Part B | Managing alcohol at events

The University of Western Australia has a duty of care for the safety and health of students, staff and visitors who attend events:
• on University premises (both on and off the Crawley campus); and
• at external venues, for a University-related purpose.

Part B explores the nature of events, highlights the reasons why alcohol sale, service and consumption needs to be managed and provides an overview of key issues to consider when managing alcohol at events. Event Managers will also have access to the process and documentation for managing events on and off-campus.

Content
1.0 Why are events important?
2.0 Event types
   2.1 Alcohol-free events
3.0 Reasons to manage alcohol at events
4.0 The role of an Event Manager
5.0 Alcohol issues for Event Managers to consider
   5.1 Liquor licensing
   5.2 Responsible service of alcohol
      5.2.1 Selling and serving alcohol responsibly
      5.2.2 Implementing strategies to assist guests to drink responsibly
      5.2.3 Monitoring guests for intoxication
      5.2.4 Refusing to serve alcohol to intoxicated guests
      5.2.5 Ensuring the safety of all guests
   5.3 Inclusiveness
6.0 The University of Western Australia’s event management process
   6.1 Events conducted at the University’s licensed premises
   6.2 Events conducted at the University’s premises that are not licensed at which alcohol will be sold or an admission fee charged
   6.3 Events conducted at the University’s premises that are not licensed and at which alcohol will be served but not sold, or at which alcohol will not be sold or served
   6.4 University-related events managed by staff or students at an external venue
7.0 Event management forms and checklist
8.0 Sanctions for not complying with University policies and the law
9.0 References
1.0 | Why are events important?

The University of Western Australia acknowledges that events held on and off campus provide an avenue for students, staff and community members to interact, thereby fostering a sense of community spirit and social cohesion.

Events allow individuals, departments and groups within the University and the community to join together for a variety of reasons, including the celebration of academic and sporting achievements and to enable networking and general socialisation.

External users who hire a venue at The University of Western Australia to conduct an event can admire the surroundings and may recommend to friends and colleagues that they too hold an event at the University in the future. In turn, this will have financial benefits and will positively enhance the University's reputation in the community. A variety of the University's venues are booked by community members for such purposes as wedding ceremonies and receptions, conferences and workshops, theatre productions and birthday celebrations.

Members of the University who organise events at external venues often seek to provide fellow students or staff with an avenue to meet new people, develop important networks, enhance their communication skills and to 'just have fun'.

Camps and retreats for first-year students at the commencement of each academic year are a prime example of University-related events that are held at external venues. Starting university can be daunting for first-year students, and these events help to ease the transition into university life.

These events of a longer duration are not only relevant for first-year students. Camps, retreats and field trips are often organised by faculties and student clubs for a broader range of students; often for the purpose of socialisation and networking. They represent an important element of the academic year; however, alcohol is often sold, served and consumed in a harmful manner. If alcohol will be available at such events, managing its sale, service and consumption is essential to protect the health and safety of guests and the community.

The enjoyment and satisfaction obtained by those attending events held on premises belonging to the University and at external venues will be influenced by the way in which the event has been planned and conducted.

2.0 | Event types

As outlined in the introductory section of this toolkit, events may be organised by students, staff and external users on premises belonging to The University of Western Australia (both on the Crawley campus and at other University sites). It is also common for students and staff to deliver University-related events at an external venue; for example, camps, retreats and balls.

Events can be broadly classified into two categories:

- Defined and structured: These events are usually organised for a particular group of people, for a set purpose (e.g. a ball or an organised sporting event). The venue parameters are clearly defined, as is the running time of the event. Tickets are generally sold to permit entry, and event staff monitor guests' entry to and exit from the venue.

- Defined and unstructured: These events may be held across a larger area, with less clearly defined boundaries. Guests may come and go, and the duration is typically not as precise. An entrance fee may or may not be charged. Examples of this type of event include festivals, some music events and parades.

Events that are held at The University of Western Australia or an external venue (when for a University-related purpose) may fall into either one of the above two categories. Furthermore, these events may be classified as minor or major.

Minor events are typically organised by a particular club/society within the University or the community. Those attending are likely to be from within the club/society; with no, or few, external guests. These events are attended by a relatively small number of people (less than 50).

Major events attract a larger number of guests (more than 50) and often have more than one organising body. These events may be conducted by multiple departments within the University or by a group of community organisations. While students and staff are likely to attend major events that are held at The University of Western Australia, participation is often open to the community.

Although multiple bodies may plan a major event at The University of Western Australia, it is still a requirement for at least one person to be the designated Event Manager. This should be a representative from the organisation leading the event. The Event Manager must liaise with the relevant University departments, particularly Public Affairs, while planning and managing the event.
The types of events organised on University premises or by staff and students at external venues are wide-ranging. Common examples include:

- recreational events and retreats;
- orientation camps;
- committee and organisation meetings;
- sporting events (ranging from small, casual games to larger, formalised events);
- academic contests;
- networking functions;
- workshops and conferences;
- exhibitions;
- community-based activities;
- balls;
- concerts, festivals and carnivals;
- competitions;
- residential college functions;
- fundraisers; and
- field trips.

The guidelines for alcohol sale, service and consumption that are addressed in this toolkit are relevant to each of these event types.

Alcohol has become an integral part of modern society, which is evidenced in the data published annually by the federal government and relevant state departments. As discussed in Part A of this toolkit, alcohol use is common among both tertiary students and the wider Western Australian adult population.

Alcohol may be sold or served at events conducted at The University of Western Australia and at events managed by staff and students at external venues. For this reason, managing the sale, service and consumption of alcohol is an important aspect of event management that should be taken into consideration by all Event Managers.

The provision of alcohol in a responsible and controlled manner is a legislative requirement of the Liquor Control Act 1988. Event Managers and anyone involved in the provision of alcohol at an event may be liable under the Act should it be proven that alcohol served irresponsibly or in a manner contrary to the Act resulted in harm.

2.1 | Alcohol-free events

It is commonly believed that alcohol is needed for an event to be enjoyable and successful. However, alcohol-free events can be extremely successful as:

- underage guests can attend and feel a part of the event;
- guests who choose not to drink are more likely to attend the event and feel welcome;
- the event becomes more culturally inclusive;
- the event will not be soured by alcohol-related antisocial behaviour;
- health and safety are actively promoted.

The University of Western Australia encourages the delivery of alcohol-free events to maximise health and safety, and promote socialisation without alcohol. All of the events listed above can be conducted without the availability of alcohol.

The range of alcohol-free social events that can be conducted on University premises or by students and staff at external venues is endless. Some suggestions include:

- karaoke nights;
- dance classes;
- singing and dancing competitions;
- trivia nights;
- movie nights;
- musical or themed dinner parties;
- international food and cultural expos;
- café crawls (as opposed to pub crawls);
- scavenger hunts;
- volunteering with community service projects; and
- card or board game tournaments.

