

## **Kaipara District Licensing Committee Annual report to the Alcohol Licensing and Regulatory Authority for the period 01 July 2021 to 30 June 2022.**

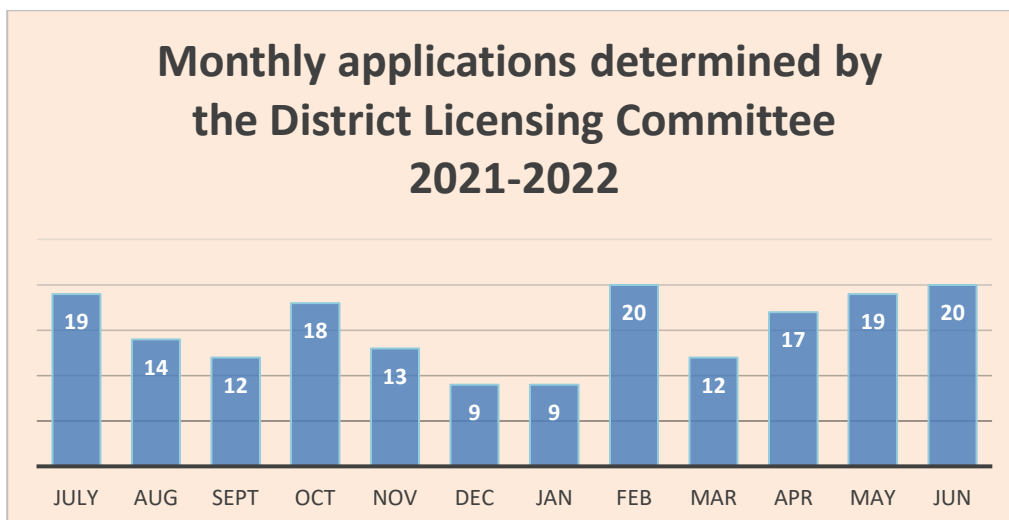
### **Introduction:**

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 2021 to 30 June 2022. The report is pursuant to s.19 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

One District Licensing Committee (DLC) operates within the Kaipara District. The Council made the following appointments to form the new District Licensing Committee on Wednesday 29 July 2020.

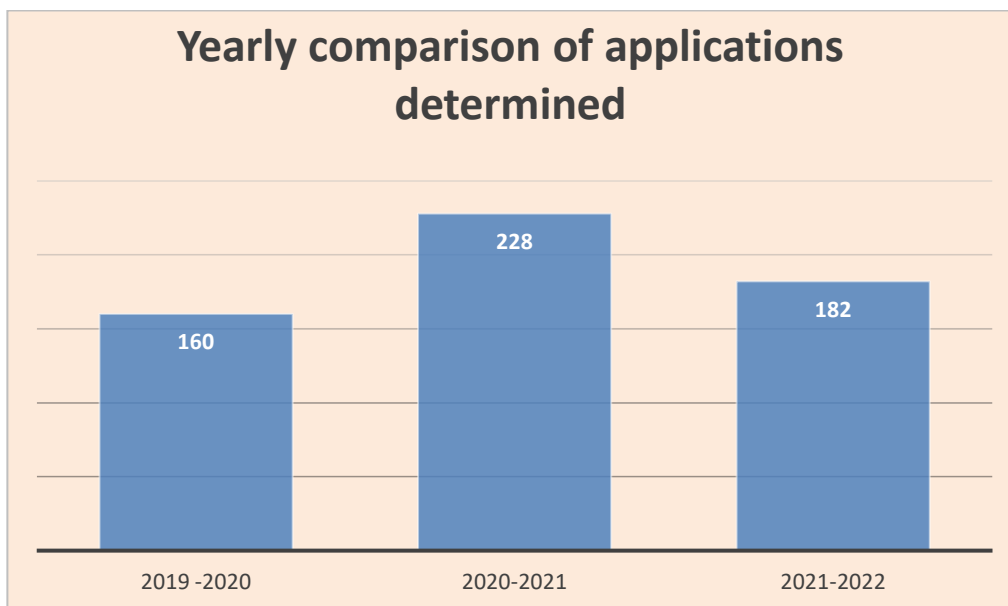
Name	Role
Chair	Mark Farnsworth MNZM
Member	Grace Le Gros
Member	Gordon Lambeth
Member	Murray Clearwater
Member	Amy Munn

During this reporting period a total of 185 applications have been determined by the DLC



Comparison of applications determined by the DLC Committee for the years 2019-2020; 2020-2021 and 2021-2022.

