



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Committee Terms of Reference

2019 - 2022

Version Control

Version	Changes	Adopted
1.0	Document Creation	13 November 2019
1.1	Updates and changes to membership	11 February 2021
1.2	Proposed Changes to Regulatory Hearings Panel	29 July 2021
1.3	Proposed Inclusion of District Licensing Committee Terms of Reference	26 August 2021



COUNCIL

The purpose of the Central Hawke's Bay District Council is to enable democratic local decision making to promote the social, economic, environmental and cultural well being of the Central Hawke's Bay District in the present and for the future.

Council is made up of the Mayor and 8 Councillors (elected members). They are responsible for determining local policy and legislation, and defining the overall vision for the Central Hawke's Bay District. Council makes decisions on behalf of the ratepayers and residents.

In meeting its purpose, the Central Hawke's Bay District Council has a variety of roles:

- Facilitating solutions to local needs
- Advocacy on behalf of the local community with central government, other local authorities and other agencies
- Management of local infrastructure including network infrastructure (e.g. roading, water supply, waste disposal, libraries, parks and recreational facilities).

Environmental management planning for the current and future needs of the local district.

COMMITTEES OF THE WHOLE

Strategy and Wellbeing Committee	Finance and Infrastructure Committee
<p>The purpose of the Strategy Committee is to determine specific outcomes that need to be met to deliver on the vision and direction of council related to wellbeing, and set in place the strategies, policies and work programmes to achieve set goals and targets.</p> <p>To develop, approve, review and recommend to Council (where applicable) statutory and nonstatutory policy, plans, bylaws and strategies to:</p> <ul style="list-style-type: none"> • Focus on the social, economic, cultural and environmental wellbeing of Central Hawke's Bay through the development of vision and strategy while identifying and promoting community aspirations. • Integrate an all of wellbeing approach to strategy, plan and policy development. • Have effective statutory plans and bylaws to protect community through a focus on the social, economic, cultural and economic wellbeings. 	<p>The purpose of the Finance and Infrastructure Committee is to oversee financial and nonfinancial performance, including the delivery of the Council's Capital Programme.</p> <p>To develop, approve, review and recommend to Council (where applicable) statutory and non-statutory policy, plans, bylaws, strategies and projects:</p> <ul style="list-style-type: none"> • To monitor Council activities and services performance against budget, Annual Plans, the Long Term Plan, Annual Reports and corporate and financial policies. • The Finance and Infrastructure Committee also receives enforcement and compliance performance activity reporting to ensure financial and non-financial performance oversight of its regulatory functions. • To provide governance oversight of Council's operational programmes, services, activities and projects related infrastructural assets. • To enable the progress of the Council's operational activities, projects and services.

STANDING COMMITTEE'S

Risk and Assurance	Regulatory Hearings Panel	Chief Executive Performance and Employment Committee
<p>The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance and accountability of the Central Hawke's Bay District Council by:</p> <ul style="list-style-type: none"> • Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place. • Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting. • Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy. • Promoting a culture of openness and continuous improvement. 	<ul style="list-style-type: none"> • To conduct hearings and/or determine under delegated authority applications for consent and all other matters required to be heard and determined by way of a Hearing under the Resource Management Act 1991. • To conduct hearings and/or determine under delegated authority applications relating to the Dog Control Act 1996 and any other matters required for determination by Council under legislation as determined by Council. 	<p>Oversees the performance of the Chief Executive in line with the performance agreement and his/ her ongoing relationship with the Council, and report regularly to the Council on his or her performance.</p>

OTHER COUNCIL SPECIAL COMMITTEES (EXCLUDING WORKING GROUPS)

District Licensing Committee (DLC)	Civic Awards Panel Committee	CVOS Committee
<p>The DLC is responsible for considering and determining all applications, and renewals, for Liquor Licenses and Managers Certificates.</p> <p>The Committee is also responsible for the consideration and determination of Temporary Authorities and Special Licences made under the Sale and Supply of Alcohol Act (SSAA) 2012.</p>		

