



18 November 2024

██████████  
Email: ██████████

Dear ██████████

### Local Government Official Information Request

Thank you for your request for information from Council. All requests to the Council for information are required to be considered in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA). More information about how the Council handles LGOIMA requests can be found in the Council's [LGOIMA Request Policy](#), which is available on the Council's website.

Your request for information was received on 5 November 2024 and related to District Licensing Committees. Our response is below:

1. How many off-licences were operating in your territorial authority boundaries as at 30 June 2024 (if you cannot confirm at that specific date, how many off-licences do you currently have operating in your territorial authority boundaries? Please confirm which date you have used)

**Response:**

As at 30 June 2024 11 off-licences were operating in our territorial authority boundaries.

2. What are your current recruitment criteria and qualification requirements for appointing DLC Members and Chairs?

**Response:**

Please see attached job description. I also need to point out that Council has not held a District Licensing Committee meeting since 2019 so parts of this may be out of date, including the remuneration. When a meeting is required this will be updated.

3. What procedures have you implemented to give effect to the Sale and Supply of Alcohol Act (Community Participation) Bill Amendments?

**Response:**

None so far, we have yet to implement.

4. What tikanga protocols have you implemented to give effect to the Sale and Supply of Alcohol Act (Community Participation) Bill Amendments?

**Response:**

None so far, we have yet to implement.

5. Have you seen any notable changes in community participation since implementation of the Sale and Supply of Alcohol Act (Community Participation) Bill?

**Response:**

No.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that it is our policy to proactively release our responses to official information requests, where appropriate. Our response to your request will be published shortly at <https://www.rangitikei.govt.nz/council/about/contact-us/official-information> with your personal information removed.

If you wish to discuss this decision with us, please feel free to contact Karen Cowper 06 327 0099.

Yours sincerely



Carol Gordon

**Deputy Chief Executive / Group Manager Strategy, Community & Democracy**



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## **POSITION TITLE: District Licensing Committee (DLC) Member**

### **POSITION PURPOSE:**

The purpose of this position is to consider and determine contested applications made under the Sale and Supply of Alcohol Act, 2012. The functions of the committee are:

To consider and determine contested applications for:

- new and renewed licences and manager's certificates
- variation of licences
- temporary authorities and special licences

The Committee may also be required to:

- conduct inquiries and make reports required of it by the Alcohol Regulatory and Licensing Authority (ARLA)
- consider suspension or variation of special licences
- undertake any other functions conferred on the DLC under the Sale and Supply of Alcohol Act, 2012

The specific functions, powers and duties of the committee are contained in Subpart 6 of the Act.

A DLC consists of three members appointed by the Council (the chairperson + two members). The chairperson of the committee may determine uncontested licence and manager certificate applications and renewal applications alone while contested applications and other application types must be heard by the full committee. If you are not appointed to the Committee you may be one of the list members who may be called upon at any time to become a DLC member for a Liquor Licensing Hearing. List members will be contracted to Council under a contract for services and will not be employees of Council.

### **REMUNERATION:**

As determined by the Minister of Justice in accordance with the Cabinet fees framework, the current fees for the Chair (or Commissioner) is \$624 per day (\$78 per hour for part days); for other members \$408/day (\$51 per hour for part days).

### **DURATION OF APPOINTMENT:**

The appointment will be for a period of three years. The maximum term for a member is ten years.

### **PERSON SPECIFICATION:**

#### **Essential**

- Previous experience relevant to alcohol licensing matters
- Knowledge of alcohol related harm and its impact on communities
- Awareness of community expectations around licensing

- Ability to understand and apply legislation
- Strong verbal and written communication skills
- Strong investigation skills
- High ethical and professional integrity standards

**Desirable**

- Knowledge of the Sale and Supply of Alcohol Act, 2012
- Able to interpret case law
- Knowledge and understanding of hearings procedure

**IMPORTANT FUNCTIONAL RELATIONSHIPS:**

*Internal*

DLC Secretary

Licensing Inspectors

Other staff of the Council

*External*

Police

Medical Officers of Health

Alcohol Regulatory Licensing Authority