Month	2019- 2020	2020-2021	2021-2022
July	12	34	19
Aug	20	14	14
Sep	20	15	12
Oct	11	19	18
Nov	13	35	13
Dec	21	25	9
Jan	15	13	9
Feb	26	15	20
Mar	14	14	12
Apr	0	13	17
May	5	18	19
June	3	13	20



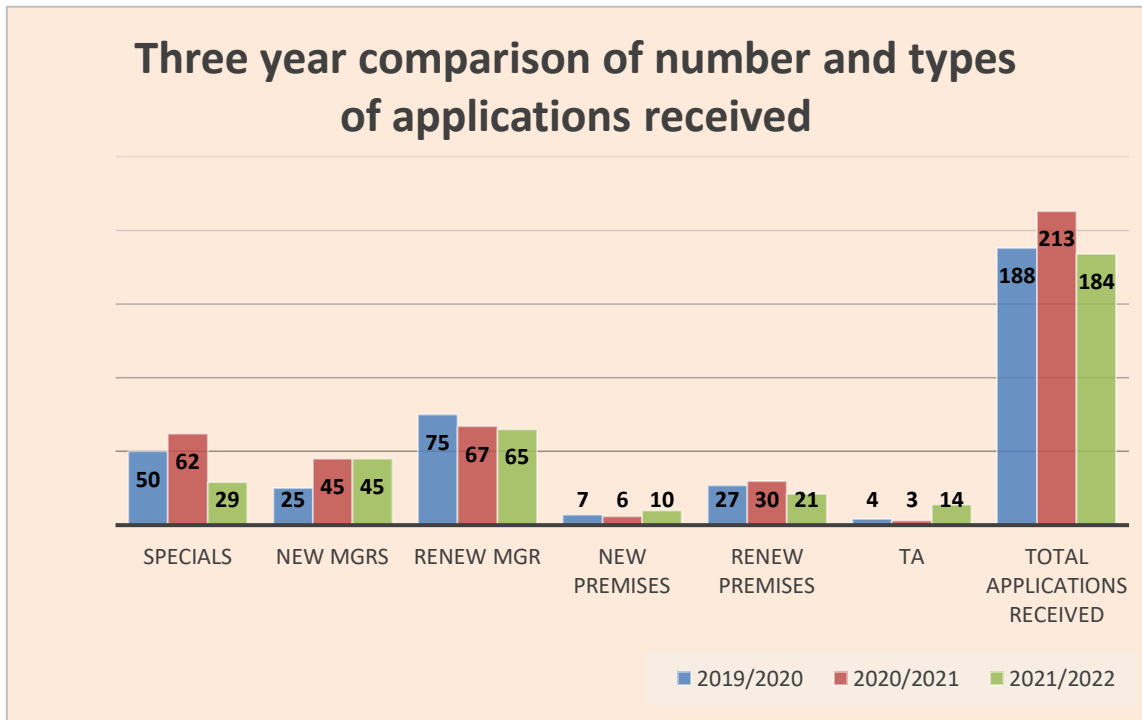
## 1 Overview of the District Licensing Committees Workload

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

- The Police and Medical Officer of Health were re deployed to Covid duties including contact tracing and border control duties between Auckland and Northland resulting in applications being reported on, sometimes slightly delayed due to the Immediate Modification Order.
- The number of applications determined by the Kaipara District Licensing Committee in the 2021-2022 year decreased 18% in comparison with the previous year.
- Manager applications remained similar to 2020-2021 year. An increase in Temporary Authorities were received reflecting the change of ownership of businesses within Kaipara. Of the fourteen Temporary Authorities received, six were 2nd Temporary Authority applications which could be attributed to the Immediate Modification Order in place for premises applications, that allows

longer reporting times for premises applications.

- Special licence applications fell by 53 % which may have been attributed to the Covid levels or traffic light settings at the time which prevented special events going ahead.



