

# LICENCE TO SERVE

## ISSUE 012

### News from the Liquor Licencing team



## LICENSEE BREAKFAST

We are excited to announce that breakfast will be held at Bullock Bar in Timaru for our licensees and hopefully we have put together a few interesting subjects for you all.

Included with the newsletter is a flyer providing the details of the event. Unfortunately we cannot roll this out to all the districts we cover but please feel free to come and join us for this event here

in Timaru if you can. When you RSVP can you please ensure you advise us of how many people are attending (remember numbers are limited) and also let us know if there are any dietary requirements.

14  
OCTOBER  
2019

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.

### ONLINE ADVERTISING

After a bit of work behind the scenes we are now doing all our advertising 'online' on our website (as from 1 July 2019). We are charging \$50.00 and you will notice that this charge is now appearing on your application fee invoices.

## Good Choices Awards

Heading towards the warmer weather when most people prefer a cool refreshing drink, we decided to run a "Good Choices" competition for our Alcohol Accord members.

We realise that socialising is a big part of life and a lot of people don't consume alcohol, but still like a nice drink when they go out. Not everyone wants a sugary drink either, so this will appeal to them.

This competition runs for the month of September and requires each participating premise to design and promote a Mocktail of their choice. This can be a twist on an existing drink, or a totally new exciting recipe.

It can be promoted to sober drivers, people that are conscious about their health and people that just want a refreshing tasty non-alcoholic drink. It can be sold or given away... it's the entrants choice!

Imagination is the key here and it's a great way to get staff involved !

The entries will be judged by independent judges and will be looking at the nutritional value of the drink, taste and the number that are sold (or given away).

The winner will receive a handcrafted jug that has been kindly donated by Temuka Pottery (and of course bragging rights).

The staff member that designs the drink that wins first prize will also receive a small gift.

### Good luck to our entrants!

Just a reminder that if you would like to be involved in the South Canterbury Alcohol Accords, please contact me at [wayne.cummings@cdhb.health.nz](mailto:wayne.cummings@cdhb.health.nz).



## Annual Fee Reminder

Just a friendly reminder not to leave your annual fee payments until it is too late. Unfortunately we have come close to having to suspend a couple of licences recently until payment was received.

Invoices are sent out a few months before the anniversary of the licence to ensure that there is plenty of time to plan for the payment.

Below is a guide as to when invoices/renewals are sent out:

**October-November** invoices and renewals sent out August-September

**December-January** invoices and renewals sent out October-November

**February-March** invoices and renewals sent out December-January

**April-May** invoices and renewals sent out February-March

**June-July** invoices and renewals sent out April-May

**August-September** invoices and renewals sent out June-July

# Rugby World Cup 2019 Extended Hours

You will have all seen the media hype recently surrounding the new Rugby World Cup 2019 Extended Trading Hours.

Below is a link to the TDC website which contains a 'Fact Sheet' and a 'Notification of Intention Form' both produced by the Ministry of Justice.

[www.timaru.govt.nz/rwc-2019](http://www.timaru.govt.nz/rwc-2019)

A couple of major things to note are that all Clubs that want to open for the games and intend on having members of the public attend MUST have obtained a Special Licence (remember these need to be lodged at least 20 working days prior to the event). This does not circumvent Section 60 of the Act with regards to Clubs. You also need to note that any licensee breaching the conditions of the Amendment Act can have their extended hours privileges immediately revoked.

Outside areas cannot be utilised during these extended hours (this includes smoking areas) so please ensure your patrons are aware of this.

You can forward these forms to the Police at [ahro.timaru@police.govt.nz](mailto:ahro.timaru@police.govt.nz) and you can email it to the Council on [liquoradmin@timdc.govt.nz](mailto:liquoradmin@timdc.govt.nz) and we can then ensure it gets to the right areas.



