

MWLT - Public

MEETING PACK

for

MWLT - Public Meeting

Tuesday, 12 December 2023

6:00 pm (NZDT)

Held at:

Demo Location

123 A Street, Auckland, New Zealand

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Agenda

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AGENDA

MWLT - PUBLIC MEETING

Name:	MWLT - Public
Date:	Tuesday, 12 December 2023
Time:	6:00 pm to 7:00 pm (NZDT)
Location:	Demo Location, 123 A Street, Auckland, New Zealand
Committee Members:	Troy Elliott (Committee Chair), Michael Pepper, Nerissa Henry, Tabettha Elliott, Tania Batucan, Tanner Vili
Attendees:	Heather Ralph, Kate Jackson, Tracey Brittain

1. Meeting Administration

1.1 Welcome & Confirm Quorum

6:00 pm (5 min)

Troy Elliott

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

1.2 Confirm Minutes of the last public meeting

Troy Elliott

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

Papers linked to decisions that were shared with the public at the conclusion of the most recent public excluded meeting have been retrospectively attached as supporting documents to this agenda item.

Supporting Documents:

1.2.a Minutes : MWLT - Public Meeting - 28 Jun 2023	7
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1.3 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:

1.3.a Interests Register	13
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1.4 Future Meeting Dates

Kate Jackson

The next MWLT meeting is scheduled for Thursday 28 March 2023 at 7am.

Meeting dates and times are subject to change. Notice of any changes to scheduled meetings will be notified at www.mwlt.org.nz.

2. Monthly Report & Committee Updates

2.1 Public Meeting Report

Kate Jackson

FOR INFORMATION

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

Supporting Documents:

2.1.a PUBLIC 202312 MWLT Public Meeting Report.pdf

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2.2 Committee Update - Lion Foundation Grants Committee 6:05 pm (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.

3. Decisions

3.1 There are no items required for decision

4. General Business

4.1 General Business - Public Forum 6:10 pm (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.

5. To move to Public Excluded Meeting

5.1 Exclusion of the public 6:25 pm (45 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
Minutes of the previous	s7(2)(h) The withholding of the information is necessary to enable any local authority	S48(1)(a) The public conduct of the part of the meeting would be likely to

<p>Public Excluded Meeting 22 Mar 2023</p>	<p>holding the information to carry out, without prejudice or disadvantage, commercial activities.</p> <p><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)</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><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>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)</p> <p>The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p> <p><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)</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><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)</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>Entity Updates MWTH Update</p>	<p>s7(2)(h)</p> <p>The withholding of the information is necessary to enable any local authority holding the information to carry out, without 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>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>Decisions</p>	<p>s7(2)(h)</p>	<p>S48(1)(a)</p>

Shareholder Appointed Positions Trustee Fees Official Information Act Requests	The withholding of the information is necessary to enable any local authority holding the information protect individual privacy. s7(2)(j) The withholding of information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	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
General Business arising from Public Excluded Meeting (if any)		

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.

6. Decisions

6.1 Public notification of decisions made in the public excluded meeting 7:10 pm (5 min)

Troy Elliott

The public are invited to re-join the meeting. The MWLT President will provide public notification of any decisions made in the public excluded meeting that can now be shared with the public.

7. Close Meeting

7.1 Close the meeting

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

MINUTES (in Review)

MWLT - PUBLIC MEETING

Name:	MWLT - Public
Date:	Wednesday, 28 June 2023
Time:	7:20 am to 7:52 am (NZST)
Location:	Clifton Room, Waipuna Hotel & Conference Centre, 58 Waipuna Road
Committee Members:	Troy Elliott (Committee Chair), Michael Pepper, Nerissa Henry, Tabettha Elliott, Tania Batucan, Tanner Vili
Attendees:	Heather Ralph, Kate Jackson, Tracey Brittain
Notes:	Mrs Elliott and Mr Pepper attended the meeting via zoom link.

1. Meeting Administration

1.1 Welcome & Confirm Quorum

The Chair welcomed those present, and Mrs Elliott and Mr Pepper who joined on Zoom and over the phone. A quorum was confirmed an apology issued for the delay in starting the meeting. It was noted that there were no members from the public in attendance.

1.2 Confirm Minutes of the last public meeting

MWLT Public Meeting - 22 Mar 2023 22 Mar 2023, the minutes were confirmed as presented.



