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| <br>City of HOBART       | <h2>COVID-19 Safe Plan</h2> <h3>City of Hobart Annual General Meeting 2019-20</h3>   |  |
| <b>Unit / Manager</b>   | <b>Council Support Unit</b>  |  |
| <b>Relevant Scope / Activities</b>  | <p>This plan relates to the operation of the City of Hobart Annual General Meeting.</p> <p>The Council Support Unit facilitates the operation of the Annual General Meeting, to be conducted in the Town Hall Ballroom.</p> <p>These meetings are attended by elected members, staff, contractors and members of the public.</p>   |  |
| <b>Location</b>   | <p>Town Hall Ballroom<br/>         Town Hall<br/>         50 Macquarie Street, Hobart</p>  |  |
| <b>Background</b>   | <p>Section 72B of the <i>Local Government Act 1993</i> (the LG Act) requires councils to hold an Annual General Meeting (AGM) no later than 15 December. Additionally, the Council is required to invite the public to make submissions or questions on the Annual Report for discussion at the AGM and formally adopt the document.</p> <p>In recognition of the impacts of the COVID-19 pandemic, the Premier has issued a Notice pursuant to section 13 of the <i>COVID-19 Disease Emergency (Miscellaneous Provision) Act 2020</i> to extend the statutory timeframe under s72B of the LG Act by three months, therefore the Council will be required to convene the AGM by no later than 15 March 2021.</p> <p>The 2019-20 City of Hobart AGM will be conducted on Monday 22 February 2021 in accordance with the Council resolution of 18 January 2021.</p> <p>Historically, the AGM attracts attendance of between 70 – 100 participants.</p> |  |
| <b>Triggers for:</b> <ul style="list-style-type: none"> <li>- Re-opening or modifying services</li> </ul> | <ul style="list-style-type: none"> <li>- No community transmission has been recorded in Tasmania for a number of months, demonstrating the current safe guards are having the desired impact.</li> <li>- Testing has increased and is easily accessible.</li> </ul>  |  |

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| <ul style="list-style-type: none"> <li>- <b>Returning workers to site; or modifying on-site presence</b></li> </ul> | <ul style="list-style-type: none"> <li>- Additional control measures are able to be implemented (such as cleaning, good hygiene, physical distancing) within the work environment for staff to minimise the risk of transmission to a tolerable level.</li> <li>- Current Government restrictions on people permitted at businesses/activities can be easily adhered to; <ul style="list-style-type: none"> <li>- 250 people in an indoor space</li> <li>- Maximum density is one person per 2 square metres</li> <li>- Maintain physical distancing of at least 1.5 metres between people</li> </ul> </li> <li>- The Town Hall Ballroom has a density capacity of 163. The capacity limit once factoring in COVID-19 physical distancing will be 135. AGM attendance has not historically exceeded attendance of 100 meaning the Town Hall Ballroom can be configured in such a way as to accommodate all elected members, staff, contractors and members of the public whilst maintaining the 1.5 metre physical distancing rule.</li> </ul> |
| <p><b>COVID-19 Risks</b></p>  | <p>The risk of community transmission is perceived as low as there have been no active cases in Tasmania for some time. The Tasmania Government is monitoring the situation and issuing new advice as required. Public health advice is to continue good hygiene practice and maintain social distancing and density measures.</p> <p>Identified risks:</p> <p>A meeting participant returning a positive COVID-19 test requiring elected members and staff groups (such as the Council Support Unit) to quarantine or an outbreak occurs within the Council and the impact this may have on Council operations.</p> <p>RSVPs are required for the Annual General Meeting. Should attendance numbers exceed the expected attendance this may require security staff marshal or refuse entry to the AGM.</p> <p>Political and community perception if public health advice is not strictly adhered to or meeting spaces cannot accommodate all attendees requiring entry to be refused.</p>   |
| <p><b>Interdependence / Third Party Requirements</b></p>  | <p>Availability of the Town Hall Ballroom.</p> <p>Provision of security staff for the AGM.</p> <p>Provision of audio and visual recording equipment to enable video streaming.</p> <p>Provision of Hall Keeping staff for additional set up, cleaning and service requirements.</p>  |

## Proposed Controls Required to Address COVID-19 Risks

### Controls to address risks to the public

#### **Pre meeting controls**

- Members of the public will be encouraged to watch video stream of the meeting remotely, rather than attend in person.
- Cleaning of the Town Hall Ballroom tables and chair armrests to be undertaken prior to commencement of the Annual General Meeting.
- Ensure the Ballroom is configured in accordance with social distancing guidelines.
- Ensuring appropriate conditions of entry signage is placed at Town Hall entry and entry point of the Ballroom (Attachment A).
- Ensure appropriate room capacity and distancing signage is in place with in meeting spaces (Attachment B and C).
- Ensure hand sanitiser is provided at Town Hall entry and entry point of the Ballroom.
- Ensure all meeting attendees sign-in (for contact tracing) using the iPad app or QR Code already in place – security staff to enforce and monitor at point of entry to Ballroom.
- Sign-in app be configured to include entry screening questions i.e. 'Have you had any flu-like symptoms in the past 24hrs?'
- Pre-meeting checklist for the above controls is completed before the commencement of the Annual General Meeting (Attachment D).
- Hall Keeping staff to serve tea, coffee, juice and water – practicing good hand hygiene and limiting public contact with common surfaces.

