



APPENDICES MINUTES

Council Meeting

Thursday, 29 February 2024

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29 FEBRUARY 2024

13.1 REAPPOINTMENT OF DISTRICT LICENSING COMMITTEE LIST MEMBERKaituhi | Author: **Jessica Mackman, Senior Advisor, Democracy Services**Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 48(1)(a)(i) of the <i>Local Government Official Information and Meetings Act 1987</i> .
Sub-clause and Reason:	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.

TE PŪTAKE | PURPOSE

- 1 This report asks Council to reappoint Susie Mills as list member to the Kāpiti Coast District Licensing Committee ("DLC") for a further term of up to five years.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Susie Mills has been serving as a list member to the DLC for five years. Under the Sale and Supply of Alcohol Act 2012 (the "Act"), a list member can serve a total of two terms of five years as a list member to the DLC of a local authority.

TE TUKU HAEPAPA | DELEGATION

- 3 Council has the authority to consider this matter pursuant to sections 186, 189 and 192 of the Sale and Supply of Alcohol Act 2012.

TAUNAKITANGA | RECOMMENDATIONS

- A. That Council reappoint Susie Mills to the District Licensing Committee as list member effective from 29 February 2024.
- B. That Council acknowledge Trevor Knowles and Philip Parkinson for ten years (two terms) of dedicated service as list members of the District Licensing Committee.
- C. That Council approves the release of this report 'Reappointment of District Licensing Committee List Member' (excluding appendices) and the resolutions from public excluded business.

TŪĀPAPA | BACKGROUND

- 4 Every territorial authority is required to appoint a District Licensing Committee which consists of a Chair, Deputy Chair and a 'pool' of list members maintained under section 192(1) of the Sale and Supply of Alcohol Act 2012 who can be called upon to consider matters at a hearing, if required.
- 5 On 24 November 2022, Council resolved to appoint Cr Nigel Wilson as Chair of the DLC and Cr Martin Halliday as Deputy Chair of the DLC. On 23 March 2023, Council further resolved to appoint the following pool of list members and terms:
 - 5.1 Cr Martin Halliday, appointed until the end of the 2022-2025 triennium,
 - 5.2 Ron Tustin, appointed for a term of 5 years ending on 23 March 2028,
 - 5.3 Community Board Member Jackie Elliott, appointed until the end of the 2022-2025 triennium, and

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- 5.4 Community Board Chair Bede Laracy, appointed until the end of the 2022-2025 triennium.
- 6 The Act stipulates that the Chairperson alone can make a decision on an uncontested alcohol licence application (section 136(4A)), commonly referred to as making a decision “on the papers”.
- 7 However, under the Act, if a hearing is required to be held, a quorum of three committee members must be called upon to attend.
- 8 In the event that the Chair is unable to discharge their duties, the Deputy Chair can be called upon to fulfil the role of the Chair and make decisions on the papers for uncontested applications or to preside at a hearing.
- 9 Deputy Chair Cr Martin Halliday is also a list member of the DLC, appointed to the position by Council on 23 March 2023 effective from 18 December 2023.
- 10 The current pool of DLC list members therefore comprises: Ron Tustin, Raumati Community Board Chair Bede Laracy, Ōtaki Community Board member Jackie Elliott and Cr Martin Halliday.
- 11 Susie Mills was first appointed as a list member on 18 December 2018 for a five-year term which ended on 18 December 2023.
- 12 Section 192(3) of the Act provides that a person may be appointed as a list member of the DLC for a period of up to five years and that re-appointment can be approved for one further period of up to five years, so 10 years in total.
- 13 Susie Mills is eligible to be reappointed for a further five-year term.
- 14 Trevor Knowles and Philip Parkinson served two consecutive five-year terms and their membership concluded on 18 December 2023. Trevor Knowles and Philip Parkinson are not eligible to be reappointed.

HE KŌRERORERO | DISCUSSION

- 15 Following the conclusion of Susie Mills’ initial term as a DLC list member on 18 December 2023, Council officers sought her interest in serving a further term on the DLC.
- 16 Susie Mills confirmed she does wish to serve a further term as a DLC list member and her resume (attached in Appendix 1) outlines her prior experience serving the DLC and her qualifications and skill set for consideration of reappointment.

He take | Issues

- 17 The DLC should maintain an adequate amount of list members to ensure that there is sufficient availability of members for hearings taking into consideration the possibility of illness or absence of members.
- 18 The current number of list members is four, so the DLC would benefit from an additional member.

Ngā kōwhiringa | Options

- 19 The reappointment of Susie Mills as DLC list member will increase the pool of members who are available to be called upon for hearings.
- 20 Should Susie Mills not be reappointed, the membership of the DLC pool will remain at four members.

Mana whenua

- 21 There has been no engagement with mana whenua regarding this report.

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22 There are no climate change considerations relevant to this report.

Ahumoni me ngā rawa | Financial and resourcing

23 There are no additional financial and resourcing considerations relevant to this report.

24 List members are reimbursed on a per hearing basis and appointing an additional list member to call upon in the event of a hearing, does not impact the amount payable to members or existing budgets.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

25 There are no legal and organisational risks relevant to this report.

Ngā pānga ki ngā kaupapa here | Policy impact

26 There are no policy impact considerations relevant to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

27 An engagement plan is not required.

Whakatairanga | Publicity

28 The DLC list membership is available to view on the Council website and will be updated once the membership has been confirmed by Council through considering this report.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Resume - Susie Mills