Useful Contacts and Templates

The following are contacts and websites that may be useful for event organisers.

Australasian Performing Rights Association	www.apraamcos.com.au	(08) 8239 2222
Consumer Business Services	www.cbs.sa.gov.au	131 882
Country Fire Service (CFS) Region 1 – Mt Lofty Ranges	www.cfs.sa.gov.au	(08) 8391 1866
CFS Fire Ban Hotline	-	1300 362 361
Department of Planning, Transport & Infrastructure (DPTI)	www.dpti.sa.gov.au	1300 872 677
Environment Protection Authority	www.epa.sa.gov.au	(08) 8204 2004
ZeroWaste	www.zerowaste.sa.gov.au	1300 137 118
Food Safety	www.health.sa.gov.au/pehs	(08) 8226 7107
SA Ambulance	www.saambulance.com.au	1300 136 272
SafeWork SA	www.safework.sa.gov.au	1300 365 255
SA Police (Awards, Marketing & Events)	www.sapolice.sa.gov.au	(08) 7322 4368
SA Police (Hills & Fleurieu Local Service Area)	www.sapolice.sa.gov.au	(08) 8398 1700
SA Police (Licensing Enforcement)	www.sapolice.sa.gov.au	(08) 7322 3342

As part of your risk management strategy, it is also good practice to undertake a safety assessment of crowded places with South Australia Police: www.police.sa.gov.au/online-services/mass-gatherings

Event Management Templates

On the following pages you will find a selection of example templates for various event management processes. These are not Council documents, but are highly recommended for all event organisers to ensure their event is conducted in the most efficient and safe way possible.

For assistance with how to best use these sorts of templates, please contact Council's Communications and Events Officer on (08) 8408 0427.