Minute Confirmation

The Minutes of the Meeting held on 22nd March 2023 were endorsed.

Decision Date:	28 Jun 2023
Mover:	Tanner Vili
Seconder:	Tania Batucan
Outcome:	Approved

1.3 Interests Register

1.4 2023 Meeting Dates

It was to be noted that the meeting to be held on the 24th August 2023 will need to be held at Panmure due to Waipuna being fully booked. A notice to this effect will be put on the MWLT website.

2. Monthly Report & Committee Updates

2.1 Public Meeting Report

The Public Meeting Report was received.

2.2 Committee Update - Lion Foundation Grants Committee

The Chair of the Donation Subcommittee reported that there had been a meeting held two weeks prior and the following donations had been made. She also commented that due to an administrative problem at Lion that several applications had been missed, one of which had been approved via email:

Auckland Rowing Club	Coxless 4 Boat	\$26,410
Ellerslie Community Patrol	Towards patrol car	\$25,000
Ellerslie Theatrical Society	Venue hire	\$5,000
Ellerslie Toy Library	Rent	\$3,304
Galazy Sports Trust	Fees, training equipment	\$2,584
Mt Wellington Rugby Football Club	Gazebo, playing kits, training balls, photo protection, laundry costs, admin salary.	\$23,791
Glen Innes Business Assn	Matariki event	\$7,500

Those declined were from:

Auckland Observatory & Planetarium Trust Board, Millennium 21 Trust Board, Stanhope Road School, Outward Bound.



MWLT logo

The MWLT logo needs to be upgraded to a high resolution.

Due Date: 28 Jul 2023
Owner: Kate Jackson

3. Decisions

3.1 MWLT Fraud Questionnaire



Fraud Documents

It was agreed that the Fraud questionnaire as circulated be approved for sending to RSM.

Decision Date: 28 Jun 2023
Mover: Troy Elliott
Seconder: Nerissa Henry
Outcome: Approved

3.2 Social Media & Media Communications Policy



Social Media & Media Communications Policy

It was agreed that the Social Media and Media Communications Policy, subject to the changes as discussed, be approved.

Decision Date: 28 Jun 2023
Mover: Tania Batucan
Seconder: Tabetha Elliott
Outcome: Approved

4. General Business

4.1 Auditor Engagement Letter

The Auditor Engagement Letter as circulated was received.

4.2 Official Information Act Request

The Interim CE explained that the OIA had requested information in regard to all catering costs for this electoral term. The information, which was prepared, but not yet returned, noted that there was nothing adverse to show.

4.3 NZLTA Conference Update

The President gave an update on the NZLTA conference which he and the Interim CE had attended in Masterton; they both agreed that it was of significant value to have attended. It was advised that next year the conference would be held in Clutha.

4.4 MWLT Group Donations History

The MWLT Group Donations History was received.

4.5 General Business - Public Forum

There were no members of the public in attendance at the meeting; therefore, no public questions were presented.

5. To move to Public Excluded Meeting

5.1 Exclusion of the public



Public Exclusion

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
Minutes of the previous Public Excluded Meeting 23 Nov 2022	s7(2)(h) The withholding of the information is necessary to enable any local authority holding the information the information to carry out, without prejudice or	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>disadvantage, commercial activities</p> <p><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)</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><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>Matters Arising from previous Public Excluded Meeting (if any)</p>	<p>s7(2)(h)</p> <p>The withholding of the information is necessary to enable any local authority holding the information the information to carry out, without prejudice or disadvantage, commercial activities</p> <p><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)</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>

	<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>	
Entity & Committee Updates MWTH MWLT Lion Foundation Grants Committee (if any) MWCT (if any)	s7(2)(h) The withholding of the information is necessary to enable any local authority holding the information the information to carry out, without prejudice or disadvantage, commercial activities s7(2)(j) The withholding of information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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
Decisions to be made Fraud Policy Memorandum of Understanding	s7(2)(h) The withholding of the information is necessary to enable any local authority holding the information the information to carry out, without prejudice or disadvantage, commercial activities s7(2)(j) The withholding of information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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

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.

Decision Date: 28 Jun 2023
Mover: Troy Elliott

Seconder: Tania Batucan
Outcome: Approved

6. Decisions

6.1 Public notification of decisions made in the public excluded meeting

There were no decisions made in the public excluded meeting that were able to be shared in the public meeting minutes.

