

District Licensing Committee selection panel establishment and processes

Meeting: Kaipara District Council
Date of meeting: 29 April 2020
Reporting officer: Gavin Dawson, Governance Advisor

Purpose/Ngā whāinga

To provide information on the role of the Kaipara District Licensing Committee (the “DLC”) and the process for recruiting and appointing committee members. It also seeks approval from the Council to establish a selection panel (the “Panel”) to oversee the recruitment and appointment process and make a recommendation on suitable candidates to be confirmed as members of the DLC.

Recommendation/Ngā tūtohunga

That the Kaipara District Council:

- a) Approves the establishment of a Selection Panel made up of the Mayor, one other Elected Member, and the Chief Executive or her Delegate, with a purpose of managing the recruitment and recommendation process to the Council for the membership of the Kaipara District Licensing Committee.

Context/Horopaki

The DLC was established under s 187 of the Sale and Supply of Alcohol Act 2012 (the “Act”) and is administered by each territorial authority (the “Council”) around New Zealand. It is responsible for considering licence applications in the Kaipara District, using criteria set out in the Act. This criteria includes the standards required for applicants, powers to investigate applications, hearings processes, and types of licences with the situations that apply to them.

The membership of the DLC must be confirmed by the Council every five years. The criteria and processes are set down by the Act and other best practice standards such as recruitment and governance procedure. The Act does not prescribe an exact process to follow and the Council is able to determine a process that is fit for purpose and is robust and transparent.

Discussion/Ngā kōrerorero

This report is to be read in conjunction with the guide ‘*Selecting and appointing district licensing committees – A guide for councils*’ (the “Guide”) (**Attachment A**). This guide was produced by Local Government New Zealand (LGNZ) and the New Zealand Society of Local Government Managers (SOLGM) and sets out best practice for the selection and appointment of DLC members.

The Guide sets out the following:

- The role of a DLC (**chapter 1, page 2**)
- Who can be on a DLC (**chapter 3, page 4**)
- Who can and can’t be on a DLC (**chapter 4, page 11**)
- Local context for consideration (**Chapter 4, page 14**)
- Selection and appointment processes (**chapter 5, page 17**)
- Challenges (**chapter 6, page 21**)
- Position descriptions, advertisement templates, and other interviewing tools (**chapter 8, page 23**).

Proposed selection and appointment process for the Council

It is proposed that a Panel should be established, which would be made up of the Mayor, one other Elected Member, and the Chief Executive or her chosen delegate. The Panel would be responsible for shortlisting and interviewing candidates before making the final recommendation to Council.

The actions and timeframes for the process have been outlined below:

Action	Timeframe
Advertisements for candidates are published	Thursday 30 April, 2020
Candidate interviews commence and reference checks	Week of 18 May, 2020
Candidates advised of recruitment process result	Friday 22 May, 2020
Recommendation made to Council on the DLC membership. DLC membership and terms begins	Wednesday 27 May, 2020

The Act provides for existing members of the DLC to be reappointed for another five-year term.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

The Panel will be convened as early as possible and the process for recruitment and recommendation will begin. Final recommendations for the membership of the DLC will be considered at the Wednesday 27 May meeting of the Council.

Attachments/Ngā tapiritanga

	Title
A	Selecting and appointing district licensing committees – A guide for councils