

MWLT - Public

MEETING PACK

for

MWLT - Public Meeting

Thursday, 28 March 2024

7:00 am (NZDT)

Held at:

Conference Rm 1

58 Waipuna Road, Mt Wellington

INDEX

Cover Page

Index

Agenda

Attached Documents:

1.2 a	Interests Register.....	8
3.2 a	Minutes : MWLT - Public Meeting - 12 Dec 2023.....	11
4.1 a	PUBLIC 202403 MWLT Public Meeting Report.pdf.....	16
5.3 a	Fraud Policy - MWLT DRAFT.pdf.....	18
5.4 a	2023 Social Media & Media Communications Policy - MWLT MWCT MWTH MARKED.pd	20
5.4 b	2023 Social Media & Media Communications Policy - MWLT MWCT MWTH CLEAN.pdf.	22

AGENDA

MWLT - PUBLIC MEETING

Name:	MWLT - Public
Date:	Thursday, 28 March 2024
Time:	7:00 am to 8:30 am (NZDT)
Location:	Conference Rm 1, 58 Waipuna Road, Mt Wellington
Committee Members:	Troy Elliott (Committee Chair), Michael Pepper, Nerissa Henry, Tabettha Elliott, Tania Batucan, Tanner Vili
Attendees:	Heather Ralph, Kate Jackson, Tracey Brittain
Guests/Notes:	Paula Savage (METH Board Chair)

1. Welcome

1.1 Welcome & Confirm Quorum

7:00 am (5 min)

Troy Elliott

The MWLT President will open the meeting and note any apologies.

The President will outline changes to the meeting structure for this, and future MWLT meetings. Specifically, that the public excluded portion of the meeting will be conducted prior to the public meeting. As required by LGOIMA, decisions made during the public excluded portion of the meeting will be shared with the public in the public meeting.

1.2 Interests Register

Troy Elliott

Trustees are reminded that they are responsible for updating their interests directly in BoardPro and notifying the Board at the first meeting following any changes being made.

Supporting Documents:

1.2.a Interests Register	8
--------------------------	---

2. Decision - That the public be excluded from the meeting

2.1 Exclusion of the public

7:05 am (55 min)

Troy Elliott

DECISION REQUIRED

Motion that the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<p>Minutes of the previous Public Excluded Meeting 22 Mar 2023</p>	<p>s7(2)(h) The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. <i>In particular, the minutes contain information relating to trading and financial activity and disclosure could prejudice or disadvantage commercial activities.</i></p> <p>s7(2)(j) The withholding of information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage. <i>In particular, the minutes contain information relating to trading and financial activity and the information could be disclosed or used for improper gain or improper advantage.</i></p>	<p>S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7</p>
<p>Matters Arising from previous Public Excluded Meeting (if any)</p>	<p>s7(2)(h) The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. <i>In particular, the matters that may arise from the minutes could contain information relating to trading and financial activity and disclosure could prejudice or disadvantage commercial activities.</i></p> <p>s7(2)(j) The withholding of information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage. <i>In particular, any matters that arise from the minutes could contain information relating to trading and financial activity and the information could be disclosed or used for improper gain or improper advantage.</i></p>	<p>S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7</p>
<p>Entity Updates MWITH Update</p>	<p>s7(2)(h) The withholding of the information is necessary to enable any local authority holding the information to carry out, without</p>	<p>S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good</p>

	<p>prejudice or disadvantage, commercial activities.</p> <p>s7(2)(j)</p> <p>The withholding of information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	<p>reason for withholding exists under section 7</p>
<p>Decisions</p> <p>* MWTH Board Structure</p> <p>* MWLT - MWTH MOU</p> <p>* Key Management Personnel Disclosures</p> <p>* MWLT Debt to MWCT</p> <p>* Trustee Professional Development</p> <p>*Trustee Fees</p>	<p>s7(2)(h)</p> <p>The withholding of the information is necessary to enable any local authority holding the information protect individual privacy.</p> <p>s7(2)(j)</p> <p>The withholding of information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	<p>S48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7</p>
<p>General Business arising from Public Excluded Meeting (if any)</p>		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out above.

3. Administration

3.1 Public Meeting Welcome

Troy Elliott

The MWLT President will welcome the public meeting to the meeting.

3.2 Confirm Minutes of the last public meeting

Troy Elliott

The minutes from the most recent MWLT Public Meeting are to be discussed and approved.

