

LICENCE TO SERVE

ISSUE 026

News from the Liquor Licensing team



This newsletter is jointly produced by the Timaru District Council Alcohol Licensing Team, the Police Alcohol Harm Reduction Officer and the Community and Public Health Alcohol Licensing Officer.

We encourage all licensees to circulate this newsletter to all staff, especially Duty Managers.

WINTER SPORTS

It's that exciting time of year when the weather starts to cool and everyone is gearing up for a busy winter sports season. As we enter this time, please remember that the responsible management of alcohol in clubs will provide a safe and enjoyable environment for members, their families and the community.

As hosts, I encourage you to follow the six concepts that make up host responsibility. This should be your strategy to make sure your club is a responsible environment where alcohol is only ever consumed in moderation.

1. Prevents Intoxication.
2. Does not serve alcohol to minors.
3. Provides and actively promotes low alcohol and non-alcoholic alternatives.
4. Provides and actively promotes substantial food.
5. Arranges safe transport options.

I also urge you to ensure you are meeting your legal obligations of holding a club licence. It's important to remember that a club licence only allows the sale and supply of alcohol for consumption on the premises to any person who is an 'authorised customer'.

Authorised customer means;

- a member of the club
- is in the premise at the invitation of and is accompanied by a member of the club, or
- is a member of some other club with which the club has an arrangement for reciprocal visiting rights for members.

I hope that you all have a safe and enjoyable season.

Food Availability Requirements to Reduce Alcohol-Related Harm

To help you avoid having intoxicated patrons you are required to have a reasonable amount of food available while your licensed premise is open for business.

Food works to reduce intoxication by slowing the rate at which alcohol is absorbed into the bloodstream. For this to be effective, it needs to be consumed before drinking begins or before the drinker becomes intoxicated.

The Sale and Supply of Alcohol Act 2012 requires:

- Food is always available in all ON-licensed and Club premises where alcohol is available. This means right up until the door closes at the end of the day's trade.
- The range of foods available is always actively promoted. This may be done by having menus on the bar/tables, a chalkboard menu or food on display.
- Food is made available within a reasonable time and is reasonably affordable.

From time to time we will carry out controlled purchase operations to ensure that premises are being compliant with the food requirements associated with holding a licence.

CHANGE OF MANAGEMENT NOTIFICATIONS

We are noticing a number of licensees are failing to notify the DLC of staff changes.

This can be done online using the 'Notice of Duty Manager Appointment or Change' form on the Council website using the following link:

www.timaru.govt.nz/services/environment/liquor-control/liquor-licensing/notice-of-duty-manager-appointment-or-change

Section 231 of the Sale and Supply of Alcohol Act states:

231 Notice of appointment, etc, of manager, temporary manager, or acting manager

- (1) A licensee must give notice, in accordance with subsection (2), of the appointment, or the cancellation or termination of the appointment, of any manager, temporary manager, or acting manager.
- (2) Notice is given in accordance with this subsection if the notice is given within 2 working days after the appointment, or the cancellation or termination of the appointment, to—
 - (a) the licensing committee with which the application for the licence was filed; and
 - (b) the constable in charge of the police station nearest to—
 - (i) the premises, where the licence is in force for any premises; or
 - (ii) the office of the licensing committee with which the application was filed, where the licence is in force for a conveyance.
- (3) It is not necessary to comply with subsection (1) in respect of the appointment of a temporary manager or an acting manager for any period not exceeding 48 consecutive hours.
- (4) The licensing committee may, within 5 working days after receiving a notice of the appointment of any temporary manager or acting manager, notify the licensee that it does not approve the appointment, in which case it must give a copy of the notice to the constable referred to in subsection (2)(b).
- (5) On receiving notice under subsection (4), the licensee must terminate the appointment with effect from a date not later than 5 working days after the date of the notice.

Section 232 of the Sale and Supply of Alcohol Act states:

232 Licensees to keep record of managers, acting managers, and temporary managers

- (1) Every licensee required by this Act to appoint a manager or managers for any premises must, in respect of each manager, acting manager, or temporary manager appointed for the premises, record (in a form that is readable or retrievable) the information prescribed by regulations made under this Act for the purposes of this section.
- (2) The licensee must keep the information recorded for at least 2 years after it is recorded.

Section 232 heading: amended, on 26 March 2015, by section 8 of the Sale and Supply of Alcohol Amendment Act 2015 (2015 No 33).

A recent high profile case currently before ARLA has used this sort of lack of reporting to bring into question the suitability of the licensee on the grounds of poor record keeping so please ensure that when you have staff start working for you (or leave your premise) that you are completing a form for each change.

When you have a staff member start with you who holds a managers certificate issued in another District you need to supply us with additional details being Full Legal Name, Date of Birth, Residential Address, Contact phone number and email so that we can enter them into our register. We will also require a copy of their Manager's Certificate and if they are on an international passport we would require a copy of their passport photo/ID page and copy of their work visa/resident visa etc.

Joint LAP Review Update

The Joint Local Alcohol Policy is still under review. Work had to pause due to the October 2022 local elections, and has now recommenced.

The Joint Committee held a workshop with technical experts in February, and will meet again in the coming weeks. We expect to have a more substantive update, including a prospective timeframe for community consultation, after this meeting. If you have any questions, please email lap@timdc.govt.nz.

