



# RUAHINE PORTS LIMITED

# HOST RESPONSIBILITY

# PLAN

## 1. Designated Areas

No Designation: no age restrictions apply to this premises.

## 2. Minors

The Sale and Supply of Alcohol Act 2012 states that it is an offence to sell or supply alcohol, on or from licensed premises to any person who is under the age of 18 years.

If alcohol is served to a minor the penalty is:

A fine of up to \$10,000 for the licensee  
and/or Suspension of the on-licence of up  
to 7 days

A fine of up to \$10,000 for the Manager  
and/or Suspension

A fine of up to \$2,000 for the Server

Our Policy is that:

- Any patron who might be under 25 years of age is asked for identification.
- The only forms of identification that will be accepted from any patron who might be underage are:
  - New Zealand or overseas passport
  - Drivers Licence issued under the Land Transport Act 1998
  - HANZ 18+ Card

These are the only four forms of identification (ID) that will provide you with an automatic defence against a charge of selling alcohol to a minor. Each has a photo for positive identification.

If staff have doubts whether an ID is authentic they should ask for a second form or refuse to allow entry or sale. (Refusal of entry or sale or forged ID are suitable issues for entry in the incident book)

Steps to verify the age of any person appearing to under 25 years of age:

1. Estimate age of patron.
2. If the patron is determined to be under 25 years of age, request to sight ID.
3. Only accept one of the 3 valid types of ID as listed above.
4. Determine from their ID that they are 18 years of age or over.

5. If they are under 18 years of age refuse the sale of alcohol to them and ask them to leave if the area is designated.
6. If their ID shows that they are 18 years old or over move to ensure their ID is visually authentic.
7. If the ID is not authentic or you have suspicions request another form of ID.
8. If they are not able to produce adequate ID then refuse sale of alcohol.
9. If their ID appears authentic and they are 18 years of age or older you may proceed to sell them alcohol.

### **3. Intoxication**

Under the Sale & Supply of Alcohol Act 2012, it is an offence if the licensee or manager of any licensed premises:

- Sells or supplies alcohol to any person who is intoxicated; or
- Allows any intoxicated person to be on or remain on the licensed premises; or
- Allows any violent, quarrelsome, insulting or disorderly conduct to take place on the licensed premises.

A patron should be considered intoxicated if they are observably affected by alcohol or drugs to the extent that their speech, coordination or behaviour is clearly impaired.

Instructions for staff on how to identify and proactively deal with intoxicated patrons:

1. If a patron appears intoxicated, then refuse sale of alcohol.
2. Signs of intoxication could be slurred speech, incoordination or impaired behaviour.
3. Immediately bring to the attention of the Duty Manager on at the time.

### **4. Signage**

Required:

- a) Original or copy of the licence to be displayed at principal entrance.
- b) Duty Manager's name to be prominently displayed.
- c) Trading hours.
- d) Prohibited person signage: to be displayed adjacent to points of sale.
- e) Host Responsibility Policy.

### **5. Staff Training**

All staff are trained in the responsibilities and requirements of the Sale & Supply of Alcohol Act (2002).

All staff training is recorded in a staff training manual.

All staff undergo a training refresher every 6 months

All staff attending shows will be trained in the conditions of the relevant Special Licence issued.

### **6. Alcohol Promotions**

It is an offence for a licensee or manager to do anything that is intended or likely to encourage people to consume alcohol to an excessive intent. The maximum penalty for any breach is \$10,000 plus the possibility of licence variation, suspension or cancellation.

Ruahine Ports regularly conduct Alcohol Promotions through the Ruahine Ports Website, Email Marketing, as well as during Shows, Expos, Field Days and A & P Shows.

Ruahine Ports abide by the alcohol promotion regulations stipulated in Section 237 of the Sale and Supply of Alcohol Act 2012.