

# Liquor licence FAQ

## How do I get a liquor licence?

To get a liquor licence go to <https://liquor.vcglr.vic.gov.au/templlicence/> and follow the instructions on the page. Make sure you read all the information on the site and linked forms before you apply.

## What type of liquor licence am I supposed to get?

You should be applying for a temporary liquor licence. This allows you to host up to 3 separate events with alcohol. This can be one on each day of camp. If you have a small game earlier in the day and a party at night these can be applied for as one 'event' but you need to specifically outline the times and the break in the application. Also, note that the VCGLR does not appreciate 'drinking games.'

## How much does a liquor licence cost?

They cost \$59.40. This would be included under the camp grant so is covered by the attendance of 3 students(\$20pp). If your club is registered for an ABN and is non-for-profit you may be able to get it for free.

## How long in advance do we need to apply for a liquor licence?

Licenses take 6-8 weeks, sometimes less. All camp documents including the licence need to be submitted to us a week before the camp. If this is not organised in time, then you will not be able to have alcohol on your camp.

## How are we going to cover the cost of supplying alcohol on camps?

You might have to increase your ticket price or consider a separate add-on (see the sample alcohol management plans for more details).

And don't forget to apply for a grant. We fund your camp at \$20 per camper (who fully completes a Participant Information Form) up to \$800.

## Is it a breach of the liquor licence if students sneak alcohol onto camp?

No, it is not a breach of the licence. However, UMSU policy no longer permits BYO at camps. There is an expectation that you will stress to students not to bring alcohol and confiscate any alcohol you see.

### **If a student becomes intoxicated is it a breach of the liquor licence?**

Serving an intoxicated person is a breach of the licence and you can be fined by the relevant officials.

Allowing a drunk person in the licenced area is also a breach. Thus, a drunk student should be removed to their room or first aid to recover.

If a camper gets drunk from their own alcohol outside of the licenced premises (for example their rooms) this is not a breach of the liquor licence. However, you have a duty of care to the students in all parts of the camp, and a duty under UMSU policy to ensure that alcohol is only being consumed under the licence terms. As such you should plan room checks, sweeps of the camp site, and look after sick or intoxicated students.

### **I am worried campers are still going to bring alcohol on camp, what do I do?**

This is where leaders need to step up. Campers, especially O week campers, get their impression of what the camp will be like and how they should act from the leaders. If the leaders are not promoting excessive drinking, especially in the leadup to camp, then the campers are less likely to act inappropriately and bring bringing alcohol themselves. This promotion includes both in person and online. This means actively stressing that all alcohol is provided and that it is prohibited to bring any. Although some attendees may ignore this and bring alcohol, this can be managed on a case by case basis. Potential consequences could include confiscating their alcohol, cutting them off from the alcohol being supplied, or sending them home.

The motivation for this move to licencing is to promote a safe and responsible culture, and cultural change starts with you, the leaders. When talking about camps and advertising it to people, emphasize the specific activities you enjoyed and how you met people, essentially non-drinking things. If people do not think drinking is the purpose of camp, they are less likely to do so excessively.

### **Can the leaders consume alcohol on camps?**

Leaders are still allowed to consume alcohol as currently regulated. Having a roster for RSA, welfare and first aid leaders is the best way to manage any camp, as it allows leaders a break when they are not on duty, during which they may consume, under the same policy as attendees.

Camp leaders are responsible for promoting a positive drinking culture, and this means leading by example. Camps are run for the benefit of club members, and very often new students, and while this does not mean the leaders shouldn't be able to enjoy themselves, it is within a different capacity to that of a regular attendee. A camp leadership role is a big responsibility and the primary goal is to run a safe camp that the attendees will have fun on.

### **How do we know how much alcohol to purchase? I am worried about over-catering or under-catering.**

Over and under catering can be managed based on the method of serving selected, the options for which can be found in the “

## **Sample Procedures for Organising and Supplying Alcohol under the Temporary Liquor Licence**

” document.

If the club is bulk purchasing, you should begin by using standard drink \* hours formulas. Thinking about how long and how much you want to serve is key to the responsible management of alcohol on your camp. Budgeting your supply of alcohol is critical to good management, both financially and in RSA.

If the club is using the individual alcohol order form, the alcohol there would be essentially owned by the individuals. Planning is their responsibility, although camp organisers should monitor and assist campers to make responsible and moderate plans. As they have paid for that alcohol specifically they can take the leftover alcohol home after camp. Note, this alcohol cannot be given back to them at the end of camp if they are showing signs of intoxication, indicating they will consume it irresponsibly or would otherwise be refused service and must be arranged to be collected at a later time.

### **What happens if we serve alcohol outside of the times specified within the licence?**

This is a breach of the liquor licence and opens the club up to potential fines.

### **What types of alcohol can we purchase under the liquor licence?**

Under the licence you can purchase and subsequently bring any type of alcohol you like and source it from any supplier you choose. The larger the variety of alcohol you bring, the harder it will be logistically. It is important to be realistic, especially with large camps. However, we strongly advise against spirits as it is much easier to become intoxicated and people become intoxicated at a faster rate which is harder to identify and manage. If you have people with dietary restrictions such as sulphite allergies consider having something special for them.

### **If I take on the liquor licence for my club, then I am liable for any breaches of the licence. How do I trust my leaders to all act and serve responsibly?**

Firstly, the leaders serving should all have RSA certificates and if you can't trust them to serve responsibly and fulfil their duties, then they shouldn't be leaders.

Secondly, if something does go wrong on the camp club committee members are already potentially liable for acts of negligence and breaches of University policy. The Uni alcohol policy already prohibits intoxication at Uni events, and holds event managers (club's leaders) responsible for breaches. The event manager guarantees that they will ensure that the camp is run safely and responsibly. Liquor licensing does create a legally enforceable liability, but we hope this makes leaders more aware of their responsibilities and empowers them to act. If you don't feel like you can run the camp safely then you shouldn't be running the camp.

The third part is, if you think is too unsafe or risky for you in terms of liability, then you can change the activities that happen on the camp, adjust drinking hours and locations, etc to make the camp run safer

to a point where you are satisfied. Camps should be run and designed with the student safety and welfare at the forefront of your mind always. No exceptions.