

ENV04-01/140716076016

23<sup>RD</sup> July 2014

The Secretary  
Alcohol Regulatory and Licensing Authority Tribunals Unit  
Private Bag 32 001  
Panima Street  
WELLINGTON 7610

Dear Sir

**WAIMAKARIRI DISTRICT LICENSING AGENCY: ANNUAL REPORT 2013/2014**

The following is our annual report for the year ended 30 June 2014.

**1. Overview of the Waimakariri District Licensing Committee Workload**

The Waimakariri District Licensing Committee has a staff of:

- 3 Part-time Inspectors
- Part-time Administrator
- Part-time Secretary

This collectively is equivalent to 1 FTE in the Inspectors role, .5 FTE Secretary Role and .5 FTE Administration positions. Note that this includes the time spent by the Inspector inspecting premises. Staffs also have other roles such as environmental health officers, Environmental Services Management and collectively are stretched to cope with the current workload however it is proposed to review this resource after six months of operating.

All inspectors attended both the NZILLI and the ALAC annual conference during this year and all staff attended a tribunal hearing to further understanding of that part of the process

The Committee is made up exclusively from elected members with a Chairman, a Deputy Chairman, and three list members. Appointments have been made for a five year term from 18<sup>th</sup> December 2013.

The Committee have attended all available training programmes run by both LGNZ and SOLGM.

1st October 2013	SOLGM Training	CCC	Full Committee
24 <sup>th</sup> October 2013	Know How	Selwyn DC	Full Committee
10 <sup>th</sup> January 2014	In House	WDC	Full Committee
13 <sup>th</sup> March 2014	Judge Urwyn	Selwyn DC	Full Committee
20 <sup>th</sup> March 2014	ARLA hearing	CCC	Chair and Deputy
Bi Monthly Liaison	In House	Hurunui/WDC	Secretaries/Chairs

To date the Committee has held 3 public hearings on "opposed applications":

28<sup>th</sup> February – Kaiapoi Riverside Bowling Club,

29<sup>th</sup> April - Kosco Rangiora Off Licence,

30<sup>th</sup> May - JR's Bar and Grill truncated on Licence, and Michelle Fahey truncated Managers Certificate.

As well there has been one new On Licence type low risk (Brick Mill Café Ltd) and one new Off Licence of medium risk (Waikuku Wine Cellars Ltd) established in the district.

Since the introduction of the Sale and Supply of Alcohol Act 2012 (The Act) there has been a noticeable increase in the workload of the Inspectors, the Secretary and the DLC Chairman. There is an expectation for Inspectors to write more comprehensive Inspectors reports, respond to questions raised by the Chairman, the monitoring of licenced premises, as well as assisting/managing the development of the Provisional Local Alcohol Policy (PLAP). The liaison and links between the Chairman and the Secretary have increased dramatically, the weekly signing of decisions, “on the papers” which under the old Act was previously done by the Secretary. It has been found to be very time consuming, as is the development of the training that our DLC have participated in. There are also additional demands on the Inspectors time with the additional joint monitoring of licensed in conjunction with NZ Police, Medical Officer of Health

## **2. District Licensing Initiatives: See sections 4 and 5.**

## **3. Waimakariri District Local Alcohol Policy**

The Council's Resource Management and Regulations Committee approved the development of a Draft Local Alcohol Policy under the new Sale and Supply of Alcohol Act 2012. The Council confirmed the public notification, on 18 December 2013, of the Provisional Local Alcohol Policy at its meeting on 8 October 2013. All submitters to the consultation on the draft Policy were advised of this and a copy of the provisional policy was sent to them with the Council's decisions on their particular points of submission in mid-November.

As per the requirements of the *Sale and Supply of Alcohol Regulations 2013*, the provisional Local Alcohol Policy was notified via public notice in the Christchurch Press on 18 December. Additionally, the notice was placed in the Local Newspapers on 18 December; This notice was also displayed in a prominent position on the Council's website with links to the Ministry of Justice's website. Copies of the provisional policy were available at all the Council's service centres and libraries as well as on the website. Five appeals have been received against this Policy and it has been set down for hearing by ARLA on 4<sup>th</sup> August 2014 over a period of three days.

## **4. Enforcement and Inspections**

All licensed premises have been inspected this year, plus the additional random monitoring with the Police and Canterbury District Health Board. The most common matter of non-compliance concerned the lack of display of duty manager's names and in one case, intoxication which is being followed up by the Police. The Committee assisted the Police and Community & Public Health with three controlled purchase operations 23<sup>rd</sup> August 2013, 7<sup>th</sup> December 2013, 4<sup>th</sup> April 2014, where 84 sales of alcohol premises were visited.

No sales were made to underage persons.