Supporting Documents:

3.2.a	Minutes : MWLT - Public Meeting - 12 Dec 2023	11
-------	---	----

4. Monthly Report & Committee Updates

4.1 Public Meeting Report

Kate Jackson

FOR INFORMATION

The public meeting report is attached and will be taken as read.

Supporting Documents:

4.1.a	PUBLIC 202403 MWLT Public Meeting Report.pdf	16
-------	--	----

4.2 Committee Update - Lion Foundation Grants Committee 8:00 am (5 min)

Tabetha Elliott

The Lion Foundation Grants Committee Chair will provide an update on recent activity, donations and any other matters relevant to committee operations.

5. Decisions & Discussions

5.1 Public Notification - Decisions made while the public were excluded 8:05 am (5 min)

Troy Elliott

FOR INFORMATION

The MWLT President will update the public on decisions made in the public excluded meeting that can now be shared with the public.

5.2 FY23 MWLT Consolidated Financial Statements

Tracey Brittain

FOR INFORMATION

The GM Finance & IT will provide a verbal update on the status, and expected completion date, of the FY23 Annual Financial Statements and Annual Report.

5.3 Fraud Policy 8:10 am (5 min)

Tracey Brittain

DECISION REQUIRED

That the Fraud Policy be renewed noting the only recommended changes to the policy relate to renewal dates.

Supporting Documents:

5.3.a	Fraud Policy - MWLT DRAFT.pdf	18
-------	-------------------------------	----

5.4 Social Media and Media Communications Policy

Kate Jackson

DECISION REQUIRED

That the Social Media and Media Communications be renewed for a further 12 months.

Supporting Documents:

5.4.a	2023 Social Media & Media Communications Policy - MWLT MWCT MWTH MARKED.pdf	20
5.4.b	2023 Social Media & Media Communications Policy - MWLT MWCT MWTH CLEAN.pdf	22

5.5 New Zealand Licensing Trust Annual Conference

Troy Elliott

DECISION REQUIRED

The annual NZLTA Annual General Meeting and conference will be held in Clutha on Friday 23 and Saturday 24th August. A decision is required as to which MWLT Trustees will attend.

6. General Business

6.1 MWCT Donation to Mt Wellington Community Church

Tabetha Elliott

The MWCT Chair will provide a verbal update on MWCT's commitment to MWCC.

6.2 General Business - Public Forum

8:15 am (15 min)

Troy Elliott

Members of the public are welcome to present questions to Trustees or management during this public forum time. Questions may also be submitted via email to info@mwlt.org.nz prior to the meeting date.

6.3 Future Meeting Dates

Kate Jackson

The FY23 Annual General Meeting is scheduled for Wednesday 29 May at 6pm.

Meeting dates and times are subject to change. Notice of changes to meetings, or as future meeting dates become confirmed, will be notified at www.mwlt.org.nz.

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Interests Register

MWLT - Public

As of: 22 Mar 2024

Person	Organisation	Active Interests	Notice Date
Michael Pepper	Lion Foundation Donation Grants Committee	Committee Member	21 Nov 2022
	Mt Wellington Charitable Trust	Trustee	21 Nov 2022
	Wired up Ltd	Director	23 Nov 2022
Nerissa Henry	Auckland Department of Conservation	Ministerial Appointed Board Member	19 Jul 2022
	Maungakiekie - Tamaki Local Board	Director / Trustee	1 Nov 2019
	Mount Wellington Charitable Trust Board	Director / Trustee	5 Nov 2019
	Panmure Business Assn	Local Body Rep	18 Jun 2020
	Tamaki Regeneration Company - Community Liaison Committee	Personal	1 Nov 2019
Tabetha Elliott	Girls Brigade New Zealand	Personal	17 Nov 2022
	Lion Foundation Community Grants Committee	Chair	17 Nov 2022
	Mt Wellington Charitable Trust	Trustee	22 Nov 2022
	National Council of Women	Personal	17 Nov 2022