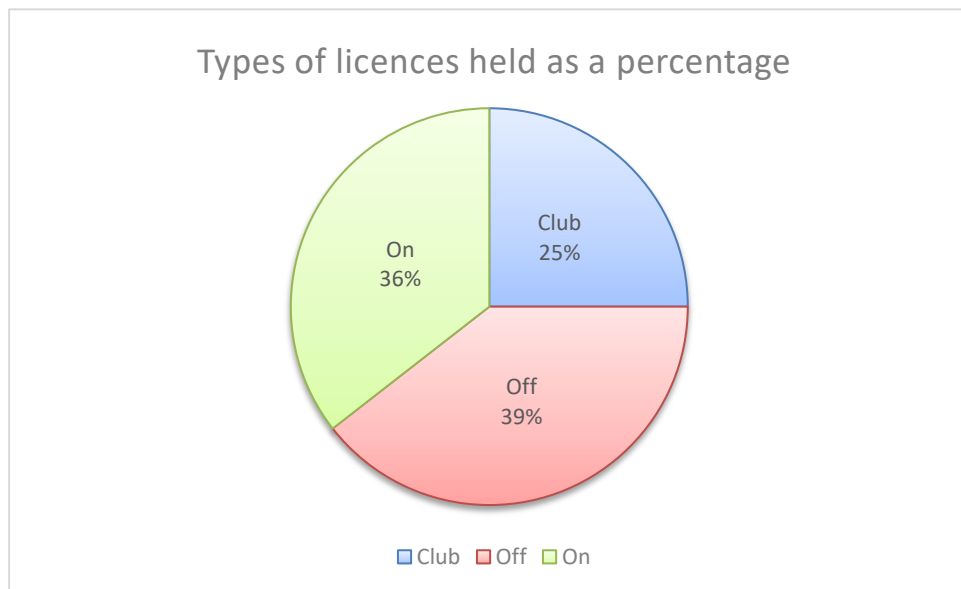
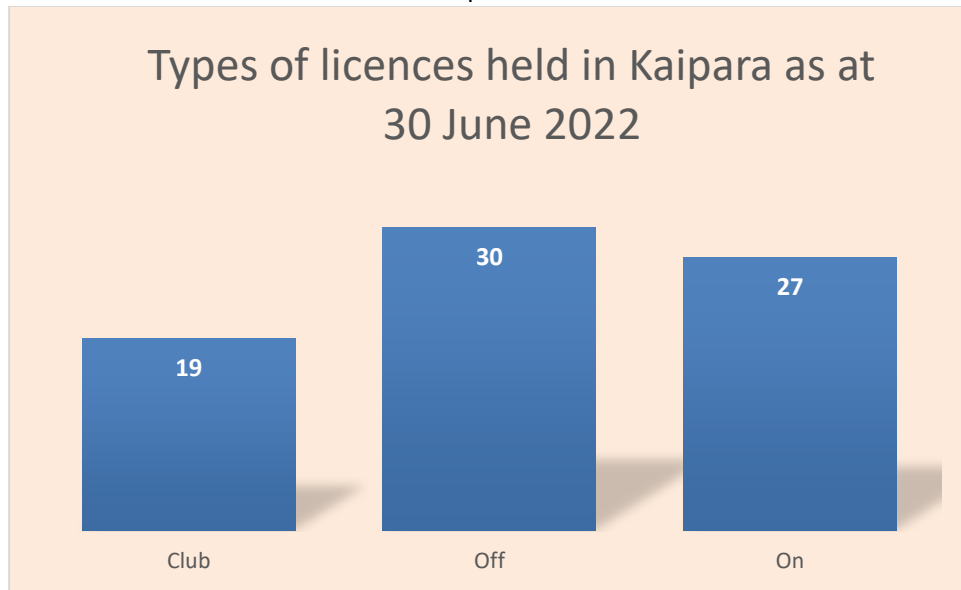
**Revenue:** The revenue paid to the Territorial Authority for application fees and annual fees continues to partly finance the inspectorate, administrative and committee components with regards to the preparing of all applications which must be determined by the District Licensing Committee.

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 2021 to 30 June 2022 amounted to \$7526.75.

**DLC expenditure:** The Chair and members and associated costs for the 2021- 2022 financial year was \$7316.02. This comprised of \$583.05 for training and \$6,732.97 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.

There are 76 licences issued to premises in the Kaipara District as of the 30 June 2022, this being a comparative number with previous years. During the review period, there was one on licensed premises that ceased trading and one new on licence granted to a premises that had never held a licence.



## 1.2 Agency meetings or hearings:

Quarterly meetings are usually 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. The Covid 19 pandemic prevented meetings being held in person, instead informative newsletters were circulated to all licensees covering a range of topics including appointing managers, training requirements, trading hours; filing annual returns for clubs to remain registered as an Incorporated society. One Accord meeting was held in person in June 2022 and covered how to identify false ID's; the responsibilities of duty managers, floor plans and the changes to the Incorporated Societies Act 2022.

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.

Controlled Purchase Operations are carried out by the Medical Officer Health and the Police to test if licensees or their staff would sell to any minors. No Controlled Purchase Operation (CPO) have been carried out within the Kaipara district over the past year due to agency staff being

assigned to Covid duties. It has been noted that over the previous CPO carried out that the Kaipara District achieved a clear rating.

Compliance checks were conducted by Councils Environmental Health Officers to all licensed premises, with several unannounced visits to licensed premises by Kaipara's licensing Inspector. (This included new operators and any premises that may be of concern.)

