

## **Kaipara District Licensing Committee Annual report to the Alcohol Licensing and Regulatory Authority for the period 01 July 2020 to 30 June 2021.**

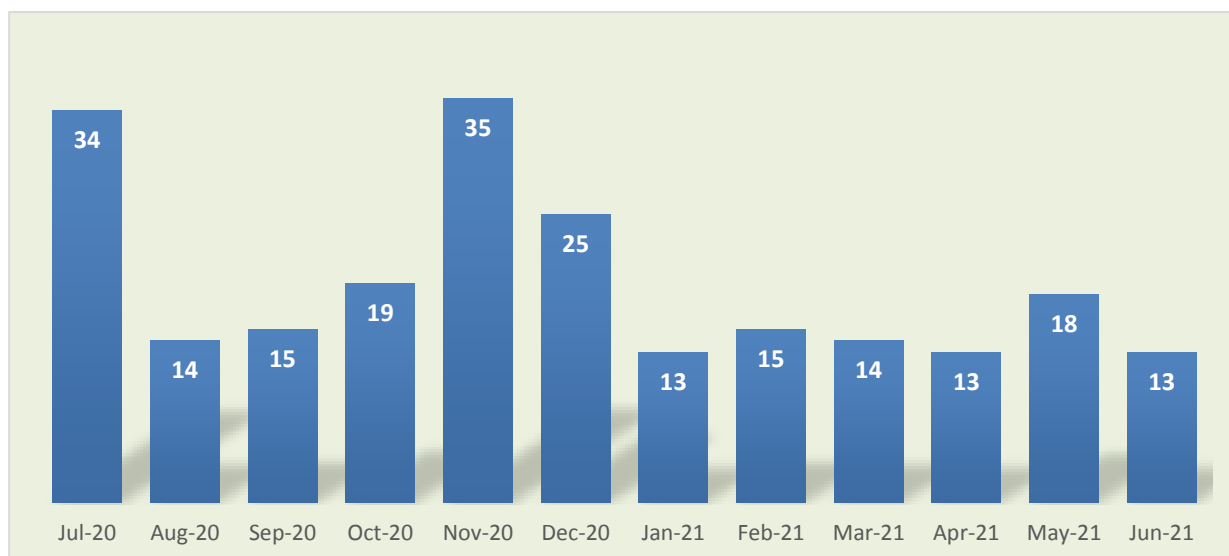
### **Introduction:**

The purpose of this report is to inform the Alcohol Regulatory and Licensing Committee of the general activity and operation of the Kaipara District Licensing Committee for the period 01 July 2020 to 30 June 2021. The report is pursuant to s.19 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

There is one District Licensing Committee (DLC) operating within the Kaipara District. The Council made the following appointments to form the new District Licensing Committee on Wednesday 29 July 2021.

Name	Role
Chair	Mark Farnsworth MNZM
Member	Grace Le Gros
Member	Gordon Lambeth
Member	Murray Clearwater