The dates with regards to the All Blacks are (assuming they get through to the finals):

## Rugby World Cup match schedule (All NZT)

**Sat Sept 21, 21:45** NZ v South Africa, International Stadium, Yokohama (pool B)

**Wed Oct 2, 23:15** NZ v Canada, Oita Stadium (pool B)

**Sun Oct 6, 17:45** NZ v Namibia, Tokyo Stadium (pool B)

**Sat Oct 12, 17:45** NZ v Italy, City of Toyota Stadium (pool B)

## QUARTERFINALS

**Sat Oct 19, 23:15:** Winner Pool B v Runner-up Pool A, Tokyo Stadium (QF2)

**Sun Oct 20, 23:15:** Winner Pool A v Runner-up Pool B, Tokyo Stadium (QF4)

## SEMIFINALS

**Sat Oct 26, 21:00:** Winner QF1 v Winner QF2, International Stadium Yokohama (SF1)

Sun Oct 27, 22:00: Winner QF3 v Winner QF4, International Stadium Yokohama (SF2)

## BRONZE PLAYOFF

**Fri Nov 1, 22:00:** Loser SF1 v Loser SF2, Tokyo Stadium

## FINAL

**Sat Nov 2, 22:00:** Winner SF1 v Winner SF2, International Stadium Yokohama

## All Accord!

We are very fortunate in our three Districts (Timaru, Waimate and Mackenzie), to have a very active and conscientious inter-agency partnership and an Alcohol Accord in each district. Our Agency members regularly attend Alcohol Accord meetings, and are passionate about working with key stakeholders and partners.

An Alcohol Accord is a partnership between key stakeholders/partners in the Alcohol Accord coverage area to promote community safety through safer alcohol consumption. They are an initiative to make the streets and venues of New Zealand towns and cities safe and enjoyable places for people to be.

The Alcohol Accord's key objectives are to promote safe alcohol use and minimise alcohol related harm. They can result in:

- reductions in crime, disorder and anti-social behaviour
- reductions in alcohol related harm in the community
- an increase in public confidence regarding safety

An Alcohol Accord is a proactive, non-regulatory way of bringing about safer streets, neighbourhoods and communities and is beneficial for everyone.

There are many benefits to being a member of the Alcohol Accord i.e. networking with other accord members, access resources/ checklists, use online networking opportunities and being kept up to date with trespassed patrons or trouble in your area.

In the past we have limited the Alcohol Accord to late night premises and those at more risk of alcohol related harm, but consultation between the agencies resulted in the decision to open the Alcohol Accords to all licensed premises.



We have meetings as required and although we keep minutes etc it is usually over a cup of coffee at one of our Alcohol Accord members' venues.

The information Booklet "Guidelines for the development of Alcohol Accords" can be downloaded by going to [Alcohol.org.nz](http://Alcohol.org.nz). Alternatively you can contact me and I will get one to you.

Wayne Cummings

Liquor Licensing  
Health Promoter



## LCQ Training Dates

At this stage we have not had next years dates set by ARA but as soon as we receive these I will put them in our next available newsletter for you all. We have one more date left for the 2019 however I have it on good authority that if there is enough interest there is the possibility an additional course may be able to be set up but please contact ARA directly about this.

**Timaru** 21 October and exam on 4 November

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

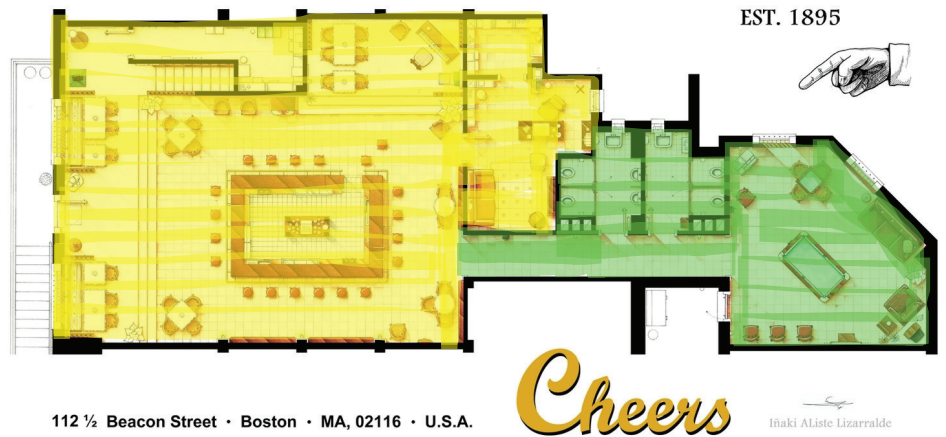
One of the more frequently asked questions we get is