	National Party: Panmure-Otahuhu	Secretary	17 Nov 2022
Tania Batucan	Balmoral Lee Gar Gym	Executive	6 Sept 2021
	Mahitahi Trust	Employee	19 Dec 2022
	Mount Wellington Charitable Trust Board	Director / Trustee	5 Nov 2019
	Mount Wellington Trust Hotels Ltd	Director / Trustee	5 Nov 2019
	Mt Wellington Community Patrol	Personal	19 Feb 2020
	Mt Wellington Residents Association	Personal	19 Feb 2020
Tanner Vili	National Maungakiekie	Secretary	22 Jul 2020
	Mt Wellington Charitable Trust	Trustee	21 Nov 2022
	Mt Wellington Panmure RSA	Member	21 Nov 2022
	Riverside Sports Club Committee	Committee Member	21 Nov 2022
	Ruapotaka Primary School BOT	Trustee	21 Nov 2022
	The Lion Foundation Community Grants Committee	Committee Member	21 Nov 2022
Troy Elliott	Breast Cancer Foundation	Ambassador	17 Nov 2022
	C&R Auckland	Executive	17 Nov 2022
	CPNZ Ellerslie	Community Patroller	17 Nov 2022
	I Am Hope	CEO	17 Nov 2022
	Mt Wellington Trust Hotels Ltd	Trustee/Director	17 Nov 2022

National Party
Maungakiekie

Executive

17 Nov 2022

MINUTES (in Review)

MWLT - PUBLIC MEETING

Name:	MWLT - Public
Date:	Tuesday, 12 December 2023
Time:	6:00 pm to 7:25 pm (NZDT)
Location:	Conference Rm 1, 58 Waipuna Road, Mt Wellington
Committee Members:	Troy Elliott (Committee Chair), Michael Pepper, Nerissa Henry, Tabetha Elliott, Tania Batucan, Tanner Vili
Attendees:	Heather Ralph, Kate Jackson, Tracey Brittain

1. Meeting Administration

1.1 Welcome & Confirm Quorum

The Chairperson of MWLT opened the meeting welcoming the 12 attendees seated in the public area, including two Directors of the MWTH Board.

1.2 Confirm Minutes of the last public meeting

MWLT - Public Meeting 28 Jun 2023, the minutes were confirmed as presented.



Minute Confirmation

The Minutes of the Public Meeting held on 28th June 2023 were endorsed.

Decision Date:	12 Dec 2023
Mover:	Troy Elliott
Seconder:	Tania Batucan
Outcome:	Approved

1.3 Interests Register

1.4 Future Meeting Dates

The CEO advised that the next scheduled Public Meeting was set down for Thursday, 28th March 2024 at 7am and that notice of any changes to any future scheduled meetings would be notified on the MWLT website.

2. Monthly Report & Committee Updates

2.1 Public Meeting Report

The Public Meeting Report as circulated was received.

2.2 Committee Update - Lion Foundation Grants Committee

The Chairperson of MWCT reported that there had been an increase in applications to The Lion Foundation from the local community which was a result of Board Members visiting many of the local sports organisations to increase the awareness of the availability of funding for local organisations in the Panmure Mt Wellington area. Set out below is the list as reported from The Lion Foundation to December 2023:

Grant Request: Grant Request Number	Grant Request: Organisation Name	Grant Request: Authorised Purpose	Grant Request: Amount Requested	Allocate d Amount
Grant Request: Org TLA: Mt Wellington Licensing Trust				
Grant Request: Category: Community - Culture - Arts				
Ellerslie Community Patrol	towards purchasing a patrol car (Incl. GST)		\$25, 00 0	\$2 5,0 00
Ellerslie Theatrical Soc Inc	towards venue hire at Ellerslie War Memorial Hall (Excl. GST and April/May 23 rent)		\$20, 00 0	\$5, 00 0
Ellerslie Toy Library Inc	towards rent, May 23 - Feb 24 (excl GST)		\$3, 800	\$3, 30 4
Glen Innes Business Assn	towards Duradeck matting / flooring for the Te Ara Rama Matariki Light Trail event (excl GST)		\$7, 500	\$7, 50 0
Panmure Chinese Assn Inc	towards rental fee of the Panmure Community Hall, Oct '23 - Jan '24 (incl GST)		\$3, 364	\$3, 36 4
Auckland Observatory & Planetarium Trust Board	towards Stardome Educator and Astronomy Educator for teaching lower declile schools from the MWLT region		\$3, 000	\$3, 00 0
Blue Light Ventures Inc	towards purchasing a ten seater mini-van (excl GST)		\$50, 53 0	\$2 5,2 65
Resource Rescue Ltd	towards tools and rent (excl GST, petrol and wages)		\$16, 46 7	\$5, 48 4
			\$12 9,6 61	\$7 7,9 17



