

Chairperson and Committee Members
OPERATIONS & FINANCE COMMITTEE

4 OCTOBER 2018

Meeting Status: **Public**

Purpose of Report: For Information

**ALCOHOL REGULATORY AND LICENSING AUTHORITY
(ARLA) ANNUAL REPORT - JULY 2017 TO JUNE 2018**

PURPOSE OF REPORT

- 1 This report is to inform the Council of the contents of the Alcohol Regulatory and Licensing Authority (ARLA) Annual Report that is required to be provided to ARLA each year pursuant to Section 199 of the Sale and Supply of Alcohol Act 2012 (the Act).

DELEGATION

- 2 The Operations and Finance Committee has delegated authority to consider this matter under Section B.2 of the Governance Structure and Delegations:
 - 'This Committee will deal with monitoring and decision-making on all broader financial management matters. Key responsibilities will include all regulatory and planning matters from an operational perspective'.

BACKGROUND

- 3 Within three months of the end of every financial year, every territorial authority must prepare and send to ARLA a report of the proceedings and operations of its licensing committee during the year.

ISSUES AND OPTIONS

Issues

- 4 Pursuant to section 199 (2) of the Act, ARLA may specify the form of the annual report and matters to be included in the annual report.
- 5 This year the report request has changed and we have completed the report via an online reporting format. In addition to the current year's statistics, we have been asked to provide some statistics from July 2016 to June 2017 as ARLA's intention is to use this data over subsequent years to build a picture of any trends. The material attached in Appendix One, contains the information that was uploaded into the online report.
- 6 Please note that there are differences in statistics providing in the ARLA annual report (Appendix One) and ARLA annual return (Appendix Two). This is because the report refers to licences or certificates "issued" and the return refers to "applications received".

CONSIDERATIONS

Policy considerations

7 There are no policy considerations.

Legal considerations

8 This report is required to be prepared pursuant to section 199 of the Act.

Financial considerations

9 The statistical information portion of this report deals with ARLA's portion of any fees collected from application fees and annual fees.

Tāngata whenua considerations

10 There are no Tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

11 This matter has a low level of significance under Council Policy.

Publicity

12 This report will be published on the Councils DLC webpage.

RECOMMENDATIONS

13 That Council receives the information as detailed in Appendix 1 and 2 of report RS-18-551.

Report prepared by

Julie Lloyd
Team Leader
Environmental Health

Approved for submission

Ewen Church
Acting Group Manager
Corporate Services

Approved for submission

Natasha Tod
Group Manager
Regulatory Services

ATTACHMENTS

Appendix 1 – ARLA annual report statistics and information

Appendix 2 – ARLA annual return

ARLA ANNUAL REPORT 2017 2018

Answers included into the on-line portal.

1. Please provide the name of your District Licensing Committee.

- Kapiti Coast District Licensing Committee

2. Please provide the name, email, and contact phone number of your Committee's Secretary.

- Natasha Tod, Natasha.tod@kapiticoast.govt.nz; 042964896

3. Please name each of your licensing inspectors and provide their email and contact phone number.

- Katherine McLellan (Licensing Inspector)
Katherine.mclellan@kapiticoast.govt.nz, 042964805
- Julie Lloyd (Chief Licensing Inspector), Julie.lloyd@kapiticoast.govt.nz, 042964695
- Adam Crow, (Inspector and Licensing Administration Officer 0.7 FTE),
adam.crow@kapiticoast.govt.nz, 042965509
- We do have other warranted licensing inspectors in the Environmental Health Team to help out in the absence of the Licensing Inspector

4. The following questions relate to the number of licences and managers' certificates your Committee issued and refused in the 2016-17 and 2017-18 financial years.

LICENCES ISSUED				
	2016 - 2017		2017 - 2018	
	ISSUED	REFUSED	ISSUED	REFUSED
ON LICENCES	14	0	11	0
OFF LICENCES	6	0	8	0
CLUB LICENCES	0	0	1	0

MANAGERS CERTICATES ISSUED AND RENEWED					
2016 - 2017			2017 - 2018		
ISSUED	REFUSED	WITHDRAWN	ISSUED	REFUSED	WITHDRAWN
244	1	5	172	0	3

LICENCES RENEWED (ON, OFF, CLUB)				
	2016 - 2017		2017 - 2018	
	ISSUED	REFUSED	ISSUED	REFUSED
ON LICENCES	53	0	39	0

5. Please comment on any changes or trends in the Committee's workload in 2017-18.

The Committee's workload seems to have increased compared with previous years. In the absence of a Local Alcohol Policy it appears that the agencies are more likely to object to licence applications in certain parts of the district. And this may increase matters requiring a hearing.

