

PALMERSTON NORTH CITY COUNCIL

AGENDA
COMMITTEE OF COUNCIL

**9AM, FRIDAY 8 MAY &
9AM, MONDAY 11 MAY &
3.30PM, MONDAY 11 MAY 2020**
AUDIO VISUAL MEETING



MEMBERSHIP

Grant Smith (Chairperson)

Tangi Utikere (Deputy Chairperson)

Brent Barrett

Susan Baty

Rachel Bowen

Zulfiqar Butt

Vaughan Dennison

Renee Dingwall

Lew Findlay QSM

Patrick Handcock ONZM

Leonie Hapeta

Lorna Johnson

Billy Meehan

Karen Naylor

Bruno Petrenas

Aleisha Rutherford

Agenda items, if not attached, can be viewed at:

pncc.govt.nz | Civic Administration Building, 32 The Square
City Library | Ashhurst Community Library | Linton Library

Heather Shotter

Chief Executive, Palmerston North City Council

Palmerston North City Council

W pncc.govt.nz | E info@pncc.govt.nz | P 356 8199

Private Bag 11034, 32 The Square, Palmerston North



COMMITTEE OF COUNCIL MEETING

8 May 2020

ORDER OF BUSINESS

Note: Due to the changing situation in relation to COVID-19, this meeting will be held via audio visual links. A recording of the meeting will be made available on our website shortly after the meeting has finished.

If you wish to attend this meeting via audio visual link then please contact the Democracy & Governance Advisor, Sarah Claridge, on sarah.claridge@pncc.govt.nz to request a link.

All Annual Budget 2020/21 submissions can be viewed on our website <https://www.pncc.govt.nz/get-involved/have-your-say/annual-budget-2020-21/>.

1. Apologies

2. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

3. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

4. Confirmation of Minutes

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“That the minutes of the Committee of Council meeting of 4 March 2020 Part I Public be confirmed as a true and correct record.”

5. Hearing of Submitters – Annual Budget 2020/21

Session Schedule

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Procedure Sheet

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Guide to Virtual Meetings & Microsoft Teams

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6. Hearing of Submitters – Planning Fees & Charges

Session Schedule

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(Note: This session is to be held in Session 3 on Monday 11 May 2020.)

7. Exclusion of Public

To be moved:

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each 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 passing this resolution
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PALMERSTON NORTH CITY COUNCIL

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This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or 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 stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

PALMERSTON NORTH CITY COUNCIL

Minutes of the Committee of Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 04 March 2020, commencing at 9.06am

Members Present: The Mayor (Grant Smith) (in the Chair) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Apologies: Councillors Billy Meehan and Leonie Hapeta (for early departure).

The Mayor (Grant Smith) left the meeting at 11.48am during consideration of clause 3. He was not present for clause 3.

Councillor Leonie Hapeta left the meeting at 10.41am during consideration of clause 3. She entered the meeting again at 11.59am during consideration of clause 3. She was present for all clauses.

1-20 Apologies

Moved Grant Smith, seconded Tangi Utikere.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 1-20 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

2-20 Late Items

Moved Grant Smith, seconded Tangi Utikere.

The COMMITTEE RESOLVED

1. That the late supplementary documents be received. Officers have been taking a critical look at the reality of delivering the proposed capital programme of work and as a result some changes have been suggested. It is important that this late item be accepted, as it adds substantially to the discussion and decisions of the Annual Budget (Plan) 2020/21 Report and it allows the proposed budget to be considered in its entirety.

Clause 2-20 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar

Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

3-20 Annual Budget (Plan) 2020/21 - Adopting Supporting Information and the Consultation Document

Memorandum, presented by Steve Paterson, Strategy Manager - Finance.

Councillor Leonie Hapeta left the meeting at 10.41am.

The meeting adjourned at 11.12am.

The meeting resumed at 11.34am.

The Mayor (Grant Smith) left the meeting at 11.48am and Councillor Tangi Utikere took over as Chairperson.

