II. How to use this toolkit and important definitions

This toolkit has been divided into seven parts. While each part has a clearly defined focus, they have been structured in a way that will allow Event Managers to increase their knowledge of the importance of event planning and alcohol management, before reviewing the policies and processes that must be adhered to when managing an event on University premises or at an external venue.
The seven parts are:

Part A: Alcohol in a university setting
Part A examines alcohol consumption data and explores a variety of alcohol management issues evident in university and community-based settings to provide a rationale for why harm minimisation in relation to alcohol continues to be a priority for the University.

Part B: Managing alcohol at events
Part B explores the nature of events that may take place on premises belonging to the University and at external venues, highlights the reasons why alcohol sale, service and consumption needs to be managed, and provides an overview of key issues and strategies to consider when managing an event (particularly in relation to alcohol). The University's event management process is also described.

Part C: Training program for Event Managers
Part C provides a summary of a Responsible Service of Alcohol and Event Management training available to Event Managers and their staff. The aims of the training program are highlighted and an overview of the content is included. Enrolment information is provided.

Part D: The University of Western Australia: Event planning and management forms
Part D contains the templates for a variety of event planning and management forms, particularly in relation to alcohol.

Part E: The University of Western Australia: Policies on alcohol, other drugs and events
Part E contains the University’s policies in relation to alcohol and other drugs, tobacco smoking and events.

Part F: Alcohol fact sheets
Part F contains fact sheets titled:
- Facts about alcohol;
- Alcohol and the law; and
- Standard drink measures.

These fact sheets provide Event Managers with important background information about alcohol.

Part G: Sources of further information and advice
Part G lists the contact details of departments and groups within the University that can assist with event management queries. The contact details for relevant external agencies are also included.

Definitions of common terms used throughout this toolkit:

University premise: Any venue on the University’s Crawley campus or on other University of Western Australia sites (including the five residential colleges).

External venue: Any venue that does not belong to The University of Western Australia, but at which events organised by University of Western Australia students and staff may be conducted.

An important event type that falls under this definition is student camps and retreats, which are held at external venues.

Event Manager: Any person that plans to conduct an event on a premise belonging to The University of Western Australia, or at an external venue (encompassing students, staff and external users). At least one Event Manager must be identified for every event.

Sale of alcohol: Throughout this toolkit, the sale (selling) of alcohol should be taken to also include the supply of alcohol to event guests. This is consistent with the definition for selling alcohol under the Liquor Control Act 1988.

Serving of alcohol: This refers to the provision of alcohol to event guests for which no payment is received (specifically for the alcohol or in the form of a paid-for event ticket/admission fee). Serving alcohol also refers to providing alcohol to a guest when a payment has been made.