

CONFIDENTIAL MEMORANDUM

TO: Council

MEETING DATE: 1 December 2021

TITLE: District Licensing Committee Appointment Process

PRESENTED BY: Hannah White, Democracy and Governance Manager

APPROVED BY: Sheryl Bryant, Assistant Chief Executive

It is recommended that this report be considered with the public excluded, as permitted by the Local Government Official Information and Meetings Act 1987 under clause:

s7(2)(a) Privacy - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person

RECOMMENDATION FOR PUBLIC RELEASE

The report may be released once the individual involved is informed of the Council's decision.

RECOMMENDATION(S) TO COUNCIL

- 1. That Vicki Beagley be reappointed to the District Licensing Committee for a term of three years, expiring 30 November 2024 and be included on Palmerston North City Council's list of approved District Licensing Committee members.**
 - 2. That the report is released to the public following confirmation to the individual of appointment.**
-

1. ISSUE

- 1.1 One of the appointments to the District Licensing Committee expires on 30 November 2021.
- 1.2 It is recommended that this position is filled as the committee of three members meets fortnightly and filling the position would allow for continued sharing of that schedule load.

2. BACKGROUND

- 2.1 Palmerston North City Council District Licensing Committee (DLC) hears and make decisions on applications for alcohol licences and managers'

certificates, as required by the Sale and Supply of Alcohol Act 2012. Sections 189-193 of the Act set out the required composition of licensing committees.

2.2 Each DLC consists of three members, including the appointment of one member as the Chairperson. The Chairperson can be an Elected Member, or a Commissioner appointed to the committee. The other two members of the committee hearing and making decisions on applications must be appointed from the Council's approved list maintained under section 192. Council is also able to appoint an Elected Member to be Deputy Chairperson, and act in place of the Chairperson if they are unavailable.

2.3 The last set of appointments was made in November 2020 after a full recruitment process. This concluded with three new list members and two reappointments. The current approved list includes three councillors and three community members:

Chair: Cr. Susan Baty (expiry: 30 November 2023)

Deputy Chair: Cr. Rachel Bowen (expiry: 30 November 2023)

Member: Ms. Vicky Beagley (expiry: 30 November 2021)

Member: Mr Stewart Davies (expiry: 30 November 2023)

Member: Mr Rod Titcombe (expiry: 30 November 2023)

Member: Cr. Aleisha Rutherford (expiry: 30 November 2023)

2.4 The Act sets out eligibility for the list as follows:

- a) Members must have experience relevant to alcohol licensing matters; and
- b) Members must not be appointed if they have such an involvement or appearance of involvement with the alcohol industry that they could not perform their duties without actual or perceived bias, or the person is a constable, a Medical Officer of Health, an inspector or an employee of a territorial authority.

2.5 Ms. Vicki Beagley was first appointed to the role in October 2016 and is a valued community member of the committee.

2.6 The Chair of the District Licensing Committee recommends the reappointment.

2.7 Ms Beagley has confirmed that she is available to continuing serving on the committee.

2.8 Appointments may be made for up to five years. However, it is current practice to appoint for three years. Applying a three-year term, in this case, will allow for continuation of knowledge as cycle for appointment will not all fall at once.

3. NEXT STEPS

If the Council approved the reappointment, Ms Beagley will be informed, and the published list of members will be updated on the website.

4. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual <Enter text>		Yes
Are the decisions significant?		No
If they are significant do they affect land or a body of water?		Choose an item.
Can this decision only be made through a 10 Year Plan?		No
Does this decision require consultation through the Special Consultative procedure?		No
Is there funding in the current Annual Plan for these actions?		Yes
Are the recommendations inconsistent with any of Council's policies or plans?		No
The recommendations contribute to Goal 5: A Driven & Enabling Council		
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship		
The action is: Administer committee and Council meeting processes which are open to the public		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Reappointment ensures continuity of knowledge on the District Licensing Committee.	

ATTACHMENTS

Nil