#### **During meeting controls**

- Maintain social distancing between staff, elected members and members of the public through appropriate room configurations.
- All meeting attendees must be seated, if seating is not available, entry will be refused – monitored by security.
- Provision of sanitiser and/or sanitising cleaning wipes for use after each use of shared equipment or surfaces (such as microphones and iPads).

#### **Post meeting controls**

- Cleaning of the Ballroom tables and chair armrests to be undertaken following the completion of the meeting.
- Tablecloths on meeting tables to be dry cleaned following the Annual General Meeting or removed to enable cleaning of hard surfaces.
- Sign-in record of meeting attendance to be downloaded from the app and stored in Trim file 15/162-0010 following the Annual General Meeting.
- Pre-meeting checklist to be stored in Trim file 15/162-0010 following each meeting.

### **Additional controls to address risks to the staff and Elected Members**

#### **Pre meeting controls**

- Ensuring staff and elected members do not attend work if they present with symptoms (high temperature, running nose, sneezing, coughing). To be monitored by senior staff.
- Provision of face masks upon request.
- Ensure all attendees including elected members and staff sign-in (for contact tracing) using the iPad app or QR Code, prior to entering the Ballroom. Security staff to enforce and monitor at point of entry to Town Hall and the Ballroom.

#### **During meeting controls**

- Limit where possible, the exchange of physical items (such as papers) between staff/elected members and members of the public.
- Personal hand sanitiser provided for use by staff before/after distribution of third party material.
- Personal hand sanitisers will be placed on meeting tables for each elected member.
- Staff and elected members to maintain physical distancing with members of the public.

#### **Post meeting controls**

- Staff and elected members to immediately isolate and undergo COVID-19 testing should they display any symptoms and immediately report this to their Manager/General Manager.
- Should a positive result be returned, the City's management standard 'COVID-19 Infection Response' be followed.

### Information Technology requirements

In order to conduct a physical Annual General Meeting the following IT actions are required:

- The Ballroom be fitted with audio and video streaming equipment (to be provided by Alive Technologies).
- Tech support will be required to conduct the video and audio streaming of the Annual General Meeting.

### Consultation


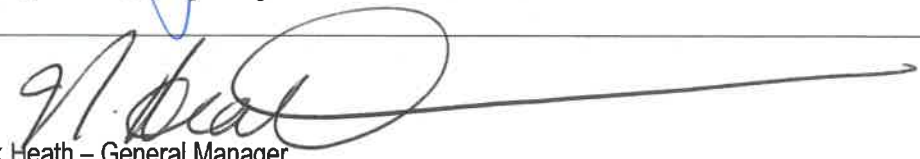
In preparing this recommendation I have consulted with:

General Manager  
Manager Legal and Governance

**Recommendations**

The Council conduct its 2019-20 Annual General Meeting in the Town Hall Ballroom on Monday, 22 February 2020 commencing at 7:30 pm noting the following:

- (i) In accordance with Public Health advice, the Town Hall Ballroom will be configured to ensure the Public Health recommendations of 1.5m physical distancing and 1 person per 2m<sup>2</sup> is maintained.
- (ii) The Annual General Meeting will be livestreamed to the City's YouTube channel via the City of Hobart Website and audio recorded to ensure that the meeting can be viewed by a larger audience.

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| Signed   | <br>Paul Jackson – Manager Legal and Governance | 12 February 2021 |
| Endorsed | <br>Nick Heath – General Manager               | 12 February 2021 |

Coronavirus  
(COVID-19)

# HELP STOP THE SPREAD OF CORONAVIRUS.



HELP  
**STOP** THE  
**SPREAD**  
AND STAY HEALTHY

## DO NOT ENTER THIS FACILITY IF YOU:

- Have COVID-19
- Have been instructed to quarantine and your 14 days are not yet finished
- Are unwell, including with fever (or night sweats/chills) or respiratory symptoms, e.g. shortness of breath, cough, sore throat

[hobartcity.com.au/covid-19](http://hobartcity.com.au/covid-19)