Not providing alcohol will assist in establishing a healthier and safer norm for events held at The University of Western Australia.
3.0 | Reasons to manage alcohol at events

Well-planned and successful events will provide the Event Manager with a sense of achievement and personal satisfaction. However, poorly planned events that fail to manage the sale, service and resultant consumption of alcohol by those in attendance can have ramifications for the Event Manager, guests, the community and The University of Western Australia.

It is important to note here that The University of Western Australia does not seek to prohibit the sale, service and consumption of alcohol at events on its premises, or at University-related events that are held at external venues. Through this toolkit and a range of other harm minimisation strategies already implemented by University groups and departments, the University seeks to reduce the risk of adverse health and social consequences to its staff, students and visitors.

Regardless of whether alcohol will be available for consumption at an event, it is imperative that Event Managers engage in a detailed planning process, which includes risk management, to minimise the chance of negative consequences. An event that is organised, well-structured, has drawn on the knowledge and skills of stakeholders and effectively manages alcohol can provide a number of benefits.

- The safety of guests and the community will be maximised. As outlined in Part A of this toolkit, excessive alcohol consumption may result in negative health and social consequences. Ensuring the responsible service of alcohol and putting in place strategies to prevent (and, if necessary, manage) intoxication among guests will negate the likelihood of such consequences.
- The risk of sexual violence attributed to alcohol during or immediately after the event is reduced.
- Risks can be effectively and efficiently managed. Adequate planning prior to the event will ensure that risks are identified and controls are put in place to manage any incident that does arise.
- Guests are more likely to enjoy the event without concern over the effects that excessive alcohol consumption may have.
- Both legal and University policy and process requirements will be met, which reduces the risk of insurance claims and financial penalties.
- The positive reputation of The University of Western Australia will be maintained among current and prospective students, staff, external agencies (including funding bodies) and the community. Penalties for bringing the University into disrepute are outlined later in this toolkit.
- The event will be welcoming to all guests, particularly those who are yet to turn 18 and those who do not drink alcohol. This affirms the content of The University of Western Australia’s Policy on Alcohol and Other Drugs (refer to Part E of this toolkit for a copy), which notes that environments should be inclusive of staff and students who choose not to consume alcohol.
- Alcohol becomes an adjunct to the event, rather than the primary focus. This enables the true purpose of the event to be identified, engaged in and celebrated.
- The risk of financial loss is minimised. Events at which alcohol has not been well managed may incur a financial loss due to property damage that results in clean-up and repair costs.
- There is a greater chance of obtaining permission to run the event, or similar events, again. Events that are adversely impacted by alcohol are less likely to be granted permission to be conducted at a later date.
- The likelihood of obtaining sponsorship to deliver future events will not be adversely impacted.
- If comprehensive planning has been undertaken and a risk management plan has been developed, the Event Manager has a greater chance of being able to relax and enjoy the event, while also being able to act quickly upon incidents should they occur.

Event Managers require authorisation from relevant departments within The University of Western Australia to hold an event on University premises. In some cases, authorisation will not be granted until a suitable Event Management Plan has been cited and reviewed. The Event Management Plan, which will be further discussed in section 6.0 below, contains a comprehensive component about managing the sale, service and consumption of alcohol.
4.0 | The role of an Event Manager

All events conducted at The University of Western Australia must have at least one designated Event Manager who will take the lead role in planning and managing the event. External users who seek approval to conduct an event at a University premise must nominate an Event Manager to coordinate proceedings and liaise with the relevant University departments.

The role of an Event Manager is multifaceted and crucial to the overall success of the event. These roles include:

- booking the venue;
- completing any other necessary venue-related documents;
- preparing an Event Management Plan if required;
- obtaining approval to conduct the event and relevant licences;
- obtaining funding and/or sponsorship if required;
- ensuring training requirements have been met;
- liaising with stakeholders;
- ensuring that the event is conducted in accordance with relevant laws;
- abiding by The University of Western Australia’s policies and procedures;
- ensuring adequate health and safety procedures are in place (e.g. security, first aid, emergency procedures);
- briefing and managing all staff and volunteers that will assist in event planning and delivery;
- undertaking risk identification;
- providing an event that is inclusive of all guests;
- overseeing the event and managing incidents if they arise; and
- conducting post event evaluation to determine how successful the event was (writing an evaluation report that demonstrates the success of the event may help to secure funding for future events).

Event Managers that are responsible for events at which alcohol will be sold, served and consumed must also:

- review and understand The University of Western Australia’s Policy on Alcohol and Other Drugs, Smoking Policy and the Consumption of Liquor on Campus policy (refer to Part E of this toolkit for a copy of these policies);
- complete and submit a Liquor Permit Form;
- obtain an Occasional Liquor Licence;
- liaise with relevant stakeholders (including Security and Parking, and health personnel);
- cater for participants that cannot or do not drink alcohol;
- closely monitor the event and take appropriate action if a guest becomes intoxicated; and
- ensure that relevant laws are adhered to, including in relation to the responsible service and consumption of alcohol.

Further information about the issues to consider when planning and managing events that will involve alcohol and the process and documents that Event Managers must complete in relation to alcohol are provided in the proceeding sections.

In addition, Part F of this toolkit contains fact sheets about alcohol that Event Managers are encouraged to read to increase their knowledge and understanding, particularly in relation to:

- basic facts about the drug;
- the law (including penalty information);
- Blood Alcohol Concentration; and
- standard drink measures.
5.0 | Alcohol issues for Event Managers to consider

There are a number of issues that Event Managers need to consider when planning an event. The Event Management Plan provided in Part D guides Event Managers through these issues, including:

<table>
<thead>
<tr>
<th>police contact</th>
<th>public liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>health and safety</td>
<td>consultation with stakeholders</td>
</tr>
<tr>
<td>venue selection and site planning</td>
<td>advertising and ticketing</td>
</tr>
<tr>
<td>signage</td>
<td>transport</td>
</tr>
<tr>
<td>noise</td>
<td>lighting and power</td>
</tr>
<tr>
<td>entry and exit points</td>
<td>security</td>
</tr>
<tr>
<td>first aid and emergency response</td>
<td>record keeping</td>
</tr>
</tbody>
</table>

In addition to these general aspects of event management, Event Managers should consider a number of important issues when planning and managing events involving alcohol, including:

- liquor licensing;
- the responsible service of alcohol; and
- inclusiveness.

Event managers who are organising University-related events at an external venue must also familiarise themselves with this information. Ensuring that appropriate strategies are developed and implemented to prevent alcohol-related harm will lessen the chance of the event being soured by injuries and antisocial behaviour.

