



Appendix C: Useful Contacts

Organisation	Contact Details	When to Contact
Emergency Services in Monash		
Metropolitan Fire Brigade (MFB)	Ph: 9665 4525 – Southern Zone office Ph: 9665 4331 – Glen Waverley Fire Station 645 Ferntree Gully Road Glen Waverley Email: mmilaszewicz@mfb.vic.gov.au Web: www.mfb.vic.gov.au	Fire safety, fireworks notification, total fire ban days.
Victoria Police	Ph: 9566 1555 643 Fern Tree Gully Road, Glen Waverley Email: Glenwaverley.uni@police.vic.gov.au Web: www.police.vic.gov.au	Require notification of event if it will impact on local traffic, noise levels, liquor licence, security.
Ambulance Victoria	Ph: 1300 851 121 Ph: 9321 5901 Fax 9326 9145 Email: events@mas.vic.gov.au	Require 4 week notice of upcoming events if an Ambulance will be needed at event. Notify event details.
State Emergency Service	Ph: 9684 6651 Fax: 9684 6660 Email: central@ses.vic.gov.au	Notify of major events.
First Aid and Providers		
St John Ambulance	Ph: 8588 8588 or 1300 360 455 Fax: 8588 8555 Email: info@stjohnvic.com.au Web: www.stjohnvic.com.au PO Box 573, Mt Waverley Vic 3149	First Aid services
Australian Red Cross	Ph: 8327 7799 Fax: 8327 7711 Email: redcross@vic.redcross.org.au Web: www.redcross.org.au GPO Box 9949, Melbourne Vic 3001	First Aid services
Other First Aid Suppliers	Refer to the Yellow Pages under “First Aid”	First Aid services
Department of Health	Web: http://www.health.vic.gov.au/nept/firs/taid08.pdf	First Aid/Medical assessment process.
State Government Departments		
VicRoads	Ph: 9313 1333 Fax: 9313 1175 Web: www.vicroads.vic.gov.au Email: mnwtmp@roads.vic.gov.au	Require at least 1 months notice if event impacts on roads – longer for major events.
Parks Victoria	Parks Victoria, Yarra Bend Park Ph: 13 1963 Web: www.parkweb.vic.gov.au	Require at least 1 months notice if event is on Parks Victoria managed land.
Liquor Licensing	Consumer Affairs Victoria Ph: 9655 6696 Web: www.consumer.vic.gov.au Level 24 Nauru House, Collins St, Melbourne	Liquor License for events with alcohol.
Department of Health	Ph: 9096 5139 Web: http://www.health.vic.gov.au/drugs/downloads/guide.pdf	Voluntary guidelines for provision of water on licensed premises Events Food Safety Program



Events Guide

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	http://www.health.vic.gov.au/foodsafety/bu/s/templates/events.htm http://www.health.vic.gov.au/drugservices/pubs/dance.htm	Raves/Dance Parties
WorkCover/Worksafe	Ph: 1800 136 089 or 9641 1444 Email: info@worksafe.vic.gov.au Web: www.workcover.vic.gov.au	Advice on safety issues.
Energy Safe Victoria – Gas and Electrical Safety	Level 3, 4 Riverside Quay, Southbank Ph: 9203 9700 or 1800 069 588 Fax: 9686 2197 Email: info@ocei.vic.gov.au Web: www.esv.vic.gov.au	Gas and electrical safety
Department of Transport	Ph: 9655 6666 www.transport.vic.gov.au/eventnotification	Notify where event has impact on public transport.
Victorian Building Commission	Ph: 9285 6407 Web: www.buildingcommission.com.au	Temporary structures and building issues.
Volunteer Services		
Monash Volunteer Resource Centre	Web: www.mvrcvolunteer.org.au 5 Myrtle St, Glen Waverly Ph: 9562 0414 Email: mvrc@inet.net.au	Volunteer resources in the Monash.
Volunteering Australia	Ph: 9820 4100 Web: www.volunteeringaustralia.org	
Other Organisations and Services		
Australian Copyright Council	Ph: 1300 852 388 Web: www.copyright.org.au	Copyright issues.
Australasian Performing Rights Association(APRA)	Ph: 1300 852 388 Web: www.apra.com.au/music-users	Licence to use copyright music may be required. Live or pre-recorded music (recording or music video).
Auslan Interpreter service	VicDEAF Society Ph: 9657 8118	Interpreter services or hiring out of hearing loops.
Equal Access PTY LTD Disability access consultants	Ph. 8562 2249 Mobile: 0416 288 780 Fax: 9011 9693 Email: bruce@equalaccess.com.au Web: www.equalaccess.com.au	Disability access issues
Metropolitan Waste Management Group	Ph: 8698 9803 Email: metro.waste@mwmg.vic.gov.au Web: www.mwmg.vic.gov.au The Tea House, Level 4, 28 Clarendon St, South Bank 3006	Waste Wise events and waste management advice.
Phonographic Performance Company of Australia (PPCA)	www.pcca.com.au/licensing.htm	Licences for the broadcast, communication or public playing of recorded music (e.g. CDs, tapes, records) or music videos.
Victorian Commission for Gambling Regulation	www.vcgr.com.au	Licences for raffles, lotteries, competitions, fundraising
Vision Australia	Ph: 1300 847 466 Email: info@visionaustralia.org 252 Dorset Rd, Boronia, Vic 3155	
South East Water	Ph: 131 694	Water authority



Events Guide

Organisation	Contact Details	When to Contact
	Email: info@sewl.com.au Web: www.sewl.com.au	
Yarra Valley Water	Email: enquiry@yvw.com.au Ph: 13 1721 Web: www.yvw.com.au	Water authority