

District Licensing Committee

Frequently Asked Questions

1. What are District Licensing Committees?

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 and Regulatory Licensing Authority. The DLC comprises a chairperson and two members and is responsible for deciding all licence (including special licence) and all managers' certificate applications, renewals and temporary authorities, regardless of whether these are opposed or unopposed. DLCs will also consider and determine applications for temporary licences and for the variation, suspension, or cancellation of special licences.

2. What is the chair's role?

DLC chairs will preside over the hearings, ensuring all parties are given equal opportunity to have their say and that the principles of natural justice will be complied with. They will also control hearing processes such as cross examination. The chair is responsible for dealing with any procedural matters that arise and for writing the decision of the DLC. A Chair will sit alone to decide matters 'on the papers' for unopposed applications.

To be considered for a DLC chair role, you will need to demonstrate:

- Excellent listening and verbal communication skills
- Knowledge of hearing procedure and process
- Ability to deal with difficult people and manage challenging situations
- A solid understanding of the relevant legislation
- Excellent written communication skills, including highly developed decision making and decision writing skills.

3. How many chair and member positions are available?

Auckland Council will be recruiting 12-15 members, five or six of whom will also act as chairs.

4. What qualifications do I need to be a DLC chair or member?

There are no formal qualifications required to be a DLC chair or member, however, you must have good standing in the community, the highest standard of professional and personal integrity and the necessary knowledge, skill and experience relating to matters that are likely to come before the committee.

5. What are the eligibility requirements?

DLC chairs and members are appointed based on individual qualifications, competencies and skill sets.

Applicants must be a New Zealand citizen or a permanent resident. Preference will be given to applicants that reside within, or close to, the Auckland region.

6. What is the recruitment process?

Auckland Council will call for applications from mid-November 2022 which will be open for approximately two weeks. Applications must be submitted via council's [website](#).

A selection panel will interview shortlisted applicants during February 2023. DLC chairs and members will be appointed by a council committee with the role commencing on 1 July 2023.

7. What is the term of the contract?

The DLC contract term will be 1 July 2023 to 30 June 2026.

8. How much time is a DLC member expected to commit to?

Work will be on an 'as required' basis and DLC panels are selected depending on the skills and expertise required for each hearing/application. During the current term, chair positions have required 75-100 hours a month and the average hours required by members has been approximately 5-15 hours a month.

Chairs and members are expected to attend the DLC workshops which is held quarterly to provide essential member updates.

9. Do DLC chairs and members get paid?

Yes, the remuneration rate is set by the Minister of Justice and is currently \$78 an hour for a chair and \$51 an hour for members.

DLC invoices are subject to withholding tax.

10. Why does the council website application form refer to 'employee' when this role is as a contractor?

Applications for the DLC roles are being submitted through council's recruitment page and therefore, refers to successful candidates as being employees. To clarify, DLC chairs and members will be contractors to council, not employees.

11. Can an elected member also be a DLC member?

Yes, an elected member can be a DLC member.

12. Do I have a conflict of interest?

You cannot be a DLC chair or member if you:

- have a direct, or by virtue of your relationship with another person, such an involvement or appearance of involvement with the alcohol industry that you could not perform your duties without actual bias or the appearance of bias
- are a constable, a Medical Officer of Health, an inspector, or an employee of the Council.

Successful candidates may find they have a conflict of interest from time to time and these are discussed with the Hearings team as they arise.

13. Would I report to a council manager?

DLC chairs and members are not employees of council but are accountable to the Regulatory Committee (or its equivalent) through the Hearings Manager.

14. What are council's commitments to Te Tiriti o Waitangi?

The principles that guide us are:

- We understand the importance and help the council group to meet its commitments to Māori in Tāmaki Makaurau / Auckland
- We learn about te Tiriti o Waitangi / The Treaty of Waitangi and the council group's specific commitments to Māori responsiveness in Tāmaki Makaurau
- We're able to explain and contribute to our department's Maori responsiveness plan
- We contribute to Māori outcomes through our work
- We educate ourselves and our people on Whiria Te Muka Tangata / the Māori Responsiveness Framework and how we can contribute to the goals of the framework through our work
- We provide opportunities for Māori to contribute to decision-making processes
- We're comfortable pronouncing and using basic te reo Māori, and learn more about tikanga Māori.

15. What is Te Ao Māori?

The Māori world view (te ao Māori) acknowledges the interconnectedness and interrelationship of all living & non-living things.

For further enquiries, please contact the Hearings Manager at julie.mckee@aucklandcouncil.govt.nz or 0274 909 902.