Councillor Leonie Hapeta entered the meeting again at 11.59am.

During discussion Elected Members considered a number of proposed amendments to the Plan and Consultation Document.

Moved Tangi Utikere, seconded Aleisha Rutherford.

The COMMITTEE RECOMMENDS

1. That the Chief Executive incorporate the following amendments to the draft of the supporting information and the Consultation Document for the 2020/21 Annual Budget:

- deferral of the programmes as scheduled in the tabled Appendix G
- reduced budget provisions for the programmes as scheduled in the tabled Appendix H
- other amendments (if any)

Clause 3.1 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Karen Naylor, seconded Tangi Utikere.

2. That Programme 86 – Council Furniture Replacements be reduced to \$136,000 (with the remaining \$125,000 to be considered in the Long Term Plan process).

Clause 3.2 above was carried 8 votes to 6, the voting being as follows:

For:

Councillors Brent Barrett, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Lew Findlay QSM, Karen Naylor and Bruno Petrenas. Tangi Utikere

Against:

Councillors Susan Baty, Vaughan Dennison, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson and Aleisha Rutherford.

Moved Lorna Johnson, seconded Brent Barrett.

3. That the UAGC remain at \$500 for 2020/21.

Clause 3.3 above was carried 13 votes to 1, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Against:

Councillor Vaughan Dennison.

Moved Rachel Bowen, seconded Tangi Utikere.

4. That the sector focussed “Let’s Talk” sessions are reframed as an evening marketplace event with sector ‘stalls’; and that the potential for further or sector-specific sessions is considered if there is demand.

Clause 3.4 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Rachel Bowen, seconded Tangi Utikere.

5. That the hearings sessions are morning and afternoon, with appropriate breaks, and that there is at least one evening session offered.

Clause 3.5 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Aleisha Rutherford, seconded Vaughan Dennison.

6. That an additional sum of \$500,000 be approved for debt repayment.

Clause 3.6 above was carried 10 votes to 4, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Aleisha Rutherford and Tangi Utikere.

Against:

Councillors Renee Dingwall, Lew Findlay QSM, Karen Naylor and Bruno Petrenas.

Moved Karen Naylor, seconded Aleisha Rutherford.

7. That the following is included in the Consultation Document:

- High level financials in simple form (as outlined on page 8 of the supporting document)
- On page 6 – increased level of service at Parks and Reserves (\$463,000); maintain increased opening hours at Wildbase Recovery

Centre (\$152,000); additional resources to position the organisation for enhanced performance (\$500,000)

Clause 3.7 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Karen Naylor, seconded Aleisha Rutherford.

8. That the annual budget community engagement process be utilised to include information and consultation on Nature Calls.

Clause 3.8 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Vaughan Dennison, seconded Aleisha Rutherford.

9. That the budget for Programme 1611 Free Swimming for Under 5 Year Olds be increased from \$60,000 to up to \$150,000.

Clause 3.9 above was carried 9 votes to 4, with 1 abstention, the voting being as follows:

For:

Councillors Brent Barrett, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Patrick Handcock ONZM, Lorna Johnson, Aleisha Rutherford and Tangi Utikere.

Against:

Councillors Susan Baty, Lew Findlay QSM, Karen Naylor and Bruno Petrenas.

Abstained:

Councillor Leonie Hapeta.

Moved Tangi Utikere, seconded Aleisha Rutherford.

10. That the following (amended to incorporate amendments in recommendation 1) be adopted as supporting information that has been relied upon to prepare the Consultation Document for the 2020/21 Annual Budget (Plan):

- Financial overview and forecast financial statements
- Annual Budget (Plan) Disclosure Statement
- Groups of Activities information, including financial forecasts and programme schedules
- Significant forecasting assumptions
- Descriptions of the proposed rating system, rates and funding impact statements
- Descriptions of proposed levels of service for Council activities and performance measures

Clause 3.10 above was carried 13 votes to 1, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Against:

Councillor Karen Naylor.