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Membership	<p>Her Worship the Mayor Alex Walker (Chair)</p> <p>Deputy Mayor Kelly Annand (Deputy Chair)</p> <p>Councillor Brent Muggeridge, Councillor Pip Burne, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer.</p>
Meeting frequency	The council shall meet every 8 weeks or as required.
Quorum	As set by Standing Orders.
Purpose	<p>The purpose of the Central Hawke's Bay District Council is to enable democratic local decision-making to promote the social, economic, environmental and cultural well-being of the Central Hawke's Bay District in the present and for the future.</p> <p>Council is made up of the Mayor and 8 Councillors (elected members). They are responsible for determining local policy and legislation, and defining the overall vision for the Central Hawke's Bay District. Council makes decisions on behalf of the ratepayers and residents.</p> <p>In meeting its purpose, the Central Hawke's Bay District Council has a variety of roles:</p> <ul style="list-style-type: none"> Facilitating solutions to local needs Advocacy on behalf of the local community with central government, other local authorities and other agencies Management of local infrastructure including network infrastructure (e.g. reading, water supply, waste disposal, libraries, parks and recreational facilities) Environmental management planning for the current and future needs of the local district.
Responsibilities	<p>The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision making body.</p> <p>The power to:</p> <ol style="list-style-type: none"> 1. make a rate 2. make a bylaw 3. borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan 4. adopt a Long Term Plan or Annual Plan and Annual Report 5. appoint a Chief Executive

	<ol style="list-style-type: none"> 6. adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement 7. adopt a remuneration and employment policy 8. approve or amend Council's Standing Orders 9. approve or amend the Code of Conduct for elected members 10. appoint and discharge members of committees 11. establish a joint committee with another local authority or other public body <p>In addition, Council can:</p> <ol style="list-style-type: none"> 1. approve a proposed plan under the Resource Management Act 1991 2. approve Council policy and strategy 3. remove chairpersons of committees, subcommittees 4. approve Council's recommendation to the Remuneration Authority for the remuneration of elected members 5. approve the Triennial Agreement 6. approve the Local Governance Statement 7. make decisions on representation reviews 8. appoint or remove trustees, directors or office holders to Council CCOs or COs 9. approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and 10. approve a proposed plan or a change to a district plan under clause 17 of the First Schedule <p>Council will specifically retain oversight of the District Plan, Long Term Plan and Annual Plan process and decisions.</p>
Delegations	Council cannot delegate any of the responsibilities outlined above.
Professional Development and Learning	<p>Council will participate in the Elected Member Governance Training "Tipu" run by LGNZ.</p> <p>Council will engage in further professional development as required.</p>

STRATEGY AND WELLBEING COMMITTEE

Membership	<p>Deputy Mayor Kelly Annand (Chair)</p> <p>Her Worship the Mayor Alex Walker, Councillor Brent Mugeridge, Councillor Pip Burne, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer.</p> <p>*NB – In the absence of the Chair, the Mayor will Chair the meeting.</p>
Meeting frequency	<p>The committee shall meet every 8 weeks or as required.</p>
Quorum	<p>As set by Standing Orders</p>
Purpose	<p>The purpose of the Strategy Committee is to determine specific outcomes that need to be met to deliver on the vision and direction of council, and set in place the wellbeing strategies, policies and work programmes to achieve set goals and targets.</p> <p>To develop, approve, review and recommend to Council (where applicable) statutory and nonstatutory policy, plans, bylaws and strategies to:</p> <ul style="list-style-type: none">• Focus on the social, economic, cultural and environmental wellbeing of Central Hawke’s Bay through the development of vision and strategy while identifying and promoting community aspirations.• Integrate an all of wellbeing approach to strategy, plan and policy development.• Have effective statutory plans and bylaws to protect community through a focus on the social, economic, cultural and economic wellbeings.
Responsibilities	<p>The Strategy and Wellbeing Committee is responsible for:</p> <ul style="list-style-type: none">• developing and adopting strategies, plans and policies that advance the Council’s vision and goals, and comply with the purpose of the Local Government Act• monitoring the implementation and effectiveness of strategies, plans and policies• monitor the success of the key strategic relationships that support the implementation of key wellbeing related initiatives• general coordination of Council policy and decisions.
Delegations	<p>The Strategy and Wellbeing Committee has delegations to:</p> <ul style="list-style-type: none">• developing and adopting strategies, plans and policies that advance the Council’s vision and goals, and comply with the purpose of the Local Government Act• monitoring the implementation and effectiveness of strategies, plans and policies• Make full decisions on the distribution of the Pride and Vibrancy Fund, Environmental and Sustainability Fund and any other contestable community fund.• To receive decisions of the Creative New Zealand Committee and CVOS Committee.• Make recommendations to council regarding the distribution of Ruataniwha and Aramoana/Ruahine Ward Reserves.