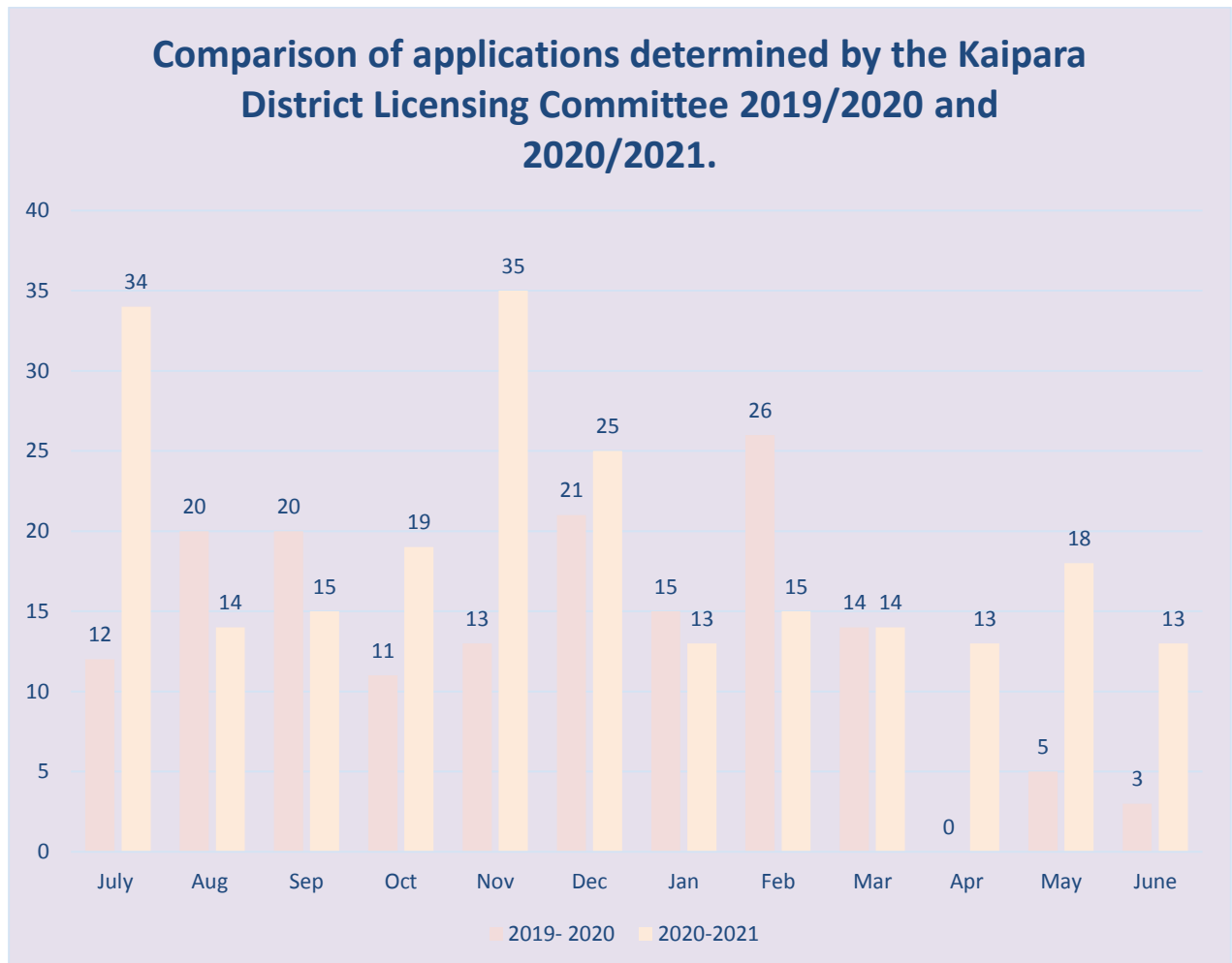
During this reporting period a total of 228 applications have been determined by the DLC (see graph below).



Comparison of applications determined by the DLC Committee for the year 2019-2020 & 2020-2021

Month	2019- 2020	2020-2021
July	12	34
Aug	20	14
Sep	20	15
Oct	11	19
Nov	13	35
Dec	21	25
Jan	15	13
Feb	26	15
Mar	14	14
Apr	0	13
May	5	18
June	3	13