Moved Tangi Utikere, seconded Aleisha Rutherford.

11. That the Consultation Document (amended to incorporate amendments in recommendation 1) for the 2020/21 Annual Budget (Plan) be adopted.

Clause 11 Amended by Council on 18 March 2020

Clause 22-20

12. That the Mayor and Chief Executive be delegated authority to make minor amendments to the Consultation Document.

Clauses 3.11 and 3.12 above were carried 14 votes to 0, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Tangi Utikere, seconded Aleisha Rutherford.

13. That the objectives of the rates remission policy be reviewed as part of the wider review of financial policies during the preparation of the 10 Year Plan 2021-31.

Clause 3.13 above was carried 10 votes to 4, the voting being as follows:

For:

Councillors Susan Baty, Zulfiqar Butt, Vaughan Dennison, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Against:

Councillors Brent Barrett, Rachel Bowen, Renee Dingwall and Lorna Johnson.

Moved Karen Naylor, seconded Aleisha Rutherford.

Note:

On a motion that "Additional resources to position the organisation for enhanced performance be reduced from \$500,000 to \$250,000 (with the remaining \$250,000 for consideration in the Long Term Plan process)" the motion was lost 5 votes to 8, with 1 abstention, the voting being as follows:

For:

Councillors Brent Barrett, Renee Dingwall, Lew Findlay QSM, Karen Naylor and Bruno Petrenas.

Against:

Councillors Susan Baty, Rachel Bowen, Zulfiqar Butt, Vaughan Dennison, Patrick Handcock ONZM, Lorna Johnson, Aleisha Rutherford and Tangi Utikere.

Abstained:

Councillor Leonie Hapeta.

Moved Susan Baty, seconded Brent Barrett.

Note:

On a motion that "Programme 1459 – Social Housing remain in the 2020/21 budget" the motion was lost 5 votes to 8, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Renee Dingwall, Bruno Petrenas and Tangi Utikere.

Against:

Councillors Rachel Bowen, Zulfiqar Butt, Lew Findlay QSM, Patrick Handcock ONZM, Leonie Hapeta, Lorna Johnson, Karen Naylor and Aleisha Rutherford.

Note:

Councillor Vaughan Dennison declared a conflict of interest in this item and withdrew from discussion and voting on the motion above.

The meeting finished at 1.33pm

Confirmed 8 May 2020

Chairperson

ANNUAL BUDGET 2020-21

Friday 8 May 2020

SESSION 1

TIME & DATE: 9.00am, Friday 8 May 2020

MEMBERS: The Mayor (Grant Smith) (Chair), Deputy Mayor Tangi Utikere and Councillors.

DEMOCRACY & GOVERNANCE ADMINISTRATOR:

Sarah Claridge, telephone (06) 356 8199, sarah.claridge@pncc.govt.nz

Time:	Submission No:	Submitter	Minutes
9.00am	1	Dale O'Reilly	10
9.15am	28	Presbyterian New Church – Annette Nixon & Rev Susan Blaikie	10
9.30am	29	Extinction Rebellion Manawatū – Beth Tolley	10
9.45am	34	Karen Adams	10

ANNUAL BUDGET 2020-21

Monday 11 May 2020

SESSION 2

TIME & DATE:9.00am, Monday 11 May 2020

MEMBERS: The Mayor (Grant Smith) (Chair), Deputy Mayor Tangi Utikere and Councillors.

DEMOCRACY & GOVERNANCE ADMINISTRATOR:

Sarah Claridge, telephone (06) 356 8199, sarah.claridge@pncc.govt.nz

Time:	Submission No:	Submitter	Minutes
9.00am	5	Women's Health Collective – Jean Hera	10
9.15am	16	Russell Hallam	10
9.30am	17	Environment Network Manawatū – Stewart Harrex	10
9.45am	38	Palmerston North Community Services Council – Emma Ochei	10
10.00m	39	The Order of St John – Helen Sneddon	10
10.15am	44	Manawatū River Source to Sea - Heike Schiele	10
10.30am	49	Manawatū Chamber of Commerce	10

ANNUAL BUDGET 2020-21

Monday 11 May 2020

SESSION 3

TIME & DATE:3.30pm, Monday 11 May 2020

MEMBERS: The Mayor (Grant Smith) (Chair), Deputy Mayor Tangi Utikere and Councillors.