The following information may seem detailed; however it is designed to provide Event Managers with important background information about managing alcohol. The aim is to instil confidence in the process of event management, thereby maximising the success of an event, and minimising the health and social harms attributed to alcohol. Event Managers should not feel disillusioned or be discouraged from organising events after reading this information. A step-by-step process for managing events is provided in section 6.0 below, with sources of further advice and guidance identified.

5.1 | Liquor licensing

If alcohol will be sold or served at a University venue that is not licensed, the Event Manager must apply for an Liquor Permit through The University of Western Australia's Security and Parking Office. When authorised in writing by the Manager of Security and Parking, the Event Manager must then seek approval from the Department of Racing, Gaming and Liquor for an Occasional Liquor Licence.
Applications for an Occasional Liquor Licence can now be made electronically through the Office of Racing Gaming and Liquor's website http://www.rgl.wa.gov.au/. Note however that when applying online you will be required to upload an approved UWA Liquor Permit.

Under the Liquor Control Act 1988, an Occasional Liquor Licence allows the sale, service and supply of alcohol at an event\[3\]. Whoever is named as the licensee has considerable responsibility when alcohol is sold, served and consumed. Failure to comply with these responsibilities may result in a financial penalty being applied under the Act.

When considering whether to approve an application, the Department of Racing, Gaming and Liquor will ensure that:

- where a licence is sought for an event that has been planned by a person other than the Occasional Liquor Licence applicant, the consent of the organiser to the proposed sale or service of alcohol has been obtained;
- the person/authority that has control over the event venue has provided consent; and
- adequate controls and resources have been put in place to ensure that alcohol will be sold, served and consumed in a responsible manner and in a way that will minimise the risk of harm to guests and the community\[3\].

If conducting an event at a licensed venue on campus or at an external licensed venue, an Event Manager should always discuss the existing liquor license conditions with the venue manager. It is essential that Event Managers are aware of what is and is not covered under an existing liquor license.

Event Managers that are planning a camp or retreat must contact the venue to discuss liquor licensing arrangements.

5.2 | Responsible service of alcohol

To provide an environment that is enjoyable and to ensure the health and safety of guests and the community, it is essential that the responsible service of alcohol is practiced at all events held on premises of The University of Western Australia and at University-related external events. Responsible alcohol service can assist in positively changing the binge drinking culture common to many events, while promoting harm minimisation strategies.

All events involving alcohol, whether they are organised by students, staff or external users, must comply with the Liquor Control Act 1988. If there is non-compliance, the Event Manager, and anyone involved in running the event, may be faced with a serious incident at the event, which results in harm to those in attendance and the community. Those involved in running the event may also face large financial penalties.

In Western Australia, there are mandatory training requirements in relation to the Responsible Service of Alcohol. Under an Occasional Liquor License, the licensee, approved manager (i.e. the person who will be in charge of the function) and any person engaged in the sale or service of liquor must have completed a training course in the Responsible Service of Alcohol as per the following criteria:

- where the function is for less than 250 people, training is not required;
- where the function is for 251-300 people, the licensee and the approved manager must have completed an approved course; and
- where the function is for 301 or more people, the licensee, the approved manager and all servers of liquor must have completed an approved course\[4\].

While formal training in the Responsible Service of Alcohol is not required for events with less than 250 guests, The University of Western Australia may still require Event Managers to undertake an Event Management training program that has been developed by the University. This training course includes modules on liquor licensing and reducing alcohol-related harm. Particular focus is placed on the process for managing events that will be conducted on University premises. This training will be offered on a regular basis and a register of attendance will be maintained by the University. Further information about this training is provided in Part C.

Event Managers who are running a University-related event at an external venue should check for any training requirements with the venue itself.

There are five key components to the responsible service of alcohol that Event Managers must consider:

- selling and serving alcohol responsibly;
- implementing strategies to assist guests to drink responsibly;
- monitoring guests for intoxication;
- refusing to serve alcohol to intoxicated guests; and
- ensuring the safety of all guests.

5.2.1 | Selling and serving alcohol responsibly

To prevent intoxication that may result in antisocial behaviour and injury, it is important for Event Managers to consider and address a number of issues relating to the sale and service of alcohol.

- At least one Event Manager must be nominated. This person must attend the event from start to finish and must not be impaired by alcohol during the event. The Event Manager may need to be trained in the responsible service of alcohol. If the event is taking place...
on a licensed premise within the University, the licensee must comply with all relevant legislative provisions, including those relating to the responsible service of alcohol. The Event Manager is required to liaise with all relevant University departments and groups when planning and managing the event.

- There should be an adequate number of event staff on hand to undertake the required duties, including selling and serving beverages and food, monitoring the behaviour of guests and cleaning up rubbish. Staff who are selling or serving alcohol are not permitted to consume alcohol immediately before or during the event.

- As outlined in section 5.2 above, mandatory training criteria must be reviewed and met. Even if the event will have fewer than 250 guests, The University of Western Australia may require an Event Manager to complete the UWA Event Management training program, which includes training in the Responsible Service of Alcohol. When event staff are trained, confident in carrying out their duties and are supported by alcohol-related policies and procedures, they will be more likely to serve alcohol responsibly.

The Event Manager should brief all staff and volunteers on what their roles and responsibilities will be before, during and after the event, including in relation to alcohol provision.

- The amount of alcohol that will be sold or served at the event should be carefully considered. When applying for an occasional liquor licence you will be required to indicate how much alcohol will be available at the event and how many people will be expected to attend. The Office of Racing, Gaming and Liquor will also look at the availability of low and no alcohol drinks and if you will be selling alcohol at your event they will also look at your pricing practices (ie. The price of full strength vs. low strength beer) when evaluating your application. Keep in mind that that at an event generally, 20% of guests will not consume alcohol, or will drink only a small amount. Please contact the Health Promotion Unit if you would like assistance in deciding how much and what type of alcohol you need for your event.

- The way in which alcohol is served should be considered. It is recommended that plastic cups be used to serve alcohol, rather than glasses or glass bottles. As well as being a catalyst for injury, broken glass could be used as a weapon if aggressive behaviour transpires among the guests.

- Activities that encourage heavy and rapid consumption are not permitted (at University or external venues). An example of a rapid alcohol consumption method is a funnel (also commonly referred to as a ‘beer bong’).

- Event Managers are encouraged to monitor the drinking behaviour of guests and follow-up on inappropriate methods of consumption in a timely and polite manner.

- The time period in which alcohol is available can be adjusted depending on the nature of the event. Placing restrictions on the availability of alcoholic beverages will help Event Managers and staff to provide a safe and enjoyable event. The bar should close prior to the event finishing time to provide guests with time to drink water or non-alcoholic beverages and leave the event in an orderly manner.

- The selling and serving of alcohol must conclude at or before midnight. To allow the orderly exit of guests and for the clean-up to begin, a University venue may remain open until 1:00am. If the venue will close after the event finishes, University Security must be informed in advance.

