 City of HOBART	<h2>COVID-19 Safe Plan</h2> <h3>amended 23 March 2021</h3>
Unit / Manager	<i>Council Support Unit</i>
Relevant Scope / Activities	<p>This amended plan relates to the operation of Council and Council Committee meetings.</p> <p>The Council Support Unit facilitates the operation of the physical meetings of the Council, in the Council Chamber, Town Hall, and Committee meetings in the Lady Osborne room, Town Hall.</p> <p>These meetings are attended by elected members, staff and members of the public.</p>
Location	Council Chamber and Lady Osborne Room Town Hall Macquarie Street, Hobart
Background	<p>Meetings of the Council and Council Committees are convened and conducted in accordance with the <i>Local Government (Meeting Procedures) Regulations 2015</i> and are open to the public unless deemed to be a closed meeting. The <i>Local Government Act 1993</i> requires the Council to meet monthly and, in accordance with regulation 37 of the regulations, Elected Members must attend in person.</p> <p>To respond to the requirement to meet in person, section 18 of <i>COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020</i> was created and a Notice issued by the Premier on 3 April 2020, has allowed meetings of the Council and Council Committees to be held in a virtual environment (Zoom) until such time the Minister declares the pandemic over.</p> <p>To comply with social distancing guidelines of 1.5m and to support a virtual meeting environment, physical meetings of both Council and Council Committees are held in the Council Chamber which has been reconfigured. This reconfiguration has significantly reduced the capacity of the public gallery impacting on the public's ability to participate, however all meetings are now live streamed.</p>