## **5. Liaison/Collaboration with other agency groups**

Formal quarterly liaison has taken place with neighbouring DLAs, the Police and Community and Public Health. There were frequent discussions with the police about applications and enforcement. A close working relationship has developed since the Sale and Supply of Alcohol Act came in force between our local Waimakariri Police, our Inspectors and the District Licensing Committee

All staff attended the on-going collaboration/liaison and joint training sessions attended covering the new Sale and Supply of Alcohol Act introduction. The application of the liquor ban

bylaw, in tandem with other measures such as controlled purchase operations, crime cameras and voluntary one way door-closed policies, and encouraging reduced hours of operations is seen as a joint initiative.

## **6. Any other Matters**

The District Licensing Committee Inspectors interview all applicants for both new and renewal licences and certificates. This provides a key opportunity to remind applicants of their obligations under the Act. The new Act came into force on 18<sup>th</sup> June 2012 and staffs are quickly coming to terms with the new requirements. The Agency also contributes and participates in the monthly North Canterbury Community College LCQ training in this district.

## **7. Canterbury Earthquake:**

The district is still recovering from the effects of the earthquakes, it has significantly increased its population over the last four years, there has been essentially 10 years growth in the last 3 years, and this increase has also brought with it the normal social problems.

## 8. Statistical Information

### **WAIMAKARIRI DISTRICT TERRITORIAL AUTHORITY** **ANNUAL RETURN FOR YEAR ENDING 30<sup>th</sup> DECEMBER 2013**

Type	Number of Applications Received	Number of Applications Determined	Number of Previously Unlicensed Premises	Total Territorial Authority Revenue (GST incl)	Total Fee Paid to ARLA (GST incl)
On-licence new	7	7		4,665.36	887.32
On-licence variation	0	0		0	0
On-licence renewal	7	7		4,665.36	887.32
On-licence convey	1	1		666.48	126.76
Off-licence new	3	3		1,999.44	380.28
Off-licence variation	0	0		0	0
Off-licence renewal	8	8		5,331.84	1,014.08
Club licence new	1	1		666.48	126.76
Club licence variation	0	0		0	0
Club licence renewal	2	2		1332.96	253.52
GM Certificate	35	35		3971.10	751.45
GM Certificate SSAA	1	1		287.50	28.75
GM Certificate renewal	40	40		4538.40	858.80
CM Certificate	2	2		226.92	42.94
CM Certificate renewal	0	0		0	
<b>9. Subtotal</b>	<b>107</b>			<b>28,351.84</b>	<b>5,357.98</b>
Special licence	63	63		4057.20	
Temporary Authority	5	5			
<b>10. TOTAL</b>	<b>175</b>	<b>175</b>		<b>32409.04</b>	<b>5,357.98</b>

**TERRITORIAL AUTHORITY: WAIMAKARIRI DISTRICT**  
**ANNUAL RETURN FROM 1<sup>ST</sup> JANUARY 2014 to YEAR ENDING: 30<sup>th</sup> JUNE 2014**

**On-licence, off-licence and club licence applications received:**

<b>11. Application Type</b>	Number received in Fee Category: Very Low	Number received in Fee Category: Low	Number received in Fee Category: Medium	Number received in Fee Category: High	Number received in Fee Category: Very High
On-licence new		4	2		
On-licence variation					
On-licence renewal		1	1	1	
Off-licence new			3		
Off-licence variation					
Off-licence renewal			2		
Club licence new					
Club licence variation					
Club licence renewal	1				
<b>12. Total number</b>	<b>1</b>	<b>5</b>	<b>8</b>	<b>1</b>	
<b>13. Total Fee paid to ARLA (GST incl)</b>	<b>\$15.00</b>	<b>\$150.00</b>	<b>\$360.00</b>	<b>\$75.00</b>	

**Annual fees for existing licences received:**

Licence Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On-licence		6	3	2	
Off-licence			4		
Club licence	1	1			
<b>Total number</b>	<b>1</b>	<b>7</b>	<b>7</b>	<b>2</b>	
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$15.00</b>	<b>\$210.00</b>	<b>\$315.00</b>	<b>\$150.00</b>	

**Managers' certificate applications received:**

	Number received
Manager's certificate new	21
Manager's certificate renewal	41
<b>14. Total number</b>	<b>62</b>
<b>15. Total Fee paid to ARLA (GST incl)</b>	<b>\$1782.50</b>

**Special licence applications received:**

	Number received in	Number received in	Number received in
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	category: Class 1	category: Class 2	category: Class 3
Special licence	2	22	18

**Temporary authority applications received:**

	Number received
Temporary authority	0

**Permanent club charter payments received:**

	Number received
Permanent club charter payments	2

Yours faithfully

Leslie Pester  
Secretary  
WAIMAKARIRI DISTRICT LICENSING AGENCY