MEETING AND GOVERNANCE SOLUTIONS

Information Pack

Introduction to the Sale and Supply of Alcohol Act 2012

Workshop on the Function, Processes, and Administration of a District Licensing Committee

Tasman District Council

Tuesday 1 December 2026

900am – 230pm

Workshop purpose

The Sale and Supply of Alcohol Act 2012 (SSAA) introduced significant responsibilities for local government. This workshop will provide District Licensing Committee (DLC) members, support staff, and inspectors an overview of the Act and the systems and processes that a committee follows including the process in which meetings of the committee are undertaken. This workshop includes an explanation of the roles of the various parties and a description of systems and processes used by staff.

Who should attend?

- Committee Support staff e.g., Governance Advisor
- Members of District Licencing Committees
- Secretary of the District Licensing Committee (statutory secretary under the Act)
- Licencing Inspectors and support staff

Date and Time

Tuesday 1 December 2026

900am – 230pm

Venue

Tasman District Council, Queen Stret, Richmond

To register and registration fee

Complete the registration form and return it to steve@meetinggovernance.co.nz

The registration fee is $675 plus GST $101.25 = $776.25.

Programme

Time	Description
9.00am	**Welcome and introductions**
9.05am	**Overview of the Act**

Key elements of the Sale and Supply of Alcohol Act 2012 (SSAA) – purpose, common terms, types of licences, amenity and good order, recent changes to the SSAA.

9.30am **Process of a District Licensing Committee**

Process for applications (opposed and unopposed). Decisions "on the papers"; establishing a hearing – logistics; working with the reporting agencies; procedures for a hearing; evidence; private versus public information; records of proceedings; closing submissions.

Membership, functions, provisions relating to a DLC, evidence, Alcohol Regulatory and Licensing Authority

10.30am **Tea**

10.45am **Meetings of a District Licensing Committee**

Notification of meetings, dealing with applications, opposed and unopposed applications, objections, reports, parties to applications, site visits, hearings process including evidence and questions by the committee.

12.30pm **Lunch**

1.00pm **Decision Making**

Principles, record of the hearing, process, and tools to arrive at a decision, written decision, appeals.

1.45pm **Open Forum**

Opportunity to talk about anything not already covered in the workshop, raise any burning questions.

2.15pm **Workshop Review**

230pm **Workshop close**

About Meeting and Governance Solutions Limited

Steve McDowell has extensive knowledge in the regulatory area of local government. Steve was employed at senior manager levels in a large local authority and has been consulting to the sector since 2006.

Steve was an independent planning commissioner for eight years and in 2015 acted as a mediator as part of the development of the Auckland Unitary Plan.

In 2013, Steve worked with Local Government New Zealand and the Ministry of Justice developing and delivering training for members of District Licensing Committees following the implementation of the Sale and Supply of Alcohol Act 2012.

Steve has acted for both applicants and objectors in hearings before District Licensing Committees and the Alcohol Regulatory and Licensing Authority.

Steve has also developed and delivered training for Committee Advisors on their roles in hearings.

Meeting and Governance Solutions Limited delivers a wide range of governance-related services to the sector.

Recent testimonials include:

Highly practical and informative workshop that made me think and gave me avenues to go and find further information that would help me at hearings. Simon Edwards, Chair Hutt CC DLC

Excellent to have a wide range of experience in the room. Steve as always, is a great facilitator. Kelly Stratford, FNDC Councillor

A well prepared, well organised, and very well-presented workshop. The knowledge gained has been enhanced. Thank you. Ross Pinkham, Napier DLC

Fantastic workshop, friendly facilitator. Would definitely recommend Licensing Inspectors attend. Tracy Gibson, Hutt City Council

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