

- Do you have great decision-making skills?
- Experience in the legal industry or in a tribunal setting?
- Make a difference in the Pōneke community?

The District Licensing Committee (DLC) are responsible for making alcohol licensing decisions in Wellington City, including applications for licences to sell or supply alcohol, and manager's certificates. You can read more about the Committee [here](#).

The Committee are now looking for expression of interests (EOI) from members of the Pōneke community who are interested in joining as committee members.

What will I be doing as a committee member?

As a member of our District Licensing Committee, you will occasionally sit as part of a panel who decide the outcome on alcohol licence applications. As part of that panel, you will bring your own experience and knowledge to the table as part of the decision-making process.

How do I know if I am the right person for the job?

We currently have a pool of DLC members and are now looking for new members who have the skills and experience to participate in our more complex hearings. There are no strict qualifications to be a member however, for complex hearings, experience in a legal or tribunal setting would be beneficial. We're looking for members who bring analytical reasoning skills, understand legislation and are confident fully participating in hearings, including taking part in cross examination.

Additionally, you must be reliable and willing to work with others to achieve the best outcome for Wellington City as a whole.

If you think you have the background and skills we're looking for, we'd love to hear from you – we're committed to having a wide range of people from all backgrounds on the committee.

Are there any conditions that may exclude me from applying?

Unfortunately, the law states you are ineligible if you:

- a) are an existing employee or contractor at Wellington City Council or;
- b) have an interest and/or involvement in the alcohol industry e.g. work at an alcohol retail business or manufacturer

What is the time commitment involved and how will I be remunerated?

This is not a full-time role. In Wellington we expect to hold around 15-20 hearings a year, and the decision-making panel is drawn from a pool of DLC members, depending on their availability and skills and experience.

Hearings can last between a few hours and 2-3 days. DLC members are reimbursed an hourly rate of \$51 per hour plus an additional retention allowance of \$51 per hour plus reimbursement for related expenses.

How do I find out more?

Check out the website [Alcohol licences - District Licensing Committee - Wellington City Council](#) or if you'd prefer to have a chat before you apply, contact Helen Jones Helen.Jones@wcc.govt.nz.

How does the recruitment process work for this EOI?

If you are interested in being considered, you will need to apply online via the website like you would any other vacancy advertised at Wellington City Council - please include a recent CV and/or cover letter outlining why you'd like to be considered.

From here, we will go through a shortlisting process, which may include a short phone call with Helen. If you are one of the preferred candidates, an interview with a few key members of Council will be conducted. For any successful candidates, you will be required to complete a Ministry of Justice Criminal Conviction Check.

Please note that due to the nature of this role, it can take longer than a usual recruitment process, with preferred candidates ultimately being approved for appointment by the Council. Helen will keep you fully informed throughout. We thank you for your patience.

Applications close Sunday 12 April 2026.

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