DEMOCRACY & GOVERNANCE ADMINISTRATOR:

Sarah Claridge, telephone (06) 356 8199, sarah.claridge@pncc.govt.nz

Time:	Submission No:	Submitter	Minutes
3.30pm	11	Menzshed Manawatū – David Chapple	10
3.45pm	30	Manawatū Tenants Union – Ben Schmidt (Coordinator)	10
4.00pm	32	Sport Manawatū – Trevor Shailer (CEO), Nolan King (Chair, Sport Manawatū)	10
4.15pm	7	New Zealand Rugby Museum – Stephen Berg	10
4.30pm	18	Hoffman Kiln Trust – Cliff Wilson (Chair)	10

Planning Fees and Charges Review

Time:	Submission No:	Submitter	Minutes
4.45pm	1	Mr Les Fugle	10

Merle Lavin

From: Submission
Subject: FW: Planning fees & charges submission

Democracy & Governance Manager
 Palmerston North City Council
 Price Bag 11-034
 Palmerston North 4442

Submission@pncc.govt.nz

Re - 2020 planning fees and charges.

[1] It is poor judgement for Council to contemplate an increase in fees and charges given the financial crisis the district is experiencing, that said:

[2] Pursuant to the LGA 2002 and the RMA 1991 the fees and charges fixed are not in accordance with those Act's.

[3] RMA 1991 s36AAA sets the criteria a local authority must have regard to when fixing charges, subsection (2) reads "The sole purpose of a charge is to recover the reasonable costs incurred by the local authority in respect of the activity to which the charge relates". Parliament's intent is further highlighted by the LGA 2002 s150(4) that reads "The fees prescribed under subsection (1) must not provide for the local authority to recover more than the reasonable cost incurred by the local authority for the matter for which the fee is charged".

[4] Aforesaid acts are specific. Therefore the core question is whether the charge/fee Council has fixed, and proposed, are restricted to the benefit the applicant receives as oppose to the community at large, and such are reasonable.

[5] While neither RMA nor LGA Act defines the meaning of reasonable the meaning in this case must be that the fixing of the activity fee or charge does not amount to profiteering.

[6] The processing of a activity encompasses little or none other than labour.

[7] Time records record the actual duration an officer expends on the application while the officer's salary is capable of converting to a hourly base rate.

[8] Council current fees and charges and that proposed exceed the officer's hourly rate and that of the time required to process an activity, therefore, are unreasonable. It would be reasonable to apply a 10% surcharge to the labour bill to cover administration overheads.

I wish to be heard

Les Fugle
 Dated 03/04/2020



Procedures for the Hearing of Submissions on the proposed Annual Budget 2020-21

Presenting your submission You have indicated a wish to present your submission in person before a Committee of Councillors. You may speak to your submission yourself or, if you wish, arrange for some other person or persons to speak on your behalf.

We would like this meeting to be relatively informal. We ask that you only speak to the main points of your submission and then answer any questions. It is not necessary to read your submission as Committee members have a copy and will have already read it.

Even if your submission covers a number of matters, you may speak to the Council on one occasion only, for a maximum of ten minutes.

If you have speaking notes it would be appreciated if a copy could be provided to the administrator by email to governance@pncc.govt.nz

Committee members (Councillors) are the only ones to ask questions, unless the Chairperson otherwise gives permission. Questions are used to clarify matters raised in submissions.

If you are unable to attend the arranged time, **please contact us within 48 hours**, in order that alternative arrangements may be made (see the "Further Information" section at the end).