- Alcohol should be sold, served and consumed in designated, licensed areas only. This makes the role of the Event Manager, event staff and security personnel simpler when having to monitor the alcohol consumption and drinking behaviour of guests. Also, guests that are under the legal drinking age or choose not to drink alcohol can relax and socialise in an environment free from alcohol.

- Signs indicating that the area is licensed must be displayed. The signs must also indicate that underage guests will not be admitted into the area. If an external area is to be used, it must be fenced or cordoned off so that access cannot be obtained without the authority of event or security staff.

- The first time an Event Manager applies for an Occasional Liquor Licence, they will receive an information pack from the Manager of Security and Parking. This pack contains A3 posters about the responsible service of alcohol that must be displayed at the venue.

- The areas in which alcohol is sold, served and consumed should be assessed prior to the event, as part of the risk management process. The area should be free from as many risks as possible, including bodies of water and major roads, which can increase the risk of injury to guests who are drinking alcohol.

- Alcohol must not be served to anyone less than 18 years of age. Underage drinking can be prevented by event and security staff requesting valid photographic identification (e.g. a current driver's licence, a current passport or a Proof-of-Age card) from guests who wish to enter the designated drinking areas and consume alcohol.

- Event Managers can ensure that all advertising materials for the event and signage displayed at the event specifies that alcohol will not be served to persons less than 18 years. Serving alcohol to an underage person may result
Event Managers that are organising events such as orientation camps for first-year students should be particularly careful about selling and serving alcohol, or permitting its consumption, by anyone less than 18 years of age.

- Event Managers should familiarise themselves with The University of Western Australia’s rules in relation to the promotion of alcohol and drinking. There are a number of guidelines that must be considered when developing advertising materials for events held on and off campus. Advertising for events should:
  - not emphasise the availability of alcohol;
  - not refer to the amount of alcohol available;
  - not encourage the excessive consumption of alcohol;
  - not encourage attendance at an event by advertising alcohol at discounted prices;
  - make equal reference to the availability of non-alcoholic beverages; and
  - not include any reference to alcohol in promotional materials for Student Orientation Week and related activities.

In addition, under Western Australia’s Liquor Control Laws, it is unacceptable to:

- advertise free drinks on arrival;
- undertake advertising and promotion that encourage guests to consume alcohol in excess; or
- offer complimentary drinks (unless as part of a package that includes food).

Advertising for events on and off campus that are organised by members of the University community or external users must comply with these requirements. Advertising materials that do not comply with these guidelines will be removed by The University of Western Australia’s Security and Parking Office.

To ensure suitability, an Event Manager can provide a draft copy of event advertising materials to the Guild prior to the printing process. This initial review process can save an Event Manager time and money if the materials are deemed not to meet relevant University guidelines and state laws.

As previously discussed, the consumption of alcohol is prohibited in some cultures and religions. Event advertising that does not focus specifically on alcohol may increase the likelihood of a broader range of guests participating in the event.

The above guidelines are included in The University of Western Australia’s Guild Poster & Publications Policy. A copy of this policy is included in Part E.

To assist in fostering an event that considers and promotes the safety and health of all guests and the community, Event Managers may consider using the following messages when designing advertising materials:

- alcohol will not be served to anyone under the age of 18 years;
- guests should pre-arrange transport from the event so they do not drink and drive;
- arrange for a friend or colleague to be the designated driver who will not consume alcohol during the event;
- eat before and during the event;
- try and space your alcoholic drinks with water or soft drinks; and
- be careful and keep an eye out for your friends during the event.

Following the event, all advertising materials must be removed and disposed of by the Event Manager or event staff. If the event is held on campus, University Security will inspect the venue immediately prior to the event, and again after, to identify and report any damage that has been directly caused by guests. The Event Manager will be responsible for any damage that occurs.

As outlined in the University’s Consumption of Liquor on Campus policy (see Part E), Event Managers may need to pay a bond to conduct an event at which alcohol will be sold or served, and where guest numbers will exceed 50. The bond will be used by the University to pay for any cleaning or repair costs, which are a result of the event.

A bond may be required for functions held on licensed premises at The University of Western Australia. Event Managers should review the terms and conditions of booking these licensed venues for any bond requirements.

Staff and students who organise events at an external venue should check for bond requirements with the venue staff.

5.2.2 | Implementing strategies to assist guests to drink responsibly

There are a number of harm minimisation strategies that Event Managers can put in place to encourage guests to drink responsibly and avoid intoxication.

- Consider running the event as alcohol-free. Alcohol-free events can be just as much fun and result in even greater successes than events that are marred by the adverse effects of alcohol consumption.

- If alcohol will be a part of the event, the type of alcohol being sold or served should be considered. Offering and promoting the availability of low and mid-strength beer alternatives is one way to reduce the alcohol intake and
corresponding blood alcohol level of guests. Alcoholic punches that contain wine or spirits are not permitted as maintaining consistency of the mix and determining standard drink measures is very difficult.

- **The price** of alcoholic beverages should not be so low as to encourage heavy and rapid consumption.
- **Non-alcoholic beverages must be offered at the event**, and these should be at a comparable price to alcoholic drinks. Non-alcoholic beverages such as water and soft-drinks enable guests to space their alcohol and also provides options to guests that are underage or do not drink alcohol. Under the Liquor Control Act 1988, a licensee must **provide water**, free of charge, if alcohol is sold or served. Water can be provided from jugs at the bar counter or in water coolers throughout the venue. It does not have to be made freely available from pre-packaged bottles unless this is the only type of water available. Water from bathroom hand basins is not suitable.

Failure to comply with this policy may result in a fine of $10,000 to the licensee[6]. The Department of Racing, Gaming and Liquor’s Provision of Free Drinking Water Policy can be accessed at www.rgl.wa.gov.au/ResourceFiles/Policies/Drinking_Water.pdf.

- Event Managers are strongly encouraged to **provide food** if alcohol is being sold or served. Eating while drinking slows the absorption of alcohol in the body. Also, guests may drink less if food is available. Foods that are high in salt should be avoided, as these foods increase the thirst reflex and could encourage more alcohol consumption. For more information about offering food, visit the Guild’s food and beverage website link at www.guild.uwa.edu.au.

Event Managers must also review the University’s food hygiene procedures, which can be accessed at www.safety.uwa.edu.au/policies/food_hygiene_procedures.

- Event staff should be equipped with sufficient **knowledge** to provide guests with information about the alcoholic beverages available at the event. This information should include the type of drinks available, the strength of each drink and standard drink details. Fact sheets containing useful information about alcohol and standard drinks is included in Part F of this toolkit. Event Managers are encouraged to read these fact sheets and provide copies to event staff and volunteers. Standard drink information could also be displayed on posters around the venue.

- **The layout of the event** should be well planned. As outlined in section 5.2.1 above, designated drinking areas must be established, which will make it easier for staff to check for valid identification and for alcohol consumption to be controlled in a particular area. The risk of injury will also be minimised.

