

Special Event Environmental Risk Assessment				
Event Name:		Event Organiser:		
Event Location:		Event Time:		
Number of Expected Attendees:				
Type of Environmental Impact	No Impact	Minor Impact	Control Measures For Minor Impact (Specify below or attach additional information)	Potentially Significant Impact*
Air				
Dust from disturbing topsoil. E.g. Excessive dust from pedestrian traffic on hot days.			Wet down/cover up areas if dusty, minimise emissions and odours where possible	
Emissions from any generators.			Utilise in a well ventilated area. Use battery powered tools where available. Limit use throughout duration of event.	
Emissions from vehicles or equipment.			Utilise in a well ventilated area. Use battery powered tools where available. Limit use throughout duration of event.	
Other: (Please specify)				
Water				
Waste water from food stalls located next to water ways.			Employ water saving methods, using recycled water, waste water collection by licensed contractor, sandbags or silt fences.	
Waste water from temporary amenities.			Recycle water where possible.	
Water consumption			Utilise water saving devices. Use recycled water where possible.	
Runoff/muddy water from site into nearby waterways			Install erosion and sedimentation control fencing and sandbags.	
Other: (Please specify)				
Soil				
Erosion caused by excess pedestrian traffic			Direct pedestrian traffic. Restrict beach access to dune areas.	
Erosion caused by vehicles driving over site.			Restrict vehicular access to event site. Monitor traffic on site and create thoroughfares/roads which have minimum impact on the site.	
Erosion caused by vehicles parking in inappropriate areas e.g. Parking located next to bush land with the potential to damage root systems of significant vegetation.			Restrict parking. Monitor parking throughout the event. Fence significant vegetation to protect from vehicle damage.	
Erosion caused by set-up or pack-up if it involves heavy machinery.			Monitor vehicle access. Avoid wet, boggy or sandy areas. Use light machinery where possible.	
Wet weather may make site muddy.			Review event site plan to ensure area susceptible to water pooling are avoided. Direct pedestrian traffic on site.	
Damage to beach vegetation that may de-stabilise sand dunes			Cordon off beach/dune access and monitor pedestrian and vehicular access.	
Other: (Please specify)				
Noise and Vibration				
Noise during set-up or pack-up from power tools or machinery.			All noise generated throughout the event must comply with Environmental Protection Authority	

			(EPA) regulations. Notify neighbours of times noise will occur.	
Loud music / fireworks			Fireworks to be utilised and stored in accordance with WorkCover requirements. All noise generated throughout the event must comply with Environmental Protection Authority (EPA) regulations. Notify neighbours of times noise will occur.	
Whistles / Air horns			All noise generated throughout the event must comply with Environmental Protection Authority (EPA) regulations. Whistles to only be used by umpires and referees. Notify neighbours of times noise will occur	
Announcements over PA e.g. PA system used throughout event for announcements.			Adhere to permitted hours of use for PA system. Notify neighbours of times noise will occur. Necessary announcements only to be made over PA	
Vibrations from machinery or equipment (rides, power generators, refrigeration units)			All vibrations generated throughout the event must comply with Environmental Protection Authority (EPA) regulations.	
Other: (Please specify)				
Waste				
General waste e.g. General food and other waste generated throughout the event.			Recycling, minimise waste where possible. Ensure all small waste from popped balloons etc is removed from site. (Use of confetti is prohibited).	
Food or organic waste			Recycle, minimise waste where possible.	
Waste water			Recycle where possible. Reduce water consumption. Organise waste water collection by licensed contractor.	
Recyclables			Use food items made from recycled and biodegradable materials.	
Other: (Please specify)				
Weather Conditions				
Will inclement weather have an effect on the potential environmental impacts of the event? E.g. Inclement weather could cause excessive muddy run off and degradation of the soil.			Postpone event in inclement weather. Change location of event when possible.	
Other: (Please specify)				
Chemicals				
Use and storage of any chemicals (fuels, cooking oils, cleaning products)			Store all chemicals including fuels in a secure area away from drains or in drip trays. Provide a suitable spill kit on site.	
Other: (Please specify)				
Flora and Fauna				
Disturbance to native animals living on the event site. E.g. Event located in close proximity to bush land.			Provide exclusion zones for any animal nests.	
Damage to habitats or nests of native animals.			Direct pedestrian and vehicle traffic away from sensitive native vegetation or garden beds.	