7. Close Meeting

7.1 Close the meeting

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

Signature: _____

Date: _____

Interests Register

MWLT - Public

As of: 7 Dec 2023

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
	Central Auckland Area Committee Auxiliary Member	Personal	9 Dec 2020
	Lion Foundation Community Grants Committee	Director / Trustee	5 Nov 2019
	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
	Sports Implementation Foundation	Personal	1 Nov 2019
	Tamaki Regeneration Company - Community Liaison Committee	Personal	1 Nov 2019

Tabetha Elliott	Girls Brigade New Zealand	Personal	17 Nov 2022
	Lion Foundation Community Grants Comittee	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
	National Maungakiekie	Secretary	22 Jul 2020
	Tanner Vili	Mt Wellington Charitable Trust	Trustee
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



Mount Wellington Licensing Trust Board Paper

Subject:	Public Meeting Report
Author(s):	Kate Jackson
Meeting Date:	12 December 2023
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 Waipuna has only been open to the public for just under fifteen (15) months and is still in the very early stages of the post-COVID hospitality recovery period, despite trading being above expectations, it remains below pre-COVID levels.
- 2.1.2 As is seen in many businesses. The cost of employing and retaining good people continues to remain high.
- 2.1.3 There is significant difficulty in generating acceptable margins with frequent increases in the cost of core of goods.
- 2.1.4 Many businesses and individuals are battling challenging market conditions – we have seen this as particularly evident in trying to convert Christmas work and family functions. Businesses and individuals are simply not able to justify expenditure at a level seen historically.
- 2.1.5 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%.
- 2.1.6 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.
- 2.1.7 A copy of the summary risk assessment infographic is attached to this paper.

2.2 Queen's Road

- 2.2.1 Trading at The Corner Bar continues to be a challenge. Many patrons in the area are particularly hard hit by the cost-of-living crisis, impacting discretionary spending.
- 2.2.2 Effective 01 December, the new harm-minimisation rules are in effect. All team members have received additional training to comply with the new standards.
- 2.2.3 Following the opening of the RSA across the road, the challenging trading conditions have been further strained.



2.3 Highbrook

- 2.3.1 In the interest of achieving the best and most efficient operational efficiency at Waipuna, Highbrook business has been relocated to Waipuna.

2.4 Mount Wellington Charitable Trust

- 2.4.1 Mount Wellington Charitable Trust is arranging the delivery of a Christmas treat to the retirement village and rest home residents in the weeks leading up to Christmas.
- 2.4.2 The Trustees believe this this is a great way to bring a bit of festive cheer to our senior's community.

2.5 Audit Delays

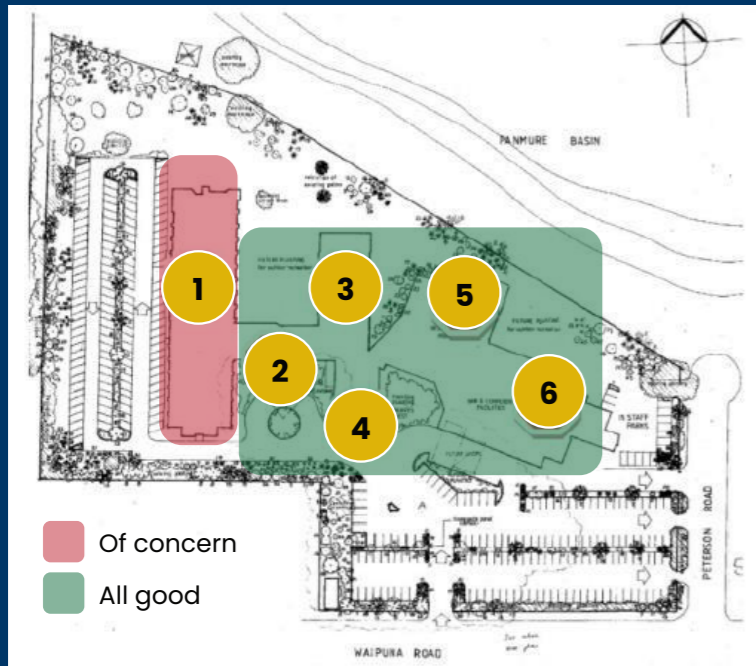
- 2.5.1 The annual financial statements for the period ending 31 March 2023 have been delayed following complexities that have arisen from asset valuation and associated disclosures from the outcomes of the seismic status of the Western Accommodation Block.
- 2.5.2 Financials are likely to be prepared early in the 2024 year with an AGM to 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.
- 3.2 Staff training on armed robbery and emergency evacuation has taken place in recent months.



