



Position Description – Queenstown Lakes District Licensing Committee (DLC) Chairperson / Commissioners

Location: Queenstown or Wanaka

Reports to: Chief Executive

Date: April 2026

Organisation & Values / Ngā Mātāpono QLDC

<p>OUR PEOPLE ARE MOTIVATED BY A COMMON PURPOSE...</p>	Caring		Connecting		Community	
	Kotahitaka Ki te manaaki hāpori					
<p>...AND THE WAY WE WORK DRIVES COLLABORATION...</p>	Working with our communities		Positive, engaged and purpose driven		Working smarter	
					Delivering our work, not my work	
						Ready for any future
<p>...AND VALUES DRIVEN BEHAVIOURS.</p>	Helpful		Responsive		Respectful	

Our purpose, the way we work, and values drive how we work together to deliver for our community. How we work and behave reflects our commitment to enabling community aspirations.

We are an organisation that is committed to fostering a culture of respect, equity, inclusion and diversity in everything we do. We believe embracing all backgrounds, perspectives and experiences within our community is a strength and a fundamental expression of our values.

We're Proud to Be QLDC and our culture is reflective of the environment in which we work.

Purpose / Aronga

The District Licensing Committee (DLC) is responsible for considering and determining applications for licences, manager's certificates, temporary authorities and special licences along with other functions provided under the Sale and Supply of Alcohol Act 2012 and Regulations.

The DLC will consider opposed and un-opposed applications to licences and manager's certificate applications in an independent quasi-judicial capacity with powers of a Commission of Inquiry.

Key Accountabilities / Rakatirataka

Statutory and Decision-Making Responsibilities

- Preside over and participate in DLC hearings and decision-making processes



- Consider and determine applications for:
 - Alcohol licences (including on-, off- and club licences)
 - Special licences
 - Managers' certificates
 - Temporary authorities and temporary licences
 - Variations, suspensions, or cancellations of special licences
- Determine unopposed applications "on the papers" where permitted
- Evaluate evidence, submissions, and reporting agency advice objectively and impartially
- Apply relevant legislation, regulations, local alcohol policy (where applicable), and case law

Hearing Management (Chairperson / Commissioner acting as Chair)

- Chair hearings in a manner that is fair, orderly, and inclusive
- Ensure procedures comply with the requirements of the Act and principles of natural justice
- Manage questioning and inquiry, recognising the inquisitorial nature of DLC hearings
- Ensure all parties are given a reasonable opportunity to be heard

Written Decisions

- Prepare or oversee the preparation of clear, well-reasoned written decisions
- Ensuring decisions:
 - Are legally robust and evidence-based
 - Clearly outline findings of fact, reasoning, and conclusions
 - Address the object of the Act and relevant statutory criteria
- Ensure decisions are issued within appropriate timeframes

Independence, Integrity and Conduct

- Act independently of Council, applicants, and external influence
- Identify, declare, and appropriately manage actual or perceived conflicts of interest
- Maintain confidentiality and uphold the integrity of the DLC process
- Accept that decisions may be subject to appeal, public scrutiny, and media interest

Professional Development

- Participate in induction, training, and ongoing professional development as required
- Maintain currency with changes in legislation, case law, and best practice in alcohol licensing decision-making

Skills & Experience / Matauraka

Essential Skills

The Chairperson and/or Commissioner must demonstrate the following core skills:

- **Analytical and evaluative skills**
Ability to assess complex and competing evidence, weigh statutory criteria, and reach sound, defensible conclusions in a quasi-judicial environment.



- **Decision-making under legislation**
Proven ability to apply legislative frameworks, regulations, and case law to real-world situations, including making decisions that may be contested or appealed.
- **Hearing and inquiry skills**
Confidence facilitating and managing formal hearings, including directing questioning, clarifying evidence, and maintaining orderly proceedings in an inquisitorial setting.
- **Written communication and decision writing**
Strong capability to prepare clear, logical, and legally robust written decisions that accurately record findings of fact, reasoning, and outcomes.
- **Oral communication and facilitation**
Ability to communicate clearly, respectfully, and effectively with applicants, objectors, reporting agencies, legal representatives, Council staff, and other Committee members.
- **Conflict of interest and bias management**
Sound awareness of actual, potential, and perceived conflicts of interest and the ability to proactively identify, declare, and manage them appropriately.
- **Professional judgement and resilience**
Ability to act independently, maintain composure under scrutiny, and accept criticism or challenge, including media attention and appellate review.