- **Activities** that involve and encourage heavy drinking (e.g. drinking games) are not permitted. Vouchers, drink cards or any other mechanism that will promote rapid alcohol consumption are prohibited from events being held at The University of Western Australia and at University-related events held at an external venue. The health and safety of guests is paramount.

- Event staff should **monitor the alcohol consumption levels** and drinking patterns of guests for early signs of intoxication. Appropriate action should be taken if intoxication is detected, including the provision of free drinking water and non-alcoholic beverages, offering food, and assisting the affected guest to safely leave the premise with at least one friend. Event Managers and their staff/volunteers should avoid letting a guest get into a taxi alone.

5.2.3 | Monitoring guests for intoxication

Under the Liquor Control Act 1988, a person is ‘drunk’ (intoxicated) if:

- they are on a licensed or regulated premise; and
- their speech, coordination, balance or behaviour appears to be impaired; and
- there is enough reason to believe that this impairment is attributed to alcohol consumption[6].

It is illegal for any person (including staff and guests) on a licensed or regulated premise to:

- sell or supply alcohol to an intoxicated person;
- permit the sale or service of alcohol to someone who is intoxicated;
- allow someone who is intoxicated to consume alcohol;
- obtain or attempt to obtain alcohol for someone who is intoxicated; or
- assist an intoxicated person to obtain or drink alcohol[6].

Engaging in any of these actions may result in penalties to the licensee, the Event Manager, event staff or guests. The penalties range from a fine of $2,000 up to $10,000[6].

In assessing intoxication, the following signs should be monitored[7]:

- Activities
When the sale or service of alcohol is refused, the intoxicated guest may become agitated and angry. Using clear and affirmative language and applying conflict resolution skills can help to dissolve the situation. If a guest begins to exhibit aggressive behaviour, they should be given a verbal warning to leave the premise. The safety of the guest (and other guests) must be considered, and if necessary, University Security should be called to escort the guest out of the venue, while ensuring they have safe transport home.

If the verbal warning is not heeded and the guest becomes increasingly aggressive toward staff and other guests, the event security officers should offer assistance. University Security may also be contacted on (08) 6488 2222.

It is essential that Event Managers consider security arrangements. There is a requirement for one licensed Crowd Controller for every 50 guests attending events at the University that will involve alcohol (minimum of 2). This requirement may only be modified with the approval of the Manager of Security and Parking.

It is an offence for an unlicensed person (excluding a licensee or an approved manager) to perform crowd control functions. Facilities Management maintain a list of approved contractors, which is available by telephoning (08) 6488 2009 or from www.fm.uwa.edu.au/for/contractors.

5.2.5 | Ensuring the safety of all guests
Event Managers may be required to complete an Event Management Plan, which will be reviewed by the Security and Parking Office prior to approval being given to conduct the event. This plan, which will be discussed in section 6.0, covers a broad range of event management issues. The type of plan requiring completion may vary depending on the proposed size and nature of the event. The Manager of Security and Parking will advise of the planning template to use.

In relation to harm minimisation at events involving alcohol, Event Managers should consider a number of issues, which have been addressed above. Other factors include:

- reviewing the venue for physical safety hazards;
- ensuring the event is not attended by unwelcome or uninvited persons (event staff and/or security officers should monitor entry and exit points);
- ensuring that alcohol is not brought into the event;
- having an adequate number of bathrooms available;
- ensuring signage is erected to direct guests to bathrooms, transport and medical care;
- providing enough seating for guests;
- ensuring the area is regularly cleaned to prevent injury and a large clean-up following the event;
• providing rubbish bins;
• monitoring the crowd for behaviour that poses a threat to the safety or security of guests, including damage to property, theft, sexual violence and physical violence; and
• considering transport for guests following the closure of the event.

While transport is not the sole responsibility of an Event Manager, it is recommended that some consideration be given to how guests will safely get home from the event, particularly if they have been drinking alcohol. Strategies could include: event staff being able to call for a taxi for guests; having an information stand with public transport information and a telephone for guests to call a taxi; or hiring a mini bus (depending on the size and nature of the event). If guests are likely to walk home or catch a taxi to another venue following the event, they should be encouraged to do so in groups.

The University of Western Australia’s Health Promotion Unit runs a number of interactive activities as part of the Tertiary Alcohol Project. These activities aim to provide information to students about safe alcohol consumption levels, the effect that alcohol can have on the body and the social risks of consumption. Activities are regularly conducted in the residential colleges, on campus and in the Tavern. Further information about the program and whether it could be integrated into an event on campus can be obtained from the Health Promotion Unit on (08) 6488 1734 or email health_promotion@uwa.edu.au.

Event Managers should be vigilant about sexual violence, and consider strategies to reduce the likelihood of this transpiring during or following an event. Some tips include:
• considering how technology (text messaging, emails and social networking websites) is used to promote an event, as inappropriate promotion can lead to unwelcome guests;
• monitoring the use of mobile phone cameras and videos during the event as situations involving sexual violence may later appear on social networking sites and web video channels, which can have legal implications for those involved;
• placing signage around the event that address issues such as consent, positive sexual health practices, looking after your mates and watching your drink;
• including messages about personal safety, including in relation to sex, on event tickets and advertising; and
• reminding guests that they should leave the event in groups.

An important issue for Event Managers to consider is drink spiking. This occurs when a foreign substance has been added to a person’s drink without their knowledge. Both alcoholic and non-alcoholic drinks can be spiked. Most people assume that prescription drugs (e.g. Valium, Rohypnol) or illegal drugs (e.g. ecstasy, ketamine, LSD) are used in drink spiking. However, it is important to note that drink spiking commonly involves extra shots of alcohol being added to a drink. Drink spiking can result in a range of negative health and social consequences for the victim; even death.

Event Managers and staff should monitor activity at the event for any signs of drink spiking. If a person becomes affected after consuming a drink that has been spiked, they should be taken to a quiet place, an ambulance should be called and a staff member should remain with the affected person. The Australian Federal Police have developed a website dedicated to drink spiking. This can be accessed at www.thesource.gov.au/drinkspiking/default.htm. Queries and concerns can also be directed to the Western Australia Sexual Assault Resource Centre on (08) 9340 1828.

The University of Western Australia has a strict policy on tobacco smoking. This must be adhered to when planning and delivering events on University premises. A copy of the University’s Smoking Policy has been included in Part E of this toolkit. It can also be accessed online at www.safety.uwa.edu.au/policies/smoking.