6. Please comment on any new initiatives the Committee has developed/adopted in 2017-18.

- Nothing to report

7. Has your Committee developed a Local Alcohol Policy?

- No

7A. If the answer is yes, what stage is your Local Alcohol Policy at?

- Not applicable

8. If the answer to 7 is Yes, what effect do you consider your Local Alcohol Policy is having?

- Not applicable

9. Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is achieving its object.

Note: the object of the Sale and Supply of Alcohol Act 2012 is that:

- a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and**
- b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.**

It is unclear that the Act is having a significant impact in our area. Kapiti Coast District Council has chosen not to develop a Local Alcohol Policy given issues and costs that other Councils have faced in attempting to establish a policy. In the Committee's opinion, this has limited the impact of the Act. The most noticeable impact in our area is the implementation of Single Alcohol Areas in supermarkets, but this has also had its own difficulties given the time it is taking for case law to develop.

TERRITORIAL AUTHORITY:Kapiti Coast DLC

Appendix 2 ARLA Annual Return

ANNUAL RETURN FOR YEAR PERIOD:1 July 2017 to 30 June 2018**On-licence, off-licence and club licence applications received:**

Application 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 new	2	7	3		
On-licence variation		1			
On-licence renewal	5	10	6		
Off-licence new	1	1	4	1	
Off-licence variation					
Off-licence renewal	1	2	7	1	
Club licence new					
Club licence variation					
Club licence renewal	6	2	1		
Total number	15	23	21	2	0
Total Fee paid to ARLA (GST incl)	\$ 258.75	\$ 793.50	\$ 1,086.75	\$ 172.50	\$ -

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	13	35	25		
Off-licence	3	8	22	4	
Club licence	22	9	1		
Total number	38	52	48	4	0
Total Fee paid to ARLA (GST incl)	\$ 655.50	\$ 1,794.00	\$ 2,484.00	\$ 345.00	\$ -

Managers' certificate applications received:

	Number received
Manager's certificate new	85
Manager's certificate renewal	89
Total number	174
Total Fee paid to ARLA (GST incl)	\$ 5,002.50

Special licence applications received:

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
Special licence	6	37	99

Temporary authority applications received:

	Number received
Temporary authority	17

Permanent club charter payments received:

	Number received
Permanent club charter payments	0

Total fees paid to ARLA 2016-2017	\$ 12,592.50
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Monthly payments made in total to ARLA 2017-2018
Difference monthly payments made, to annual total

Money Owed to ARLA

Notes - Money Owed to ARLA

We did not pay ARLA for the following Annual Fees Received

DLC#	Applicant	Category	Date	Amount
OFF800	Liquor King Kapiti	Off Licence – M	20-Feb-18	51.75
ON870	Kapiti Ten Pin	On Licence – L	18-Aug-17	34.5
ON823	Pinetree Arms	On Licence – M	21-Feb-18	51.75
ON899	Southward Car Museum	On Licence – M	20-Feb-18	51.75

Total \$ 189.75

We did not pay ARLA for the following Mangers Certificate

MC536	Sera Prasad	Manager – Renew	23-Nov-18	28.75
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Total \$ 28.75

Should have been included in the November monthly ARLA report

TOTAL \$ 218.50

Money Owed to KCDC

Notes - Money Owed to KCDC

DLC#	Applicant	Category	Date	Amount
MC630	Ian D Williams	Manager – New	Nov 17 / Jan 18	28.75

Total 28.75

Ian displayed on two separate monthly reports to ARLA, this was due to his application being stopped and restarted at a later date and magiQ not being updated correctly to reflect this

Notes - Other Information missed

DLC#	Applicant	Category	Date
SP3679	Kapiti Bowling Club	Special – 3	Dec-17

The following Special Licence was not included in December 17

KCDC Total in debit from ARLA

to increase next monthly report by this amount, if in agreement

\$ 189.75