

# LICENCE TO SERVE

ISSUE 022

## 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.

## CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

For any new licensees you will recognise this acronym 'CPTED' when you had to complete your forms. For those that have been in the game a while you may or may not be aware of this.

I thought I would include an excerpt from a booklet we have available at the office titled "Safer Bars and Restaurants – A Guide to Crime Prevention through Environmental Design".

There is no single way to apply CPTED as each location and circumstance is different. But there are four key principles that need to be considered in all cases. Think about your own situation and then consider the questions below:

### 1. Surveillance – people are present and can see what is going on

#### Ask yourself:

- Can staff clearly see throughout the interior of the premises?
- Can staff clearly see the entrance and surrounding area?
- Do you have good visibility of any outside drinking area?
- What can you do to improve visibility and surveillance?

### 2. Access management – attract people to some places and restrict them from others

#### Ask yourself:

- Does the physical environment around your premise encourage people to be where you want them or the reverse? For example, does queuing outside your premise block the footpath?

- Where do you and don't you want people to be once they are inside your premise? Does your interior layout support this? For example, are there places where people could loiter outside toilets relatively unseen?

### 3. Territorial reinforcement – clear boundaries encourage community ownership of the space

#### Ask yourself:

- Is it clear where your premises end and public space begins? For example, is your doorway providing opportunities for people to loiter either during or outside opening hours?
- What can you do to make the boundary between your premises and public space clearer?

### 4. Quality environments – good quality, well-maintained places attract people and support surveillance

#### Ask yourself:

- Is your premise, and the surrounding environment clean and attractive?
- Do people feel safe and comfortable in the surrounding area?
- What can you do to make your surrounding environment more attractive?

## ALSO IN THIS ISSUE

**Put a Face to a Name**

**Smokefree environments**

**Help us improve**



## 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 2022 are (however may be subject to change) as follows. 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

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 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.

## 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](http://www.alcohol.org.nz) and search for 'Servewise'.



## New Training Provider – Industry Training Solutions

We have been approached by a new provider of the LCQ qualification providing another option for your staff you are thinking of putting through for their Duty Managers. Just a reminder that by placing them in this newsletter we are not recommending any of the providers and it is up to your staff how/where they wish to do their training but we are here to provide you with the options available. Below is a bio the Senior Trainer provided to me for inclusion in this newsletter.

### Managing Licensed Premises (LCQ)

**Live online \$189, or face-to-face \$POA (minimum numbers apply for this option)**

This course covers all the training required for the LCQ. The LCQ is an essential qualification for those required to apply for their Duty Manager's Certificate achieving NZQA Units 4646 and 16705. Our industry-expert tutors bring the subject alive with real life stories and experiences, making learning fun and enjoyable.

**NZQA unit 4646 v10 | 2 credits**

**Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises**

**NZQA unit 16705 v6 | 3 credits**

**Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises**

\*1 day Prerequisite. This includes completing our Pre-Assessment Project (PAP) prior to attending (if you enrol too late you can send back later)

This includes the ITS certificate that will be used for their application for a General Managers Certificate.

You will get Quality training, interactive and fun (yes even live online) from Industry experienced tutors who care about the added value the 'Managing Licensed Premise's course can bring to business and community.

You can contact Darryn Taylor (Senior Trainer/Administrator) through the following options:

Email	Darryn@its.ac.nz	Web	<a href="http://www.its.ac.nz">www.its.ac.nz</a>
Phone	0800 G04 ITS	Facebook	Industry Training Solutions





# PUT A FACE TO A NAME



## Tash Rankin Advisor Risk Reduction

Hi, I am Tash from Geraldine.

I've been a volunteer fire fighter since 2017 – in 2021 I turned that volunteering into a full-time vocation. I have been self-employed prior to that for 20 odd years, so I have a good understanding of what it involves to run a successful business, and I am passionate about putting all my knowledge together to help support Timaru district get compliant and create the safest possible environment for customers and staff alike. In my downtime I enjoy the outdoors, good food and a nice glass of wine.

Please call me on 021 2096347 or email [tash.rankin@fireandemergency.nz](mailto:tash.rankin@fireandemergency.nz)



## Ray Gardner Advisor Risk Reduction

Hello, I am Ray, a long time resident in the Fairlie district born, bred, and still live in Kimbell

I am married to Helen, with three adult stepdaughters 5 grandchildren and 1 great grandson. I was the School Bus driver for both of my elder stepdaughters on their first days at school. I have been a volunteer fire fighter for a large number of years and recently stood down from my position as deputy chief to allow the next generation of leaders to come forward – I have great local knowledge and a vested interest in supporting our local businesses to grow, expand and be the best they can.