Should any incident arise at an event that results in injury, it should be immediately reported to University Security. Furthermore, the Event Manager must complete a confidential incident report form and submit this to The University of Western Australia’s Safety and Health section. A copy of this form is provided in Part D of this toolkit. Additional copies can be accessed online at www.safety.uwa.edu.au/forms/incident.
5.3 | Inclusiveness

The issue of inclusiveness has already been addressed at various stages throughout this toolkit. It is a very important aspect of any event and is covered in the University’s Policy on Alcohol and Other Drugs. Conducting social events that are inclusive of differing cultural and religious backgrounds increases the chance that people from these backgrounds will attend the event and enjoy themselves in an environment that is respectful of and sensitive to their needs.

It will not always be feasible to cater for the whole range of cultural preferences evident at the University. However, it is important for Event Managers to develop an awareness and greater understanding of cultural diversities and, where possible, deliver events that contribute to the ethos of a culturally inclusive environment.

Event Managers are encouraged to consider the following points when planning an event:

- try not to schedule the event on the day of an important religious or cultural festival;
- no particular group or person should be deliberately excluded;
- people from varying cultural and religious backgrounds must feel welcome and respected;
- any advertising for the event should be appropriate and sensitive to different backgrounds, particularly in relation to alcohol; and
- the event should cater for the needs of people from a range of backgrounds (e.g. food and beverage requirements);
- provide a contact number or email address for guests to be able to advise of special dietary requirements; and
- consider the venue carefully (on-campus venues are more neutral).

Events held on University premises require the Indigenous Welcome, which acknowledges that The University of Western Australia is situated on Noongar land and that the Noongar people remain the spiritual and cultural custodians of their land and continue to practice their values, languages, beliefs and customs.

As noted by The University of Melbourne, some tertiary students (from both Australia and overseas) feel disinclined to partake in social activities as they feel they are at university only to obtain a qualification. While individual views must be acknowledged and respected, these students are often unaware of the benefits that attending events and socialising with other guests can have.

Guests from diverse backgrounds should be encouraged to attend events. A large part of this encouragement will come through appropriate event planning and advertising. The venue for the event should be carefully chosen. For example, conducting events at the Tavern may not be appropriate for people from some cultures. The venue should also have disability access. As previously outlined, on-campus event venues are often viewed as neutral and are recommended.

Inclusive advertising is crucial. A list of tips for event marketing is provided below.

- Aim to include people from differing backgrounds in the event planning stages. This will assist in making sure that cultural and religious issues are considered, and will increase the likelihood of varying people and groups attending the event.
- Select a venue that is appropriate for a wide range of groups, including guests requiring disability access.
- Advertise that non-alcoholic beverages will be available.
- Where possible, try and cater for the food requirements of cultural groups.
- Consider developing advertisements in different languages.

Guidance on using inclusive language is available from The University of Western Australia’s website at www.hr.uwa.edu.au/__data/page/56466/Using_Inclusive_Language.pdf. A variety of other documents relating to diversity and equity at the University can be accessed at www.equity.uwa.edu.au. Event Managers can also contact the University’s International Centre on (08) 6488 3939 to discuss information about different cultures.

Designating specific areas for alcohol consumption has already been discussed. This strategy enables guests who choose not to drink alcohol to attend and enjoy themselves without the fear of being accused of drinking. In some cultures, being accused by others of the same culture of engaging in certain activities that are not tolerated is a common fear.

While the provision of water and soft-drinks is essential, Event Managers may like to incorporate other non-alcoholic beverages that are popular in different cultures into the event (e.g. herbal teas and yoghurt drinks).

Incorporating these strategies into an event will make it more welcoming to all potential guests. To assist Event Managers in considering the range of issues relevant to alcohol when planning an event, a comprehensive checklist has been included in Part D of this toolkit. Event Managers are encouraged to review and complete this checklist and retain a copy on file.
6.0 | The University of Western Australia’s event management process

The process for planning and managing events at UWA will vary based on such factors as the size of the event, whether the premise is already licensed and whether alcohol will be sold or served at the event. The following sections are designed to assist Event Managers in the event planning and management process. The event management pathway highlights the various steps in each process and the information contained in this section provides in-depth information to assist Event Managers in getting their event approved.

The University of Western Australia’s Security and Parking Office have an integral role in the event management process for on-campus events and can be contacted on (08) 6488 1205 for assistance.

For advice regarding the process for organising and delivering external events (including camps and retreats), contact the Guild on (08) 6488 2295.

6.1 | Events conducted at the University’s licensed premises

Licensed premises at The University of Western Australia already have permission to sell and serve liquor. These premises are the:

- University Club;
- Guild Tavern;
- Hackett Hall Refectory;
- University theatres (Winthrop Hall, Undercroft, Octagon, Dolphin, New Fortune Theatre, Sunken Garden and Somerville Auditorium);
- Boatshed; and
- University of Western Australia’s Sports Park (Hockey, AJ Williams Pavilion).

These venues have a clear process for obtaining permission to conduct an event and policies in relation to the sale and service of alcohol.
University Club
Events at the University Club can be booked by telephoning the venue on (08) 6488 4820 or emailing conf_events@universityclub.uwa.edu. There is also a website to place a booking request, which is available online at www.universityclubconferences.com.au/index.asp. This website contains a booking form and the policies for conducting an event.

Guild Tavern
Event Managers wishing to conduct an event at the Tavern should contact the Manager on (08) 6488 2318. Security will be provided.

Note: Apart from the Tavern, other Guild premises (e.g. Oak Lawn, Guild Village and Refectory Courtyard) are not licensed. However, the University’s Guild Catering operate University Function Caterers, which are fully licensed and can be booked to cater for events conducted in the Guild precinct. Event Managers planning to conduct an event on other Guild premises, and who want to be able to operate under the existing liquor licence, should contact the Guild Catering Office on (08) 6488 2315. Conditions may apply to student functions. Approval to conduct an event at these venues is required from the Guild Activities Officer who can be contacted on (08) 6488 2291.

Hackett Hall Refectory
Event Managers should contact The University of Western Australia’s Guild Catering Office on (08) 6488 2315 or email functions@guild.uwa.edu.au.

University theatres (Winthrop Hall, Undercroft, Octagon, Dolphin, New Fortune Theatre, Sunken Garden, Somerville Auditorium)
Event Managers should visit the University’s Hire a Venue webpage and follow the clearly defined process. This webpage can be accessed at www.theatres.uwa.edu.au/hire. All questions should be directed to the Administrative Officer on (08) 6488 7407.

Boatshed
Only The University of Western Australia’s Sports Association Members can book functions at the Boatshed. The venue is licensed and offers bar staff and a beverage service. Event Managers should visit www.sport.uwa.edu.au/boatshed to complete a booking form. Queries can be directed to (08) 6488 3077.

The University of Western Australia’s Sports Park
Queries should be directed to the Operations Manager on (08) 9383 9652. The website can be accessed at www.sport.uwa.edu.au/sports_park.

The information contained in section 5.0 of this toolkit in relation to liquor licensing, the responsible service of alcohol and inclusiveness should be considered when planning an event at these venues.