# “How do you structure a warden team for a building?”

As we all know, the importance of being able to evacuate your building in a safe and efficient manner while identifying the fact the building is actually clear of people is one of the most important procedures a building owner and occupant must have in place. Let’s not make this difficult though. If we concentrate on the building as a whole and section it off into smaller more manageable parts that a warden (or a group of wardens) has the responsibility of assessing and clearing, the job is easily manageable.

Let’s take a single level building used to provide hospitality that has three staff members working and let’s call those staff members Sam, Woody and Carla. If we were to put the most common warden structure in place for this type and size of building, we would have a CHIEF Warden and FLOOR Wardens. As Sam is the manager in this example, he can be the Chief warden while Woody and Carla are the Floor wardens. Woody is required to advise the occupants in the yellow area to evacuate as is Carla in the green area. They both then report to Sam with confirmation this has been completed along with any observations they may have. Sam can then inform the officer in charge of the fire appliance.

Simple?



112 ½ Beacon Street • Boston • MA, 02116 • U.S.A.

**Please don't hesitate to contact me for further advice**

Craig Chambers, Fire Risk Management Officer

[craig.chambers@fireandemergency.nz](mailto:craig.chambers@fireandemergency.nz) or 027 405 6996

## POLICE UPDATE

There seems to be a lot of discussion about illicit drugs lately. The media is often covering topics such as decriminalising or legalising certain drugs, greater services required for people addicted to drugs, and the harm that drugs are causing.

Recently I have heard a presentation on drugs in bars. An interesting point that has been made that may be overlooked by many is that intoxication also covers the effects of drugs, not just alcohol.

Signs and symptoms that one may associate with intoxication could come from many causes such as of course alcohol and drugs, but also pre-existing medical conditions as well as some medical emergencies. For these reasons it is important to pay attention to customers and patrons and using the SCAB intoxication assessment tool is promoted. Do they exhibit all or only some signs under the SCAB assessment tool? What could be causing their behaviour?

Another topic about drugs in bars that comes up frequently is drink spiking.

Interestingly the most common drug used to spike drinks is actually alcohol. It is far more common to spike drinks with alcohol than slipping drugs into someone’s drink which is what has traditionally been the belief with drink spiking. Do you pay attention to what drinks people are buying? If someone is just buying multiple shots, particularly of a strong alcohol that doesn’t exhibit its own strong unique flavour or taste, what is it for?

It pays to be vigilant both to possible offenders of this practice, but also possible victims. There is an obligation to look after your customers and ensure that they have a safe and enjoyable night and make it back home without becoming a victim.

On the topic of looking after patrons, it is also important to look after staff. Are there

discussions around how staff get home safely? Who does the locking up? Who is the last to leave and are they left in the premises by themselves for any length of time? There are obligations under the Health and Safety Act of course, but also moral obligations and good practice to ensure that both your patrons and staff members all make it safely home at the end of each night. I urge you all to look after each other.

For more information about current trends in drugs, what drugs are a problem in Timaru, and signs and symptoms of the common drugs which may assist you in the spotting of people that could have been using them in your premise, come along to the Licensee’s breakfast where there will be a short presentation on these matters by someone from the Tactical Crime Unit of the Timaru Police.