Grant Request: Category: Education				
Panmure District School	towards purchase of technology -chromebooks, iPads, iPad cases and a laptop charging trolley (excl GST)		\$17,2 81	\$15,0 27

Bailey Road School	towards installation of a new sandpit with a shade structure (excl GST)	\$10,000	\$10,000
Life Education Trust Auckland Central Inc	towards 2x Educator salaries for Mt Wellington region	\$10,000	\$10,000
Ruapotaka Primary School	towards software programmes for online e-learning and digital communication software portal (Excl. GST)	\$4,477	\$4,477
Stanhope Road School	towards re-furbishing the school pool (excl GST)	\$90,000	\$79,000
Sylvia Park School	towards 90 iPads, covers and JAMF software (excl GST)	\$16,086	\$16,086
Sylvia Park School	towards a new playground (excl GST)	\$15,000	\$15,000
		\$162,844	\$149,590
Grant Request: Category: Sport			
Auckland Rowing Club Inc	towards the cost of a coxless four (excl GST)	\$30,000	\$26,410
Ellerslie Cricket Club Inc	towards pre-season net hire (excl GST & May, July costs)	\$1,800	\$1,500
Galaxy Sports Trust	towards the entry fees for 2 teams and training equipment (incl GST, excl whistles)	\$2,714	\$2,584
Mt Wellington Rugby Football Club	towards purchase gazebo, 50x Club playing kits, 70x training balls, insurance, photo protection, 13 weeks if laundry costs, and 9 months of club administrator salary (Excl. GST)	\$23,836	\$23,791
Panmure Lagoon Sailing Club Inc	towards Insurance premium (incl GST)	\$6,881	\$6,881
Panmure Squash Rackets Club Inc	towards 6 months of electricity costs for club (excl GST)	\$5,000	\$5,000
Auckland Basketball Services Ltd	towards affiliation fees, office rent, insurance and Officer, Leagues & Tournaments salary (Excl GST)	\$80,000	\$10,000
Auckland Netball Centre Inc	towards indoor and outdoor light replacement (excl GST, consultant fees, contingency and cost escalation)	\$20,000	\$20,000
Cook Island Outriggers Assn Inc	towards the purchase of a new Waka for the junior club (incl GST)	\$19,500	\$19,500

Akarana Marine Sports Charitable Trust	towards the New Navigators Programme 2024 for Bailey Road, Stanhope Road, Sylvia Park Road Schools, life jackets and aqua fleece (excl GST & Nov/Dec 2023 costs)	\$48,026	\$42,920
Ellerslie Assn Football Club Inc	towards 5 months support for the Director of Coaching position (excl elite/Academy duties)	\$30,000	\$30,000
Uni-Mount Bohemian AFC Inc	towards salary of Director of Football	\$50,000	\$50,000
Panmure Yacht & Boating Club Inc	towards salaries of Haul Out Yard Manager & Office Administrator	\$78,000	\$75,500
		\$395,757	\$314,086
		\$688,262.81	\$541,593.00

3. Decisions

3.1 There are no items required for decision

4. General Business

4.1 General Business - Public Forum

The Chairperson opened the public forum for general discussion.

Several members of the public expressed their dissatisfaction that the Senior Citizens Luncheons were not going ahead this year and noted their disapproval regarding the lack of communication from the Board in relaying this message to the local community. The Chairperson responded to the matters raised acknowledging that on hindsight communication could have been better; however, he stressed that if Mount Wellington Charitable Trust had proceeded with the funds it would not have been acting in the best financial interests of the Charitable Trust.

The President also advised that Mount Wellington Charitable Trust had delivered Christmas cakes to the local retirement villages and intend to deliver c. 40 Christmas Hampers to the local pensioner flats in the community.

The issue of a substantial donation grant approved by the previous Mount Wellington Charitable Trust Board was discussed at length. Members of the current Board who were also on the previous Board responded to questions asked.

A question was raised in relation to the strategic vision for the Corner Bar with the Chairperson of MWLT responding that our priority at this present time was confirmation that the Western Accommodation Block at the Waipuna Hotel and Conference Centre had been confirmed as an Earthquake Prone Building. He noted the complexity and uncertainty associated with this information as Waipuna is MWLT's primary revenue generating operational business. He noted that Panmure remains an important asset for MWLT, and its future will be discussed considered at the upcoming Strategy Day.

