

FILE REF: LIQ 1.10

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29 September 2017

Secretary
Alcohol Regulatory and Licensing Authority
Ministry of Justice Tribunals Unit
Level 1
86 Customhouse Quay
Wellington 6011

Dear Secretary

**ANNUAL REPORT TO THE ALCOHOL REGULATORY AND LICENSING AUTHORITY:
WESTLAND DISTRICT LICENSING COMMITTEE**

Herewith is the Annual Report of the Westland District Council regarding the Westland District Licensing Committee, prepared pursuant to the provisions of Section 199 of the Sale and Supply of Alcohol Act 2012 for the year ended 30 June 2017. With no public hearings, it was a slightly quieter year for the DLC than the previous year.

1. Overview of the Westland District Licensing Committee Workload

- One District Licensing Committee (DLC) has been appointed for Westland, as per Council resolution of 28 November 2013. The DLC now consists of Chairperson Bryce Thomson (former Councillor) Deputy Chairperson Graeme Olson (current Councillor; appointed to replace outgoing Councillor Jim Butzbach after the October 2016 elections), Timothy Teen (former licensee) and Richard Gardiner (previous licensing inspector). Mr Thomson, Councillor Olson and Mr Teen have all undertaken recent training with regard to their duties. Unfortunately, in the past year one DLC members, Zelda Martin, resigned due to illness and has since passed away. The Council is currently considering adding 1 or 2 new members to the DLC member list.
- I have been delegated the duties of Secretary of the DLC, as part of my role as Group Manager: Planning, Community and Environment. I understand that the Chief Executive of each Territorial Authority is still technically the Secretary of the DLC, which is why I sign my reports and licences as "For Secretary, Westland District Licensing Committee." If this is incorrect please advise me.

- Over the past year, only one staff member has been actively involved in alcohol licensing duties as a licensing inspector. From February 2015, Wayne Knightbridge has been Chief Licensing Inspector as part of his role of Environmental Health and Regulatory Officer. Council officer Warren Godfrey remains a warranted Licensing Inspector to back up Mr Knightbridge if necessary. Both inspectors have undertaken training tailored to District Licensing inspection work, including training under the new Act.
- Our DLC is supported by a committee adviser who, as a Business Support Officer, also works on resource consent and environmental health matters.
- The District Licensing Committee conducted no public hearings in the year ending 30 June 2017. There were 3 public hearings in the previous year, no public hearings the year before that, and one public hearing in the year ending 30 June 2014. The Licensing Inspectors, Police, and Community & Public health have been successful in resolving nearly all issues with applicants without the need for a hearing.

2. DLC Initiatives

- In the year ending 30 June 2015, Westland District Council created the new role of Environmental Health and Regulatory Officer and tasked this role with being the Chief Licensing Inspector under the Sale and Supply of Alcohol Act 2012 (SASAA). Since beginning this role at the start of February 2015, Wayne Knightbridge has devoted about 40% of his time to alcohol-related matters, and this is planned to continue. This appointment has raised the profile of SASAA licensing within the District and enabled a greater depth of work and investigation into licensing matters. Previously the role had been attached to two building inspector roles who were not able to devote as much time to SASAA licensing issues.
- During the past year, the DLC implemented a website-based system for advertising licence applications. This takes the place of the requirement for advertising in newspapers. The intent to do so was advertised in local newspapers, so that interested parties now know to check the Council website for the latest applications. There is also an option to subscribe to notifications via the Council's "Westland Matters" newsletter service. We consider this to be a positive step in terms of customer service, using an innovative feature of the SASAA.

3. Local Alcohol Policy

- Until 19 December 2013, the Westland District Licensing Agency Strategy Statement served as the DLA's Sale of Liquor Policy.
- In 2013 Council commenced active discussion with neighbouring TAs concerning the possibility of a joint Local Alcohol Policy (LAP).

- After the October 2013 elections, Council appointed a working party consisting of three Councillors to: consult with stakeholders and agencies to consider the best ways for the Council to meet with objectives of the Act; consider the Buller and Grey District Council's LAP models; consider the need or not for a Westland LAP; and consider the work and decisions of the DLC and report to Council if required.
- The above working party had discussions with Council staff about a potential LAP and were informed of the situation regarding appeals to other Councils' LAPs and progress with other LAPs on the West Coast. At its November 2015 meeting, Westland District Council agreed to defer creating a LAP until at least April 2016, in order to receive guidance from Local Government New Zealand (LGNZ) about drafting a LAP as well as to monitor progress of other Councils. Council also agreed at that meeting to extend the term of the Alcohol Working Party to the end of the triennium (October 2016). A new Alcohol Working Party has been appointed for the current triennium but has not yet met to discuss a LAP.
- It is still possible to have a joint West Coast LAP with the Grey and Buller District Councils, or at least consistent LAPs in terms of opening and closing hours, etc. Grey District Council has decided not to proceed with a LAP at present, and Buller District Council has revoked its previous proposed LAP and is starting the process anew.
- Progress has been made, in terms of initial discussions with key stakeholders about a potential LAP. The Council's Community Development Advisor has had discussions with representatives of the hospitality industry, Council's current licensing inspectors, the Council working party mentioned above, staff at neighbouring Councils, NZ Police, and Community & Public Health. Background information including a recent report on alcohol-related harm on the West Coast by the regional Medical Officer of Health has also been assembled to inform the development of a potential LAP. Our current Council has yet to formally consider the matter of a LAP.