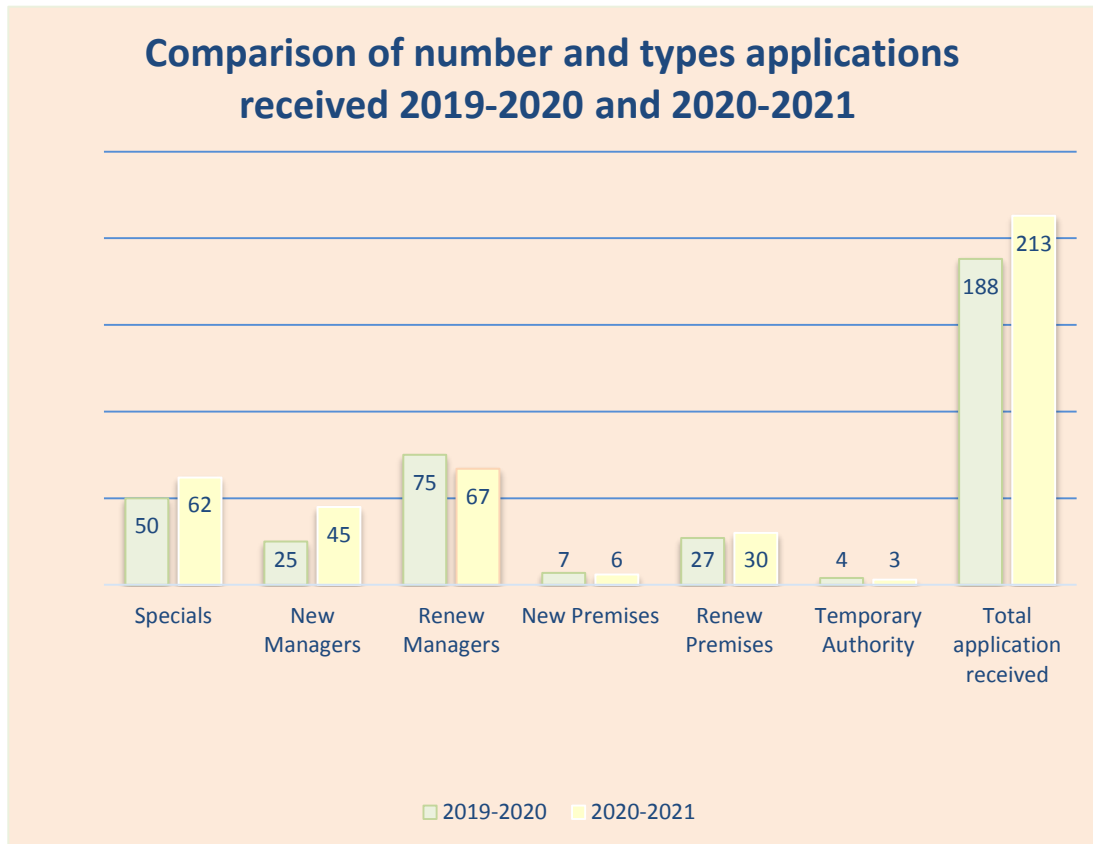
During this reporting period a total of 228 applications have been determined by the DLC as compared to the preceding year of 160 applications.



## 1 Overview of the District Licensing Committees Workload

### 1.1 Noticeable increase or decrease in the TA's business:

A review of the last two years identifies that there has been a recent upward movement during the year for 2020 - 2021 of applications determined by the District Licensing Committee, in particular special licenses, and new manager's applications.



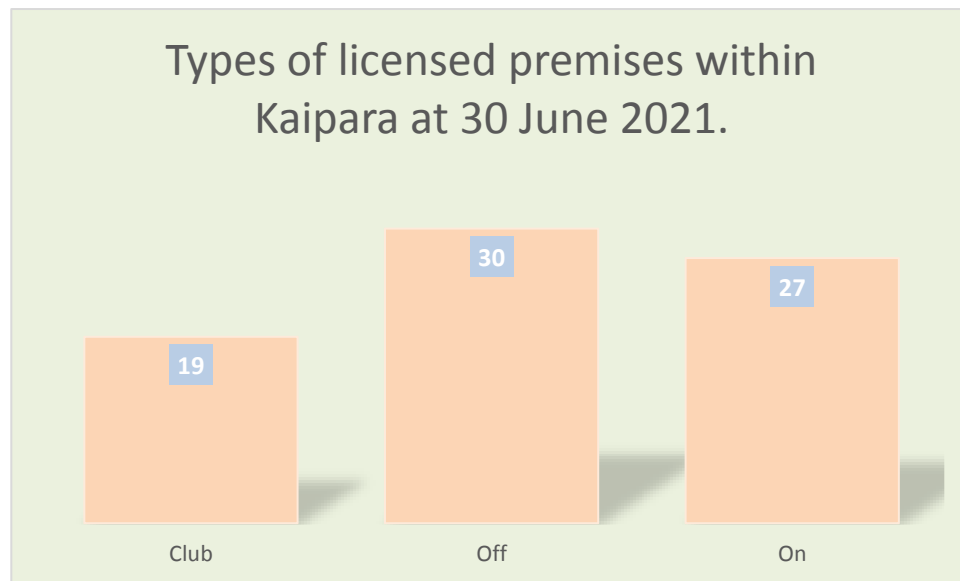
**Revenue:** paid to the Territorial Authority for application fees and annual fees continues to partly finance the inspectorate, administrative and committee components with regards to the preparing of all applications which must be determined by the District Licensing Committee.

A schedule of applications received is compiled monthly and sent to the Alcohol Regulatory and Licensing Authority (ARLA) in Wellington, together with a remittance to cover the proportion of fees due in terms of the Sale and Supply of Alcohol (Fees) Regulations SR 2013/452. Application and Annual fees payable to ARLA for the period 01 July 2020 to 30 June 2021 amounted to \$7739.50.

