

| Statement:                      | Policy Manual No. | Authorised By:   | Policy Section:                         | Effective:    | Review Date:            |
|---------------------------------|-------------------|------------------|---|---------------|-------------------------|
| Media Enquiries Statement (MES) | COM-MES           | Governance Group | Website, Media and Communications (COM) | Upon approval | April 2029;<br>3-yearly |

## Media Enquiries Statement (MES)

*Public-facing statement for directing media enquiries and official public comment*

Property of Glenfield Community Centre Incorporated  
Last reviewed April 2026 | Next review April 2029 | Version 2026.1

### 1 Purpose:

The purpose of this statement is to ensure that media enquiries and requests for public comment are directed to the appropriate authorised person at Glenfield Community Centre Incorporated (GCC).

### 2 Scope:

This statement applies to media, public comment and external communications requests made to GCC through the website, email, phone, social media or in person.

### 3 Statement:

All media enquiries should be directed to the Centre Manager by email at [manager@gcc.net.nz](mailto:manager@gcc.net.nz).

The Centre Manager will respond to operational enquiries or refer the matter to the appropriate person. Matters relating to Governance, the Constitution, the Governance Group, official positions of the Society, or formal media statements will be referred to the Chair.

No other person should make public statements on behalf of GCC unless authorised to do so by the Chair, Governance Group or Centre Manager, depending on the nature of the matter.

GCC may decline to comment, defer comment, correct inaccurate information, or provide a written response where this is more appropriate.

### 4 Related Documents:

- GCC Constitution
- Policy and Procedure Framework
- Website Terms of Use
- Social Media Community Guidelines
- Noticeboard and Signage Policy
- Privacy and Confidentiality Policy; and
- Conflict of Interest Policy

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## 5 Document Management Control:

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|-------------------------|--|
| <b>Prepared by</b>      | Centre Manager   |
| <b>Policy Owner</b>     | Centre Manager / Chair   |
| <b>Authorised by</b>    | Governance Group   |
| <b>Approved by</b>      | Governance Meeting Motion: [insert motion number]  |
| <b>Date issued</b>      | April 2026   |
| <b>Last reviewed</b>    | April 2026   |
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| <b>Next review</b>      | April 2029   |
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