4. Current Legislation

- Understanding of the current legislation seems to be improving in the community.
- There does appear to be confusion about whether BYO components of community functions such as racing and sporting events can be allowed under the Act without an on-licence. The DLC has required an on-licence for BYO, as special licences cannot provide for BYO. This could be a potential area for legislative change, to allow special licences to provide for BYO. It could also be helpful to clarify the responsibilities of licence holders with respect to monitoring the BYO activity, e.g. whether there are the same requirements to ensure no intoxication takes place as with direct sale and supply of alcohol.

5. Other Matters: Enforcement and Inspections, and Liaison with Other Agencies

- Committee staff continue to meet at least every 3 months with their counterparts at other West Coast Councils, with NZ Police in Hokitika and elsewhere on the West Coast, and with the Medical Officer of Health and representatives of Community and Public Health. This liaison and information-sharing has been useful for the ongoing processing of alcohol-related applications, monitoring and enforcement issues, Local Alcohol Policy discussions, and the development of shared or similar forms under the new Act.
- In addition, within Westland there are monthly meetings between the Police Harm Reduction Officer, the Medical Officer of Health representative, and the Chief Licensing Inspector, to discuss issues, upcoming renewals or new licence applications.
- There are scheduled night-time monitoring visits every three months undertaken jointly by the Police, a Medical Officer of Health representative, and the Chief Licensing Inspector.
- The Chief Licensing Inspector continues to monitor licensed premises, both in terms of how the premises comply with signage and other similar requirements, and also with how the premises actually operate during their busier hours later in the evening. He often does this in his capacity as the Council's Environmental Health Officer, as part of his site visits in relation to the Food Act 2014.
- No suspensions were sought by the DLC this year.
- The Council has two bylaws that relate to liquor. The first is the Westland District Wildfoods Festival and Other Events Bylaw that controls the taking of liquor into various parts of Hokitika during the Wildfoods Festival and other events. The second is the Liquor Ban Bylaw that prohibits the consumption of alcohol in certain commercial and residential areas of Hokitika during specific hours. It is possible that at least one additional community will be added to the Liquor Ban Bylaw in the near future. Franz Josef township has shown interest in having parts of the township subject to a liquor ban, although this interest appears to have waned in the past couple years.

6. Key Contacts

- DLC Secretary – Jim Ebenhoh – 03 756 9035 – 027 886 0420 – jim.ebenhoh@westlanddc.govt.nz
- Licensing Inspector – Wayne Knightbridge – 03 756 9037 – 027 801 6864 – wayne.knightbridge@westlanddc.govt.nz
- Support/Admin personnel – Amy Jones (Committee Advisor) – 03 756 9039 – amy.jones@westlanddc.govt.nz

7. Statistical Information

- The annual return of statistics for the year ended 30 June 2017 is attached.
- A list of all licensed premises as of 30 June 2017 in the Westland District is attached.

Sincerely



Jim Ebenhoh

**Group Manager: Planning, Community and Environment
for Secretary, District Licensing Committee**

Attachments:

Annual return of statistics for the year ended 30 June 2017

List of all licensed premises in the Westland District as of 30 June 2017

TERRITORIAL AUTHORITY: Westland District Council
ANNUAL RETURN FOR YEAR ENDING: 30 June 2017

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		3	5	3	
On-licence variation					
On-licence renewal	1	5	8	1	1
Off-licence new			4		
Off-licence variation					
Off-licence renewal			8	1	
Club licence new					
Club licence variation					
Club licence renewal					
Total number	1	8	25	5	1
Total Fee paid to ARLA (GST incl)	\$17.25	\$276.00	\$1,293.75	\$431.25	\$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	2	15	20	11	2
Off-licence			19	4	1
Club licence		1			
Total number	2	16	39	15	3
Total Fee paid to ARLA (GST incl)	\$34.50	\$552.00	\$2018.25	\$1293.75	\$517.50

Managers' certificate applications received:

	Number received
Manager's certificate new	58
Manager's certificate renewal	72
Total number	130
Total Fee paid to ARLA (GST incl)	\$3737.50

