

Position description

Position title:	District Licensing Committee chairs and members	Team:	Hearings
Division:	Policy, Planning & Governance	Reports to:	Regulatory and Safety Committee through the Hearings Manager
Department:	Governance and Engagement	Direct reports:	Nil
Unit:	Governance Support	Indirect reports:	Nil



Our commitment to te ao Māori

We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the directorate's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations of Māori as outlined in the Māori Outcomes Performance Measurement Framework – Kia ora Tāmaki Makaurau.



Purpose of the job

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 licences) 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.



Key responsibilities

- Exercise the DLC's powers and functions under the Sale and Supply of Alcohol Act 2012
 - Adhere to accepted best practice for hearings: using effective communication skills, active listening, distilling the key arguments and facts from the information presented and applying appropriate weight to evidence; recognising common decision-making biases, addressing conscious and unconscious bias, and applying strategies to minimise their impact
 - Maintain a comprehensive understanding of all relevant legislation, including relevant case law, the Local Alcohol Policy and decisions made by other DLCs, to provide a quality service to the council and its customers
 - Demonstrate impartiality and integrity and commit to the principles of natural justice and a sense of fair play
 - Demonstrate an understanding of the principles of Te Tiriti o Waitangi, their relevance in legislation, and their application to the decision(s) in question
 - Apply tikanga Māori to hearings where relevant and appropriate
 - Embrace diversity and use cultural competency to ensure that all members of Auckland's diverse communities can participate effectively in hearings
- Chairperson specific:
- Prepare directions and/or minutes on procedural matters as required

	• Run a fair and impartial hearing in line with the accepted best practice values above ensuring the principles of natural justice are respected • Allocate tasks among panel members - including drafting parts of the decision where appropriate, decision editing and scrutiny, arranging and attending site visits • Responsible for delivering a comprehensive and sound decision • Consider and determine unopposed applications on the papers Chief Commissioner specific: • Mentor committee members • Provide guidance to committee members and staff • Contribute to the training and workshop events • Develop Practice Notes.
--	--

 Outcomes	• DLCs are prepared for hearings having familiarised themselves of all material provided prior to hearing and carrying out a site visit where appropriate • Hearings proceed smoothly and in a timely manner and all parties feel that they have had a fair hearing • New legislation and case law is applied to decisions where appropriate • DLCs deliberate to reach a clear, impartial and logical decision • Decisions: are well-reasoned; are legally and technically correct; contain conditions that are robust; will withstand scrutiny by the Alcohol Regulatory and Licensing Authority; will stand up to judicial review; and are completed within expected timeframes • Services are performed to a high standard of professional practice for judicial processes • DLCs demonstrate neutrality and fairness to all throughout the hearing • All DLC members disclose any potential conflict of interest, either actual or perceived, to the hearings team prior to the acceptance of work.
--	---

 Key skills	No formal qualifications are required, however key skills to undertake the role are: • experience relevant to alcohol licensing matters • knowledge of the Sale and Supply of Alcohol Act 2012 and of New Zealand legislation in general and its application • awareness and understanding of the Auckland Local Alcohol Policy • understanding of tikanga Māori, Te Tiriti o Waitangi and its application in the alcohol licensing context • cultural competencies - a commitment to diversity and an ability to work effectively with all of Auckland's diverse communities • understanding of the community and its expectations of alcohol licensing • behaviours that are consistent with professional standards and ethical conduct in judicial processes • strong computer skills and ability using technology including working in a paperless environment • public hearing experience, advanced listening and questioning skills and an ability to identify key issues • neutral, tactful and diplomatic with an open mind when assessing applications • ability and willingness to review one's own performance and review areas for development and improvement through the term.
--	---

Auckland Council behaviours

 SERVE Aucklanders serving Aucklanders	 DEVELOP Step up from good to great	 COLLABORATE Success comes when we work together	 ACHIEVE It's up to us to make it happen
---	--	--	---

	Chairperson-specific: - necessary knowledge, skill and experience relating to matters that are likely to come before the committee - experience in legal and regulatory environments - skill in note-taking and ability to write clear and succinct decisions - highly-developed oral and written communication and decision-making skills - ability to interpret and apply case law and knowledge of relevant DLC and ARLA decisions - knowledge and understanding of hearings procedures - ability to be calm and measured in difficult or high-pressure situations Chief Commissioner specific: - Mentoring and training skills - Developing and writing practice notes on processes
 Job requirements	- The role is as a contractor to the council - Be prepared for flexible working hours noting that this is not a full-time role - DLC members must refrain from behavior that fosters the appearance of a conflict of interest. Members need to declare any conflict of interest and take appropriate action to protect themselves and the decision-making role of the DLC. You must disclose any financial or personal conflicts and will need to evaluate conflicts on an ongoing basis. - You must disclose any criminal convictions that may cause you to be compromised in your decision-making (e.g. alcohol-related offences).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	Version date:
Julie McKee, Hearings Manager	11 September 2025

Auckland Council behaviours

 SERVE Aucklanders serving Aucklanders	 DEVELOP Step up from good to great	 COLLABORATE Success comes when we work together	 ACHIEVE It's up to us to make it happen
---	--	--	---