### **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.

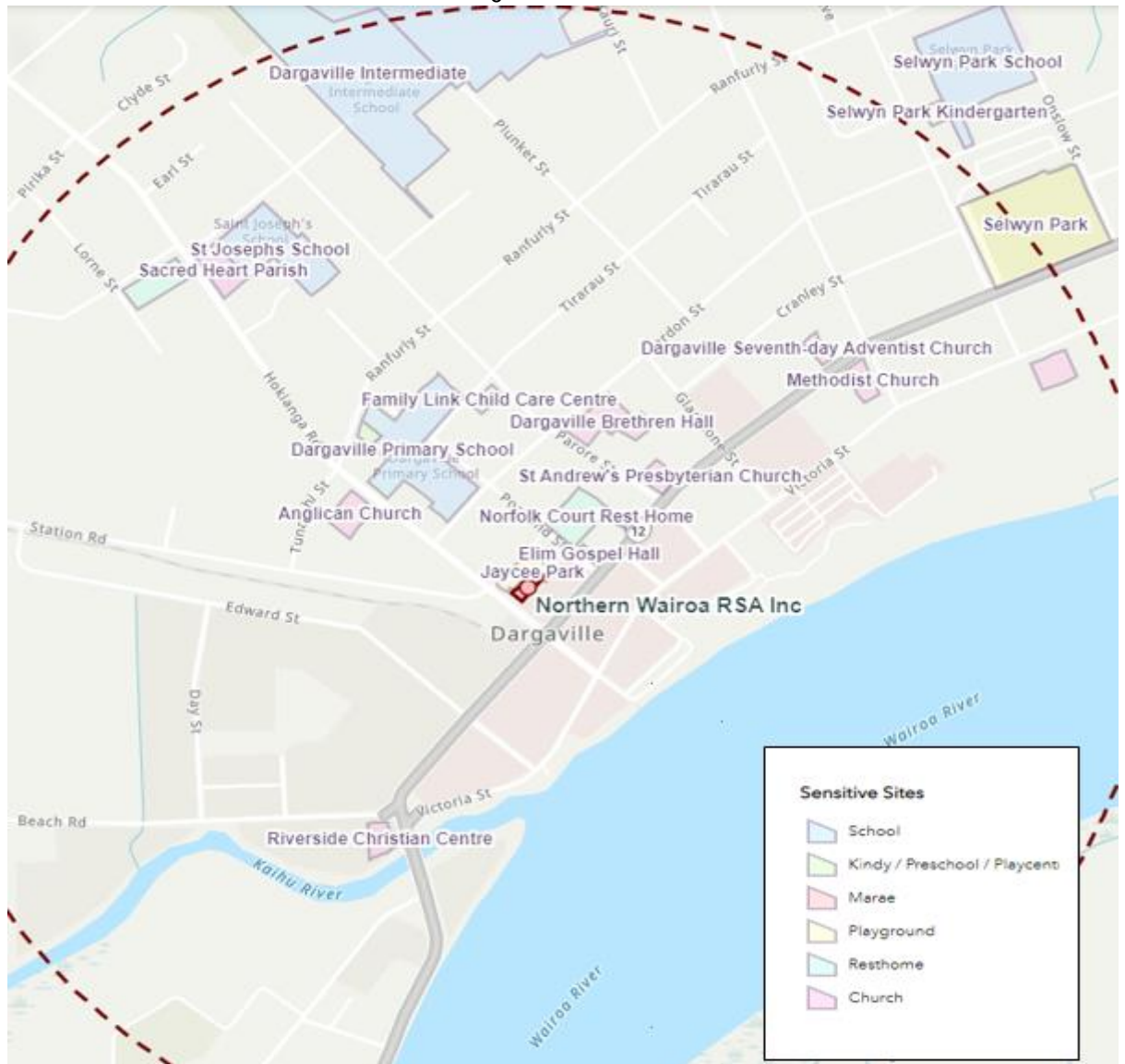
## **2 Territorial Authority Initiatives**

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

The Licensing Inspector (and reporting agencies) 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.

The Inspector has worked closely with all licensees to ensure that they are carrying out regular on-going training with their staff that is relevant to the Sale and Supply of Alcohol Act. A summary of this training is inputted into the Health Promotion Agencies tool kit folders provided to the licensees. The Territorial Authority obtains a copy of the premises managers registers; training records and incident logs at every alcohol inspection to ensure the licensee is adhering to the requirements of the Act.

During the 2021-2022 year the Territorial Authority identified all known "sensitive sites" (e.g schools, rest homes; playgrounds) within the Kaipara district in relation to licensed or proposed premises which has provided a useful tool to assist the District Licensing Committee when considering applications in relation to amenity and good order.



### 3 Sale of Alcohol Policy – up to here.

#### 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 2021-2022 year.

### 5 Liaison with Other Agency Groups

#### 5.1 Liaison Group Meetings:

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; key rings or wallet holders promoting the Kaipara Accord group. Kaipara Alcohol Accord has been granted \$2000.00 from Road Safety Northland for the coming year for continuing alcohol education.

#### 5.2 Joint initiatives

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 and customer friendly 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 requires and what meets the customers' needs.