**DLC expenditure:** the Chair and members and associated costs for the 2020- 2021 financial year was \$12,759.80. This comprised of \$2,846.53 for training and \$9,913.27 for DLC hearings.

Monitoring and administrative team members continue to spend considerable time on scrutinizing and auditing the applications received by Council to ensure consistency and compliance with the Sale and Supply of Alcohol Act 2012.

During the review period, there were two licensed premises that have ceased trading alcohol sales. There are 76 premises currently licensed as of the 30 June 2021, of these, seven premises hold both on and off licences, this being a comparative number with previous years.



### 1.2 Agency meetings or hearings:

Quarterly meetings continue to be held for the Kaipara Alcohol Accord. These meetings are well supported by the licensees who have expressed their desire to continue to meet regularly with agency representation. The meetings are held and hosted at alternating venues to allow maximum licensee attendance across the district. From the agency perspective, the Licensing Inspectors, Police, Medical Officer of Health and Fire Service (Kaipara Management of Alcohol Group representation) continue to work together collaboratively in satisfaction of s.295 of the Sale and Supply of Alcohol Act 2012.

One Controlled Purchase Operation (CPO) was carried out within Kaipara district during the financial year on 21 November 2020 to test if licensees or their staff would sell to any minors. Nineteen premises in total were visited (which is a similar number as to previous years), no sales to minors was reported. Compliance checks and random visits to all licensed premises within Kaipara continue to be undertaken as a joint agency initiative.

### 1.3 Noticeable trends or issues faced by the Territorial Authority:

Monitoring and policing the alcohol control areas in the Dargaville, Ruawai and Mangawhai areas continue as per the recently reviewed Policy adopted by Council on 18 December 2018.

## 2 Territorial Authority Initiatives

### 2.1 New initiatives adopted or tried by the Territorial Authority:

The Kaipara Alcohol Accord continues to provide a forum where positive relationships are being maintained with the Police, licensees and other agencies. During each 12-month period, an incentive of the Accord group is to deliver one key message to the community with regards to their mission statement.

*“As a collective we agree to promote the safe and responsible use of alcohol in the community as outlined in the Sale and Supply of Alcohol Act 2012 and any amendments with the aim of contributing to the reduction in alcohol abuse”.*

During this reporting period we have focused on educating and providing our licensees with resources, including all licensees receiving the On, Off and Club Heath Promotion Agency toolkit folder.

Signs have been designed and provided to Kaipara’s On licensed and Club licensed premises to assist Kaipara’s licensees with promoting free drinking water, alternative transport options and low and non-alcoholic beverages.





The Licensing Inspector formally undertakes a meeting with any prospective new licensees. This includes both proposed new premises and changes in ownership of existing premises. This service aims to ensure that all prospective licensees fully comprehend the obligations and responsibilities under the Sale and Supply of Alcohol Act.

### 3 Sale of Alcohol Policy

#### 3.1 Sale of Alcohol Policy and when last reviewed:

Kaipara district does not have a Local Alcohol Policy (LAP). The Territorial Authority continues to successfully work closely with the Police, Ministry of Health, Fire Service and other agencies to provide a uniform and consistent approach when reporting on applications.

(NB - **For Council to consider the implementation of a LAP, there would need to be evidence based statistical data directly linked to alcohol related harm within Kaipara district. To date no evidence has proven conclusive to necessitate the progressing of a LAP for Kaipara district**).