	This committee has delegations to establish a special committee, working group or community forum as required.
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FINANCE AND INFRASTRUCTURE COMMITTEE

Membership	<p>Councillor Brent Muggeridge (Chair)</p> <p>Her Worship the Mayor Alex Walker, Deputy Mayor Kelly Annand, Councillor Brent Muggeridge, Councillor Pip Burne, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer</p> <p>*NB – In the absence of the Chair, the Mayor will Chair the meeting.</p>
Meeting frequency	<p>The committee shall meet every 8 weeks or as required.</p>
Quorum	<p>As set by Standing Orders</p>
Purpose	<ul style="list-style-type: none">• To assist Council to oversee financial and nonfinancial performance, including the delivery of the Council's Capital Programme. To monitor Council activities and services performance against budget, Annual Plans, the Long Term Plan, Annual Reports and corporate and financial policies.• The Finance and Infrastructure Committee also receives enforcement and compliance Performance activity reporting to ensure financial and non-financial performance oversight of its regulatory functions.• To provide governance oversight of Council's operational programmes, services, activities and projects related to infrastructural assets.• To enable the progress of the Council's operational activities, projects and services.
Responsibilities	<p>The Finance and Infrastructure Committee is responsible for:</p> <ul style="list-style-type: none">• Developing and adopting plans, projects and policies that advance the Council's vision and goals in relation to its key Financial Strategy and Infrastructure Strategy while complying with purpose of the Local Government.• Monitoring the financial and non-financial performance of the organisation with a particular emphasis on the delivery of the capital works programme. implementation and effectiveness of strategies, plans and policies• Specifically monitor and provide oversight of significant projects, including reviewing business cases and agreed on next steps on significant projects.• The Finance and Infrastructure Committee is responsible for assisting Council in its general overview of procurement and tender activity.

Delegations

The Finance and Infrastructure Committee has delegations to:

- Developing and adopting plans, projects and policies that advance the Council's vision and goals in relation to its key Financial Strategy and Infrastructure Strategy while complying with purpose of the Local Government.
- Monitoring the financial and non-financial performance of the organisation with a particular emphasis on the delivery of the capital works programme. implementation and effectiveness of strategies, plans and policies
- Specifically monitor and provide oversight of significant projects, including reviewing business cases and agreed on next steps on significant projects.
- The Finance and Infrastructure Committee is responsible for assisting Council in its general overview of procurement and tender activity. The committee will accept and consider tenders which exceed the Chief's Executive's delegated authority to approve, for projects approved by Council through an Annual Plan or Long Term Plan. The Committee will make a recommendation to Council on the outcome of a tender process for resolution when above delegations.
- The Finance and Infrastructure Committee has delegation to approve or award contracts beyond the Chief Executive's delegated authority within the parameters of approved AP/LTP Budgets up to \$4 million.

This committee has delegations to establish a special committee, working group or community forum as needed.

RISK AND ASSURANCE COMMITTEE

Membership	Chair (Independent Chair yet to be appointed) Councillor Tim Aitken (Deputy Chair) Her Worship the Mayor, Councillor Brent Muggeridge, Councillor Jerry Greer, Gerard Minehan.
Meeting frequency	The Committee shall meet every 8 weeks or as required.
Quorum	As set by Standing Orders
Purpose	<p>The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance and accountability of the Central Hawke's Bay District Council by:</p> <ul style="list-style-type: none">• Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.• Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.• Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.• Promoting a culture of openness and continuous improvement.
Responsibilities	<p>The Council delegates to the Risk and Assurance Committee the following responsibilities:</p> <ul style="list-style-type: none">• To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, that this be recommended to Council.• To review the Council's insurance policies on an annual basis.• To review, in depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council.• To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.• To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk management policy and processes, including that they align with commitments to the public and Council strategies and plans.• To provide a communications link between management, the Council and the external and internal auditors.• To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.• To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.• To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.• To engage with the external and internal auditors on any one off assignments.• To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines.