5. To move to Public Excluded Meeting

5.1 Exclusion of the public

Members of the Public and Non Board Members were requested to leave the room at 6.50pm with MWLT staff members reconvening at 7.05pm.

6. Decisions

6.1 Public notification of decisions made in the public excluded meeting

The public meeting reconvened at 7.20pm.

The Chairperson advised that all MWLT Trustee positions had been reconfirmed for the next 12 months. It was decided that requests for information under the Official Information Act will be chargeable in future.

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____



Mount Wellington Licensing Trust Board Paper

Subject:	Public Meeting Report
Author(s):	Kate Jackson
Meeting Date:	28 March 2024
For:	Information

1. PURPOSE

1.1 The purpose of this report is to provide a report to the public on the key activities that have occurred since the last public meeting.

2. BUSINESS UPDATE

2.1 Waipuna Road

- 2.1.1 Trading continues to trade moderately above expectations; however, this must be considered in the broader context that the hospitality industry is still in the early stages of the post-pandemic era. Trading, whilst above expectations, remains below pre-pandemic levels.
- 2.1.2 New Zealand was recently confirmed to have entered recession. Business and personal finances are strained due to high borrowing costs and relatively high inflation and the general economic outlook is challenging.
- 2.1.3 Staff, customers, and the public were recently notified that the Western Accommodation Block of the Waipuna Hotel and Conference Centre has been confirmed as an Earthquake Prone Building, having received a 10% BNS rating. A building is considered earthquake prone if it has an NBS percentage of less than 34%.
- 2.1.4 Mount Wellington Trust Hotels, the commercial subsidiary of Mount Wellington Licensing Trust, completed a risk assessment and believes the Western Accommodation Block can continue to be occupied and remain in service while decisions on permanent strengthening solutions are made.
- 2.1.5 A copy of the summary risk assessment infographic was attached to December 2023 public papers and is available on request.
- 2.1.6 It is impossible to forecast how the booking patterns of our customers may be impacted by either the economic situation or the seismic rating of the accommodation block although the most likely outcome is that either, or both, are likely to temper Waipuna's post-pandemic recovery.

2.2 Queen's Road

- 2.2.1 Trading at The Corner Bar continues to be challenging. Many patrons in the area are particularly hard hit by the cost-of-living crisis, impacting discretionary spending.

2.3 Highbrook

- 2.3.1 The Highbrook business is now permanently closed.



2.4 Audit Delays

- 2.4.1 As reported in December, the annual financial statements for the period ending 31 March 2023 have been delayed following complexities that have arisen from asset valuation and associated disclosures from the outcomes of the seismic status of the Western Accommodation Block.
- 2.4.2 Financials have been prepared and are currently going through the extensive by RSM Audit as required under the public entity reporting standards process.

We anticipate the financial statements and annual report will be complete within the next month. These reports will be uploaded to the MWLT website prior to the AGM, which will be held within the required two-month period following the completion of the financials.

3. **OUR PEOPLE / HEALTH & SAFETY**

- 3.1 The Health & Safety committee continue to meet regularly and have made considerable progress on a range of initiatives to ensure our businesses are a safe place to work, meet and do business.

FRAUD POLICY

Policy Type:	Board
Last Review:	March 2023
Approved:	March 2024
Next Review:	March 2025

PURPOSE

The purpose of this policy is to provide high level guidance for the prevention, detection, and response to fraud or corruption within or involving the Company.

POLICY SCOPE

This policy applies to Mount Wellington Licensing Trust (MWLT), the Company.

DEFINITIONS

- **Fraud** is a deliberate or dishonest practice of deception to receive unfair, unjustified, or unlawful gain. Examples of Fraud include, but are not limited to:
 - Knowingly providing false, incomplete, or misleading information
 - Unauthorized use, possession, or misappropriation of funds or assets
 - Deliberate mishandling of or misreporting money or financial transactions
 - Unauthorized access and misuse of systems and information
 - Misuse of or obtaining insider knowledge of organisational activities without implied or expressed consent
 - Destruction, removal, or inappropriate use of records
 - Misuse of Company resources