Trampling of vegetation by pedestrian traffic.			<i>Block off pedestrian and vehicle access to certain sensitive areas.</i>	
Damage to vegetation by vehicular traffic.			<i>Restrict parking. Monitor parking throughout the event. Fence significant vegetation to protect from vehicle damage.</i>	
Environmental vandalism e.g. breaking off tree branches			<i>Engage security at event. Notify police prior to event. Event Organiser to monitor event attendee behaviour.</i>	
Other: (Please specify)				
Resource and Energy Use				
Water consumption			<i>Employ water saving methods, using recycled water, waste water collection by licensed contractor, sandbags or silt fences.</i>	
Energy consumption			<i>Hold event earlier in day to minimise energy use from lighting or heating.</i>	
Use of plastic products			<i>Use food items made from recycled and biodegradable materials.</i>	
Food serving items (plates, cups, utensils)			<i>Provide freshwater to minimise reliance on plastic water bottles</i>	
New equipment			<i>Use second hand equipment where possible such as marquees and chairs</i>	
Other: (Please specify)				
Social and Economic				
Conflict of land use or public access. e.g. Event located close to residential areas.			<i>Community notification letter distributed, residents advised of event/potential traffic issues.</i>	
Parking blocking local resident access.			<i>Monitor event parking throughout Special Event. Distribute community notification letters prior to event.</i>	
Road closures.			<i>Monitor event traffic. Ensure Traffic Management Plan is undertaken by appropriate staff and is monitored throughout the event Distribute community notification letters prior to event.</i>	
Disturbance to neighbouring residents			<i>Distribute community notification letters prior to event.</i>	
Disturbance to regular activities for the site such as sporting competitions.			<i>Distribute community notification letters prior to events to other user groups and local residents.</i>	
Other: (Please specify)				

Impact Definitions and Actions Required:

	No Impact	Minor Impact	Potentially Significant Impact
Definition	No impact on the natural environment.	An insignificant <i>environmental event</i> that can be immediately corrected by the Event Organiser and mitigated through the control measures outlined in the risk assessment documentation.	An <i>environmental event</i> that can be remediated but requires multiple stakeholder input and may have serious short to medium term environmental effects.
Action Required	No action required.	Control measures to be outlined in the Special Event Environmental Risk Assessment and to be implemented by the Event Organiser.	*Event Organiser to engage environmental consultant to undertake an Environmental Risk Assessment for the Special Event.

Reporting Requirements for Serious/Major Pollution Incidents:

If a pollution incident occurs that causes or threatens material (serious) harm to the environment, you are required by law to report it to the EPA and other relevant authorities immediately.

If you are unsure whether or not it is a reportable incident contact the EPA Environment Line or Gosford City Council for advice.

	Relevant Authorities	Number
1	Emergency Services (Police, Fire, Ambulance)	000 Emergencies only
2	EPA – Environment Line	131 555 (24 hours)
3	NSW Ministry of Health: Gosford District Public Health Unit	Contact: John James 4349 4845 or 4320 2111 (after hours)
4	NSW Work Cover Authority	13 10 50 (24 hours)
5	Gosford City Council	4325 8222 (24 hours)
6	Fire and Rescue NSW	1300 729 579 (24 hours)
7	NSW Food Authority Shellfish Program	(Anthony Zammit) (02) 9741 4749 or 0407 078 269 Water pollution incidents only
8	WIRES (NSW Wildlife Information Rescue and Education Service)	Rescue Line: 1300 094 737

Declaration

I,, on behalf of, accept and understand that as the Event Organiser I am responsible for the implementation and monitoring of actions detailed in the Environmental Risk Assessment. I declare that the information provided within this Environmental Risk Assessment is accurate and correct and I have read and understood the Policy, Procedures and Guidelines associated with conducting a Special Event on open space areas owned by Council, of which Council is Trust Manager or under the care, control and management of Gosford City Council

Name:
(Please print)

Organisation:
(Please print)

Position:
(Please Print)

Signature: Date:.....