

Event Approval

POL-039**VERSION:**
1**EFFECTIVE FROM:**
1 October 2026**REVIEWABLE FROM:**
September 2027**INTENTION:**

Weipa Town Authority (WTA) provides affordable, accessible and appropriate venues for community use and enjoyment. WTA encourages the use of these venues for community events and supports organisers in obtaining event approvals.

This policy outlines the application and approval pathways for community events to operate in accordance with relevant legislation and Local Laws to protect public health, safety and amenity. The application and approval process vary depending on the scale and risks associated with the event, with larger event requiring more assessment. The difference is reflected in related documentation.

POLICY**1. Principles**

- 1.1. WTA has multiple venues available for hire by the community.¹ These venues are designed to cater for a range of community activities and events. However, certain activities pose additional demands and risks to a venue and the community, requiring greater planning and assessment.
- 1.2. WTA must approve all prescribed activities listed in Local Law No 1. (Administration). WTA has the responsibility to regulate the operation of a prescribed activity to protect public health, safety and amenity and prevent environmental harm.²
 - a) A prescribed activity includes the operation of a 'Temporary Entertainment Event'.

2. Prescribed Activities

- 2.1. 'Events' and 'Special Events' will be approved under Local Law No 1. (Administration) as a prescribed activity.
- 2.2. An 'Event' is an activity at a WTA venue and at least one of the following are met:
 - a) estimated venue attendance is 200-500 attendees
 - b) additional infrastructure is required to be brought into the venue (i.e. temporary buildings, grandstands, food vans, amusement rides, etc)
 - c) includes a fireworks display
 - d) require road closure or traffic management approval
 - e) includes amplified noise after standard venue hours.
- 2.3. A 'Special Event' is an activity at a WTA venue, is estimated to have >500 attendees, and at least one of the following are met:
 - a) additional infrastructure is required to be brought into the venue (i.e. temporary buildings, grandstands, food vans, amusement rides, etc)
 - b) includes a fireworks display

¹ See Appendix C for a complete list of venues.

² See Local Law No.1 s 9(1)(b).

Event Approval Policy

- c) require road closure or traffic management approval
- d) includes amplified noise after standard venue hours.

2.4. All venue requests require a *Venue Hire Application* and subsequent approval.

- a) The Superintendent has the discretion to review venue hire applications and impose 'Event' or 'Special Event' approval requirements.

3. Assessment Process

3.1. The event approval process is designed to support event organisers in planning and delivering successful events for the residents and visitors of Weipa. Required documentation is reflective of the level of analysis involved in approving and conducting such an event.

3.2. Applicants are to submit properly made applications – *Venue Hire Application*.

- a) Event organisers carry a large responsibility for the safety of patrons at events and need to complete required planning and risk assessments as part of the application well in advance of the event.
 - i. Applications for 'Events' must be submitted at least 4 months prior to the event.
 - ii. Applications for 'Special Events' must be submitted at least 6 months prior to the event

3.3. WTA will assess applications as either:

- a) a casual venue hire – applications may be approved in writing and assigned standard operating conditions
- b) an 'Event' or 'Special Event' – applicants will be required to further submit an *Event Permit Application*. 'Special Events' will require the submission of an *Event Management Plan* and *Risk Assessment* with their application.
 - i. WTA may request additional information within certain timeframes.

3.4. WTA will advise applicant of venue hire fees.³

3.5. WTA will assess applications with approval relayed in writing and assigned specific or standard operating conditions and relevant fees.

- a) All conditions need to be met within specified timeframes prior to the granting of final approval.

4. Approval Conditions and Fees

4.1. WTA may charge a reasonable fee for the assessment and approval of a prescribed activity.

4.2. WTA may place any conditions on an approval for a prescribed activity, where reasonable.

4.3. Authorised Officers may take action to ensure compliance with any approval conditions applied to a prescribed activity.

5. Event Planning Documentation

5.1. The *Event Management Kit* provides explanatory notes on each key topic within the *Events Permit Application form*. The *Event Management Kit* has a checklist which is designed to ensure the applicant has covered all necessary items in planning for the event. The *Event Management Kit* provides information and guidance on:

- | | |
|----------------------------------|---|
| a) Public Liability | f) Traffic management and road closures |
| b) Risk management | g) First Aid and Emergency services |
| c) Community Awareness | h) Electricity/generators |
| d) Community safety and security | i) Fireworks |
| e) Communications | j) Food |

³ See POL-009 Fees and Charges Schedule.

Document Title	Endorsed by	Effective From	Page
POL-039 Event Approval Policy	Superintendent; WTA Members	1 October 2026	2 of 7

Event Approval Policy

- k) Alcohol
- l) Temporary Structures
- m) Environmental management
- n) Water
- o) Animal management
- p) Waste management
- q) Amenities
- r) Signage and Flags

5.2. Special event organisers must develop an *Event Management Plan* and *Risk Management Strategy* specific to the event.

- a) The *Event Permit Application*, *Event Management Kit* and *Risk Assessment* are designed to assist in the development of an *Event Management Plan*.

