

LICENCE TO SERVE

ISSUE 027

News from the Liquor Licencing 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.

Update on Gang Activity

Kia ora all.

Firstly, just want to say it was nice to meet some of you from the South Canterbury branch of Hospitality NZ recently. I hope it was informative for you from the Police perspective and just a reminder to get in touch if you have any questions at all.

As you would have seen in the media recently, there has been a lot of activity with gangs in our community. Most of it has been positive news with them being kicked out of town in one way or another. Unfortunately like a garden weed, you pull them out and they are replaced pretty quickly so I thought it was a good time to send through the latest gang apparel document which is attached. It has a few more gangs on this one from the last document, so please familiarise your staff around the names and colours of these criminal organisations.

As far as laws go with gang patches and clothing, there aren't any aside from them not being allowed to wear patches in government buildings. With the demolition of these gang pads, there is potential that they look elsewhere to quench their thirst and recruit new members. Please be vigilant around allowing these guys in your premises as it can have a big impact on your business with customers. It might seem harmless allowing one group in, but there could be severe consequences with a rival gang coming in.

If you receive any information or have any gangs through your premises that you want to have a chat to me about, flick me an email. Please keep you and your staff safe.

Sergeant Cam McBride
Cameron.mcbride@police.govt.nz



**“like a garden weed,
you pull them out
and they are replaced
pretty quickly**

Image copyright of Stuff New Zealand



Fire safety, evacuation procedures and evacuation schemes



Do I need an evacuation procedure or scheme?

Buildings that the public can enter, or that are workplaces, must have an evacuation procedure in place to ensure the safe, prompt and efficient evacuation of everybody in the building, in case of a fire or other emergency. As part of an 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.

Find out whether your building requires an approved evacuation scheme, and information about how to apply for one at <https://onlineservices.fire.org.nz/>

Developing your evacuation procedure

You must consider the layout of your building, its use and the people in it. For example, if people sleep in your building, in order for your procedures to be safe you need to consider how occupants will be alerted to a fire, such as being alerted by smoke alarms sounding. You must also be able to ensure that everyone can safely evacuate the building, including those people who may require assistance. There are independent evacuation consultants available who can help you with this that can be found online via the [Fire Protection Association NZ](#).

What happens if I do not have an evacuation procedure or approved evacuation scheme?

Not having an evacuation procedure in place for your building, or an approved evacuation scheme if required, can result in:

- Your occupants not being able to safely evacuate in the event of a fire.
- Your business' ability to trade being affected.
- Your business' ability to obtain a permit or licence from a licensing regime, such as a liquor licence, being jeopardised.
- A legal penalty or offence.

What else do I need to do?

All building owners also have a responsibility to ensure your building is safe in the event of a fire. This includes:

- Ensuring stairwells, passageways and exits from your building are free from obstacles and unlocked in case they are required in an emergency
- Maintaining appliances and managing open flames
- Taking care when packing or unpacking goods with flammable material
- Carefully storing certain materials and waste
- Ensuring that fire-fighting equipment is properly maintained.

Make sure to review your evacuation procedures, employee training and signage regularly to help ensure they are still effective.

For further information and support, visit www.fireandemergency.nz/business-and-landlords/

CONTROLLED PURCHASED OPERATIONS

For some time now we have held off carrying out Controlled Purchase Operations (CPOs) due, in part, to COVID and the pressures hospitality have been put under. The time has come to recommence these and we conducted our first CPO in March this year in the Timaru District.

Unfortunately three premises sold to our minors which has resulted in those premises being handed down suspension periods from the Alcohol Regulatory and Licensing Authority (ARLA). Two (2) were Restaurants and one (1) was a Hotel.

To give you an indication as to the sanctions ARLA imposes below is a table showing the sanctions. These sanctions are confined to failed Controlled Purchase Operations and are first offences only.

Suspension time

On-licences (taverns) or premises which rely solely on the sale of alcohol for income **48 hours**

On-licensed premises other than taverns **72 hours**
(i.e. hotels, restaurants, conveyances, or any other on licensed businesses that do not rely solely on the sale of alcohol for their income)

Off-licences for stand alone liquor retail premises or bottle stores **48 hours**

Off-licences (supermarkets) **5 days**

Off licences (grocery stores) **7 days**

The Duty Manager at the time of failure would also receive a 28 day suspension of their Managers Certificate and cannot be replaced by a Temporary or Acting Manager during that period.

This is a reminder to everyone about the importance of checking ID if unsure of age. It is up to the customer to prove they are old enough to buy alcohol or be on your premises. If they cannot supply proof, you should not allow them on the premises.

By law there are only four types of ID you can accept:

- Current New Zealand or overseas passport
- Approved 18+ Evidence of Age card
- Current New Zealand Drivers Licence
- Kiwi Access card

Many bars now have a house policy of asking for ID if anyone looks under 25 and in this case you should ask for ID every time. Don't be flexible or you could be targeted by minors, as well as the authorities.

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:

- 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'.



EXPRESSIONS OF INTEREST – LCQ NIGHT CLASSES

Following a recent 'Meet and Greet' with Hospitality NZ licensees it was suggested that the opportunity to do the LCQ course after hours (i.e. evenings) could be useful for clubs and staff who cannot take time off work.

