

Porirua District Licensing Committee List Member | Te Rōpū Tuku Raihana Waipiro o Porirua rārangi mema tanga

We are seeking List Members for the Porirua City Council's District Licensing Committee that will consider and determine application made under the Sale and Supply of Alcohol Act 2012.

Background

The District Licensing Committee (DLC) is a quasi-judicial body that has the powers of a commission of inquiry which makes decisions that can be appealed to the Alcohol Regulatory and Licensing Authority. The Committee comprises of the Chairperson (an elected member of Council) and two members from a Council-approved list.

The functions of the District Licensing Committee are:

- To consider and determine applications for:
 - licences and manager's certificates (including renewals and variations to licence conditions);
 - the temporary authority to carry on the sale and supply of alcohol appropriately; and
 - the suspension or cancellation of special licences.
- To refer applications to the licensing authority where necessary.
- To conduct inquiries and to make reports to the licensing authority when required.

The Chairperson considers all uncontested applications on their own, however when an opposition is received by the New Zealand Police, the Medical Officer of Health or an Alcohol Licensing Inspector, or an objection is received from a member of the public, the application must be heard by the DLC, comprised of three members, at a hearing.

As part of District Licensing hearings, you will interact with:

- Applicants
- Members of the community
- Members of the New Zealand Police
- The Medical Officer of Health
- Porirua City Council Licensing Inspectors
- The Chair of the Porirua District Licensing Committee
- Other list members of the Porirua District Licensing Committee

Please note: This role not an employee of Porirua City Council, and is a contractor role. Hours are sporadic. Please see the table below for the number of hearings held at Porirua City Council each year.

List members need:

- A comprehensive knowledge of the Sale and Supply of Alcohol Act 2012 and understanding of all relevant legislation, including relevant case law and decisions made by other District Licensing Committees, and any local alcohol policy, to provide a quality and professional service to the Committee. List members must keep up to date with any developments in alcohol legislation and case law.
- Knowledge of, and adherence to accepted best practice for hearings: using effective communication skills, active listening, distilling key arguments and facts from the information presented and applying appropriate weight to evidence. Members will need to ensure they demonstrate neutrality, fairness and a commitment to natural justice to all throughout the hearing.
- An understanding of common decision-making biases, addressing conscious and unconscious bias and applying strategies to minimise their impact.
- To demonstrate an understanding of the principles of Te Tiriti o Waitangi, their relevance in legislation and their application to the decision(s) in question.
- To understand the principles of tikanga Māori and uphold the four principles of the Māori ethics framework:
 - whakapapa / purpose
 - tika / research design

- manaakitanga / cultural and social responsibility
- mana / justice and equity
- To embrace diversity and use cultural competency to ensure that all members of Porirua City's diverse communities can participate effectively in hearings.
- Flexibility as hearings are sporadic. Hearings may occur in evenings and weekends, and in locations across Porirua City. List members will be rotated as required to sit at hearings. This is at the discretion of the Chair of the Porirua District Licensing Committee

List members will:

- Be aware and declare any conflicts of interest and take the appropriate action to protect themselves and the decision-making role of the District Licensing Committee. Members will need to disclose any financial or personal conflict and will need to evaluate conflicts on an ongoing basis.
- Be subject to a criminal records check by the Ministry of Justice prior to appointment.
- Disclose any pending criminal charges or convictions, throughout the period of appointment that may cause you to be compromised in your decision-making (e.g., alcohol-related offences).
- Disclose any potential conflict of interest, either actual or perceived, to the Advisor prior to the acceptance of work.

Duration of appointment and remuneration

As determined by the Minister of Justice in accordance with the Cabinet Fees Framework, a District Licensing Committee list member will receive remuneration at a rate of \$51.00 per hour. A list member will also be reimbursed for reasonable expenses incurred in the discharge of duties associated with the position. List members will invoice Council for remuneration, and will be responsible for paying their own tax.

A successful candidate will be appointed for a 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 Council. Council may, at any time, remove a list member for the inability to perform the functions of office, bankruptcy, neglect of duty or misconduct, proved to Council's satisfaction.

Types and numbers of applications that have historically been lodged at Porirua City Council:

TYPE	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
On-licences	20	3	13	13	5
Off-licences	15	2	12	9	8
Club licences	6	1	11	7	4
Special licences	73	105	76	109	105
Manager's certificates	151	136	140	147	147
Temporary authorities	4	8	6	6	4
Hearings held	0	1	0	6	2