Time Allocation 10 minutes (including question time) will be allocated for the hearing of each submission. If more than one person speaks to a submission, the ten minutes is shared between the speakers.

Who will be there? The Committee of Council will hear the submissions. The Committee comprises the Mayor and all Councillors. However it may be the case that not all Elected Members are present at all times.

There will also be other people there who are also presenting their submission.

The recording of the Hearing is open to the media and the public.

Agenda and Submissions An Agenda for the hearing at which you will be speaking will be placed on the Council agenda website: (<https://palmerstonnorth.infocouncil.biz/>) several days before the hearing. The Agenda lists the submissions generally in the order they will be considered by the Committee, although there may be some variation made to this on the day. The content of all submissions we have received will also be placed on the Council's website. You will be able to find the submissions with the agenda Committee of Council – 8 May 2020 – at this link (<https://palmerstonnorth.infocouncil.biz/>) under the heading Agenda

Attachments.

The hearing sessions are generally divided into two hour time slots. You only need to attend at the time allotted for your group. Nevertheless, you are welcome to be present for the hearing of all submissions if you wish.

Venue Online

During COVID- 19 Alert level 4 or 3 restrictions, the hearing of submissions will be via audio/visual online meeting. Participants will be sent an audio/visual link to join. If you do wish to speak to your submission, you will need to have audio/visual capability on your own device. Please read the attached Virtual Meetings Guidelines sheet carefully. **If you do not have internet access, please contact us within 48 hours of receiving this letter so that we can set up an alternative arrangement. If you have any issues downloading the Teams software, please contact us no later than two working days before the meeting. IT help from PNCC will contact you to see if we can work through the technological issues or provide an alternative.**

Te Reo Māori

You may speak to your submission in Māori if you wish. If you intend to do so, please contact us **no later than four days before the date of the meeting** (refer to the "Further Information" section below). This is to enable arrangements to be made for a certified interpreter to attend the meeting. You may bring your own interpreter if you wish.

Visual Aids

If you have a Powerpoint slide you wish to speak to please send these to the Democracy & Governance Administrator via email to governance@pncc.govt.nz no later than two working days before the meeting.

Final Consideration of Submissions

All submissions will be finally considered by the Council itself. The media and public can attend these meetings, but it will not be possible for you to speak further to your submission during these deliberations. Depending on Covid 19 restrictions in place at the time, these meetings may also be held online, or in the Council Chamber.

Council's Decision

You will be sent a letter advising the Council's decision on your submission after the Annual Budget 2020-21 has been formally adopted by the Council in June 2020.

Changes to this Procedure

The Committee may, in its sole discretion, vary the procedure set out above if circumstances indicate that some other procedure would be more appropriate.

Further Information

If you would like to cancel your hearing time, or try to change to another time please contact:

- Merle Lavin, Democracy & Governance Support Officer - email merle.lavin@pncc.govt.nz

If you have any questions about the procedure outlined above or the hearing itself, please contact:

- Hannah White, Democracy & Governance Manager, - telephone (06) 356-8199 or email hannah.white@pncc.govt.nz

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GUIDE TO VIRTUAL MEETINGS AND MICROSOFT TEAMS

1. BACKGROUND

1. As per the Palmerston North City Council (PNCC) response to COVID-19, Council, Business Continuity Committee meetings and Hearings may continue to be held while New Zealand or Palmerston North is at Alert Level 3 and above. Where practicable, these meetings will be held using remote access technology known as Microsoft Teams (**Teams**).
2. Meetings conducted in this manner will be referred to as **Virtual Meetings**.
3. This Guide is intended to provide guidance for Elected Members, staff and public participating in Virtual Meetings. **Below in Section 6** you will find step-by-step instructions on how to download and use Teams.
4. The success of a Virtual Meeting will depend on the facilities available to parties and their willingness to coordinate with each other and adapt quickly.

