 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.

CONSULTATION

Council is responsible for assessing and issuing event permits in consultation with relevant stakeholders/ 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 and Queensland Police Service (QPS).

The Temporary Entertainment Event application was sent out to the stakeholders listed above and relevant Council Officers, twice, for comment. Any additional updated documents and information was also distributed, as they were submitted to Council by the applicant.

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.

QPS responded that this event has minimal impact upon Cooktown resources and it is a professional outfit.

Council's Disaster Management Coordinator, enquired about their medical plan, which is not required to be included as they are associated with the hospital and work within Qld Health and the Qld Health guidelines as per last year's challenge.

Please note that the Cardiac Challenge has its own mobile toilets which follow the riders from Cairns to Cooktown.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Financial implications will include any relevant Council staff time required for travel, pre-inspections of the event site/s, and inspections during the event and post event (if required).








DISCUSSION

An assessment of the proposed Event was undertaken in accordance with “Holly’s Protocol Mass Gatherings” and the application achieves compliance with the relevant assessment benchmarks and is therefore recommended for approval subject to reasonable and relevant conditions.

RECOMMENDATION

That Council approve the issue of a Temporary Entertainment Event Permit, to the Far North Queensland Hospital Foundation, for the event known as the ‘Cardiac Challenge’ to be held on 17 - 19 September 2022, within Cook Shire on the Mulligan Highway, at Lakeland, Lions/Endeavour Park and the Cooktown Community Events Centre (PCYC) – Cooktown, Qld 4895 – subject to the conditions of the Permit attached.

5.2 APPLICATION FOR A TEMPORARY ENTERTAINMENT EVENT PERMIT - WALLABY CREEK FESTIVAL 23 SEPTEMBER TO 25 SEPTEMBER 2022**File Number:** D22/17342**Author:** Environmental Health Officer**Authoriser:** Lisa Miller, Manager, Planning & Environment**Attachments:**

- 1 Covid Safe Plan - Wallaby Creek Festival 22 
- 2 Incident Report Form - Wallaby Creek Festival 22 
- 3 Induction Wallaby Creek Site 
- 4 Medical Quote - Wallaby Creek Festival 22 
- 5 Medical Program - Wallaby Creek Festival 22 
- 6 Communications Plan - Wallaby Creek Festival 22 
- 7 Emergency Management Plan - Wallaby Creek Festival 22 
- 8 Event Management Plan - Wallaby Creek Festival 22 
- 9 Owner's Consent - Wallaby Creek Festival 2022 
- 10 Site Map Wallaby Creek Festival 2022 
- 11 Traffic Management Plan - Wallaby Creek Festival 22 
- 12 Approval Certificate - Wallaby Creek Festival 2022 v3 
- 13 Wallaby Creek Festival 2022 Event Application form 

PRECIS

The purpose of this report is to seek endorsement for the approval to issue a Temporary Entertainment Event Permit to Cape York Folk Club Inc. for the Wallaby Creek Festival, to be held from 23-25 September 2022.

Applicant: Cape York Folk Club Inc.
PO Box 868
Cooktown Qld 4895
Attention: Jennifer Midgley**Location:** 720 Shiptons Flat Road, Rossville Qld 4895**Real Property Description:** Lot 1 SP241618**Event Name:** Wallaby Creek Festival 2022**Proposed Number of Attendees:** 2,500**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.

Council's Event assessment process 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.

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 identified issues are addressed before the event. The State Government agencies include, but are not limited to; Queensland Ambulance Service, Queensland Fire and Emergency Services, Queensland Health and Queensland Police Service. Councillors and relevant Council officers were also consulted as part of the assessment process.

This Temporary Entertainment Event application was sent out to the stakeholders listed above twice, for comment and any additional updated documents and information submitted by the applicant was distributed to stakeholders as received by Council.

Further information was requested from the event organisers by Council officers, regarding the following:

- Traffic Management Plan;
- Final Building Documentation;

- Incomplete Event Management Plan;
- Liability Insurance;
- Communication Plan;
- Liquor Permit; and
- Owner's Consent.

Queensland Ambulance Service, Queensland Fire and Emergency Services, Queensland Health and Queensland Police Service – had no comments.

It is to be noted that our recommendation for medical attendance is eight (8) personnel, but through the event organisers provider they have recommended that 5 (five) trained first aiders plus 2 (two) doctor's available via telehealth is sufficient to cover the event.

Also to be noted, is that the 29 composting toilets provided on site, meet the requirements for the amount of toilets needed, as they are able to be used as both unisex toilets and urinals.

At the time of writing this report, the Building Certifier is waiting on some final minor issues to be rectified before issuing a Final Certificate for the Ablution Block, Liquor Licencing has not yet issued their permit and Public Liability Insurance will be issued by the 15th September 2022 (as advised by the event organiser).

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 not covered by the event permit fee.

DISCUSSION

An assessment of the proposed festival has been undertaken in accordance with "Holly's Protocol Mass Gatherings", Council's Event Management process and stakeholder consultation. The event achieves compliance with the relevant assessment benchmarks and is therefore recommended for approval subject to reasonable and relevant conditions.