<p>Delegations</p>	<p>Subject to any expenditure having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:</p> <ul style="list-style-type: none"> • Risk management and internal audit programmes. • Terms of the appointment and engagement of the audit with the external auditor. • Additional services provided by the external auditor. • The proposal and scope of the internal audit. <p>In addition the Council delegates to the Risk and Assurance Committee the following powers and duties:</p> <ul style="list-style-type: none"> • The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council. • The Risk and Assurance Committee can recommend to Council: <ul style="list-style-type: none"> • Adoption or non-adoption of completed financial and non-financial performance statements. • Governance policies associated with Council’s financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy. • Accounting treatments, changes in generally accepted accounting practice (GAAP). • New accounting and reporting requirements. <p>The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.</p>
<p>Professional and Development Learning</p>	<p>All members will participate in a Risk and Assurance Governance Training in the first year of membership.</p>

CHIEF EXECUTIVE EMPLOYMENT AND PERFORMANCE COMMITTEE

Membership	Her Worship the Mayor Alex Walker (Chair) Deputy Mayor Kelly Annand, Councillor Tim Aitken, Councillor Brent Muggerridge
Meeting frequency	As required and agreed with the Chair, but at least three times a year
Purpose	Oversees the performance of the Chief Executive in line with the performance agreement and his/ her ongoing relationship with the Council, and report regularly to the Council on his or her performance.
Responsibilities	To monitor performance of the Chief Executive. To ensure that the Council is fulfilling its duties as a good employer under schedule 7 of the Local Government Act, 2002.
Delegations	The Council delegates to the Chief Executive Employment and Performance Committee the following powers, duties and responsibilities: <ul style="list-style-type: none">• To oversee the employment of the Chief Executive in accordance with the Local Government Act, 2002.• To recommend to Council the methodology and specific performance measures to carry out the review of the performance of the Chief Executive.• The delegated authority to employ independent expertise to assist with any review or advice up to a maximum of \$10,000 before seeking approval from Council.• To recommend to Council on matters relating to the Chief Executive's employment and remuneration.• The committee have delegations to make variations to the Chief Executive Employment agreement so long as it is pursuant to the Local Government Act.• The committee will delegate the approval of leave, professional development and expenses, within approved budgets, to the Mayor.
Professional Development and Learning	All members will participate in Chief Executive Employment and Performance Training in the first year of membership.

REGULATORY HEARINGS PANEL

<p>Membership</p>	<p>Councillor Tim Aitken – Regulatory Hearings Panel Chair (Panel)</p> <p>Councillor Pip Burne (Panel)</p> <p>Councillor Kate Taylor (Panel)</p> <p>Councillor Jerry Greer (Panel)</p> <p>Commissioner Eileen von Dadelszen (Chair and Panel)</p> <p>Commissioner George Lyons (Chair and Panel)</p> <p>Commissioner Janeen Kydd-Smith (Chair and Panel)</p> <p>Commissioner Robert Schofield (Chair and Panel)</p> <p>Commissioner Mick Lester (Chair and Panel)</p> <p>Commissioner Dr Roger Maaka (Panel)</p> <p>Commissioner Loretta Lovell (Panel)</p> <p>Commissioner Liz Lambert (Panel)</p> <p>Commissioner Grey Wilson (Panel)</p> <p>Commissioner Lucy Cooper (Panel)</p> <p>Under the delegated authority of Council to the Chief Executive, the Chief Executive has the ability to introduce additional Commissioners onto the panel, to provide essential specialist skills and/or to manage conflicts of interest (perceived or potential) that may arise from to time.</p>
<p>Meeting Frequency</p>	<p>As and when required</p>
<p>Purpose</p>	<ul style="list-style-type: none"> • To conduct hearings and/or determine under delegated authority applications for consent and all other matters required to be heard and determined by way of a Hearing under the Resource Management Act 1991. • To conduct hearings and/or determine under delegated authority applications relating to the Dog Control Act 1996 and any other matters required for determination by Council under legislation as determined by Council.
<p>Hearing Appointments</p>	<p>When determining the make-up of resource consent and other Hearing Panels, the following factors must be taken into account by the Chief Executive in consultation with the Regulatory Hearings Panel Chair:</p> <p>(s) any conflict of interest (perceived or potential) between Committees and/or Committee Member where the Panel member is an elected member or Independent Commissioners</p> <p>(b) any conflict of interest identified by the Chair or raised by applicants and/or submitters;</p> <p>(c) the need for specific expertise in particular cases;</p> <p>(d) the need to manage the workload of Councillors and Commissioners by allocated the resource consent and other statutory policy process hearing</p>

