

## POLICY

*Alcohol*

### Host Responsibility

#### 1 Introduction

The *Sale and Supply of Alcohol Act 2012* (the Act) was enacted in December 2012 in response to the significant report by the Law Commission titled “*Alcohol in our Lives: Curbing the Harm*” that considered a broad range of issues concerning alcohol consumption in New Zealand and made 153 recommendations for reform.

The Act introduced a new national framework for regulating the sale and supply of alcohol. The objective of the Act is that:

- the sale, supply and consumption of alcohol should be undertaken safely and responsibly; and
- the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

#### 2 Policy Context

The Council hosts a variety of events each year where alcohol is available either through the Social Club, the MAD Committee for staff events, or Management Team for formal occasions such as the Community Service Awards. The Council has an obligation to control these events to give effect to the object of the Act to ensure that any alcohol supplied is consumed safely and responsibly.

#### 3 Policy Objective

The objective of this policy is to ensure that all persons responsible for organising social events and who serve alcohol are aware of, and understand, their responsibilities under the alcohol licence for that event. This includes the guidelines for serving food and alternative non-alcoholic drinks, guidelines for services and developing a transport strategy appropriate for the event.

#### 4 Policy Statement

The Waimakariri District Council adopts the following Host Responsibility Guidelines:

- at each Council function, a nominated person will be responsible for implementation and overseeing of the host responsibility guideline; and
- at all Council social events there will be an adequate supply of food and non-alcoholic drinks; and
- all persons who serve alcohol at Council functions are to be aware of server intervention procedures.

##### 4.1 Management of Social Functions

##### 4.1.1 Host Responsibility

The person with responsibility for the implementation of these guidelines at each Service Centre will have the following specific responsibilities:

- ensure that all persons responsible for organising social events are familiar with these guidelines;
- ensure that all persons who serve alcohol have read and understood the “Guidelines for Servers”;
- ensure that organisers of social events have a transport strategy, appropriate for the event; and
- check that the guidelines are followed;
- where necessary, intervene to ensure adoption of the guidelines;
- ensure the specified finishing time is adhered to.

##### 4.1.2 Guidelines on serving of food and alternative non-alcoholic drinks.

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Drinking less alcohol and drinking alcohol with food reduces intoxication. The provision of alternative non-alcoholic drinks and food is something a host can do to reduce the effects of alcohol. Whenever alcohol is being served:

- A reasonable range of non-alcoholic drinks and low alcohol drinks should be available. Sufficient quantities should be available to cater for anticipated need.
- Alternative drinks should be displayed at least as prominently as alcoholic drinks.
- Water (iced if possible) should be continuously available during the time that alcohol is being served.
- Unless the event is of a short duration (under one hour) food more substantial than potato crisps and peanuts should be available (this is because these food increase thirst). This is particularly important when the event occurs about a normal mealtime.
- Food should be continuously available during the time that alcohol is being served.

#### **4.1.3 Guidelines for safe transport.**

It is important that organisers of social functions plan for safe transport options. The following should be considered:

- For people who normally drive, remind them before the event, to consider alternatives including public transport, taxis and designated drivers.
- If holding an 'away' function, hire a bus or van.
- If someone does become intoxicated / impaired, or appears to be over the legal limit, be prepared to intervene. This means using alternative transport, phoning a friend or relative to come and get them.
- Introduce a designated driver scheme. The designated driver agrees not to drink any alcohol, allowing others in the group to drink normally. In some designated driver schemes the designated driver is given free/reduced price food and non-alcoholic drinks.

#### **4.1.4 Guidelines for Servers**

- i. Actively encourage the use of alternative drinks and food. Suggest that people try them, especially as times goes by.
- ii. Pay particular attention to young people, as alcohol affects them more readily.
- iii. If alcohol is being sold it will not be **sold** to any person under 18 years of age.
- iv. No person under the age of 18 will be allowed to **consume** alcohol at any Council event.
- v. Look for signs of intoxication. First you need a reference point. Try to assess whether any alcohol has been consumed on arrival. If none has, then the behaviour of people when they arrive can be used as the reference point. It is important to watch for clues that someone is becoming intoxicated, but common sense is needed. As well as mood and demeanour, and the number of drinks consumed, look out for the following:
  - A notable change in behaviour (especially towards anti-social or inappropriate behaviour).
  - Slurring or mistakes, in speech.
  - Clumsiness, knocking things over, or fumbling with change.
  - A significant loss of coordination (staggering or swaying).
  - A degree of confusion, a lack of understanding or ability to hear, and a difficulty in responding.

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- vi. Clumsiness very often marks the transition to intoxication. It is important at this stage to deter the person from drinking any more alcohol.
- vii. Some drinkers will not show many signs of intoxication, even after having consumed considerable quantities of alcohol. If these people are driving it is important that they are reminded to monitor their consumption against the drinking guidelines chart.
- viii. At times you may have to refuse to serve someone. The easiest ways to do this are:
  - Intervene early, before a person becomes intoxicated.
  - Suggest a non-alcohol drink (free if necessary).
  - Suggest food.
  - Be firm and courteous. "Sorry, I can't serve you any more. It is against Council policy." "If I serve you we could both get into trouble."
  - Don't ask the drinker questions such as, "Don't you think you have had enough?" Questions invite the drinker to respond in the wrong way.
  - If the drinker looks likely to cause problems, involve a senior person.

### 5 Links to legislation, other policies and community outcomes

*Sale and Supply of Alcohol Act 2012*

#### Community Outcomes

*There is a safe environment for all*

- Crime, injury and harm from road accidents, gambling and alcohol abuse are minimised.

### 6 Adopted by and date

Adopted by Management Team on 25 January 2016.

### 7 Review

Review every six years or sooner on request.