

LIQUOR LICENSING TRIBUNAL

Indicator number	2.3
Indicator title	Report on the matters related to transgressions of the National State of Disaster considered by the Tribunal
Short definition	Report on COVID 19 enforcement matters considered during the National State of Disaster
Purpose	The purpose of the report is to inform the relevant role players of the results related to the number of investigations considered during the course of the National State of Disaster specifically related to COVID 19 regulation breaches
Strategic Link (PSP 2019/24)	VIP 1: Safe and Cohesive Communities
	Focus Area 2: Strengthened youth-at-risk referral pathways and child- and family-centred initiatives to reduce violence
	Output: Western Cape Liquor Amendment Bill enacted
	Intervention: WCG Alcohol-Related Harms Reduction Policy (WCLA Act as amended)
Source of data	COVID 19 feedback report/ register
Method of Calculation	Each report will count as one
Data limitations	Seeing that this indicator merely requires the submission of a report this component does not foresee any limitations
Type of indicator	Service delivery indicator – direct impact – measure outputs
Calculation type	Cumulative year end
Reporting Cycle	Quarterly
Desired performance	One report per quarter as set in APP
Indicator Responsibility	Secretariat: Liquor Licencing Tribunal
Spatial transformation (where applicable)	N/A
Disaggregation of beneficiaries (where applicable)	N/A
Assumptions	The LLT will be sufficiently quorated
Means of verification	A signed report

COMMUNICATION, EDUCATION AND STAKEHOLDER RELATIONS

Indicator number	3.1
Indicator title	Number of engagements with local authorities
Short definition	Number of meetings or information sharing sessions held with municipalities
Purpose	To inform municipalities regarding the Alcohol Harms Reduction approach and municipal report content that will assist the tribunal when considering applications.
Strategic Link (PSP 2019/24)	VIP 1: Safe and Cohesive Communities
	Focus Area 2: Strengthened youth-at-risk referral pathways and child- and family-centred initiatives to reduce violence
	Output: Western Cape Liquor Amendment Bill enacted
	Intervention: WCG Alcohol-Related Harms Reduction Policy (WCLA Act as amended)
Source of data	Signed attendance registers and/ or email confirmations from the Local Authorities office
Method of Calculation	Every meeting held and/ or email communication confirmation will count as one
Data limitations	N/A
Type of indicator	Service delivery indicator – direct impact – measure outputs
Calculation type	Cumulative (Year-to-Date)
Reporting Cycle	Quarterly
Desired performance	100%
Indicator Responsibility	Deputy Director: Communication, Education and Stakeholder Relations
Spatial transformation (where applicable)	N/A
Disaggregation of beneficiaries (where applicable)	N/A
Assumptions	Municipalities will accept invites and attend sessions/ workshops
Means of verification	Printed file as a portfolio of evidence.

Indicator number	3.2
Indicator title	Number of public participation interventions attended with Stakeholders
Short definition	Number of meetings or information sharing sessions held with stakeholders
Purpose	<p>To inform all stakeholders that they can raise objections or comment in favour of liquor licence applications and complaints against a liquor licence premises that transgress there liquor licence conditions and the laws.</p> <p>These stakeholders will also assist us in spreading this message in communities to make them aware that they can also participate in the above mentioned.</p> <p>Stakeholders include but are not limited to:</p> <ul style="list-style-type: none"> ▪ Neighbourhood Watches ▪ Community Police Forums ▪ Departments ▪ NGO's ▪ NPO's
Strategic Link (PSP 2019/24)	VIP 1: Safe and Cohesive Communities
	Focus Area 2: Strengthened youth-at-risk referral pathways and child- and family-centred initiatives to reduce violence
	Output: Western Cape Liquor Amendment Bill enacted
	Intervention: WCG Alcohol-Related Harms Reduction Policy (WCLA Act as amended)
Source of data	Signed attendance registers and/ or email confirmations from Stakeholders
Method of Calculation	Every meeting held and/ or email communication confirmation will count as one
Data limitations	N/A
Type of indicator	Service delivery indicator – direct impact – measure outputs
Calculation type	Cumulative (Year-to-Date)
Reporting Cycle	Quarterly
Desired performance	100%
Indicator Responsibility	Deputy Director: Communication, Education and Stakeholder Relations
Spatial transformation	N/A

(where applicable)	
Disaggregation of beneficiaries (where applicable)	N/A
Assumptions	Stakeholders will accept invites and attend sessions/ workshops
Means of verification	Printed file as a portfolio of evidence.