	<p>workload among Commissioners and Councillors, depending on commitments, availability, with a particular focus that no perceived or potential bias to particular Councillor or Independent Commissioners occurs;</p> <p>(e)the need for any particular local knowledge.</p>
<p>Delegations:</p>	<p>All delegations to this Panel are to be exercised within the framework of the Council’s adopted regulatory policies, plans, strategies, policy guidelines and by-laws.</p> <p>The Council delegates to the Regulatory Hearings Panel the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"> • Implementation of the Resource Management Act, the Operative District Plan and other regulatory Acts and Regulations in terms of judicial and regulatory responsibilities. • All powers, duties and discretions under the Resource Management Act 1991¹ to allow the above matters to be undertaken other than: <ul style="list-style-type: none"> • The consideration or hearing of any application where the Council is the applicant • The making of a recommendation on a requirement for a Designation or a Heritage Order where the Council is the Requiring Authority • Exercising the power of delegation. • All Council’s powers, duties and discretions in respect to the Dog Control Act 1996 in terms of judicial and regulatory responsibilities and the monitoring of the implementation of Council’s regulatory service delivery functions under that Act. • In terms of judicial and regulatory service delivery responsibilities, and monitoring and implementation of these listed regulatory functions all: <ul style="list-style-type: none"> • Powers, duties and discretions vested in the Council by the Crown Minerals Act 1991. • Powers, functions and discretions under Building (Pools) Amendment Act 2016. • Powers, duties and discretions pursuant to Section 78 232 of the Building Act 2004 with the exception of the power to set fees and charges. • Determining any Appeals to a Determination made by the Chief Executive under the Council’s Consolidated Part 3 (Public Safety) Clause 4 – Liquor. • Pursuant to Section 34A of the Resource Management Act 1991 and clause 32 of Schedule 7 of the Local Government Act 2002 the Council directs that: <ul style="list-style-type: none"> • Commissioners appointed to Joint Hearings shall be a member

¹ Note: For the avoidance of doubt, the Regulatory Hearings Panel is not delegated the functions, powers and duties to hear and make decisions on submissions made in relation to a proposed plan, policy statement, plan change or variation under the RMA. Such functions, powers and duties are delegated to a Panel of accredited RMA hearings commissioners appointed by the Council on an as needed basis.

	<p>of the Regulatory Hearings Panel together with not less than one or more than two others. One of who shall, if possible, be a member representing the Ward in which the site subject to the application is located.</p> <ul style="list-style-type: none"> • Commissioners appointed to deal with all other matters shall be a member of the Regulatory Hearings Panel together with not less than one other, who shall, if possible, be a member representing the Ward in which the site subject to the application is located.
<p>Professional Development, Learning and Qualifications</p>	<p>In accordance with Section 39B of the Resource Management Act 1991, all persons appointed to a Hearing Panel shall hold a current Making Good Decisions Certification, except where there are exceptional circumstances in accordance with Ministry for the Environment best practice guidelines.</p>

