Foreword

We are delighted to introduce The University of Western Australia’s Managing Alcohol at Events: A Toolkit for Students, Staff and External Users. This toolkit has been developed to ensure that safe and enjoyable events are conducted on all University premises (including at the Crawley campus and other University sites) by staff, students and external users. It also encompasses events that are organised by the University’s staff and students at external venues.

The toolkit brings together important strands of work being undertaken by various departments and groups within The University of Western Australia to promote health and safety, and minimise alcohol-related harm to students, staff, visitors and the wider community.

While the University encourages the delivery of alcohol-free events, it is acknowledged that alcohol has become a regular component of celebration and socialisation in Australian society. While alcohol can initially produce feelings of relaxation and happiness, consuming alcohol in greater amounts and over a short period of time can cause poor health outcomes for the drinker and result in harm to the community through antisocial behaviour, accidents, noise and litter. There are also important workplace safety issues to consider when alcohol is sold, served and consumed on University premises and at external venues.

As you will read in the ensuing sections, research indicates that many people, including tertiary students, regularly engage in dangerous drinking behaviours. It is concerning that binge drinking has become increasingly common at events. While the University acknowledges the importance of academic, social and sporting events being held on and off campus, there is a need to equip the people responsible for planning and managing these events with information about the University’s event management policies and procedures; particularly in relation to alcohol sale, service and consumption.

The Managing Alcohol at Events: A Toolkit for Students, Staff and External Users covers a broad range of alcohol-related event management issues, including the health and social effects of alcohol misuse, the importance of managing alcohol at events held on and off campus, liquor licensing, serving alcohol responsibly and the University’s event management process.

This toolkit also aims to support Event Managers through the provision of relevant University policies, fact sheets, event management forms, and sources of further advice and support.

Any person planning an event that will involve the sale (which includes supply), service and consumption of alcohol on an unlicensed University premise or at an external venue may be required to demonstrate completion of training in event management and the Responsible Service of Alcohol. Factors influencing this training requirement include the proposed size and nature of the event.

While Event Managers of smaller scale, minor events may not need to meet this training requirement, the University’s Health Promotion Unit has developed a training course that all Event Managers are encouraged to access. This course is designed to consolidate the information presented in this toolkit and provide an opportunity for the practical application of University policies and procedures. An outline of this course, along with enrolment details, is included in Part C of this toolkit.

The University is committed to offering an equitable and inclusive environment for staff, students and the community. In keeping with this vision, the Managing Alcohol at Events: A Toolkit for Students, Staff and External Users also addresses inclusiveness and provides strategies for Event Managers to consider when planning an event.

We congratulate the University’s Health Promotion Unit, which has led the development of this comprehensive toolkit. However, this has been a collaborative project that has benefited from the expertise of other University departments, groups and residential colleges, including:

- Security and Parking; Sport and Recreation; the Guild;
- the Centre for the Advancement of Teaching and Learning;
- Public Affairs; Safety and Health; Currie Hall; St George’s College; St Thomas More College; Trinity College; and St Catherine’s College.

The development of this toolkit reflects the cooperation that exists within The University of Western Australia.

A number of important partner organisations have also provided advice and support during the development of this toolkit, including the Drug and Alcohol Office, Sexual Assault Resource Centre, Local Drug Action Groups Incorporated, and the WA AIDS Council.

We thank all of those involved in the development of this important resource.

We commend this toolkit to you and wish you every success in planning and managing your event.

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