Cheers, Brendan

Fire Evacuation Schemes – Fire Evacuations Procedures – Trial Evacuations!

Heading into the winter season – sports clubs are about to be popular venues for sports people and families to congregate – keep your members and families safe – good planning prevents poor procedures!

Buildings that the public can enter, or that are workplaces, must have an evacuation procedure in place to ensure the evacuation procedure, signs must be in place, indicating to people what they should do in an emergency. In some cases, your building may require a Fire and Emergency approved evacuation scheme which requires more detail, in addition to your evacuation procedure

You might need an evacuation scheme if:

- You employ 10 or more people
- Your building can hold more than 100 people
- If you provide accommodation for six or more people (this excludes individual homes)
- If you store hazardous substances
- If you provide specialist care

Clubs applying for Liquor Licences are often unsure what they need to do, I can assist you to find out what compliance your building currently has or requires.

Tash.rankin@fireandemergency.nz or 027 209 6347

Check out Fire and Emergency New Zealand – Online Services – Evacuation Schemes for more information



LCQ Training Dates

In the Timaru / Waimate / Mackenzie district there are two providers that offer NZQA Unit Standards 4646 and 16705 training.

The ARA courses for 2023 are (however may be subject to change) as follows:

- 8 May with exam on 22 May
- 31 July with exam on 14 August
- 16 October with exam on 30 October

To book these courses please call ARA directly on 0800 242 476. The course runs 8.30am to 4.30pm on the first day and the exam starts at 1pm.

As well as the ARA courses there are also the following options online:

GetLCQ

www.getlcq.co.nz (0800 800 415)

Industry Training Solutions

www.its.ac.nz (0800 GO4 ITS)

ServeWise

In previous newsletters we have discussed Servewise and this is excellent for those staff that you have working behind the bar who may not wish to go to the next level of obtaining their LCQ. This is a free training system and you can access this by going to www.alcohol.org.nz and search for 'Servewise'.



CONTROLLED PURCHASE OPERATIONS

Due to the likes of COVID, it has been a while since Police, local council and health have conducted Controlled Purchase Operations (CPO) in our area. Now that things are back to normal, CPOs will begin to happen more frequently.

Since I have been in this role I am yet to supervise one but looking forward to a positive experience with all licensee's. Take this opportunity to remind your staff to be vigilant with young people attempting to purchase alcohol and get "lucky". No one benefits from the purchase of alcohol to young people. If they look under 25, ask for identification.

Also something the local Timaru Police Youth Aid team are hearing more of is young adults purchasing alcohol for under age

youth. If you have your suspicions about this happening under your watch, refuse to sell and call Police. We can use CCTV to locate the purchaser and hold them accountable.

For me, a successful CPO is no sales being completed and everyone managing alcohol safely. Until next time!

Sergeant Cam McBride



ARA WORKPLACE TRAINING PROGRAMME

Boss Parkhill, Ara Hospitality Tutor, has advised they are looking at offering the following programme targeting the employers in our area and nearby (Timaru, Waimate, Oamaru, Mackenzie etc).

If you are open to have the conversation, Boss is able to come and see you and talk more in-depth about how it can work for you. Also, if there enough interest in locations other than Timaru, then they can look at providing the course at specific locations.

They believe that it could benefit employers too if you wish to train your staff to become future duty managers.

Workplace Training Programme

Certificate in Food and Beverage Service (Level 3)

- Fees free
- Starting Date 1st May 2023 – 21st August 2023 (16 weeks in total)
- Session runs on Monday every fortnight
- Front of house core skills focus with elements of Bar Service (host responsibilities etc.) and Barista (it can be adjusted according to the need of learners).

How it works:

- The student/learner who enrolls in this course must be employed by a business and in a role that aligns to the course they are enrolling in i.e. waitress in restaurant.
- The student/learner will learn skills of focus from the tutor at Ara and apply these to their workplace with their supervisor/ manager/ employer as mentor while they are working.
- There are assessments appropriately set for whichever course they are enrolling in.
- At the completion of the course, they will receive the qualification.
- There's no limit on how many students each business can send.

You can contact Boss either by email on bass.parkhill@ara.ac.nz or via cellphone on **027 879 8789**



From the Secretary's Desk

Kia ora koutou

It's March already, and the year is already in full swing, with our trusty staff member Naomi leaving our team to join another within Council.

Naomi, was our special licenses guru, and leaves a gap during a particularly busy time of the year. This means, now more than ever, it is important to get your special licenses applications in with plenty of time to spare.

You no doubt will be aware that there are proposed changes afoot by parliament seeking to amend the Sale and Supply of Alcohol Act 2013, to allow for a stronger community voice, to streamline the license application and renewal process and to remove the appeal option for Local Alcohol Policies that

are implemented after the full consultative process has been undertaken. Timaru District Council has broadly supported the tenor of the proposed changes.

Thank you all for your continued support and understanding when dealing with our Liquor Licensing Team. We truly appreciate it.

Ngā mihi,

Debbie Fortuin, Secretary

Future Topic Suggestions

Do you find the newsletter useful?

We are looking for suggestions from you as licensees as to what sort of articles or items you would like to see in future newsletters. If you have any suggestions please feel free to email me on sharon.hoogenraad@timdc.govt.nz