2. ESTABLISHING A VIRTUAL MEETING

1. Upon request, members of the public wishing to address or media wishing to view a Virtual Meeting are to provide the Committee Administrator with their individual email addresses and contact telephone number. PNCC uses this information solely for the purpose of providing that member of the public with a link to the Virtual Meeting.
2. Staff who will speak to a Report on the Agenda are to inform the Committee Administrator and also to provide a contact number.
3. Where the Virtual Meeting is for a full day duration, parties will receive two Virtual Meeting invites- one for the morning session and another for the afternoon session. This is to allow the recording time to process over the lunch break.
4. Teams invites include a link to join the meeting. This link may only be passed internally within PNCC. Note, however, that staff who join a Virtual Meeting via that Teams Link are subject to being admitted or declined by the Committee Administrator. Members of the public will otherwise be able to watch the subsequent meeting recording.
5. Participants can open the Virtual Meeting from the [Join Microsoft Meeting](#) link in the Virtual Meeting invite.

3. USING TEAMS

1. PNCC recommends using a web browser other than Internet Explorer due to compatibility issues that may arise. The web browser may have limited features but PNCC does not believe this is an issue to participation.
2. Members of the public who are participating may also wish to download the Teams Application to their desktop or laptop from the Microsoft product website [here](#) free of charge.
3. The Teams Application for iOS and Android mobile devices are also available and free of charge. While features are limited, PNCC highly recommends this option for parties who are using a Mac device or those who may not have a desktop or laptop but do have access to a smartphone or tablet.
4. A list of hardware requirements for Teams can be accessed [here](#).

5. PNCC is working towards having the 'dial-in' capability in Teams available, which would allow participants to join using a standard telephone connection.
6. Where possible, identify and resolve any firewall and security restrictions before the Virtual Meeting commences.

4. JOINING A TEAMS VIRTUAL MEETING

4.1 What members of the Public can expect

- 4.1.1. When joining the Virtual Meeting, participants will be asked to enter their name and details. Be mindful that this name will be displayed for all participants to see. First Name and Surname are to be entered.
- 4.1.2. If you are uncomfortable with having your name displayed, please liaise with the Committee Administrator in advance of the Virtual Meeting.
- 4.1.3. After 'joining' the Virtual Meeting, participants will enter a virtual lobby and will remain there until admitted into the Virtual Meeting.
- 4.1.4. Participants are to join the Virtual Meeting **at least 10 minutes prior to the listing time** to allow sufficient time to address any technical issues.
- 4.1.5. Virtual Meetings are being recorded by PNCC through Teams directly. Participation in a Virtual Meeting indicates your consent to being recorded.
- 4.1.6. The recording of the meeting will be produced and available through PNCC's website. Some delays may be experienced during this time of transition to Virtual Meetings.
- 4.1.7. The use of communication and recording devices for the purpose of recording or making a transcript or otherwise is prohibited.
- 4.1.8. In the event of unforeseen and unavoidable technological issues, PNCC will temporarily adjourn to address those issues.

4.2 What is expected of Participants

- 4.2.1. The same formal etiquette and protocol of a physical Council session is expected in the Virtual Meeting.
- 4.2.2. Reports are to be taken as read unless previously indicated by the Chair or if new information has come to light which requires supplementary explanation.
- 4.2.3. All questions, comments, proposed amendments etc are to be directed through the Chair using the Chat function.
- 4.2.4. Any resolutions are to first be read aloud by the Chair, noting the Mover and Seconded and then voted on aloud by each individual Council or Committee member. The result will be noted aloud by the Chair, unless a division is called for.
- 4.2.5. Participants are to join a Virtual Meeting from a quiet, secure location. Headphones are recommended if available to help cancel background noise.
- 4.2.6. Participants are expected to ensure that there is sufficient internet coverage in their location.
- 4.2.7. Microphones and cameras are to be tested and working prior to joining a Virtual Meeting. This can be managed through the Teams Device Settings.
- 4.2.8. Other than the Chair and any Officers presenting or when asking/answering questions, all participants are to keep their microphones muted and cameras turned off.