RESULTS OF BUILDING EARTHQUAKE ASSESSMENT



	%NBS
1 Western Accommodation Block.....	10%
2 Reception.....	90%
3 Central Accommodation Block.....	95%
4 Exhibition Hall.....	90%
5 Theatre/Restaurant.....	60%
6 Bar & Conference Facilities.....	90%

WHAT THIS MEANS

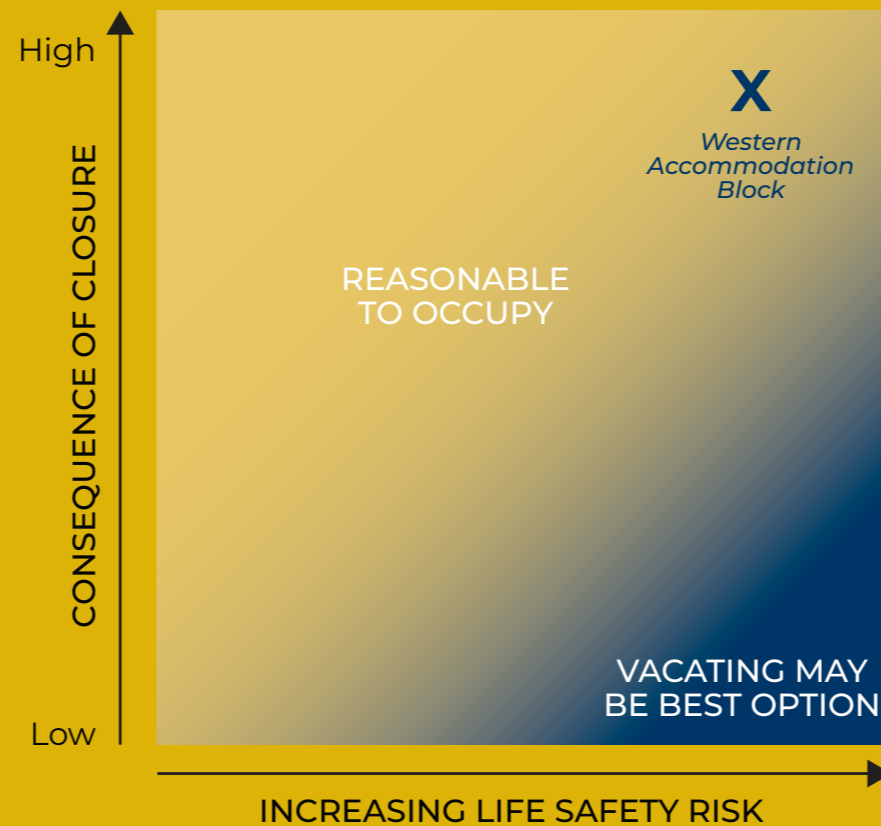
% NBS is an index used to characterise the expected seismic response of a building to earthquake shaking relative to new building standards.

- **NBS >67%:** Low risk, not considered to be potentially earthquake prone.
- **NBS 34%–66%:** Medium risk, not considered to be potentially earthquake prone.
- **NBS <34%:** High risk, considered to be potentially earthquake prone. This is considered an “Earthquake Prone Building”. We must prominently display an Earthquake Prone Building notice.

WESTERN ACCOMMODATION BLOCK EARTHQUAKE RISK ASSESSMENT

Mount Wellington Trust Hotels, as building owner, has conducted a detailed risk assessment concluding that **it is reasonable to occupy the building and that business can continue as usual.**

OVERALL RISK ASSESSMENT



WHAT THE LAW SAYS

- We must assess the building and its risks, and notify Auckland Council.
- We must prominently display an Earthquake Prone Building notice.
- We must carry out building work to ensure that the Western Accommodation Block is no longer earthquake prone by 2058 (35 years).
- We must notify and discuss the risks with staff.

DID YOU KNOW?

- Earthquake prone buildings are not considered dangerous, and may continue to be used/occupied (Building Act).
- In general, a low %NBS means no need for alarm or immediate action. The life safety risk is still very low.
- There is no legal requirement to close a building based solely on a low %NBS rating



WE WELCOME YOUR FEEDBACK

A copy of the full risk assessment is available from your manager.