



ATTACHMENTS

Special Council Meeting

6 September 2022

Table of Contents

5.1	Application for a Temporary Entertainment Event Permit - Cardiac Challenge 2022 - 17 to 19 September 2022	
	Attachment 1 Event Application - Cardiac Challenge 2022	4
	Attachment 2 Far North Qld Hospital Foundation Cycling On Road Risk Assessment & Position Statements	44
	Attachment 3 Ride Support Checklist - Cardiac Challenge 2022	51
	Attachment 4 Risk Management Assessment - Cardiac Challenge 2022.....	54
	Attachment 5 Certificate Of Currency - Cardiac Challenge 2022.....	58
	Attachment 6 Cardiac Challenge 2022 Event Permit	59
5.2	Application for a Temporary Entertainment Event Permit - Wallaby Creek Festival 23 September to 25 September 2022	
	Attachment 1 Covid Safe Plan - Wallaby Creek Festival 22	64
	Attachment 2 Incident Report Form - Wallaby Creek Festival 22.....	124
	Attachment 3 Induction Wallaby Creek Site	125
	Attachment 4 Medical Quote - Wallaby Creek Festival 22	127
	Attachment 5 Medical Program - Wallaby Creek Festival 22	128
	Attachment 6 Communications Plan - Wallaby Creek Festival 22	149
	Attachment 7 Emergency Management Plan - Wallaby Creek Festival 22.....	150
	Attachment 8 Event Management Plan - Wallaby Creek Festival 22	169
	Attachment 9 Owner's Consent - Wallaby Creek Festival 2022.....	171
	Attachment 10 Site Map Wallaby Creek Festival 2022	172
	Attachment 11 Traffic Management Plan - Wallaby Creek Festival 22	173
	Attachment 12 Approval Certificate - Wallaby Creek Festival 2022 v3	181
	Attachment 13 Wallaby Creek Festival 2022 Event Application form	187



Application for a Temporary Entertainment Event

Local Law No.1 Administration, Subordinate Local Law No.1 (Administration) 2016 Schedule 18

All sections of this form MUST be completed and application submitted to Council in advance of the event, otherwise the application may not be processed and you may not be able to hold your event.

Important note: All events must comply with any Local, State and Federal Government directives and advice in relation to COVID-19. These are subject to change without notice.

To ensure Council has adequate time to assess and review and process your submission (and relevant licenses) applications must be submitted to Council at least:

- 6 months prior for events with less than 5000 people
 12 months prior for events with more than 5000 people

SECTION 1 - APPLICANT

Individual OR Organisation

If organisation, which type? Registered not for profit Private/public company
 Government body Other(specify)

Full name

Company ABN

Director's name

Postal address

Locality/Suburb State Postcode

Phone Mobile

Email

Onsite contact name 1: Mobile number

Onsite contact name 2: Mobile number

SECTION 2 - EVENT

Event name

Location

Lot No.	<input type="text"/>	Plan No.	<input type="text"/>
Start Date	<input type="text" value="17/09/2022"/>	Start Time	<input type="text" value="06:00"/>
Finish Date	<input type="text" value="19/09/2022"/>	Finish Time	<input type="text" value="15:30"/>
Set-up Date	<input type="text"/>	Set-up Time	<input type="text"/>
Pack down Date	<input type="text"/>	Pack down Time	<input type="text"/>
Have you obtained permission from the landowner? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, attach consent letter or provide owner's contact details :			
Name	<input type="text"/>	Phone number	<input type="text"/>

For a Council venue, please complete the [Venue Hire Booking Form](#)

SECTION 3 – DESCRIPTION

Briefly describe the event including a schedule of activities. *Attach an additional sheet if necessary.*

The QSuper Cardiac challenge is now in it's 16th year. It is a three day cycle ride from Cairns to Cooktown. Cyclists overnight at Mt Carbine; Lakeland and Cooktown. The riders ride in packs of 20-30 cyclists with a front and rear escort driver. Drink stops are set up every 20kms with two attendants and two medics. The ride is supported by Queensland Police, Queensland Ambulance and SES. For 2022 we have 268 cyclists; 48 supporters and 100 volunteers. The riders will ride into Cooktown on 19 September and finish on the banks of the Endeavour River. This year it is planned to do a mass ride into Cooktown. The end of ride function will be held in the PCYC

