

Christchurch Tri-Agency Newsletter

December 2016



Staff training

One of the criteria for both new licences and renewals, requires the District Licensing Committee to consider “whether the applicant has appropriate systems, staff, and training to comply with the law.”

In the past, (in the absence of any other staff training provision) the tri-agency group have offered free on-site training to licensed premises staff. There are now many training options available including the ServeWise tool.

ServeWise is an on-line training package for all licensed premises staff. This training programme was facilitated by the Health Promotion Agency in close consultation with Hospitality NZ, NZ Police, and the New Zealand Institute of Licensing Inspectors. And the best part – it’s free! The tool and information about it is available at this link:

<http://www.alcohol.org.nz/alcohol-management-laws/managing-alcohol/host-responsibility/serveWISE>

The Christchurch tri-agency group recommends the use of ServeWise both as an introductory training tool for new staff and as a refresher course for more experienced staff. However, this should not be the only training you offer, it should form part of it.

Tri-agency members will now only conduct training sessions where there is a specific need for a specific problem identified by both the licensee and Tri-agency members. Prior to conducting any training the agencies will be asking to view your training records to ensure that training of staff is ongoing.

Contents:

▶ No ID, no service	2
▶ Special licence guidelines	2
▶ Appointing duty managers	2
▶ Expiry of licences	3
▶ Happy holidays	3
▶ Tri-Agency contact details	4



**No ID
No Service
No Exceptions**

Hospitality

CCO

No ID no service

REMEMBER –

No ID, No service, No exceptions.

This should be your staff's mantra. The tri-agencies conduct regular controlled purchase operations in Christchurch district. Make sure your premises is one that passes.



Appointing duty managers

We are frequently finding duty managers working on licensed premises to which they have not been correctly appointed. If a duty manager is not correctly appointed all sales of alcohol while that manager is on duty are unauthorised. This offence carries a large fine.

The licensee is responsible for appointing duty managers. This process is separate to the application for or renewal of a General Manager's Certificate or licence. Even if you have put the name of the place you work on an application – this is NOT a notification that you work at that premises as a duty manager.

The licensee must notify both the Council and the Police of the appointment or termination of employment of any certificate holding duty manager. This must be done using a Notice of Management Change form. These forms are available on our website:

<https://www.ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/managers-certificate/notification-of-management-change/>

Acting/temporary duty managers

If you appoint an acting or temporary duty manager their full name must be displayed. You must notify the agencies using the Notice of Management Change form if the appointment of an acting duty manager is for more than 48 hours. You must always notify the agencies of the appointment of a temporary duty manager.

Record of appointment of duty managers

A licensee must keep a record of appointments (in a form that is readable or retrievable) and meets the information requirements under the Regulations.

If you have any questions about appointing managers please see the information on our website or contact the Alcohol Licensing Team.

Special licence deadlines

Don't forget we have a number of non-working days over the Christmas period so get your special licence applications in early to avoid disappointment.

You can find information about deadlines at the link below:

<https://www.ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/christchurch-tri-agency-group-newsletter/>

If in doubt please call the Alcohol Licensing Team.

Expiry of licences

We always advise licensees and duty managers to read, know and understand the conditions of the licences they operate under.

The bottom of the licence includes some important information about when the licence expires (see the example below).

This means that if you make an application to renew the licence before the licence expires, the licence does not expire until a decision has been made on your application to renew.

DURATION

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence shall continue in force -

- (a) Until the close of the period of 1 year commencing with the date of its issue; or
- (b) If an application for the renewal of the licence is duly made, until the application is determined; or
- (c) If the licence is renewed, until the close of the period for which it is renewed.



Happy holidays

The tri agencies wish you and your staff a very happy holiday period and we look forward to working with you in 2017. If you have any questions about an aspect of your licence, the Act or you have general questions, please call a member of the agencies.



*This newsletter is jointly produced by the
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the Police Alcohol Harm Reduction Unit,
and Community and Public Health Alcohol Licensing Officers.*

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