

Chairperson and Committee Members
TE WHAKAMINENGA O KĀPITI

28 AUGUST 2018

Meeting Status: **Public**

Purpose of Report: For Information

APPOINTMENT OF DISTRICT LICENSING COMMITTEE LIST MEMBERS

- 1 This report seeks to provide information to members of Te Whakaminenga o Kāpiti regarding appointments to the District Licensing Committee.

DELEGATION

- 2 Te Whakaminenga o Kāpiti may consider this matter under the Memorandum of Partnership.

BACKGROUND

- 3 Section 186 of the Sale and Supply of Alcohol Act 2012 requires Territorial authorities to appoint district licensing committees.
- 4 On 25 July 2013 the Council approved the establishment of a District Licensing Committee and agreed a recruitment campaign be undertaken to source local committee members for the District Licensing Committee.
- 5 The composition of this Committee was to include a Chair and Deputy Chair (who would be Councillors) and two list members drawn from a pool of suitable qualified appointees.
- 6 Te Whakaminenga o Kāpiti were briefed on the changes being brought about by the Sale and Supply of Alcohol Act 2013 during a meeting in July 2013. No iwi members applied for the position of District Licensing Committee member.
- 7 On 7 November 2013 the Council approved the following persons as members of the District Licensing Committee list for a period of five years from 18 December 2013:
 - Trevor Knowles
 - Michael Dodson
 - Hilary Wooding
 - Philip Parkinson
 - Samantha Sharif
- 8 On 28 November 2013 the Council approved Cr Diane Ammundsen as the Chair and Cr Murray Bell as the Deputy Chair of the District Licensing Committee for the remainder of the 2013-2016 Triennium.
- 9 At the beginning of this triennium, on 26 October 2016, the Council appointed Cr Fiona Vining as the Chair and Cr Janet Holborow as the Deputy Chair of the District Licensing Committee for the 2016-2019 Triennium.
- 10 Ms Samantha Sharif resigned from the District Licensing Committee with effect from 1 January 2017.

- 11 Ms Hilary Wooding advised Mayor Gurunathan that she will not be standing again for membership of the District Licensing Committee from 18 December 2018 at the end of the five year period.
- 12 Mr Trevor Knowles, Mr Michael Dodson and Mr Philip Parkinson had indicated to the Chair of the District Licensing Committee that they would like to be reinstated for a further five year period.
- 13 At the meeting of the Kāpiti Coast District Council on 9 August 2018 Trevor Knowles, Michael Dodson and Philip Parkinson were approved as members of the District Licensing Committee list for a period of five years from 18 December 2018.
- 14 Council also agreed that a recruitment campaign is undertaken to source an additional two local committee members for the District Licensing Committee list.
- 15 A selection panel comprising the Chair of the District Licensing Committee, Deputy Chair of the District Licensing Committee and the District Licensing Committee Advisor have been delegated the authority to manage the appointment of two external members for Council Approval.

ISSUES AND OPTIONS

Issues

- 16 Under the Sale and Supply of Alcohol Act a territorial authority must either:
 - a) establish, maintain and publish its own list of persons approved to be members of the territorial authority's licensing committee or committees; or
 - b) together with 1 or more other territorial authorities, establish, maintain, an publish a combined list of persons jointly approved by those authorities to be members of the territorial authorities' licensing committee.
- 17 A territorial authority must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters.
- 18 A person may be approved for inclusion on the list for a period of up to 5 years and may be approved for any 1 or more further periods of up to 5 years.

CONSIDERATIONS

Policy considerations

- 19 There are no policy considerations arising from this report.

Legal considerations

- 20 These appointments are considered under the requirements of sections 186, 187, 189 and 192 of the Sale and Supply of Alcohol Act 2012.

Financial considerations

- 21 As determined by the Minister of Justice the remuneration for District Licensing Committee list members is set at \$51 per hour. In addition District Licensing Committee members can claim other reasonable costs such as mileage.

Tāngata whenua considerations

- 22 The competencies for District Licensing Committee members include an understanding of alcohol related harm and its impact on Māori. The advertisement for roles will be circulated widely through iwi networks. Members of Te Whakaminenga o Kāpiti could encourage suitable candidates to apply.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 23 This matter has a low level of significance under Council's Significance and Engagement Policy.

Engagement planning

- 24 An engagement plan is not needed to implement this decision.

Publicity

- 25 The vacancy for this role will be advertised in the local papers and through the Council's own communication channels.

RECOMMENDATIONS

- 26 That Te Whakaminenga o Kāpiti receives the report Corp-18-586 and notes its contents.

Report prepared by	Approved for submission	Approved for submission
---------------------------	--------------------------------	--------------------------------

Leyanne Belcher

Janice McDougall

Natasha Tod

**Democracy Services
Manager**

**Acting Group Manager
Corporate Services**

**Group Manager
Regulatory Services**

ATTACHMENT

Appendix 1: Competencies

APPENDIX 1

COMPETENCIES

DLC LIST MEMBERS		
Competency descriptor	Essential for the role	Desirable for the role
1: Experience relevant to alcohol licensing matters – Demonstrates knowledge of alcohol licensing matters and demonstrates active interest and ability to build new knowledge in this area		
Knowledge of alcohol licensing	✓	
Demonstrate experience of legal and regulatory alcohol environment		✓
Knowledge of the Sale and Supply of Alcohol Act 2012		✓
2: Understanding of harm caused by the consumption of alcohol – Demonstrates knowledge of the Act and alcohol related harm		
Knowledge of alcohol-related harm and its impact on communities	✓	
Knowledge of alcohol-related harm and its impact on Māori		✓
3: Community knowledge - Demonstrates knowledge of the community for which DLC operates		
Awareness and understanding of the local alcohol policy (if relevant)	✓	
Understanding of community expectations around licensing	✓	
4: Quality decision making – Utilises analysis, wisdom, experience, and logical methods to make good decisions and solve difficult problems with effective solutions. Probes beyond stated situation to identify underlying issues.		
Considers information from a variety of sources in an objective, unbiased way to reach a conclusion	✓	
Ability to sort fact from fiction	✓	
Operates independently with little direction		✓
Applies pragmatic decision-making	✓	
Chairperson experience		✓
Balanced assertiveness		✓
5: Hearing experience – Demonstrates knowledge of the purposes of the hearing process and demonstrates knowledge of applying the legislation		
Understanding and application of the legislation	✓	
Understanding written decisions	✓	
Interpreting case law		✓
Knowledge and understanding of hearings procedure		✓
6. Strong communication – Demonstrates effective written and oral communication skills. Can write clearly and succinctly. Listens to others and asks questions to gain understanding. Facilitates good working relationships with other DLC members and offers constructive input.		
Strong verbal and written communication skills	✓	
Knowledge of and ability to operate under rules of confidentiality	✓	
Skills in questioning- ability to drill down to the issue	✓	
Writes clear and well thought-out decisions		✓

7. Professional integrity – Upholds professional integrity at all times.		
Demonstrates behaviours that are consistent with standards for professional and ethical conduct	✓	
Refrains from behaviour that fosters the appearance of conflict of interest	✓	
Applies rules and regulations in a consistent, non-biased manner	✓	