



Annual Report of the Southland District Licensing Committee

For the 12 Months ending 30 June 2018

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Document Revision

Date	Amendment	Amended by	Approved by	Approval date

Introduction

Section 199 of the Sale and Supply of Alcohol Act 2012 requires the territorial authority to prepare and send to the licensing authority a report of the proceedings and operations of its licensing committees during the year.

The Authority's suggested format is followed in this report.

1. Overview of the District Licensing Committee's (DLC) Workload

The Southland District Council employs three Environmental Health Officers, all of whom are appointed as Licensing Inspectors. The Chief Licensing Inspector is the department's Manager.

Mr Bruce Halligan, Council's Group Manager Environmental Services, is the Secretary of the District Licensing Committee by a delegation from the Chief Executive approved by Council.

The department receives clerical support to help in the smooth running of the Committee.

The Committee held one hearing during the year.

Reminders are sent out to all holders of licences and certificates advising them of the expiry date and the need to renew their licence or certificate.

All application forms are available for downloading off the Southland District Council's website.

All applications received are entered into the Pathway processing system which has a tracking workflow and the ability to produce various reports on the department's activities. All applications are scanned and sent electronically to the reporting agencies.

2. District Licensing Committee Initiatives

The Southland, Invercargill and Gore District Councils continue to work closely together in the implementation of the Sale and Supply of Alcohol Act.

The three councils have a combined member list for their District Licensing Committees.

Licensing Inspectors meet monthly with the Southland Liquor Liaison Group (known as SEAL), made up of the agencies involved in administering the Sale and Supply of Alcohol legislation in the region, namely the Police, Public Health South, Fire Service and the three councils.

District Licensing Inspectors are involved in the training of managers through a local training facility.

Council delegated some of its powers to staff, to consider and decide on certain alcohol licensing applications. This delegation was made in the interests of improving how we work, efficiency, and our service to customers.

3. Local Alcohol Policy

The Southland, Invercargill and Gore District Councils have joined together to create a Local Alcohol Policy. The combined LAP came into force on 31 May 2016.

The document has three policies:

- (a) Sensitive premises - requiring consultation with affected premises within 50 metres of the premises.
- (b) Trading hours.
- (c) Discretionary conditions - providing examples of the conditions that the committee can consider.

The LAP is currently under review, and the Invercargill City Council's legal advisor is leading this process.

4. Current Legislation

Council has an Alcohol Licensing Fee-Setting Bylaw 2015. The bylaw reduces the annual fee payable by a licensee of premises for which an On Licence, Off Licence or Club Licence is held by 30%. The business unit reserve is around \$50,000 (as at 30 June 2018), and so there is no need to amend the Bylaw at this time.

Council has an Alcohol Control Bylaw 2015. The bylaw creates an alcohol-free area in the Te Anau town centre.

5. Any other matter the Agency may wish to draw to the attention of the Authority

The Council has worked with the Health Promotion Agency to produce a "Southern Enforcement Alcohol Liaison Agency Agreement". It is currently in draft form and being trialled with the combined agencies. So far the agreement is working very well.

As part of this agreement, SDC staff took responsibility for process of receiving late applications for special licenses. This process was completed in July 2018.

Also as part of this agreement, a SEAL reference information document is maintained, for the purpose of recording key decisions made by the group. This has proven effective in maintaining a level of consistency and clarity.

6. Statistical Information

The annual return in the requested format is attached.