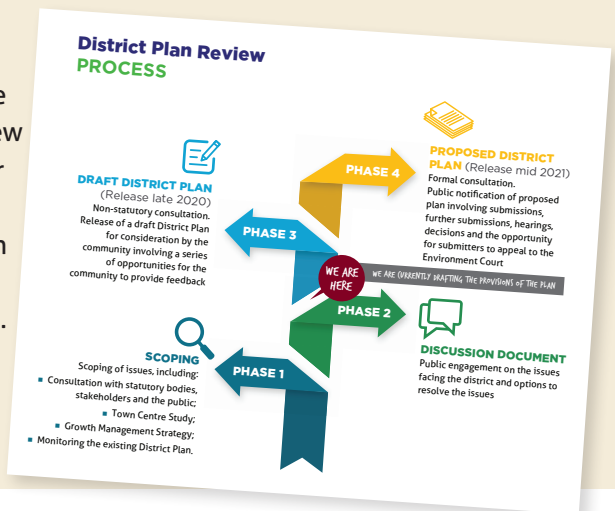
Sam Winchester

# District Plan Review

The District Plan is currently being reviewed.

There are a variety of ways the District Plan can affect you. If you own land, the District Plan controls what type of activities you can do on that land, what you can build, how high and certain aspects of the design. Amongst other things, it also controls whether you can subdivide that land and how much noise you can make. District Plans also control what is happening next door and in your neighbourhood. The District Plan Review provides you an opportunity to have your say and potentially influence how the new District Plan addresses those matters in the future.

An easy way to keep up to date with the process and be alerted to issues under review that may affect you and your business in the future is to subscribe to the District Plan Review Update Service via this link <https://www.timaru.govt.nz/services/planning/district-plan/district-plan->



## CPO/Monitoring

- 1st June – Monitoring (Special Licence – Mackenzie Young Farmers Winter Ball / Old Boys RFC Prizegiving)
- 27rd July – Monitoring (Special Licence – Hammersley Club Rugby Final)
- 23rd August – Monitoring (Special Licence – Business Awards) licensed premises
- 26th August – CPO (Off Licences – Timaru/Waimate) – no sales

As a result of monitoring a number of premises are being spoken to regarding breaches of their licence conditions. Just a reminder that we as a tri-agency are out there monitoring on a regular basis so feel free to say hello if you see us out and about.

## Newsletter Library

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

The link is:

<https://www.timaru.govt.nz/services/environment/liquor-control/liquor-licensing/tri-agency-newsletter>

## Generic Email Address

We now have a generic email for any electronic forms that you may wish to lodge. The email address is [liquoradmin@timdc.govt.nz](mailto:liquoradmin@timdc.govt.nz) and this is accessible by the Alcohol Unit Team. This should only be used for lodging forms (be it new/renewal applications or even your Notice of Management Change Forms). We will be updating our forms in the near future to include this email address so watch this space.

## From the Secretary's Desk

### Kia ora koutou

After a bit of an unexpected delay, I have finally been able to take up the role of the Secretary for the District Licensing Committee and wish to thank Tracy Tierney for the outstanding job she has done while covering for me.

During my short time here, I can say that I feel very privileged to work with a very professional and dedicated bunch of people, namely Liquor Licensing staff, the Commissioner, the DLC, and tri-agency partners. They work tirelessly to ensure the provisions of the Sale and Supply of Alcohol Act is applied fairly and responsibly to ensure our responsibility as guardians of our community in an attempt to keep everyone safe is realised.

With that in mind, I'd like to shine the spotlight on the end of year festivities. As you will be aware, the festive season is fast approaching and we usually get a flood of special licence applications for this time of year, so we would encourage everyone to get their applications in early. The main advantage being that if there are any queries relating

to your proposed function, we will have plenty of time to iron those out with you to ensure your function goes ahead. I'd also like to signal that the DLC has a compulsory shut down period between 20 December 2019 and 15 January 2020. This follows that if you do have a special licence or a renewal that you require during this period that you need to have your applications in within the statutory timeframes prior to 20 December 2019.

Local Government Elections will be taking place during the month of October 2019. This means there will be a stand down period in which the DLC will not be operating for any potential hearings as there may be a change in DLC members. This means should a hearing be required it may be delayed until the DLC members have been confirmed for the next term. Any changes to the DLC will be covered in the next newsletter.

Ngā mihi, Debbie Fortuin

## 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](mailto:sharon.hoogenraad@timdc.govt.nz)