



LIST MEMBER – DISTRICT LICENSING COMMITTEES POSITION DESCRIPTION

Position Title:

List Member, Masterton, Carterton and South Wairarapa District Licensing Committees

Position Purpose

The purpose of this position is to act as a List Member of District Licensing Committees (DLCs) for Masterton, Carterton and South Wairarapa, that will consider and determine applications made under the Sale and Supply of Alcohol Act 2012.

More particularly, the functions of the DLC are to:

- consider and determine licence applications, renewals, variations, suspensions and cancellations
- consider and determine new applications for and renewals of manager's certificates
- consider and determine applications for temporary authority
- conduct inquiries and make reports to the Alcohol Regulatory and Licensing Authority (ARLA)
- with the leave of ARLA, refer applications to ARLA.

A DLC consists of three members appointed by a territorial authority for its district.

The Councils have appointed Chairpersons/Commissioners to chair the DLC.

The Councils will maintain a list of DLC members from which members will be appointed to sit in accordance with terms of reference agreed by the Councils.

The DLC will issue reasoned decisions in writing and send copies to the relevant parties.

In its decision making, the DLC will have regard and, where applicable, give effect to the Wairarapa Local Alcohol Policy.

Workload

The workload of the DLC will depend on the number of applications received and the number of these applications that are objected to by members of the public or where reporting agencies are in opposition. All uncontested applications are considered on the papers by the Chairperson/Commissioner, while contested applications are considered by the full DLCs.

A DLC can transfer an application to ARLA for its consideration, with the agreement of the Chair of ARLA.

The tables attached as Appendix A outline the types and numbers of applications that have historically been lodged at Masterton, Carterton and South Wairarapa District Councils:

As formal meetings will only be required for contested applications, an estimate of workload has been made as follows based on historical data:

- Chairperson: 1-4 hours per week to approve uncontested applications
- Full DLC (this includes list members): 1 half day hearing per annum

List members will be rotated as required to sit at hearings; rotation will be influenced by such factors as availability, location of hearing, territorial locality of premises involved, conflict of interest etc.

Remuneration

As determined by the Minister of Justice in accordance with the Cabinet fees framework, a DLC list member will receive remuneration at a rate of \$408.00 per day or \$51.00 per hour for part days.

A list member will also be reimbursed for reasonable expenses incurred in the discharge of duties associated with the position.

Duration of appointment

The appointment will be for an initial period of up to five years. The appointee may be reappointed for one or more further terms of up to five years.

A list member may resign from office at any time by written notice to the relevant territorial authority.

The territorial authority may at any time remove a list member of a DLC for inability to perform the functions of office, bankruptcy, neglect of duty, or misconduct, proved to the territorial authority's satisfaction.

Person specification

A person must not be approved to be included on the DLC members' list unless that person has experience relevant to alcohol licensing matters.

Additionally, a person must **not** be a DLC list member if:

- The council believes that person has, directly or by virtue of his or her relationship with another person, such an involvement or appearance of involvement with the alcohol industry that he or she could not perform his or her duties without actual bias or the appearance of bias; or
- the person is a constable, a Medical Officer of Health, an inspector (Alcohol Licensing), or an employee of the territorial authority.

Knowledge/Skills/Experience

- knowledge of alcohol licensing and the legal framework
- an understanding of the impact of alcohol-related harm on communities
- highly developed analytical and decision-making skills
- experience applying legislative and regulatory frameworks
- knowledge of and familiarity with the conduct of public hearings
- excellent verbal and written communication skills
- the highest standard of professional and personal integrity.

Important Functional Relationships

Internal

- DLCs Secretariat staff
- Other staff of the Masterton, Carterton and South Wairarapa Council

External

- Police
- Medical Officers of Health representatives
- Licensing inspector(s)
- Fire and Emergency NZ
- ARLA

APPENDIX A

Types and numbers of applications that have historically been lodged at Masterton District Council:

TYPE	1 July 2022 – 30 June 2023	1 July 2021 – 30 June 2022	1 July 2020 – 30 June 2021	1 July 2019 – 30 June 2020	1 July 2018 – 30 June 2019
Special licences	47	27	63	40	64
On-licences	16	14	9	22	14
Club licences	2	10	5	4	6
Off-licences	9	13	11	13	10
Manager's certificates	105	100	105	93	102
Temporary authorities	5	3	7	5	7
TOTAL	184	167	200	177	203
Number of hearings held	1	0	0	0	0

Types and numbers of applications that have historically been lodged at Carterton District Council:

TYPE	1 July 2022 – 30 June 2023	1 July 2021 – 30 June 2022	1 July 2020 – 30 June 2021	1 July 2019 – 30 June 2020	1 July 2018 – 30 June 2019
Special licences	20	16	16	22	44
On-licences	5	7	9	6	7
Club licences	5	3	2	2	3
Off-licences	8	8	6	8	11
Manager's certificates	49	43	46	49	55
Temporary authorities	4	-	-	1	2
TOTAL	71	77	79	88	122
Number of hearings held	0	0	0	0	0

Types and numbers of applications that have historically been lodged at South Wairarapa District Council:

TYPE	1 July 2022 – 30 June 2023	1 July 2021 – 30 June 2022	1 July 2020 – 30 June 2021	1 July 2019 – 30 June 2020	1 July 2018 – 30 June 2019
Special licences	50	32	43	53	57
On-licences	26	31	29	23	24
Club licences	3	7	4	2	8
Off-licences	34	33	26	28	29
Manager's certificates	153	153	161	137	129
Temporary authorities	3	14	3	6	3
TOTAL	269	270	266	249	250
Number of hearings held	1	0	0	0	0