Expected No. of patrons	<input type="text" value="450"/>
Expected No. of workers/volunteers	<input type="text" value="100"/>
Total number of people on site on any one day	<input type="text" value="400"/>
Admission will be:	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Paid <input checked="" type="checkbox"/> Pre-sold <input type="checkbox"/> Sold at gate

Additional ticket information
(if required)

Is this a fund-raising event? Yes No

If yes, purpose of funds raised:

SECTION 4 – TARGET AUDIENCEPatron age details *(estimate)*

0 - 12 years:	<input type="text" value="10"/>	% of total audience
12 - 18 years:	<input type="text" value="10"/>	%of total audience
18 - 25 years:	<input type="text" value="10"/>	%of total audience
25 - 40 years:	<input type="text" value="25"/>	%of total audience
40 - 55 years:	<input type="text" value="25"/>	%of total audience
55 years+	<input type="text" value="20"/>	%of total audience

SECTION 5 – COVID-19 COMPLIANCE

How will you ensure you do not exceed the venue's maximum capacity, based on COVID-19 requirements?

All of our participants are registered and will be managed from our office. The PCYC have a limit of 450 to be Covid Compliant.
 The Event does not need to have a Covid Plan or a Covid Check list for less than 500 participants including volunteers.
 We will still follow our covid plan that was prepared for the 2021 ride.

I have attached a COVID Safe Event Checklist/Plan Yes NoI am following an approved COVID Safe Industry Plan approved by Qld Health Yes NoI have attached a COVID Safe Statement of Compliance Yes NoAre you following an approved COVID Safe Retail Food Services Industry Plan?
If yes, attach Statement of Compliance. Yes NoHave you completed a COVID Safe Checklist for seated drinking and dining?
If yes, attach completed and signed checklist. Yes No**NOTE:** The event must comply with Public Health Directions that are current at the time of the event.**SECTION 6 – ACCESSIBILITY**Is the site accessible for wheelchairs and for people with disabilities? Yes NoWill you be providing disability access toilets? Yes NoAre you providing disability parking? *(indicate parking on your site plan)* Yes No**SECTION 7 – PUBLIC LIABILITY INSURANCE***Cook Shire Council must be noted as an Interested party on the Certificate of Currency.**Public Liability Insurance must be to the value of \$20,000,000*Have you attached a copy of your current certificate of public liability? Yes NoIf no, what date will a certificate of currency will be provided:

SECTION 8 – CONSULTATION

The following emergency services must be notified, **in writing**, of your event.

Please attach proof of your notification.

	Queensland Police Service	Department of Fire and Emergency Services/Rural Fire Brigade	Queensland Ambulance Service	Torres and Cape Hospital and Health Service	Local Hospitals/Clinics
Please provide name and phone number of contact:	Constable Rudsyn Marinas	QFES - QFES.FNREA@qfes.qld.gov.au	mailto:QASEdmonton.OIC@ambulance.qld.gov.au		Qhealth Cardiac Unit Director of Cardiology Dr Greg Starmer
Date they were contacted:	1/4/22	1/9/22	30/6/22		1/9/22

SECTION 9 – COMMUNICATIONS AND COMMUNITY AWARENESS

Do you have a communication plan? Yes No

If yes, attach your communication plan.

What type of communication equipment/devices will be available during the event? (e.g., PA systems, satellite phones, signs, screens, variable message sign)

I have attached a copy of our Risk Assessment
 Each of our vehicles will have UHF radios and be on Channel 40. We also have mobile phones and the Police and QAS have satellite phones

Which staff will be issued with communication equipment/devices?

Escort Drivers travelling with the ride have UHF Radios on channel 40. Medics and QPS are also on Channel 40

What call signs/frequencies etc. have been allocated for radios?

Cardiac Challenge Front Escort Pack # to Pack Leader #

Will communications interfere with the event broadcast systems? Yes No

What are the provisions for back-up communication sources?

Mobile phones and satellite phones

Is there a command/coordination center for services on site?

Yes - *If yes, indicate on the Site Plan* No

Nominate means by which communication will occur to:

Patrons

Staff

Security Personnel