Special licence applications received:

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
Special licence	7	11	33

Temporary authority applications received:

	Number received
Temporary authority	15

Permanent club charter payments received:

	Number received
Permanent club charter payments	0

Business Name	Address1	Address2	Address3
Alice May	PO Box 54	Franz Josef 7856	
Aurora Restaurant	19 Tancred Street	Hokitika 7810	
Beachfront Hotel Hokitika & Super Liquor Hokitika	111 Revell Street	Hokitika 7810	
Blue Ice Café	PO Box 23	Franz Josef 7856	
Café Neve	PO Box 71	Fox Glacier 7859	
Cook Saddle Café and Saloon	PO Box 29	Fox Glacier 7859	
de Havilland Landing	PO Box 76	Hokitika 7842	
Distinction Fox Glacier	PO Box 90	Fox Glacier 7859	
Empire Hotel	19 Aylmer Street	Ross	
Fat Pipi Pizzas	49 Revell Street	Hokitika 7810	
Fitzherbert Street Four Square Supermarket	143 Fitzherbert Street	Hokitika 7810	
Fox Glacier Inn & Pod Hostel	PO Box 148	Fox Glacier 7859	
Fox Glacier General Store Limited	PO Box 28	Fox Glacier 7859	
Franz Josef Four Square Supermarket	PO Box 65	Franz Josef 7856	
Franz Josef Oasis	PO Box 138	Franz Josef 7856	
Full of Beans Café	PO Box 137	Franz Josef 7856	
Haast Beach General Store	PO Box 25	Haast 7844	
Haast Food & Accommodation Centre	PO Box 55	Haast 7844	
Haast World Heritage	C/- Meares Williams, Solicitors	PO Box 660	Christchurch 8140
Hard Antler Bar & Restaurant	C/- PO Box 51	Tapauni 9542	
Heartland Hotel Fox Glacier	C/- Meares Williams, Solicitors	PO Box 660	Christchurch 8140
Heartland Hotel Franz Josef Glacier (Mueller Wing)	C/- Meares Williams, Solicitors	PO Box 660	Christchurch 8140
Heartland Hotel Glacier Country	C/- Meares Williams, Solicitors	PO Box 660	Christchurch 8140
High Peaks Hotel	167 Cook Flat Road	Fox Glacier 7859	
Hobnail Café	PO Box 38	Fox Glacier 7859	
Hokitika Chartered Club	PO 102	Hokitika 7842	
Hokitika New World	116 Revell Street	Hokitika 7810	
Hari Hari Motor Inn	42 Main Road	Harihari 7863	
Kaniere Hotel	289 Kaniere Road	Hokitika 7811	
King Tiger Restaurant & Bar	PO Box 76	Franz Josef 7856	
Kokatahi Hotel	113 Upper Kokatahi Road	RD 1	Hokitika 7881
Kumara Racing Club	PO Box 302	Hokitika 7842	
Lake Mahinapua Hotel	PO Box 50	Franz Josef Glacier 7856	
Lake Moeraki Wilderness Lodge	Private Bag 772	Hokitika 7842	
Matheson Café	PO Box 86	Fox Glacier 7859	
Pioneer Hotel	80 Gibson Quay	Hokitika 7810	
Priya Indian Restaurant	79 Revell Street	Hokitika 7810	
Pukeko Store and Café	PO Box 24	Harihari 7863	
Rain Forest Retreat	C/- Liquor Licensing Bureau (South Island) Ltd	PO Box 182	Arrowtown
Ross Store	9 Moorhouse Street	Ross 7812	
Royal Mail Hotel Woodstock	PO Box 139	Hokitika 7842	
Scenic Hotel Franz Josef Glacier	C/- Meares Williams, Solicitors	PO Box 660	Christchurch 8140
Snakebite Brewery	PO Box 69	Franz Josef 7856	
South Westland Salmon Café	State Highway 6	Lake Paringa Post Centre	South Westland 7834
Stafford Street Four Square	140 Stafford Street	Hokitika 7810	
Stations	PO Box 62	Hokitika 7842	
Stella Café - Delicatessen & Cheesery	84 Revell Street	Hokitika 7810	
Stoneoven Bakery Café	103-105 Revell Street	Hokitika 7810	
Stumpers Bar & Café	PO Box 35	Hokitika 7842	
Te Waonui Forest Retreat	C/- Meares Williams, Solicitors	PO Box 660	Christchurch 8140
The Landing Bar	PO Box 76	Franz Josef 7856	
The Last Kitchen	PO Box 128	Fox Glacier 7859	
Theatre Royal Hotel	81 Seddon Street	Kumara 7832	
Weheka Accommodation Ltd	PO Box 90	Fox Glacier 7859	
West Coast Wine Company	PO Box 188	Hokitika 7842	