Essential Experience

Applicants should demonstrate experience in one or more of the following areas:

- Chairing or participating in formal hearings, tribunals, committees, boards, or commissions
- Working within legal, regulatory, or governance frameworks
- Decision-making roles requiring the application of legislation, policy, or statutory criteria
- Preparing written determinations, reports, recommendations, or decisions in a regulatory or adjudicative context
- Engaging with diverse communities and balancing public interest considerations

Desirable Skills and Experience

While not mandatory, the following are considered advantageous:

- Alcohol licensing experience, including familiarity with alcohol licence applications, managers' certificates, or local alcohol policies
- Experience in local government, regulatory compliance, or public sector decision-making
- Legal training or experience, particularly in administrative or public law
- Knowledge of alcohol-related harm, harm minimisation approaches, and community impacts
- Understanding of Te Tiriti o Waitangi, tikanga Māori, and te reo Māori (or a demonstrated commitment to developing capability in these areas)
- Experience working with or alongside Police, Health authorities, Fire and Emergency NZ, or other regulatory agencies
- Comfort using digital systems for electronic application packs, online hearings, and document management

Personal Attributes

The successful applicant will demonstrate:



- Integrity, impartiality, and sound ethical judgement
- Willingness to make difficult or unpopular decisions where required
- Respect for due process, confidentiality, and procedural fairness
- Openness to learning, professional development, and continuous improvement
- Commitment to contributing positively to the effectiveness and reputation of the Queenstown Lakes District Licensing Committee

Key Relationships / Whanaukataka

Internal

- DLC Secretary
- DLC Members
- Alcohol Licensing Inspectors
- Legal Team and external legal advisors
- QLDC Staff

External

- Applicants
- Members of the community and community groups
- Police
- Medical Officer of Health and their delegated representatives
- ARLA representatives
- Legal representation

Authorities & Delegations / Rakatirataka

Powers are conferred on DLCs by the Sale and Supply of Alcohol Act 2012.

Position Competencies / Tikaka

Competencies specific to the role:

<p>Experience Relevant to Alcohol Licensing Matters</p> <ul style="list-style-type: none"> • Demonstrates detailed knowledge of alcohol licensing matters, with an active interest and ability to build new knowledge in this area. • Experience in law, regulatory decision-making, governance, hearings, tribunals, or commissions • Legal, compliance, or policy advisory work in alcohol or related regulatory regimes 	<p>Professional Integrity</p> <ul style="list-style-type: none"> • Upholds high professionalism and ethical standards at all times and has commitment to impartiality • Awareness of conflicts of interest, bias, and reputational risk • Resilience under scrutiny and appellate review • Prior quasi-judicial, governance, or ethics-based decision-making roles • Ability to identify, declare, and manage actual, potential, and perceived conflicts of interest • Demonstrated independence from political, commercial, or community pressure • Willingness to make decisions that may be unpopular but are legally required
<p>Understanding of Harm</p> <ul style="list-style-type: none"> • Knowledge of Queenstown Lakes District community and alcohol related harm and its impact on the wider community. 	<p>Community Knowledge</p> <ul style="list-style-type: none"> • Demonstrate knowledge of the Queenstown Lakes District community, its diversity and local context • Strong understanding of community impacts and public interest considerations.



<ul style="list-style-type: none"> • Ability to balance harm minimisation with lawful business activity 	<ul style="list-style-type: none"> • Ability to consider community submissions objectively, without advocacy bias
<p>Quality Decision Making</p> <ul style="list-style-type: none"> • Demonstrates the ability to investigate and question all sources of information, to provide independent and balanced decisions. • Ability to probe beyond stated situation to identify underlying issues. • Ability to objectively evaluate evidence, submissions, and agency reports • Sound application of legislation, regulations, and case law • Logical reasoning and clear articulation of findings of fact and conclusions 	<p>Hearing Experience</p> <ul style="list-style-type: none"> • Demonstrate knowledge understanding of hearing processes, procedures and abilities to apply the necessary legislation. • Experience chairing or participating in formal hearings or judicial-style panels • Demonstrate exceptional listening and questioning skills • Confidence directing questioning in an inquisitorial setting • Ability to maintain order, fairness, and respect under pressure • Experience managing challenging behaviour or emotionally charged situations
<p>Strong Communication</p> <ul style="list-style-type: none"> • Demonstrates effective written and oral communication skills. Can write clearly and succinctly. Listens to others and asks questions to gain understanding. • Facilitates good working relationships with other DLC members and offers constructive input. • Experience writing formal decisions or reports in a legal or regulatory context and the application of case law. • Ability to explain processes and outcomes in plain, respectful language • Strong listening skills and effective questioning techniques • Confidence communicating with applicants, objectors, agencies, and legal counsel 	