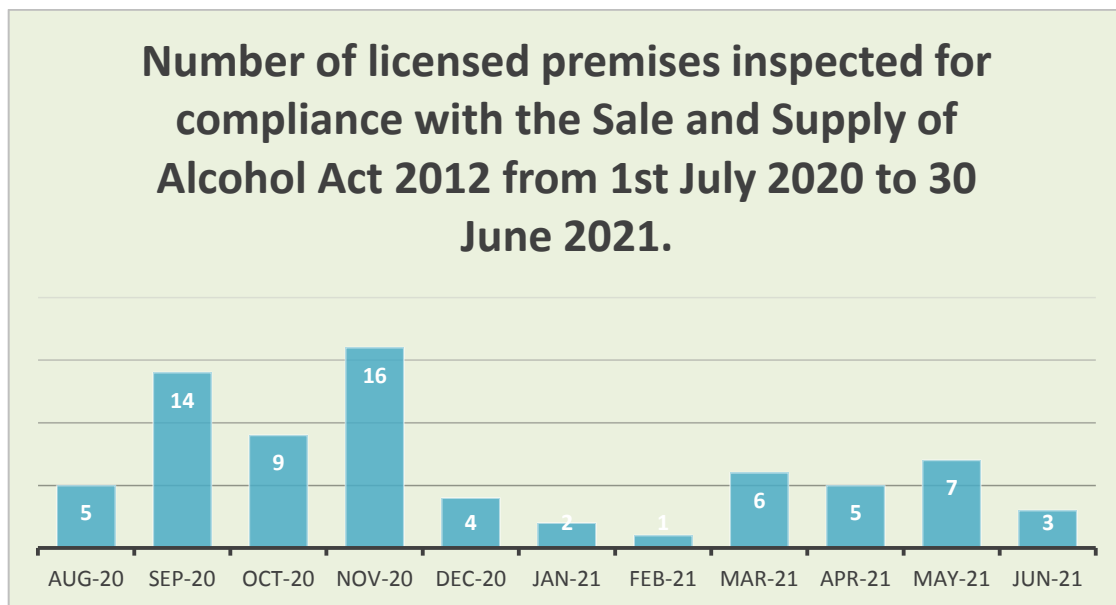
## 4 Enforcement and Inspections

### 4.1 Alcohol-related Bylaws:

As previously referred to the Alcohol Control Bylaw 2018 was passed by Council resolution and adopted on 18 December 2018. The Alcohol Control areas in Mangawhai, Dargaville, Ruawai, Kaihu, Aranga, Omamari, Baylys, Glinks Gully, Pouto and Te Kopuru continue to be monitored and policed as necessary.

### 4.2 Summary of inspections undertaken of licensed premises:

Compliance checks of licensed premises were undertaken by the warranted licensing inspectors. Licensed premises have been subject to inspections as and when required with the aim of visiting 100% of all licensed premises annually and this was achieved for the 2020-2021 year.



Note: Three premises are website based, with one premise not currently operating but intending to re-open over the summer season.

## 5 Liaison with Other Agency Groups

### 5.1 Liaison Group Meetings:

Kaipara Territorial Authority Inspectors attended an inter- agency meeting in October 2020 hosted by the Far North Council.

The Kaipara Alcohol Accord continues to meet quarterly with some enthusiasm. Attendance is strong from a cross-selection of licensees representing hotels, taverns, restaurants and clubs. The Territorial Authority continues to facilitate the meetings and to encourage the Accord Committee with their innovative and creative ideas targeting the reduction in alcohol related harm within the community i.e., new updated and relevant signage for premises, T-shirts promoting the Kaipara Accord group. Kaipara Alcohol Accord has been granted \$5000.00 from Road Safety Northland for the coming year for continuing alcohol education (an increase of \$3000.00 from the previous year.)

## 5.2 Joint initiatives

Under the supervision of the Police, one Controlled Purchase Operation was carried out within Kaipara district during the 2020/2021 financial year with no sales to minors.

The Territorial Authority continues to work closely with the Environmental Health Officers, Licensing Inspectors, Police, Public Health and the Fire Service in relation to inspections and any complaints lodged with the Territorial Authority. General checks for compliance are undertaken during both scheduled and impromptu visits to licensed premises. Joint agency/licensee meetings are held regularly to resolve any issues of concern and any remedial actions deemed necessary.

## 6 Statistical Information

### 6.1 An annual return for the Alcohol Regulatory and Licensing Authority (ARLA)

A quantitative return (**Attachment A**) is prepared annually and furnished as requisite to the TA.

## 7 Current listing of licensed premises

- 7.1 The list of currently licensed premises within Kaipara district is included and circulated with this report (**Attachment B**).

## Conclusion:

The Alcohol administration team continues to explore business improvement opportunities to ensure that all applications are processed in a timely manner. The formative setting of a regular weekly hearing date for unopposed applications for determination by the Committee Chair continues to provide for streamlined administrative procedures. Tangible efficiency gains and overall professional performance remain a high priority as Kaipara District Council continues to be portrayed as a high performing organisation.

The new structure to the Alcohol team has much improved the customer experience, working closely with the licensees, manager's and reporting agencies as and when required, this collaborative partnership manner has resulted in a much more successful together like relationship to achieve what the Council and customers want.