

LICENCE TO SERVE

ISSUE 021

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.

IN THIS ISSUE ■ RENEWALS ■ LCQ CHANGES ■ CONTROLLED PURCHASE OPERATIONS
■ FROM THE SECRETARY'S DESK

EVACUATION PROCEDURE vs EVACUATION SCHEMES

The new way Fire and Emergency is approaching public safety is from an angle of education, guidance and support, working closer with our communities. The link below takes you to all the information you require.

<https://www.fireandemergency.nz/business-and-landlords/>

Once your evacuation scheme has been submitted we will visit you to check compliance. Each premise is unique and these are generalised guidelines only, not one size fits all.

An evacuation procedure is the way in which you will exit the building safely, where you will exit the building (and that egress points are clear), an assembly point and a process to account for occupants, an evacuation scheme adds some checks and balances on to this and has further details, which require more signage, fire wardens and logged trial evacuations. There is a legal requirement for all commercial buildings to have effective and operative procedures and a large amount of these buildings must have an approved evacuation scheme.

What's the role of the fire warden?

A simple explanation is they are responsible to ensure the building is clear, then report to the Officer in charge of the first arriving fire appliance.

They must be identifiable by the way of a vest, helmet or armband. If you have more than one fire warden, you need to have a plan on how they communicate and who is the "chief" warden. Generally the duty manger is the fire warden (and chief if one is required), as they are required to be onsite whenever the premise is open, this can be delegated if people are away.

This time of year gets busy and with the uncertainty Covid brings its easy to forget the little things like changing the batteries in your smoke alarms, we are happy to support your staff in a free home fire safety check, it's a great opportunity for them (and their families) to work out an escape plan, check locations of smoke alarms, a safe meeting place, assess overloaded power sockets or boards and ask any questions they might have.

Text or call us on details on the right →

If you want assistance, please call one of the team, **if it is an emergency situation please dial 111**

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COVID TRAFFIC LIGHT SYSTEM

A Police Perspective

This has been a very interesting, confusing and difficult year for most with what seems like constantly changing COVID levels, requirements and rules. I have found it very difficult to keep up with and it is my job!

As we have now moved into the new management system known as the traffic lights, (or COVID-19 Protection Framework) it again brings new requirements and safety protocols.

As we are currently under the 'orange' light the current requirements as stated on the website are;

- Hospitality venues, such as cafes, bars, restaurants and nightclubs can open at Orange with NO restrictions IF everyone has a my vaccine pass.
- If a hospitality venue chooses to follow My Vaccine Pass requirements, only people with a My Vaccine Pass are allowed to be there. Children under the age of 12 years and 3 months do not need to provide a My Vaccine Pass to enter places with a vaccination requirement. I do not know if this will change as the age limits change for vaccinations so it's a good idea to keep an eye on the website whenever things change.
- You will be asked to show your My Vaccine Pass when you are at the venue. This includes delivery drivers who enter to pick up orders – this is taken straight from the site so patrons should expect to be checked.
- There are no limits on the number of people who can be at the venue. You do not have to be seated to be served.
- People without a My Vaccine Pass will be able to pick up takeaways if the venue has a contactless way to do this.
- If a hospitality venue chooses not to follow My Vaccine Pass requirements, it can open for contactless pick-up or delivery only.
- Workers (paid and non-paid) at food and drink businesses and services, including within events must wear a face covering at orange level. As far as I can see patrons are not required to.

There seems to be quite a lot of 'angst' out there about the vaccine and requirements under the system. If you have any trouble with potential customers that are not happy with the government restrictions and decide to let you or your staff know about it don't hesitate to call police for assistance if needed.

Better to safeguard yourselves and stick to the rules and hopefully we can all have a happy and healthy festive season!

Sgt Sam Winchester
NZ Police



Unite
against
COVID-19



A one stop shop for COVID info is covid19.govt.nz, it has all the information on the traffic light system and requirements.

Water availability to reduce alcohol related harm

With the weather getting warmer and days getting longer, there comes the risk of rapid dehydration so now is a great time to assess the provision of water in your premises.

Availability of free water is one of the best ways to prevent patrons becoming intoxicated.

There are many different ways to safely provide water as well as checking that the location isn't obstructed during busy times.

Remember to remind your staff to keep providing water to anyone consuming alcohol and if you do have a water station, that it is refreshed regularly and ensure there are plenty of clean drinking glasses available.



Staffing over the summer period

With summer coming please be mindful that you have enough staff to cover the busy period. You may also find you employ temporary staff during this time as waiting staff. Some of the key points that may be useful to ensure you staff are aware of are:

- Your licence conditions
- What areas of the premise are covered by the licence
- How are your outside areas managed
- Your Host Responsibility Policy
- The signs of Intoxication (SCAB) and how to response.

Manager application checks

I have recently had a couple of applications for Managers Certificates that have had to be withdrawn for staff who held Work Visas that, upon checking with NZ Immigration, did not meet the criteria to apply for a Managers Certificate. One example is a staff member who had a condition on their Work Visa stating they can only work as a CHEF.

Any applications for Managers Certificates that hold Work Visas are checked with NZ Immigration as part of the processing of the application to ensure they are legally entitled to hold a Managers Certificate.

LCQ Training Dates 2021

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

The ARA courses for 2022 are (however may be subject to change) as follows. To book these courses please call ARA directly on 0800 242 476

- 14 February with exam on 28 February
- 9 May with exam on 23 May
- 20 June with exam on 27 June
- 1 August with exam on 15 August
- 17 October with exam on 31 October

(The course runs 8.30am to 4.30pm on the first day and the exam starts at 1.00pm)

As well as the ARA courses there are also the online version which is done through another organisation called GetLCQ (located in Dunedin) and their website is www.getlcq.co.nz if your staff would prefer to do it online.

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'.



Newsletter Library

If anyone is looking for any previous newsletters you can find these on our website now.

The link is: www.timaru.govt.nz/tri-agency



From the DLC Secretary's Desk

Kia ora koutou

Wow it's that time of year again, and what a busy year it has been, with us continuing to be plagued by covid disruptions.

I would like to thank you all for your understanding and co-operation as we have endeavoured to assist and provide you with the service you deserve in the area of Liquor Licensing.

To say it has been a challenging year is an understatement, but staff once again have remained dedicated and committed to ensure statutory deadlines are met, in as much as it has been within our control.

The important piece of news we have is that our joint Local Alcohol Policy is up for review. We are busy working on the review process at the moment and hope to have a consultation document for feedback from all stakeholders, licencees and the wider community in the new year, so please keep an eye out for it.

Apart from that, it goes without saying that there will be some events around the region and staff will be out monitoring as is the norm for this time of the year.

We encourage you all to look after your patrons and have an enjoyable lead up to Christmas.

I'd like to take the opportunity to wish you all a safe and happy festive season and a covid free New Year.

Ngā mihi,
Debbie Fortuin, Secretary

Who are you leaving behind?



Only drive when sober



Incomplete applications

There have been a number of premise renewals being lodged without any (or few) attachments.

Any application (be it new or renewal) must include all the attachments listed in the 'checklist' stated on the application form. Each application is treated on its own merit and it is not up to the Liquor Team to have to go through your file trying to find copies you lodged in previous applications.

All the attachments should be documents that you have ready access to on a day to day basis (i.e. Host Responsibility Policy, Floor Plan (showing designation, CCTV locations etc) and Menus.

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

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