- 4.2.9 Any member of the public who is permitted to join the Virtual Meeting undertakes to mute their microphone and keep their camera turned off and not record the proceedings.
- 4.2.10 Committee members and Officers shall have prepared a set-up so that they can view the agenda and participate in the Virtual meeting simultaneously. Members and officers may consider two screens, split windows, multiple devices, printing documents etc.
- 4.2.11 Officers shall be logged into the Teams application for the duration of the meeting. A Committee Administrator will contact the Officer via Teams when the meeting is ready for the Officer to join.

5. ASSISTANCE

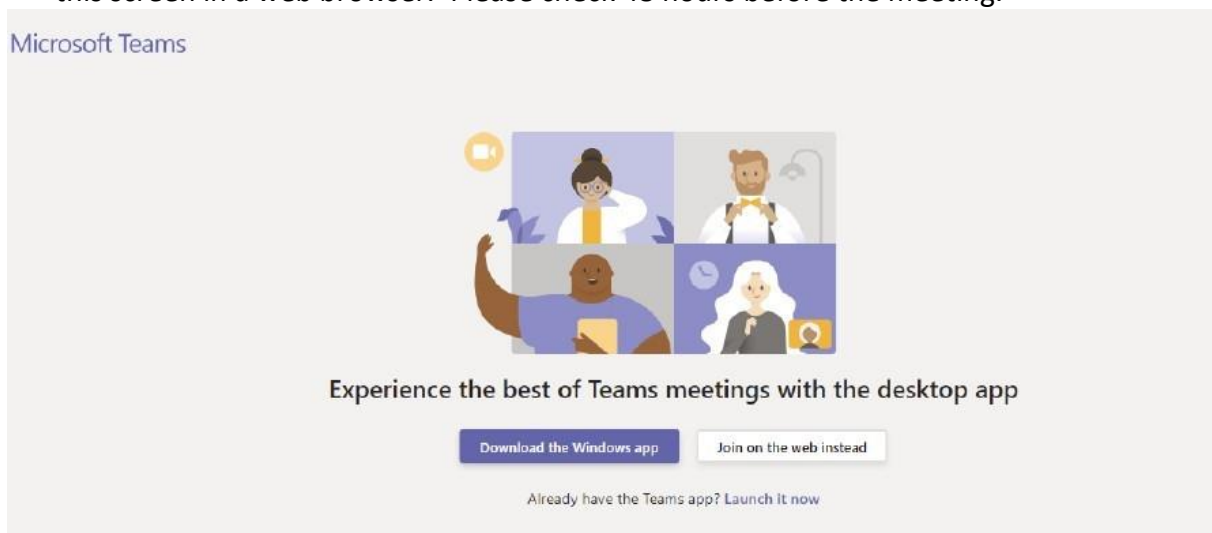
1. Please direct any questions to the Committee Administrator at governance@pncc.govt.nz
2. The Microsoft Teams website and 'Help' section of the Teams application provides additional tips and advice about how to Teams.
3. If you are unable to attend the meeting or connectivity means you are terminated during the meeting, please call or text Hannah White on 021347273 so we can advise the meeting.

