

SOUTH WAIRARAPA DISTRICT COUNCIL

19 SEPTEMBER 2013

AGENDA ITEM C6

THE DISTRICT LICENSING AGENCY

Purpose of Report

Council to appoint an elected member as chairperson of the District Licensing Committee.

Recommendation

Officers recommend that the Council:

1. *Receive the information.*
2. *The Council appoints an elected member to act as Chairperson for the South Wairarapa District Licensing Committee*

1. Background

Resolution DC2013/104 passed by Council on 26 June 2013 states:

"That the South Wairarapa District Council appoints an elected member to act as chairperson for the South Wairarapa District Licensing Committee; or that the South Wairarapa District Council appoints a commissioner to act as chairperson for the South Wairarapa District Licensing Committee".

Council should now decide on which elected member will be appointed as chairperson. Both the Masterton District Council and Carterton District Council have already appointed an elected member as chairperson for their respective DLC's.

A decision to use an elected member as Chairperson will mean that if that member is not standing, or is not re-elected, then the new Council will need to appoint a new member after the election.

The criteria for appointment of the Chairperson are attached as Appendix 1.

2. Recommendations

That the South Wairarapa District Council appoints an elected member to act as Chairperson for the South Wairarapa District Licensing Committee;

2.1 Legal Implications

Sale and Supply of Alcohol Act 2012.

2.2 Financial Considerations

Money has been allocated in the 2013/14 Annual Plan.

3. Appendix

Appendix 1 - Local Government New Zealand Knowhow "Competencies for DLC chairperson/Commissioner and DLC list members"

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Approved by: Murray Buchanan, Group Manager Planning and Environment

**Appendix 1 - Local
Government New Zealand
Know How “Competencies
for DLC
Chairperson/Commissioner
and DLC List Members”**

CHAIRPERSON/COMMISSIONER		
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		✓
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	✓	