- **Corruption** is the lack of integrity or honesty or the use of a position of trust for dishonest gain to the person who has acted or a third party. Examples of corruption, include but are not limited to:
 - Coercion: the practice of persuading someone to do something by using force or threats
 - Bribery: the offering, promising, giving, accepting, or soliciting an advantage for an action which is illegal, unethical or a breach of trust
 - Improperly using knowledge, power, or resources for personal gain or the advantage of others. E.g., fabricating business travel requirements to satisfy personal situations
 - Knowingly providing, assisting, or validating the provision of false, misleading incomplete or fictitious information to bypass Company policy
 - Disclosing private, confidential, or proprietary information to outside parties without implied or expressed consent
 - Accepting or seeking anything from contractors, vendors or persons providing services or materials to the Company without making a declaration under the Gifts and Benefits Acceptance policy
 - A member of the public influencing or trying to influence anyone who has a business involvement with the Company to use his or her position in a way that is dishonest, biases or breaches public trust

POLICY

- **Fraud Prevention** is the act of reducing the risk of fraud or corruption by:
 - Establishing, communicating, and reviewing written policies and procedures
 - Developing effective internal control systems and actively ensuring compliance
 - Improving internal controls if weaknesses are identified
 - Facilitating an effective fraud and corruption awareness and detection culture
 - Ensuring employees are supported when making allegations of fraud or corruption

- **Fraud Detection**
 - All information about suspected fraud or corruption will be treated confidentially
 - **All** suspected fraudulent or corrupt acts that have occurred, or are occurring, **must** be reported immediately
 - Sufficient information should be provided to enable investigation of the suspected fraud or corruption, including:
 - Details about the events or acts that make up the suspected fraud or corrupt act
 - Dates, times, and persons alleged to be involved
 - Any documentary evidence or verifiable acts to support the allegation
 - Suspected incidents of fraud or corruption may be reported by:
 - Email, telephone, or discussing the matter with your manager, or your manager's manager; or,
 - Email, telephone, or discussing the matter with member of the Senior Leadership Team; or
 - Email, telephone, or discussing the matter with any of the Company's Directors; or
 - Making a protected disclosure in accordance with the Protected Disclosures Act 2000
 - Reports of suspected incidents of fraud or corruption notified to a manager or member of the Senior Leadership Team must immediately be shared with the CEO, or if not appropriate to share with the CEO, the Chairperson of the Audit, Finance and Risk Committee
 - If appropriate to do so, the CEO or Chairperson of the Audit, Finance and Risk Committee will also advise the following parties:
 - GM Finance & IT
 - General Manager of the impacted business unit
 - General Manager People & Capability
 - Chairperson of the Audit, Finance and Risk Committee or, if that role has already been advised, the Chairperson of the Board
 - The Appointed Auditor (who are required to advise the Auditor General)
- **Fraud Response**
 - The CEO is responsible for:
 - Recording suspected incidents of fraud or corruption
 - Ensuring that all suspected incidents of fraud or corruption are promptly investigated
 - Investigations of suspected fraud or corruption:
 - Will be undertaken in compliance with the Employment Relations Act
 - May involve the New Zealand Police, the Serious Fraud Office, or another appropriate enforcement agency
 - Will communicate investigation progress and/or outcomes to appropriate parties at suitable intervals
 - If an investigation of suspected fraud or corruption is confirmed:
 - The matter will be treated as serious misconduct
 - The matter will be referred to the New Zealand Police, the Serious Fraud Office, or another appropriate enforcement agency and may result in prosecution
 - The Company may seek legal remedies and recovery of assets
 - The Company will take all appropriate measures to recover any losses incurred, including, but not limited to money, physical assets, recovery of intellectual property, or investigation costs
 - A post-incident review and/or internal audit will be conducted to identify possible internal control improvements

GENERAL POLICY GUIDELINES

- Non-compliance with this policy may amount to misconduct or serious misconduct which may result in disciplinary action
- This policy will be reviewed annually and requires Board approval

RESOURCES

- This policy is to be read in conjunction with other documents:
 - Gifts and Benefits Acceptance Policy
 - Protected Disclosures Act 2000
 - Sensitive Expenditure Policy

Policy Type:	Board
Last Review:	N/A
Approved:	June 2023

PURPOSE

The purpose of the Social Media & Media Communications Policy is (i) to establish guidelines designed to safeguard the reputation of Mount Wellington Licensing Trust (MWLT) and its subsidiary businesses Mount Wellington Trust Hotels (MWTH) and Mount Wellington Charitable Trust (MWCT) (ii) establish who is permitted to communicate with the media and/or through social media (iii) establishes expectations regarding acceptable social media activity.