RECOMMENDATION

That Council approve the issue of a Temporary Entertainment Event Permit to Cape York Folk Club Inc. for the event known as 'Wallaby Creek Festival' to be held on 23 - 25 September 2022, at 720 Shiptons Flat Road, Rossville Qld 4895 – subject to the conditions of the Permit attached.

6 INFRASTRUCTURE - REPORTS

6.1 RFT T01722 - CONSTRUCTION OF AURUKUN ROAD (CH.19.1 TO CH.26.9)

File Number: D22/20132
Author: Procurement Coordinator
Authoriser: Peter Tonkes, Director Infrastructure
Attachments: Nil

PRECIS

This report seeks Council's consideration to award a contract for the construction of Aurukun Road to seal, including drainage structure, from Ch.19.1 to Ch.26.9.

BACKGROUND/HISTORY

The existing condition of road section is unsealed gravel road which becomes boggy post wet season. The road provides critical access for Aurukun community and local stations to PDR and attracts significant volumes of traffic including seasonal visitors and tourists. This project aims to upgrade the section of the road to seal and also replace/upgrade existing culverts to improve the all-weather access to remote communities particularly during the wet season period.

Last year Council sealed the Aurukun Road section from Ch.5.1 km to Ch.19.1 km. This contract starts from Ch.19.1 km, where the sealed section ends, and ends at Ch.26.9 km where it again joins the exiting sealed road.

Request for Tender (RFT) T01722 – Construction of Aurukun Road (Ch.19.1 to Ch. 26.9); was prepared, advertised and published on Council's Tenders webpage, uploaded to Vendor Panel – Public Tenders and advertised through Council's social media, on Thursday 4 August 2022 with a closing date of Thursday 25 August 2022.

Five (5) submissions were received by the closing date and time:

NO	TENDERER	LOCATION	AMOUNT (INCL. GST)
1	DURACK CIVIL	TRINITY BEACH, QLD	\$ 5,767,001.51
2	G & M CIVIL CONTRACTING PTY LTD	COOKTOWN, QLD	\$ 5,605,775.24
3	GULF CIVIL PTY LTD	BURKETOWN, QLD	\$ 4,757,506.30
4	FNQ CIVIL	COOKTOWN, QLD	\$ 4,392,305.30
5	OTB GROUP	ANNADALE, QLD	\$ 3,951,821.96

Consideration:

The submissions were evaluated by; Director Infrastructure, Council Overseer, officers from Engineering; and reviewed by the Procurement Coordinator, against the following criteria:

Compliance with offer documents	0%
Capability and resources	20%
Past performance and relevant experience	15%

Enhancement of local business/Local Content	10%
Program / Delivery	25%
Price	30%

Based on the above criteria, the final consensus scores and ranking are as follows:

TENDERER	SCORE	RANKING
FNQ CIVIL	73.2	1
GULF CIVIL PTY LTD	72.9	2
DURACK CIVIL	58.6	3
G & M CIVIL CONTRACTING PTY LTD	57.1	4
OTB GROUP	36.1	5

With the exception of OTB GROUP, all Tenderers were deemed to meet or exceed the evaluation criteria, however, FNQ CIVIL, is not only a local organisation but also offered best value for money to Council.

LINK TO CORPORATE PLAN

Theme 6 Organisational Capability - A Council characterised by strong leadership, good governance, effective community engagement and excellence in delivery

- Org 1: Manage Council's activities and decision-making with strategic oversight, transparency and accountability.
- Org 1a: Sound governance and management practices are reflected in responsible long term financial viability with clear strategic direction built around core local government business and affordable levels of service
- Org 1b: Council activities comply with applicable legislation through well-maintained policies, procedures and information systems that guide and facilitate good decision making

CONSULTATION

Relevant Council officers were consulted in the preparation of the tender.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

In accordance with section 228 of the *Local Government Regulation 2012*, Council must invite written tenders for a large-sized contractual arrangement of over \$200,000.00.

POLICY IMPLICATIONS

This procurement activity complies with Council's Procurement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

The project is funded under Cape York Regional Program – Stage 2 (CYRP2) funding scheme, a joint Federal and State governments initiative and needs to be delivered in financial year (FY) 2022-23. Considering the risk of wet season and access cut-off to project site, construction works need to be completed during the dry season, typically July to December each year.

RECOMMENDATION

That Council:

1. Approve the award of RFT T01722 – Construction of Aurukun Road (Ch.19.1 to Ch. 26.9); to **ISIS PETROLEUM PTY LTD T/A FNQ CIVIL**, under a schedule of rates contract, in the approximate amount of **\$ 4,392,305.30 (including GST)**; and
2. Delegate authority to the Chief Executive Officer, under section 257 of the *Local Government Act 2009* (QLD), the ability to execute the contract, approve payments, negotiate and finalise minor administrative or financial amendments and approve any variations, if so required.