Event Managers who would like support and guidance in planning and managing an event at one of these licensed premises are welcome to enrol in the University’s Event Management Training Program. For enrolment details, refer to Part C.

6.2 | Events conducted at University premises that are not licensed and at which alcohol will be sold or an admission fee charged

Step 1
At least seven weeks before the event (or earlier if possible), the Event Manager should contact the Manager of Security and Parking on (08) 6488 1205 to determine:

- whether the comprehensive Event Management Plan needs to be completed, or whether a shorter version for minor events can be filled out;
- whether evidence of having received formal training in the Responsible Service of Alcohol is required; and
- whether the University’s event management training program needs to be completed.

When contacting the Manager of Security and Parking, the Event Manager should be equipped with basic details about the proposed event, including the event date, time, proposed venue, purpose of the event, how many guests will be attending, whether tickets will be sold and whether alcohol will be sold or served.

If an Event Manager is required to undertake the University’s Event Management Training Program, they should refer to Part C of this toolkit for details.

Step 2
At least seven weeks before the event (or earlier), the Event Manager should complete the booking form required to hire the desired venue. This form can be accessed from www.timetable.uwa.edu.au/Help/UAVenue_Booking_Form.pdf. The earlier this form is completed, the greater the likelihood of the desired venue being available.

The booking form contains a list of terms and conditions that Event Managers should read. Once completed, the booking form must be submitted to the Venues Office. The Venues Office contact details are: telephone: (08) 6488 1779, fax: (08) 6488 1113 or email: venues@admin.uwa.edu.au.

Some unlicensed venues within The University of Western Australia have their own system for availability checking and booking. For example:

- Event Managers planning to conduct an event on unlicensed Student Guild premises (e.g. Oak Lawn, Guild Village or Refectory Courtyard) should first contact the Guild Activities Officer on (08) 6488 2291.
• Availability of The University of Western Australia’s Watersports Complex facilities can be checked by telephoning (08) 6488 3077. A booking form must be completed, which is available from the Watersports Complex website at www.sport.uwa.edu.au/watersports.

• Hiring facilities at The University of Western Australia’s Sports Park (and club rooms) for events at which alcohol will be sold or served will only be permitted for members of the University’s Sports Club. Booking details and forms are available online at www.sport.uwa.edu.au/sports_park.

Step 3
The Event Manager must obtain a copy of The University of Western Australia’s Liquor Permit Form. A copy is provided in Part D of this toolkit. Additional copies are available online at www.security.uwa.edu.au/alcohol.

When this form has been completed, the Event Manager should provide the form to the Head of School/College or the Manager responsible for the venue where the event will be held for authorisation.

Step 4
The Liquor Permit Form must then be submitted to the Manager of the Security and Parking Office at least 6 weeks prior to the event.

Note: Liquor Permit Forms for events that will be held at The University of Western Australia’s Sports Park should be provided to the Executive Director, Sports Centre (not the Manager of Security and Parking) for authorisation. The Executive Director, Sports Centre will advise the Manager of Security and Parking about all events being held at this venue.

Step 5
The Event Manager should make contact with the Manager of the venue where the event will be conducted to determine whether other planning forms must be completed and authorised.

For example, Event Managers who apply to hold an event on University premises may be required to fill out four forms for the City of Subiaco: Health (Public Buildings) Regulations 1992 – Application for certificate of approval; Health (Public Buildings) Regulations 1992 – Certificate of electrical compliance; Application to sell food from a temporary food premises; and Health (Public Buildings) Regulations 1992 – Application to construct, extend or alter a public building.

It is important for Event Managers to check the paperwork required, to ensure that authorisation is obtained by the required time. If paperwork is not submitted in a timely manner, it is unlikely that the event will be given permission to run.

Step 6
An Event Management Plan may be required – you will be advised by parking and security if this is necessary. This plan is designed to assist Event Managers in ensuring that all critical aspects of planning and managing the event are considered. Writing a plan can also help Event Managers to obtain sponsorship and support from important stakeholders and funding bodies.

An Event Management Plan template for planning a major event that will be conducted at a premise of The University of Western Australia has been supplied in Part D of this toolkit. This template is detailed and is targeted toward larger events with a greater number of guests.

The Event Management Plan provides an opportunity for Event Managers to consider the following:

• event details (Event Manager, event description and guest information);
• general considerations (police contact, liquor licences, public liability, health and safety);
• consultation with stakeholders (consultation register, planning meeting, pre-event and post-event briefings and a consultation log);
• event planning (venue, site map2, promotion and ticketing, signage, transport, noise, information centre and communication, food, water, smoking, lighting and power, toilets, entry and exit details);
• health and safety issues (security, first aid, emergency procedures);
• management of alcohol (licence conditions, responsible service, juveniles, beverage information, trading hours and alcohol consumption areas); and
• compiling a file (retaining and filing relevant documents and forms).

When writing the plan, Event Managers should familiarise themselves with relevant University policies, particularly in relation to alcohol and other drugs. These policies are included in Part E of this toolkit.

It is recommended that Event Managers convene a small planning committee (including representatives from varying backgrounds) to assist in the planning process, including completion of the Event Management Plan.

Step 7
When the Manager of Security and Parking has reviewed and approved the Liquor Permit Form (and Event Management Plan if required), the documents will be

2 For assistance with developing a site plan at The University of Western Australia, contact Construction and Development Services on (08) 6488 1866.
returned to the Event Manager. If there are queries or concerns about the documentation, the Manager of Security and Parking will contact the Event Manager.

**Step 8**
At least 14 days prior to the event date, the Event Manager should apply for an Occasional Liquor Licence from the Department of Racing, Gaming and Liquor. This can be done in person or online.

**In person:**
- Take the signed Liquor Permit Form and the Event Management Plan (including the site plan) to the Liquor Licensing Division
  Hyatt Centre, 87 Adelaide Terrace
  Perth, Western Australia

**Online:**
- Go to www.rgl.wa.gov.au
- Follow the steps to apply for an Occasional Liquor Licence and when asked upload a scanned copy of the signed Liquor Permit Form and a copy of the Event Management Plan (including the site plan)

An Occasional Liquor Licence can then be issued.

Where possible, Event Managers should aim to apply for an Occasional Liquor Licence as early as possible. While 14 days prior to the event is the minimum submission period, this does not allow a lot of time to reorganise aspects of the event or submit a revised Liquor Permit Form should the first form not be approved.

**Step 9**
Once the Event Manager has obtained an Occasional Liquor Licence, it must be lodged with the Manager of Security and Parking before the event takes place.

**Step 10**
Event Managers should continue to plan and manage the event in accordance with their Event Management Plan (if applicable). If any changes are made to this plan following its initial review by Security and Parking, the Manager must be informed.