ARA were approached and if there was enough interest in terms of numbers they could look at running evening classes (possibly between 5.30pm to 8.30pm approx.) split over three evenings (the third evening being the assessment).

If this is something that may be of interest to you please contact Boss Parkhill via email on Boss.Parkhill@ara.ac.nz at which time they will assess the level of interest as to whether this is an option.

Host responsibility to reduce alcohol-related harm

My main role is to reduce and minimise harm in the community through assessing the health aspect of all alcohol licensing, and education. As servers of alcohol, you are required under the Sale and Supply of Alcohol Act 2012 (the Act) to minimise the harm caused by the excessive or inappropriate consumption of alcohol.

By managing the alcohol in your bars in a responsible manner you will be providing an environment that is safe and enjoyable for all patrons and staff.

Having an up to date Host Responsibility Policy that is personalised to your premises is the most effective way to create a safe drinking environment. A Host responsibility Policy should incorporate the following seven strategies:

1. Preventing intoxication
2. Denying service to minors.
3. Responsible promotion of alcohol.
4. Offering low and non-alcoholic options.
5. Providing Food.
6. Assisting with safe transport options.
7. Staff training.

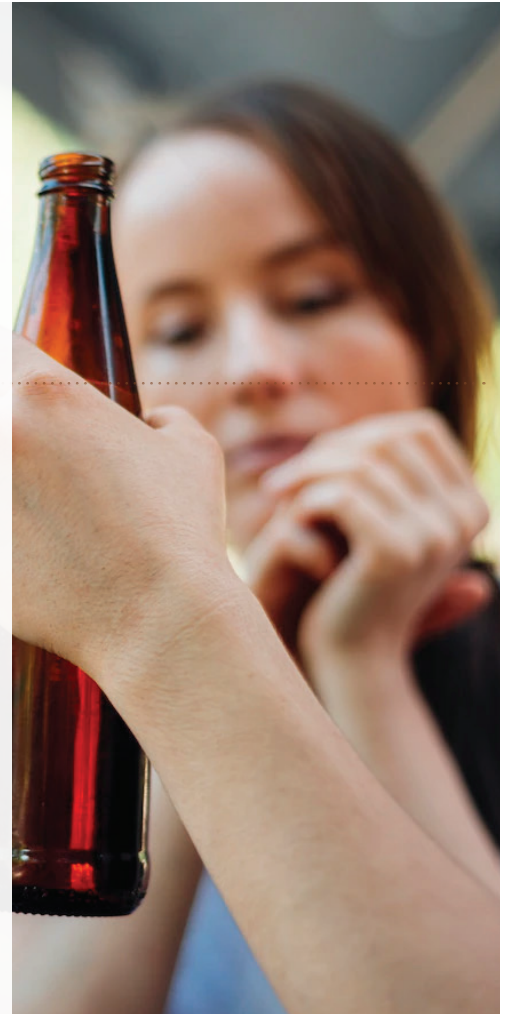
For a free, and easy way to ensure your staff are trained and up to date on how to be compliant with the Act, I would strongly encourage them to complete the Servewise training. This can be found by going to www.alcohol.org.nz and searching 'Servewise'.

A lot of time is spent looking after our patrons, but we can forget about our own personal safety and safety of our staff. I urge you to keep up the high level of responsibility, but also take care of yourselves and your workmates.

Take care and enjoy,

Olivia Ensor

Te Whatu Ora
Health New Zealand



From the Secretary's Desk

Kia ora koutou

The year seems to be flying by at break neck speed. We have been stretched in resources with the departure of Naomi. Sharon Hoogenraad, our only Liquor Licensing team member, has been doing a great job at keeping the fires at bay.

With that said we are in the process of recruiting for additional staff, and hope to have them onboard in the coming weeks.

We will then begin training the new staff and in a few months we should be up and running full steam ahead, in time for the increase in activity as spring begins to surface. We appreciate your understanding while we transition the new team members through this learning period.

The Local Alcohol Policy review is making slow progress with the new joint committee familiarising themselves with the mammoth task that lies ahead. We hope to have the next joint committee meeting during the month of June where we anticipate the committee will provide some direction on any amendments to the Local Alcohol Policy. Once direction has been received, a draft policy can be developed and submitted to the three respective councils being Timaru District Council, Mackenzie District Council and Waimate District Council. Once approved, the proposed policy will then be put out for public consultation. Keep an eye out for this in the coming months.

Last but not least, I would like to highlight to applicants and stakeholders/members in the liquor industry that the District Licensing Commissioner and District Licensing Committee Members are strictly independent and they must remain impartial and are not to be approached by any stakeholder/applicant/member to discuss matters pertaining to their case/situation. The proper channel of communication for any concerns, matters you wish to raise or any information pertaining to your situation/application is to be submitted to myself, in my role as the Secretary to the District Licensing Committee. I can be contacted by via email through the following email address: dlc@timdc.govt.nz

Thank you for your understanding and co-operation in these matters.

Ngā mihi,

Debbie Fortuin

Secretary