6. SIMPLE INSTRUCTIONS ON USING TEAMS FOR PUBLIC PARTICIPANTS

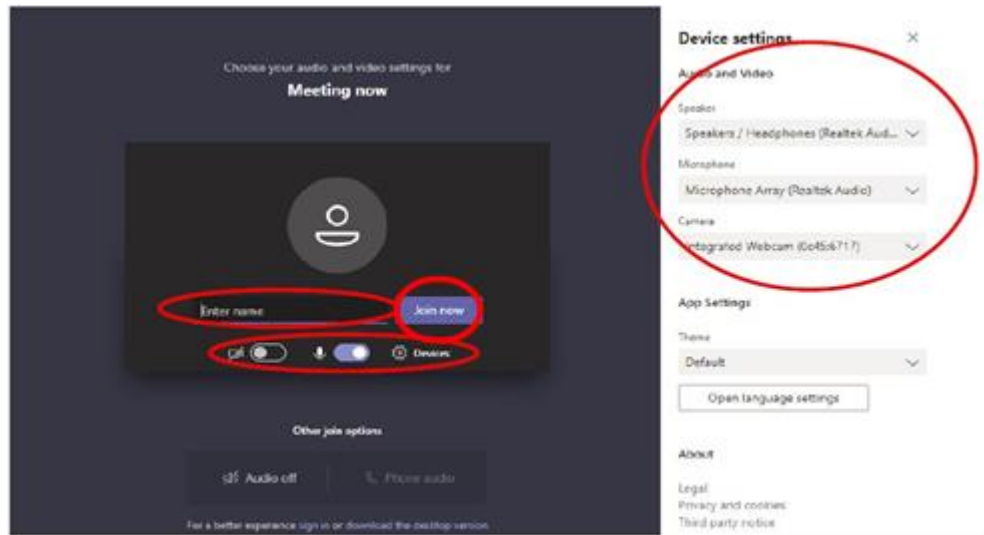
1. To join a Virtual Hearing, click on the [Join Microsoft Teams Meeting](#) link **at least 10 minutes prior to the Virtual Meeting commencing.**



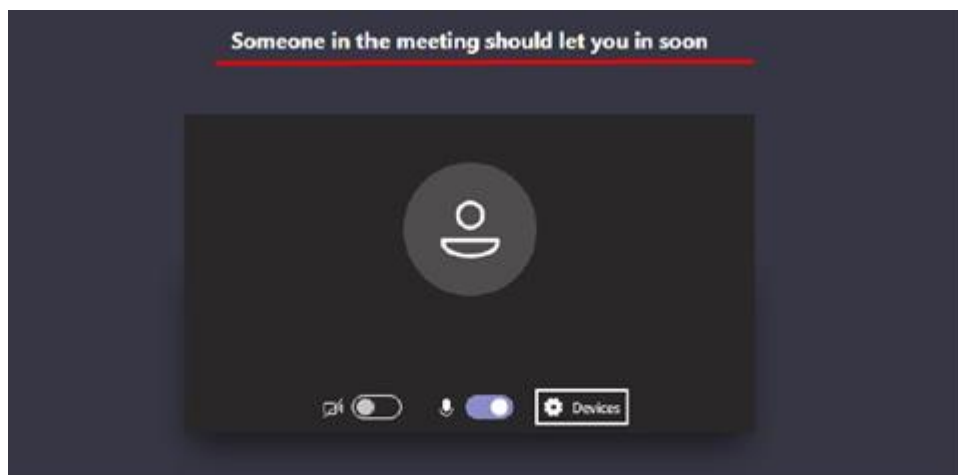
2. For participants who already have Teams installed on their device, the link above should automatically redirect to the Teams App.
3. However, if the participant has never used Teams before they will be redirected to this screen in a web browser. Please check 48 hours before the meeting.



4. If so, the participant may elect to Download the Windows App – which is free of charge.
5. Alternatively, by selecting Join on the web instead, the participant will be redirected to another webpage. The participant may be asked to give permission for Microsoft to access their device's microphone and camera – select Allow.
6. On the next screen, enter your First Name and Surname in the relevant field
7. Manage your microphone and camera settings, if required, through the Device Settings Panel
8. Select 'Join Now'



9. Patiently wait in the Virtual Lobby until you have been admitted in to the Virtual Meeting.



10. To mute and unmute your microphone, select the microphone icon on the Teams menu ribbon.
11. To turn your camera on and off, select the camera icon on the Teams menu ribbon.



Only if directed by PNCC, the 'sharing screen' functionality may be used during a Virtual Meeting to display and navigate through documents.

12. To do this, select the 'Share' button on the Teams menu ribbon.

13. Then, choose to present either Desktop or Window (i.e. a particular program). Using a window is strongly recommended.

