

# LICENCE TO SERVE

ISSUE 008

## News from the Liquor Licensing team



## SPECIAL LICENCES

With the Christmas/New Year period fast approaching I am sure you are all starting to get enquiries for staff work functions.

Just a friendly reminder – if you know of organisations (either through your staff or family) that are looking at having an event that is either outside your licensed area, hours, or even having an event that you have been asked to cater for, you need to remind them that they need to start looking at getting a Special Licence in place sooner rather than later to ensure they meet application closing date.

All special licence applications must be received a minimum of 20 working days before the event (that doesn't include the day of the event or the day of lodging). Please note that there is the Christmas/New Year shutdown for the District Licensing Committee which is 20 December to 15 January every year so they do not count towards the 'working days'. Also we have Labour Weekend which takes one working day out of the equation.

With every application for a special licence we need to have the following attachments (minimum):

- Floor Plan showing the area to be licensed (including any outside areas)
- Menu
- Event Flyer (if relevant)
- Alcohol Management Plan for large scale events (anything over 400 people)

I recently came across the following pamphlet which may be of use for anyone who is looking at organising large events. If you are interested in getting a copy please email me and I can send you one (sharon.hoogenraad@timdc.govt.nz).

It is also worth noting that if you are going to be putting staff forward as 'Managers' for the special event that do not currently hold a Managers Certificate, they will need to complete Servewise training and you will need to supply a copy of the Servewise Certificate.

If anyone needs any help with completing the application by all means please contact the Liquor Unit at the Council on 03 687 7200 to make an appointment and we are more than happy to sit down with you to go through what is needed.

**You can go onto our website and view a short video about the Special Licence process if you are interested.**

The link is:

[www.timaru.govt.nz/services/environment/liquor-control/liquor-licensing/special-licences](http://www.timaru.govt.nz/services/environment/liquor-control/liquor-licensing/special-licences)

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.

### THIS ISSUE

**Taking the helm**

**Prevent Thefts from Bottle Stores**

**Health VIP Transition**

### 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>



# Taking the helm

Hi everyone, I commenced at Community and Public Health as the Liquor Licensing Health Promoter on 10 September. I realise that I have big shoes to fill after Shayne's amazing time in this position, but I am excited about continuing these strong relationships and focusing on reducing alcohol related harm in our district.

I was born in Timaru where I completed my trade as a Linesman and then Motor Mechanic at the now defunct Postal and Telegraph. I moved to Australia in the 70s, where I spent 30 years in the Queensland Police Service and retired at the rank of Sergeant.

During my service I was fortunate enough to serve in the Disaster Victim Identification Squad, Bomb Squad, Public Safety Response Team (Riot Squad), Highway Patrol and Police Citizens Youth Club.

After returning to New Zealand with my family, we owned and operated a Café/Bar in the local area, so I have an understanding of the local licensing process and requirements.

I have started at the time of year where there is an influx of Special Licences and I am particularly interested in the Host Responsibility aspect of these applications. I have seen first-hand the destructive and heart breaking effects of alcohol in the public, thus I am a strong believer that the applicants have a moral obligation as well as a legal obligation for the well-being of their patrons.

Thank you to those of you that I have already met and made me feel very welcome. I look forward to meeting as many people as I can in our industry and being part of a very effective Tri Agency Team.

Wayne Cummings



## Another Farewell

I am sure all of you are familiar with Sgt Greg Sutherland who is our Alcohol Harm Reduction Officer (AHRO) for the NZ Police for just over a year now.

Unfortunately as of 2 November he will be leaving the Police after 28 years for a complete career change to the funeral industry and we will be in the hands of another ARHO.

At the time of writing this short article we are still awaiting a replacement so in the next Newsletter we will be doing introductions.

I would like to take this opportunity to thank Greg for his time in the role and his positive input into the tri-agency.

No doubt he will be doing some farewells when he is out and about, but I will update you all in our next newsletter as to who has taken on the role.



# HEALTH VIP TRANSITION

Many restaurants & cafes with On-Licences voluntarily started using the MPI template Food Control Plan early, prior to March 2016.

If you are one of these businesses your deadline for transitioning officially to the Food Act 2014 is approaching. By the end of November 2018, you are required to submit your registration form to the council. Then, by the 1st March 2019, you need to ensure you are using the newest version of the template Food Control Plan.

### How to know if you are one of these businesses:

- Your certificate will have your WEBB registration number i.e. WEBB-A3B6H9
- Your certificate has expiry date of the 28th February 2019

Please email [foodadmin@timdc.govt.nz](mailto:foodadmin@timdc.govt.nz) for a copy of the registration form or to clarify any questions you may have.

Thank you to those businesses who have already submitted their applications.

To check out the newest version of the template Food Control Plan, visit the New Zealand Food Safety Website & click: Food Safety > Food Act 2014 > Template Food Control Plans > Steps to a Simply Safe & Suitable Food Control Plan > Create

You can download a copy or hard copies are available to purchase from the Timaru District Council for \$10 each. A diary for record keeping is also available to purchase for an additional \$10.