City of **HOBART**



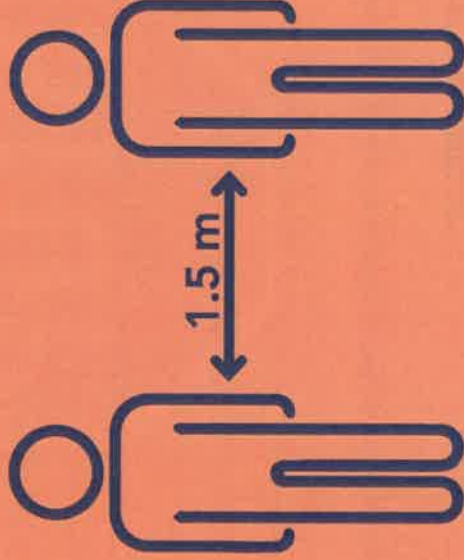
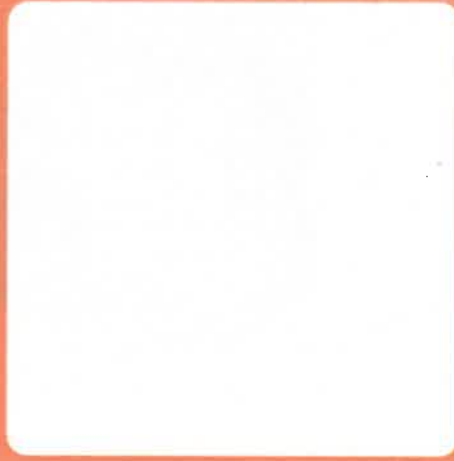
Australian Government

Coronavirus  
(COVID-19)

# Keep on top of Covid-19

KEEP YOUR DISTANCE

This area has a maximum  
number of people allowed:



City of HOBART

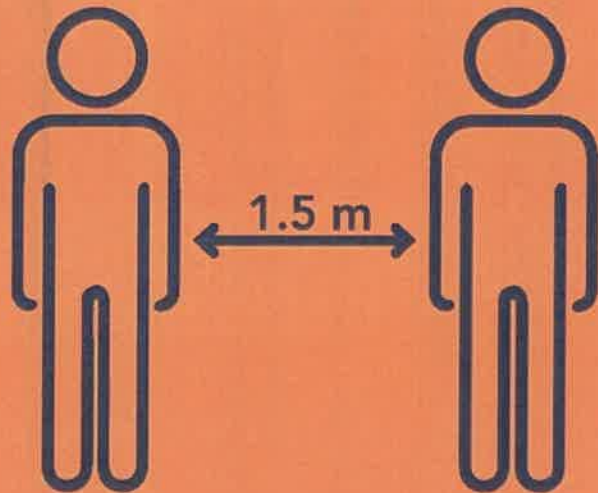
[hobartcity.com.au/covid-19](http://hobartcity.com.au/covid-19)



Coronavirus  
(COVID-19)

# Keep on top of Covid-19

KEEP YOUR DISTANCE

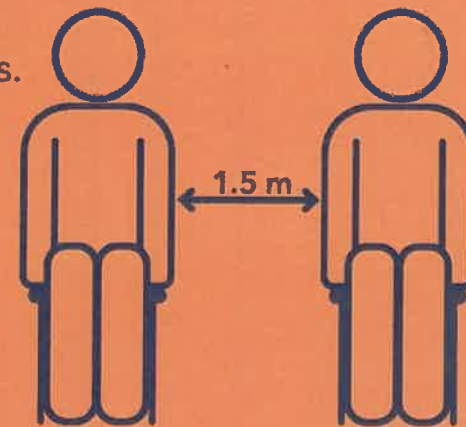


Coronavirus  
(COVID-19)

# Keep on top of Covid-19

KEEP YOUR DISTANCE AND  
REMAIN SEATED AT ALL TIMES

Please sign in  
for contact  
tracing purposes.  
Thanks for  
your assistance.





**COVID-19 Safe Plan**  
**Annual General Meeting Pre-Meeting Check List**

Meeting: .....

Date: .....

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|  | Cleaning of Town Hall Ballroom room tables and chair armrests has been undertaken prior to commencement of the Annual General Meeting – Cleaning schedule completed. |
|  | Cleaning of tablecloths prior to the meeting has occurred.   |
|  | The Ballroom is configured in accordance with social distancing guidelines.  |
|  | Conditions of entry signage are in place at Town Hall entry and entry point of the Ballroom in accordance with Attachment A of the COVID-19 Safe Plan.               |
|  | Room capacity and distancing signage are in place within the meeting room in accordance with Attachment B and C of the COVID-19 Safe Plan.                           |
|  | Sign-in register is in place and working – test complete.  |
|  | Hand sanitiser is provided at Town Hall reception.   |
|  | Hand sanitiser is provided at entry point of the Ballroom.   |
|  | Personal hand sanitiser is placed at each seat at the meeting table.   |
|  | Personal hand sanitiser is available in the grab box.  |
|  | Cleaning wipes are available next to shared desk space or presentation equipment (public questions).   |
|  | Face masks are available.  |

Completed by: .....  
(Officer Name)

Date and Time: .....