POLICY SCOPE

This policy applies to all employees, contractors, sub-contractors, Trustees and Directors of MWLT, MWTH and MWCT. This policy covers all media, including broadcast, electronic and print news media, and online social media.

POLICY

MEDIA COMMUNICATIONS

- The CEO and the Chair of MWLT, MWTH, and MWCT authorised to speak on behalf of ~~the each~~ entity they represent.
- The CEO or the entity Chair, are the sole persons who have delegated authority to approve media responses or media releases.
- The CEO or MWTH Chair may, as required, delegate authority to GM Waipuna Hotel & Conference Centre to be a spokesperson on specific matters.
- The CEO, MWLT President, MWTH Chair and MWCT Chair will ~~participate-undertake in~~ regular media training.
- The businesses will engage the services of a respected communications consultant

MEDIA RESPONSE

- The CEO or Chair of MWLT, MWTH or MWCT may provide comment to the media on behalf of the entity they represent.
- ~~The CEO and the Chair of MWLT, MWTH, and MWCT are authorised to comment to the media.~~ No other person may provide media to the comment, even if it is the media who have alerted that person to an event or issue.
- Responses to media enquiries to any person other than the CEO or the entity Chair must:
 - Inform the media that the Media Communications Policy requires all media enquiresenquiries to be directed to the CEO or the entity Chair.
 - Be referred to the CEO and/or the Chair of the entity to which the enquiry was made.
- If anyone inside the scope of this policy becomes aware of an event or issue that has the potential to impact MWTH's reputation or stakeholder relationships, that person should immediately notify their manager or the CEO or the entity Chair.

SOCIAL MEDIA

- The Group's main social media channels include, but may not be limited to, Facebook, You Tube, Instagram, Twitter, and LinkedIn
- Responsibility for managing social media presence is as follows:
 - Mount Wellington Licensing Trust and / or Mount Wellington Charitable Trust – MWLT CEO
 - Waipuna Hotel & Conference Centre – Sales & Marketing Manager
 - Panmure Historic Hotel – CEO and Panmure Manager
- If you would like to mention any of our businesses, or business activities, in your own social media accounts, please do so in consideration of the following guidelines of what you should do, and what you should not do:

SOCIAL MEDIA -- WHAT YOU SHOULD DO

- Connect & share with us -- if you like our social media posts, like or share them.
- Declare your connection to the business – state your name and role.
- State that your opinions are your own and are not connected with the business.
- Respect other people’s privacy.
- Keep your comments respectful and professional.
- If referencing MWLT, MWCT, MWTH (or any of its businesses), keep your posts free from political opinion and association.
- Remember that anonymous postings can be traced, and that the internet does not forget.
- Fix any mistakes – respond to your own mistakes, and if you modify a post, make it clear you have done so.
- Respect copyright – if it is not yours, don’t use it without providing credit.
- Use your common sense – if you’re not sure a post is appropriate, it’s probably not. If in doubt – check with your manager.
- Let your manager know if there is anything you need to declare about what you have posted on social media.
- Comply with the terms of your Individual Employment Agreement (IEA), company polices, or the Directors/Trustees Code of Conduct.

SOCIAL MEDIA - WHAT YOU SHOULD NOT DO

- Do not disclose confidential information about our businesses.
- Do not disclose any information about our customers, people, or suppliers without their consent.
- Do not directly, or indirectly, infer that the opinions or associations represented in your posts are the opinions or associations that represent any entity or business within the MWLT group.
- Do not be disrespectful – do not:
 - Use ethnic slurs.
 - Personal insults.
 - Obscenity.
 - Engage in any conduct that would not be acceptable at work.

RESOURCES

- This policy is to be read in conjunction with other documents:
 - Individual Terms and Conditions of Employment
 - Employee Code of Conduct
 - Protected Disclosures Act 2000
 - Manual of Delegated Authority

GENERAL POLICY GUIDELINES

- Non-compliance with this policy may amount to misconduct or serious misconduct which may result in disciplinary action.
- This policy will be reviewed annually and requires MWLT, MWCT, and MWTH Board approval.