Indicator number	3.5
Indicator title	Number of awareness sessions with licence holders directed at priority groupings of women and youth
Short definition	Number of awareness or information sharing sessions held with licenced holders directed at women and youth alcohol related issues
Purpose	To create awareness at licence holders regarding women and youth vulnerability when it comes to the consumption and abuse of liquor.
Strategic Link (PSP 2019/24)	VIP 1: Safe and Cohesive Communities
	Focus Area 2: Strengthened youth-at-risk referral pathways and child- and family-centred initiatives to reduce violence
	Output: Western Cape Liquor Amendment Bill enacted
	Intervention: WCG Alcohol-Related Harms Reduction Policy (WCLA Act as amended)
Source of data	Signed attendance registers and/ or email communications sent to licence holders
Method of Calculation	Every meeting held and/ or email communication sent will count as one
Data limitations	N/A
Type of indicator	Service delivery indicator – direct impact – measure outputs
Calculation type	Cumulative (Year-to-Date)
Reporting Cycle	Quarterly
Desired performance	100%
Indicator Responsibility	Deputy Director: Communication, Education and Stakeholder Relations
Spatial transformation (where applicable)	N/A

Disaggregation of beneficiaries (where applicable)	N/A
Assumptions	Licence holders will accept invites and attend sessions/ workshops
Means of verification	Printed file as a portfolio of evidence.

COMPLIANCE AND ENFORCEMENT

Indicator number	4.1
Indicator title	Percentage of licences issued in the previous financial year inspected in the current financial year
Short definition	To monitor compliance of licenced liquor outlets which entered the regulated environment within the financial year after they were issued. This refers only to Section 36 licence applications.
Purpose	To ensure that licensed outlets that entered the regulated environment are inspected within a reasonable time after the issue of the license. Such intervention will ensure that new entrants are not only familiar with the conditions of their licenses, but also put measures in place to ensure that they comply with the provision of the Act as well as the conditions of the license. This intervention further aims to proactively ensure that new licensees commence and continue with business in a responsible manner.
Strategic Link (PSP 2019/24)	VIP 1: Safe and Cohesive Communities
	Focus Area 2: Strengthened youth-at-risk referral pathways and child- and family-centred initiatives to reduce violence
	Output: Western Cape Liquor Amendment Bill enacted
	Intervention: WCG Alcohol-Related Harms Reduction Policy (WCLA Act as amended)
Source of data	A system generated report will be obtained from the LMaTS system indicating the number of licences issued in the previous financial year and excel register/ system generated report indicating the WCP number and date of inspection (inspection forms will be available on request)

	*It must be noted that where the licence holder/ manager/ employee refuses to sign the signature of the inspector will be sufficient. Circumstances of a visit to any licensed premises must be recorded for those cases which did not require a signature of a licensee / manager /employee.
Method of Calculation	<p>The percentage will be calculated as follows:</p> <p>The Denominator is equal to the number of licences issued in the previous financial year. The numerator is equal to the number of such licences inspected within the current financial year.</p> <p>Numerator/ Denominator x 100</p>
Data limitations	<p>The component currently relies on the services of one administrator who captures all information on the LMATS system. The inspectorate is however in the process converting to an automated inspection system which require the use of tablets, an upgrade to the LMATS system and the training of inspectors regarding the use of such system. This process might lead to some challenges in terms of the accuracy of data.</p>
Type of indicator	Service delivery indicator – direct impact – measure outputs
Calculation type	Cumulative year to date
Reporting Cycle	Quarterly
Desired performance	Although more focus is placed on irresponsible trading the performance should preferably not be less than target as set in APP
Indicator Responsibility	Deputy Director: Compliance and Enforcement
Spatial transformation (where applicable)	N/A
Disaggregation of beneficiaries (where applicable)	N/A
Assumptions	There will be sufficient capacity and resources to conduct inspections
Means of verification	System generated report and inspection forms

Indicator number	4.5
Indicator title	Report on the enforcement investigations conducted in terms of the National State of Disaster

Short definition	Report on COVID 19 enforcement intervention during the National State of Disaster
Purpose	The purpose of the report is to inform the relevant role players of the results related to the number of investigations conducted during the course of the National State of Disaster specifically related to COVID 19 regulation breaches
Strategic Link (PSP 2019/24)	VIP 1: Safe and Cohesive Communities
	Focus Area 2: Strengthened youth-at-risk referral pathways and child- and family-centred initiatives to reduce violence
	Output: Western Cape Liquor Amendment Bill enacted
	Intervention: WCG Alcohol-Related Harms Reduction Policy (WCLA Act as amended)
Source of data	COVID 19 feedback report/ register
Method of Calculation	Each report will count as one
Data limitations	Seeing that this indicator merely requires the submission of a report this office does not foresee any limitations
Type of indicator	Service delivery indicator – direct impact – measure outputs
Calculation type	Cumulative year end
Reporting Cycle	Quarterly
Desired performance	One report per quarter as set in APP
Indicator Responsibility	Deputy Director: Compliance and Enforcement
Spatial transformation (where applicable)	N/A
Disaggregation of beneficiaries (where applicable)	N/A
Assumptions	There will be sufficient capacity and resources to conduct inspections
Means of verification	A signed report