It is recommended that the ‘Events involving alcohol at The University of Western Australia: Management checklist’ is now completed and the procedure for reporting of any incidents noted. A copy of this checklist has been included in Part D.

**6.3 | Events conducted at the University’s premises that are not licensed and at which alcohol will be served but not sold, or at which alcohol will not be sold or served**

Event Managers who plan to conduct an event that will not involve alcohol, or that will include the serving of alcohol (but NOT the sale of alcohol) should follow these steps that are outlined in section 6.2 above:

- **Step 1:** Contact the Manager of Security and Parking about the necessary documentation to complete and to determine training requirements.
- **Step 2:** Complete a booking form for the venue and liaise with the venue about other required forms and processes.
- **Step 3:** Complete the Liquor Permit Form and provide this to the necessary authorising person for approval.
- **Step 4:** Submit the Liquor Permit Form to the Manager of the Security and Parking Office or the Executive Director, Sports Centre (depending on the venue being hired).
- **Step 5:** Contact the venue manager to ensure all required forms have been completed.
- **Step 6:** Prepare an Event Management Plan.
- **Step 7:** Compile Event Management Plan if required. Once approved, it and the Liquor Permit Form will be returned to the Event Manager. These should be placed on file.
- **Step 10:** The ‘Events involving alcohol at The University of Western Australia: Management checklist’ should be completed and the procedure for reporting any incidents noted.

Steps 8 and 9 from section 6.2 are not necessary.
6.4 | University-related events managed by staff or students at an external venue

The first step for staff or students wishing to conduct a University-related event at an external venue is to contact the Guild on (08) 6488 2295. Staff at the Guild will provide important information about the event management process for off-campus events.

Event Managers wishing to conduct an event at an external venue will also need to contact the venue to discuss booking arrangements, liquor licensing, training requirements and rules.

Event Managers should note that if they plan to advertise an off-campus event to be held at a non-licensed venue (at which alcohol will be available), an Event Management Plan MUST be completed and submitted to the Guild and to the Manager of Security and Parking. If alcohol will not be available, it is still highly recommended that the Event Manager complete an Event Management Plan.

All of the information presented in this toolkit regarding University policies, liquor licensing, the responsible service of alcohol and inclusiveness must be reviewed and applied when planning and managing an event at an external venue.

The harm minimisation strategies discussed in section 5.0 above are particularly important for Event Managers to review and implement.

Completing the checklist included in Part D of this toolkit will assist Event Managers in ensuring that important factors have been addressed.

The focus must remain on providing an event environment that is safe for all guests and the general community, and which does not adversely affect the University’s positive reputation.

7.0 | Event management forms and checklist

In Part D of this toolkit, Event Managers will find some of the forms that should be completed in accordance with the aforementioned event planning and management procedures:

- **Form 1**: The University of Western Australia’s booking application form (including terms and conditions)
- **Form 2**: The University of Western Australia’s Liquor Permit Form
- **Form 3**: Event Management Plan (for major events)
- **Form 4**: Events involving alcohol at The University of Western Australia: Management checklist
- **Form 5**: Confidential incident/injury report form.

8.0 | Sanctions for not complying with University policies and the law

This toolkit has been designed to provide Event Managers with essential information about planning and managing an event at a University premise, and at an external venue. It is expected that all Event Managers will have reviewed this toolkit and be aware of the University policies and state-based legislation that must be adhered to, particularly in relation to the sale, service and consumption of alcohol.

Attending the University’s Event Management training program will help Event Managers to consolidate this information and gain experience in completing event management documentation.

For student Event Managers, The University of Western Australia’s Regulations for Student Conduct and Discipline covered under Statute No. 17: Student Discipline:

- outline behaviour that the University regards as misconduct; and
- provide for the imposition of penalties for misconduct.

In this Statute, ‘misconduct’ refers to:

- an act or omission of a student, which is prohibited by a University Statute, regulation, rule, by-law or Senate Resolution, or by an order made under a University Statute, regulation, rule, by-law or Senate Resolution; or
- any conduct on the part of a student, which impairs the reasonable freedom of other members of the University to pursue their studies or researches, or the reasonable freedom of persons to express their opinions, within the University, or to participate in the life of the University, or which impairs University administration.
There are a variety of examples of misconduct, which are outlined in further detail in Statute No. 17: Student Discipline. A full copy of this document can be accessed online from www.uwa.edu.au/__data/assets/pdf_file/0015/22182/Statute_17_Regulations.pdf. It is imperative that student Event Managers review this Statute and its implications.

As already outlined in the preceding sections of this toolkit, the misuse of alcohol at University-related events can have a range of adverse consequences, which may be classed as misconduct. Examples include:

- assaulting or attempting to assault a person within the University;
- wilfully damaging, or wrongfully dealing with University property, or the property within the University of any person (e.g. leaving litter, defacing or affixing a notice to a part of a University location, vandalism);
- creating a disturbance or being disorderly on University premises (e.g. using abusive or insulting language, disorderly behaviour whilst under the influence of alcohol or other substances);
- disobeying or failing to comply with the University’s health and safety policies;
- disobeying or failing to comply with a provision of a University statute, regulation, rule, by-law or a Senate resolution or with an order made under a University statute, regulation, by-law or Senate resolution (e.g. contravening the by-laws by smoking in a smoke-free area); and
- acting in a manner that brings the University into disrepute (e.g. disorderly or offensive conduct while engaged in University activities such as a field trip).

The penalties for misconduct are outlined in the Statute and include, but are not limited to:

- fines;
- cancellation of rights and privileges (e.g. attendance at lectures and examinations);
- a requirement to do further work or repeat work within the unit or course in relation to which misconduct occurred;
- refusal of future enrolment for up to two semesters or cancellation of current enrolment in a course or unit offered by the University; and
- expulsion from the University.

If a case involving student misconduct is being dealt with under the criminal law, The University of Western Australia may take no further action, other than suspension, unless:

- the matter has been reported to the police; and
- the matter has been either prosecuted; or
- a decision not to prosecute has been taken; or
- more than six months has elapsed since the matter was reported to the police.

The University also has a Policy on: Managing Misconduct (Professional Employees), which can be viewed online at www.universitypolicies.uwa.edu.au/search?method=document&id=UP07%2F260. This policy addresses staff misconduct and the penalty process, including for being intoxicated at work.

There are a number of Commonwealth and State Acts relevant to members of The University of Western Australia. While the University has policies and guidelines that reflect this legislation, such Acts take precedence over any internal University policies or practices.

For a list of these Acts, visit the University’s Code of Conduct webpage at www.hr.uwa.edu.au/publications/code_of_ethics#12.

Failing to comply with state-based legislation regarding the sale, service and consumption of alcohol may result in financial penalties being applied. Examples of relevant laws have been discussed in section 5.0 above. Further information about penalties is highlighted in the fact sheets provided in Part F.
9.0 References


