

6. SALE OF LIQUOR POLICY DOCUMENT

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The purpose of this report is to further progress the Council's decision to structure a timeline and process for the preparation of a Christchurch City Council Sale of Liquor Policy Document, following a review of other documents from other New Zealand local authorities.

BACKGROUND

At the Committee's meeting on 9 August 2002 the preparation of a Sale of Liquor Policy was discussed. The report to that meeting advised that the present document, prepared some years ago, covered many of the day-to-day administrative matters and that it was perhaps timely that this document was updated to reflect current thinking, particularly since the amendment to the Sale of Liquor Act in late 1999. That report also suggested that any new document include a much wider purvey of the 'liquor' scene, address a more holistic community view, and integrate and inter-relate associated 'liquor' policy formulated by other business units of the Council.

The report further suggested that there was a need for Council to establish a process that identified the scope of the document, identify the appropriate stakeholders and the consultation process to be used.

The subsequent decision of the Council (22 August 2002) was:

1. That the Committee review sale of liquor documents from other local authorities, and
2. That the Committee structure a timeline and process following that review.

Policy documents from a number of local authorities have been received and a range were circulated to Committee members in October.

A number of authorities have advised that they are thinking about or are in the process of revising their documents, so the present documents could alter in the near future. There is a sameness about some of the documents as they largely enlarge on the process detail described in the Sale of Liquor Act.

DISCUSSION

Members will have now had the opportunity to read and review the documents from other local authorities. The next steps would seem to be, firstly, to determine the scope of the proposed Christchurch City Council document and from this decision, would lead to determining the stakeholders. Members will clearly wish to discuss these matters.

To assist there would appear to be three possible parts to the formulation of the document:

- (a) 'Pure' policy statements – providing overview, principles, direction.
- (b) Operational policy – dealing with specific issues, eg special licences etc.
- (c) Administrative policy – management process detail.

The inclusion of (a), (b) and (c) in one document would provide a more holistic approach. Update of (b) and (c) is believed to be necessary. Operational policy is probably the most important aspect from a liquor industry perspective as this would reduce the number of applications needed to be heard by the District Licensing Agency. Administrative policy will merely be updating the rules by which applications are processed. The 'pure' policy area is believed to be a matter that will need more in-depth consideration and therefore time.

It is suggested a discussion/scoping paper needs to be prepared and circulated for comment from stakeholders. The operational and administrative parts of the proposed policy document (where the matters relate to specifically Sale of Liquor Act licensing administration) could be prepared by the Environmental Services Unit (Sale of Liquor Team). However if a more holistic document is to be prepared, then it is recommended that the Policy Directorate become involved.

A suggested format to proceed is outlined below:

| Structure/Process | Timeline |
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| 1. Scope of document. | To be determined by elected members. |
| 2. Stakeholders identified. | |
| 3. Consultation process to be used. | |
| 4. Preparation of discussion/scoping paper (dictated by document scope). | |
| 5. Review by Elected Committee Members of discussion/scoping paper. | |
| 6. Circulate discussion/scoping paper. | |
| 7. Assess feedback and determine whether meetings with stakeholder groups needed. | |
| Comment: Earlier discussions with stakeholder groups may be a consideration. | |
| 8. Preparation of final draft. | |
| 9. Circulate final draft for comment/feedback. | |
| 10. Prepare final document. | |
| 11. Ratification by Regulatory and Consents Committee for submission to Council. | |

Staff

Recommendation: That the information be received.

Chairman's

Recommendation: For discussion.