DISTRICT LICENSING COMMITTEE

Membership	<p>The DLC must consist of three members appointed by the Central Hawke's Bay District Council (Council). The Council must appoint one member as the Chairperson, and that person must either be a member of the Council or a Commissioner appointed to the DLC by the Chief Executive Officer of the Council on the recommendation of the Council.</p> <p>The other two members of the DLC must be appointed from the Councils list² of persons approved to be members of the District Licensing Committee.</p> <p>The Council may also appoint a member of the Council to act as a Deputy Chairperson, to act in place of the Chairperson. This is to allow for times when the Chairperson is unable to act due to illness, absence or other sufficient reason.</p> <p>Appointment of the Chairperson and the Deputy Chairperson shall be by Resolution of the Council.</p> <p>Current Members:</p> <ul style="list-style-type: none">• Councillor Gerard Minehan (Chair)• Councillor Exham Wichman (Deputy Chair)• Commissioner Tania Kerr• List Member Sally Butler• List Member Mark Williams <p>In the case of the Chairperson, or the Deputy Chairperson, they shall cease to be the Chairperson if he or she ceases to be a member of the Council.</p>
Meeting frequency	As and when required
Quorum	A Quorum of the Committee may consist of the Chairperson sitting alone to determine uncontested applications. Where objections are received to an application, then the quorum must consist of the full three-member committee.
Purpose	The DLC is responsible for considering and determining all applications, and renewals, for Liquor Licences and Managers Certificates. The Committee is also responsible for the consideration and determination of Temporary Authorities and Special Licences made under the Sale and Supply of Alcohol Act 2012 (SSLA).

² s192 SSLA - This list consists of persons who have experience relevant to Liquor Licensing matters, but are not involved with, nor have the appearance of being involved with, the alcohol industry; nor can they be a Police Constable, a Medical Officer of Health, an Inspector or an employee of the Territorial Authority.

Appointments made to the list of approved persons can be for a period of up to five years, and they can then be approved for one or more periods of up to five years.

A Territorial Authority must establish, maintain and publish its own list of persons approved to be members of the District Licensing Committee. A Territorial Authority must not approve a person to be included on that list unless that person has experience relevant to alcohol licensing matters.

<p>Responsibilities</p>	<p>Administer the Council’s alcohol licensing framework as determined by the SSLA.</p> <ol style="list-style-type: none"> 1. to consider and determine applications for licences and manager’s certificates, 2. to consider and determine applications for renewal of licences and manager’s certificates, 3. to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136, 4. to consider and determine applications for the variation, suspension, or cancellation of special licences, 5. to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280, 6. with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority, 7. to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175, and 8. any other functions conferred on licensing committees by or under this Act or any other enactment. <p>The Committee may make recommendations to Council. While the DLC is a committee of Council and receives Council administrative support, it operates as an independent quasi-judicial body. DLC decisions can be appealed to the Alcohol and Regulatory Licensing Authority (ARLA).</p>
<p>Delegations</p>	<p>The power to make decisions on Liquor licenses, Managers Certificates, Temporary Authorities and Special Licences are set out in the SSLA.</p> <p>Appointments to the Committee of the other members shall be made through an Appointments Committee process that:</p> <ul style="list-style-type: none"> • Is made up of the Chairperson, Deputy Chairperson, and Secretary (Chief Executive or Chief Executive’s delegated officer) of the DLC. • Is responsible for determining the manner in which the appointments process will be undertaken and the terms and conditions of the selected candidate. • will identify a shortlist of candidates whom it considers meets the above criteria, conduct interviews, and recommend names of approved persons for appointment to the DLC and / or inclusion on the DLC Members List. • Recommend to Council the preferred appointment(s) for confirmation. <p>The Council considers that, in addition to the statutory requirements, any person that it appoints to the Committee should also possess:</p> <ul style="list-style-type: none"> • An understanding of Regulatory issues • Either regulatory experience, or other experience that is relevant to the activities of the committee • A high standard of personal integrity • The ability to work as part of a team. <p>The Council may at any time remove a member of the DLC for inability to perform the functions of office, bankruptcy, neglect of duty, or misconduct, proved to the Council’s satisfaction.</p>

Professional Development and Learning	Members of the District Licensing Committee are required to complete both on-line training provided by LGNZ and attend any other relevant training offered through the District Licensing Committee (DLC) Network.
Remuneration	Remuneration of members of the Committee is a matter that is determined by the Ministry of Justice.