# PREVENT THEFTS FROM BOTTLE STORES

The local police have noticed a spike in shoplifting or thefts from bottle stores in recent months. Some have been sneaky and well-rehearsed. Others were down right brazen...

In one premise, three under aged thieves stole hard liquor while being watched by the manager, who took no action to stop them or deter them as they ran from the shop. It was no surprise to police that the same offenders returned the following day, to the same bottle store, and repeated their actions.

Another premises has had their storeroom broken into by one of these same youths overnight, who returned the following day with other mates and stole a large quantity of alcohol.

Other bottle stores, which are attached to hotels do not have a permanent staff member in their off licence area, and only go to the bottle store when the buzzer goes off, or they see someone in the store via CCTV. On some occasions the offender had entered the store, stolen the alcohol, and left without the premises knowing of the theft, until they reviewed their CCTV.

Thankfully most of these thefts have been solved by police and the offenders brought before the courts or the youth justice system, but deterrence and crime prevention is the key.

Please look at your store layout, procedures, and security systems that you have in place and prevent the crime before it happens.

It only takes one offender to discover a weakness in security, but he will tell 30 friends.

We're planning to visit all off licences in the coming months to discuss your procedures and systems.

Sgt Greg Sutherland, Alcohol Harm Reduction Officer

## CPO/Monitoring Results

A Controlled Purchase Operation (CPO) was undertaken on 30 June 2018 in the Waimate and Timaru districts.

Five club premises were visited with one selling to our volunteers. This is currently being dealt with by the relevant agencies.

Please take this as a reminder to ensure your staff are aware of who they can and cannot sell to pursuant to Section 60 of the Sale and Supply of Alcohol Act 2012.

A number of monitoring visits have been conducted since the last newsletter went out:

30th June – Club CPO (as per above) and Special Licence Monitoring (Feelers Concert / Waimate Shears)

28th July – Special Licence Monitoring (Hamersley Cup Final)

The monitoring trips have resulted in a number of enquiries being made to the agencies regarding a range of issues.

## APPOINTING DUTY MANAGERS

As you will be aware, the tri-agency are regularly out and about monitoring premises.

Frequently we are finding Duty Manager's working at premises and upon returning to the office checks are being done only to find they have not been appointed correctly (i.e. Notice of Management Change Form notification). These forms are available on our website.

The Licensee is responsible for appointing Duty Managers. The licensee must notify both the Council and the Police of the appointment or termination of employment of any certificated Duty Managers

You also use this form when appointing Temporary or Acting Managers



## LCQ TRAINING DATES

The dates for the remainder of this years ARA courses are below in case you have any staff needing to go through.

### Timaru

15th October and exam on 29th October

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.

## Future Topic Suggestions

### Do you find the newsletter useful?

We are looking for suggestions from you as licensee's 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)

## CLUB EXECUTIVE COMMITTEE MEETINGS

As a tri-agency we have been approached by a number of clubs asking if we could attend a committee meeting to discuss the responsibilities of the Club under Section 60 of the Sale and Supply of Alcohol Act 2012.

From the feedback we have received it has been beneficial for the Committee Members to have the opportunity to clarify any areas they were unsure of.

As a Tri-Agency we don't want clubs to fail CPO's and on a number of occasions we have been approached and asked why we continue to do these to which we reply that as long as there are failures we must continue to test until we are confident that Clubs are meeting the conditions of their licences.

## From the Secretary's desk

### The end of the year is fast approaching with lighter evenings and warmer weather.

This will no doubt give the sector a boost in terms of more people socializing and looking for quality leisure time in the evenings. With this in mind it's a good time to start thinking about how you intend to manage those end of year corporate functions, as those bookings start to come in for November and December. Things can get a little out of hand sometimes as people who might not ordinarily drink very often or very much, celebrate the end of the working year and let their hair down. It's a time to be on guard for the signs of intoxication and for those tell-tail signs when someone who has been refused service, finds other ways to continue drinking on your licensed premises.

Last year we observed one or two examples of end of year corporate functions that were approaching a point where one of the regulatory agencies could have intervened to prevent any worsening of the situation. The tri-agency partners will be out and about this year monitoring licensed premises again.

Another point I'd like to make is to remind everyone that the District Licensing Committee (DLC) has a statutory shutdown period over the Christmas and New Year between 20 December 2018 and the 15 January 2019. Any day during that period does not count as a "working day" in terms of getting applications before the DLC. So if you hand over an application to the Council on 19 December for example, it may not get before the DLC for a decision until late January or mid-February 2019. You need to consider this delay and submit your applications early in order to allow for the break.

Thank you for all your efforts so far this year and for being professional in how you go about delivering responsible service to our communities.

Paul Cooper, Secretary to the District Licensing Committee