Please call me on 027 4318943 or email on [ray.gardner@fireandemergency.nz](mailto:ray.gardner@fireandemergency.nz)



## Smokefree Environments Act 1990

Recently I was able to complete the Smokefree Enforcement training course with the Ministry of Health.

This means I will receive a designation from the Ministry of Health. Smokefree Enforcement Officers work to ensure there is compliance with the Smokefree Environments and Regulated Products Act 1990 (the Act).

The Act requires that all internal areas of licensed premises are vape and smokefree at all times. The purpose of this is to prevent the harmful exposure of second hand smoke to non-smokers.

Now is a good time to look at your smoking areas and compare them with this definition:

### The Act defines both internal and external areas

**Internal area, in relation to any premises or vehicle, means an area within or on the premises or vehicle that, when all its doors, windows, and other closable openings are closed, is completely or substantially enclosed by –**

- (a) a ceiling, roof, or similar overhead surface, and
- (b) walls, sides, screens, or similar surfaces; and
- (c) those openings.

**Open area, in relation to any premises, means a part of the premises that is not an internal area.**

When determining whether an area is internal or open, the Ministry of Health will look at the following factors.

1. Does the space have a roof? If not, then by definition it is an 'open area'
2. Does the space have only one wall and a roof? If yes, then in all likelihood then in all likelihood it will be an 'open area'.
3. If the space has three walls and a roof, it may not/probably will not meet the 'open area' definition.
4. The most important question to ask is 'what would a reasonable person say about this area?' Would a reasonable person consider it to be 'open' or 'internal'?

I look forward to working with you in this space going forward.

Olivia Ensor



## Deadlines for Easter and ANZAC Day Special Licences

Date for Easter and ANZAC Day dates fall on:

Good Friday – 15 April 2022

Easter Sunday – 18 April 2022

ANZAC Day – 25 April 2022

While the Monday (19 April) is a Public Holiday it is not a sacrosanct day for alcohol license trading purposes.

Please note though that special licence applications will not be accepted for continuation of normal trading.

**All applications must be made at least 20 working days prior to an event being held.**

With this in mind the deadline for accepting of Easter Weekend specials will be 18 March 2022 and ANZAC Day event specials being 24 March 2022.



## Help us improve

Here in the Environmental Compliance Unit we wear a number of different hats, providing a variety of services to the Timaru, Mackenzie and Waimate districts.



Because we look for continuous improvement, it's pretty important to us that we capture your feedback and look for ways to improve our customer service whenever we can. The regulatory and compliance functions can be tricky areas to work in because as a regulator you can't really get drawn into giving advice like a consultant would, otherwise the waters can quickly get muddled.

Having said that, we do need to improve education and information at every opportunity. With this in mind any feedback on how we might deliver a better service is pretty valuable to us.

The link below will take you to a short 4 question survey that will only take a couple of minutes for you to do.

You can complete the survey once for alcohol related services (licensing) and once again for environmental health services (food).

Thanks for helping us be better at what we do.

**[www.surveymonkey.com/r/5NJTSX5](https://www.surveymonkey.com/r/5NJTSX5)**

## From the Secretary's Desk

Kia Ora koutou

Time certainly seems to be flying by at a rapid rate indeed and the year is already in full swing. Covid-19 continues to add a level of complexity to our business as usual.

The red traffic light level means we are doing things a little differently at Council with staff rostering their workdays between working in the office and working from home so as to reduce the numbers of people they are in contact with.

This means that any walk in meeting requests may be disappointed not to find staff available at a minutes notice. We encourage our customers to book an appointment to see staff. Thank you for your continued understanding as we navigate our way through our ever changing environment and work to ensuring we continue as best we can with business as usual.

In terms of other important pieces of news, we can confirm things are moving along in preparation for the Local Alcohol Policy (LAP) review. Waimate, Mackenzie and Timaru District Councils have each nominated two elected members to form a joint committee to oversee the Joint LAP review. The Joint Committee is expected to meet in March to consider the issues and make a recommendation to Council as to a proposed Local Alcohol Policy to be notified for consultation. A big thank you to all who have responded to our initial request for your thoughts and experiences with regards to the current LAP. Your responses will be provided to the Joint Committee for consideration. Keep an eye out for the consultation document in the coming weeks.

That is all for now folks, staff safe

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