Document Title	Endorsed by	Effective From	Page
POL-039 Event Approval Policy	Superintendent; WTA Members	1 October 2026	3 of 7

Events Approval Policy

LEGISLATION AND COMPLIANCE

- [Local Government Act 2009 \(Qld\)](#)
- [Liquor Act 1992 \(Qld\)](#)
- [Environmental Protection Act 1994 \(Qld\)](#)
- [Explosives Act 1999 \(Qld\)](#)
- [WTA Local Law No. 1 \(Administration\)](#)
- [WTA Local law No.2 \(Animal Management\)](#)
- [WTA Local Laws No. 3 \(Community and Environmental Management\)](#)
- [WTA Local Law No. 4 \(Local Government Controlled Area, Facilities and Roads\)](#)

RELATED DOCUMENTS

- [POL-003 Discounts to Fees and Charges Policy](#)
- [POL-005 Community Grants and Donations Policy](#)
- [POL-009 Fees and Charges Policy](#)
- [Event Management Kit](#)
- Venue Hire Application Form
- Event Permit Application Form

FURTHER INFORMATION

For more information, please consult with *Superintendent and Supervisor Sports and Recreation*.

DOCUMENT HISTORY

Version	Endorsed by	Effective From	Description of Amendment
1	Superintendent; WTA Members	1 October 2026	Creation of the policy to formalise the approval process for events held within the Weipa Township area.

Document Title	Endorsed by	Effective From	Page
POL-038 Event Approval Policy	Superintendent; WTA Members	1 October 2026	4 of 7

Events Approval Policy

APPENDIX A - DEFINITIONS

Authorised Officer: Officers authorised under the Local Law

Event: an activity at a WTA venue and at least one of the following are met:

- estimated venue attendance is 200-500 attendees
- additional infrastructure is required to be brought into the venue (i.e. temporary buildings, grandstands, food vans, amusement rides, etc)
- includes a fireworks display
- require road closure or traffic management approval
- includes amplified noise after standard venue hours.

Prescribed Activity: WTA's prescribed activities are listed in part 1 of Schedule 2 and defined in part 2 of schedule 2.⁴

Special Event: an activity at a WTA venue, is estimated to have >500 attendees, and at least one of the following are met:

- additional infrastructure is required to be brought into the venue (i.e. temporary buildings, grandstands, food vans, amusement rides, etc)
- includes a fireworks display
- require road closure or traffic management approval
- includes amplified noise after standard venue hours.

⁴ Local Law No. 1 (Administration) pt 2 s5.

Document Title	Endorsed by	Effective From	Page
POL-038 Event Approval Policy	Superintendent; WTA Members	1 October 2026	5 of 7

Events Approval Policy

APPENDIX B - LEGISLATION

Local Law No. 1 (Administration)

Schedule 2 Part 2 - Definitions of prescribed activities

Commercial use of local government controlled areas and roads means the use of a local government controlled area or road for soliciting or carrying on the supply of goods and services (including food or drink) for profit, but does not include the following—

- a) the provision of a public passenger service under the Transport Operations (Passenger Transport) Act 1994;
- b) a business on part of a road if the person carrying on the business is authorised by a permit under the Land Act 1994 to occupy the relevant part of the road for carrying on the business;
- c) a business that a person is authorised to carry on under the Transport Infrastructure Act 1994;
- d) using a road for a particular purpose if the use constitutes development under the Planning Act;
- e) operation of a temporary entertainment event;
- f) undertaking a regulated activity on a local government controlled area or road where the activity is the holding of a public place activity.

Operation of temporary entertainment events means the opening to the public, or the preparation for opening to the public, of an entertainment event and for which the opening to the public does not constitute development under the Planning Act.

undertaking regulated activities on local government controlled areas and roads means undertaking one of the following activities on a local government controlled area or road—

- a) driving or leading of animals to cross a road; or
- b) depositing of goods or materials; or
- c) holding of a public place activity prescribed under a subordinate local law for this paragraph, excluding the operation of a temporary entertainment event.

Example for paragraph (c)— A subordinate local law may prescribe that a display or information booth in a public park or on a footpath is a regulated activity.

Document Title	Endorsed by	Effective From	Page
POL-038 Event Approval Policy	Superintendent; WTA Members	1 October 2026	6 of 7

Events Approval Policy

APPENDIX C – WTA VENUES

Venue	Oval	Weipa Aquatic Sport Precinct (WASP)
House on the Hill Dance Studio	Andoom Oval Sports Fields North / South	Indoor Sports Court
Weipa Storm Surge Shelter Court	Andoom Oval Canteen	Indoor Sports Court Equipment Hire
Weipa Storm Surge Shelter Small Meeting Room (includes kitchen)	Andoom Oval Special Events Ground / Stage	Squash Court
Weipa Storm Surge Shelter Main Meeting room (Full AV equipped and kitchen)	Cricket Oval	Tennis Court
Kumrumja Level 1 (building, park, toilets, chairs and tables)		Aquatic Centre - Lane Hire
Kumrumja Level 2 (level 1 + Bluetooth internal speakers and kitchenette)		Aquatic Centre - Whole Facility
Kumrumja Level 3 (level 2 + AV Equipment Room access (induction required))		

Document Title	Endorsed by	Effective From	Page
POL-038 Event Approval Policy	Superintendent; WTA Members	1 October 2026	7 of 7