Policy Type:	Board
Last Review:	N/A
Approved:	June 2023

PURPOSE

The purpose of the Social Media & Media Communications Policy is (i) to establish guidelines designed to safeguard the reputation of Mount Wellington Licensing Trust (MWLT) and its subsidiary businesses Mount Wellington Trust Hotels (MWTH) and Mount Wellington Charitable Trust (MWCT) (ii) establish who is permitted to communicate with the media and/or through social media (iii) establishes expectations regarding acceptable social media activity.

POLICY SCOPE

This policy applies to all employees, contractors, sub-contractors, Trustees and Directors of MWLT, MWTH and MWCT. This policy covers all media, including broadcast, electronic and print news media, and online social media.

POLICY

MEDIA COMMUNICATIONS

- The CEO and the Chair of MWLT, MWTH, and MWCT authorised to speak on behalf of the entity they represent.
- The CEO or the entity Chair, are the sole persons who have delegated authority to approve media responses or media releases.
- The CEO or MWTH Chair may, as required, delegate authority to GM Waipuna Hotel & Conference Centre to be a spokesperson on specific matters.
- The CEO, MWLT President, MWTH Chair and MWCT Chair will undertake regular media training.
- The businesses will engage the services of a respected communications consultant

MEDIA RESPONSE

- The CEO or Chair of MWLT, MWTH or MWCT may provide comment to the media on behalf of the entity they represent.
- No other person may provide media to the comment, even if it is the media who have alerted that person to an event or issue.
- Responses to media enquiries to any person other than the CEO or the entity Chair must:
 - Inform the media that the Media Communications Policy requires all media enquiries to be directed to the CEO or the entity Chair.
 - Be referred to the CEO and/or the Chair of the entity to which the enquiry was made.
- If anyone inside the scope of this policy becomes aware of an event or issue that has the potential to impact MWTH's reputation or stakeholder relationships, that person should immediately notify their manager or the CEO or the entity Chair.

SOCIAL MEDIA

- The Group's main social media channels include, but may not be limited to, Facebook, You Tube, Instagram, Twitter, and LinkedIn
- Responsibility for managing social media presence is as follows:
 - Mount Wellington Licensing Trust and / or Mount Wellington Charitable Trust – MWLT CEO
 - Waipuna Hotel & Conference Centre – Sales & Marketing Manager
 - Panmure Historic Hotel – CEO and Panmure Manager
- If you would like to mention any of our businesses, or business activities, in your own social media accounts, please do so in consideration of the following guidelines of what you should do, and what you should not do:

SOCIAL MEDIA – WHAT YOU SHOULD DO

- Connect & share with us – if you like our social media posts, like or share them.
- Declare your connection to the business – state your name and role.
- State that your opinions are your own and are not connected with the business.
- Respect other people’s privacy.
- Keep your comments respectful and professional.
- If referencing MWLT, MWCT, MWTH (or any of its businesses), keep your posts free from political opinion and association.
- Remember that anonymous postings can be traced, and that the internet does not forget.
- Fix any mistakes – respond to your own mistakes, and if you modify a post, make it clear you have done so.
- Respect copyright – if it is not yours, don’t use it without providing credit.
- Use your common sense – if you’re not sure a post is appropriate, it’s probably not. If in doubt – check with your manager.
- Let your manager know if there is anything you need to declare about what you have posted on social media.
- Comply with the terms of your Individual Employment Agreement (IEA), company polices, or the Directors/Trustees Code of Conduct.

SOCIAL MEDIA - WHAT YOU SHOULD NOT DO

- Do not disclose confidential information about our businesses.
- Do not disclose any information about our customers, people, or suppliers without their consent.
- Do not directly, or indirectly, infer that the opinions or associations represented in your posts are the opinions or associations that represent any entity or business within the MWLT group.
- Do not be disrespectful – do not:
 - Use ethnic slurs.
 - Personal insults.
 - Obscenity.
 - Engage in any conduct that would not be acceptable at work.

RESOURCES

- This policy is to be read in conjunction with other documents:
 - Individual Terms and Conditions of Employment
 - Employee Code of Conduct
 - Protected Disclosures Act 2000
 - Manual of Delegated Authority

GENERAL POLICY GUIDELINES

- Non-compliance with this policy may amount to misconduct or serious misconduct which may result in disciplinary action.
- This policy will be reviewed annually and requires MWLT, MWCT, and MWTH Board approval.