<p>Triggers for:</p> <ul style="list-style-type: none"> - Re-opening or modifying services - Returning workers to site; or modifying on-site presence 	<ul style="list-style-type: none"> - No virus transmission has been recorded in Tasmania for a number of months, demonstrating the current safe guards are having the desired impact. - Testing criteria was expanded and capacity for testing has increased. - 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. - Current Government restrictions can be adhered to: <ul style="list-style-type: none"> - Maximum density of one person per 2 square metres - Maintaining physical distancing of at least 1.5 metres between people - Capacity of meeting rooms, observing the one per 2 square metres, is as follows: <ul style="list-style-type: none"> - Council Chamber 47 people, - Lady Osbourne Room 27 people (increased to 44 with expanding the space into the Ante Room). - Capacity on the landing is 4 people plus 1 person in the narrow section next to the stairs. - The capacity of these traditionally used rooms however is significantly reduced when the 1.5 metre physical distancing rule is applied. This restricts the number of people being able to attend meetings should physical meetings be held in these locations: 															
<table border="1"> <thead> <tr> <th data-bbox="721 778 1061 810">Room</th> <th data-bbox="1079 778 1312 810">Density Capacity</th> <th data-bbox="1321 778 1975 810">Distancing Capacity</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 817 1061 970">Council Chamber</td> <td data-bbox="1079 817 1312 970">47</td> <td data-bbox="1321 817 1975 970">23 12 Elected Members, General Manager and one support staff at the meeting tables 9 staff / public attendance</td> </tr> <tr> <td data-bbox="721 976 1061 1161">Lady Osborne</td> <td data-bbox="1079 976 1312 1161">27</td> <td data-bbox="1321 976 1975 1161">20 6 Elected Members at the meeting table 7 staff / public attendance 7 additional staff / public attendance could be accommodated in the Ante room.</td> </tr> <tr> <td data-bbox="721 1168 1061 1295">Lord Mayor's Court Room</td> <td data-bbox="1079 1168 1312 1295">49</td> <td data-bbox="1321 1168 1975 1295">29 12 Elected Members and two support staff at a meeting table 15 staff / public attendance around the perimeter of the room.</td> </tr> <tr> <td data-bbox="721 1302 1061 1388">Town Hall Ballroom</td> <td data-bbox="1079 1302 1312 1388">163</td> <td data-bbox="1321 1302 1975 1388">NA Room can be configured with sufficient capacity</td> </tr> </tbody> </table>	Room	Density Capacity	Distancing Capacity	Council Chamber	47	23 12 Elected Members, General Manager and one support staff at the meeting tables 9 staff / public attendance	Lady Osborne	27	20 6 Elected Members at the meeting table 7 staff / public attendance 7 additional staff / public attendance could be accommodated in the Ante room.	Lord Mayor's Court Room	49	29 12 Elected Members and two support staff at a meeting table 15 staff / public attendance around the perimeter of the room.	Town Hall Ballroom	163	NA Room can be configured with sufficient capacity	
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	<ul style="list-style-type: none"> - When the 1.5 metre physical distancing rule is applied, the Council Chamber can be configured in such a way as to accommodate all elected members, General Manager and one support officer at the meeting tables, with other support staff and Directors placed in the gallery. The Lady Osborne room can be used as overflow gallery space. - The Lady Osborne room can only accommodate 6 participants at the meeting table with seating for 14 (support staff and members of the public) when expanding the gallery into the Ante Room. - Alternative locations were considered including the Lord Mayor’s Court Room and the Town Hall Ballroom however were not recommended due to the technological requirements for meetings.
<p>COVID-19 Risks</p>	<p>The risk of transmission in Tasmania is perceived as low as there have been no active cases in Tasmania.</p> <p>Controversial or high interest agenda items could see a significant number of the community members wishing to attend a meeting, this may require staff to marshal entry or refuse entry to a meeting if capacity is exceeded. However given the community is well informed of the Covid-19 restrictions the political risk of refusing entry is significantly reduced.</p> <p>Political and community perception if public health advice is not strictly adhered to.</p> <p>All attendees at meetings exceeding 2 hours become ‘close contacts’.</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>Interdependence / Third Party Requirements</p>	<p>Nil identified.</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 meeting room tables and chair armrests to be undertaken prior to commencement of each meeting.
- Ensure the meeting room is configured in accordance with Attachment A for the Council Chamber and the Lady Osborne room.
- Ensuring appropriate conditions of entry signage is placed at Town Hall entry and entry point of meeting rooms (Attachment B).
- Ensure appropriate room capacity and distancing signage is in place with in meeting spaces (Attachment C and D).
- Ensure hand sanitiser is provided at Town Hall entry and entry point of meeting rooms.
- All meeting attendees sign-in (for contact tracing) using the Check In Tas App upon entry to Town Hall.
- Pre-meeting checklist for the above controls is completed before the commencement of each meeting (Attachment E).

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.
- Additional controls put in place when room capacity is reached (controversial or high interest agenda items) - see other controls.
- Provision of sanitiser and/or sanitising cleaning wipes for use after each use of shared equipment or surfaces (presentation equipment, shared spaces such as when deputations occur).

Post meeting controls

- Cleaning of meeting room tables and chair armrests to be undertaken following the completion of each meeting.
- Tablecloths on meeting tables to be dry cleaned following every meeting or removed to enable cleaning of hard surfaces.
- 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.
- Attendance at meetings be limited to essential staff only due to capacity.
- Provision of face masks upon request.

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 in grab boxes 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.

Other Controls

Controversial or high interest agenda items could see increased attendance. To accommodate additional attendees without compromising physical distancing, an overflow gallery will be set up in the Lady Osborne Room where the video stream will be screened. Should attendees need to address the meeting, such as during public question time or through a deputation, staff will facilitate the prioritisation of seating within the meeting room and/or the marshalling of attendees between agenda items under direction of the meeting Chair at the appropriate time.

Information Technology requirements

Ongoing tech support is required for the continuation of video streaming / virtual meetings.

Consultation

In preparing this recommendation I have consulted with:

General Manager

Manager Environmental Health

Manager Legal and Governance

Director City Innovation

Principal Advisor Risk and Audit

Group Manager City Government & Customer Relations

Recommendations

At its meeting of 9 November 2020, the Council resolved to return to physical Council meetings in the Council Chamber from 23 November 2020 noting the following:

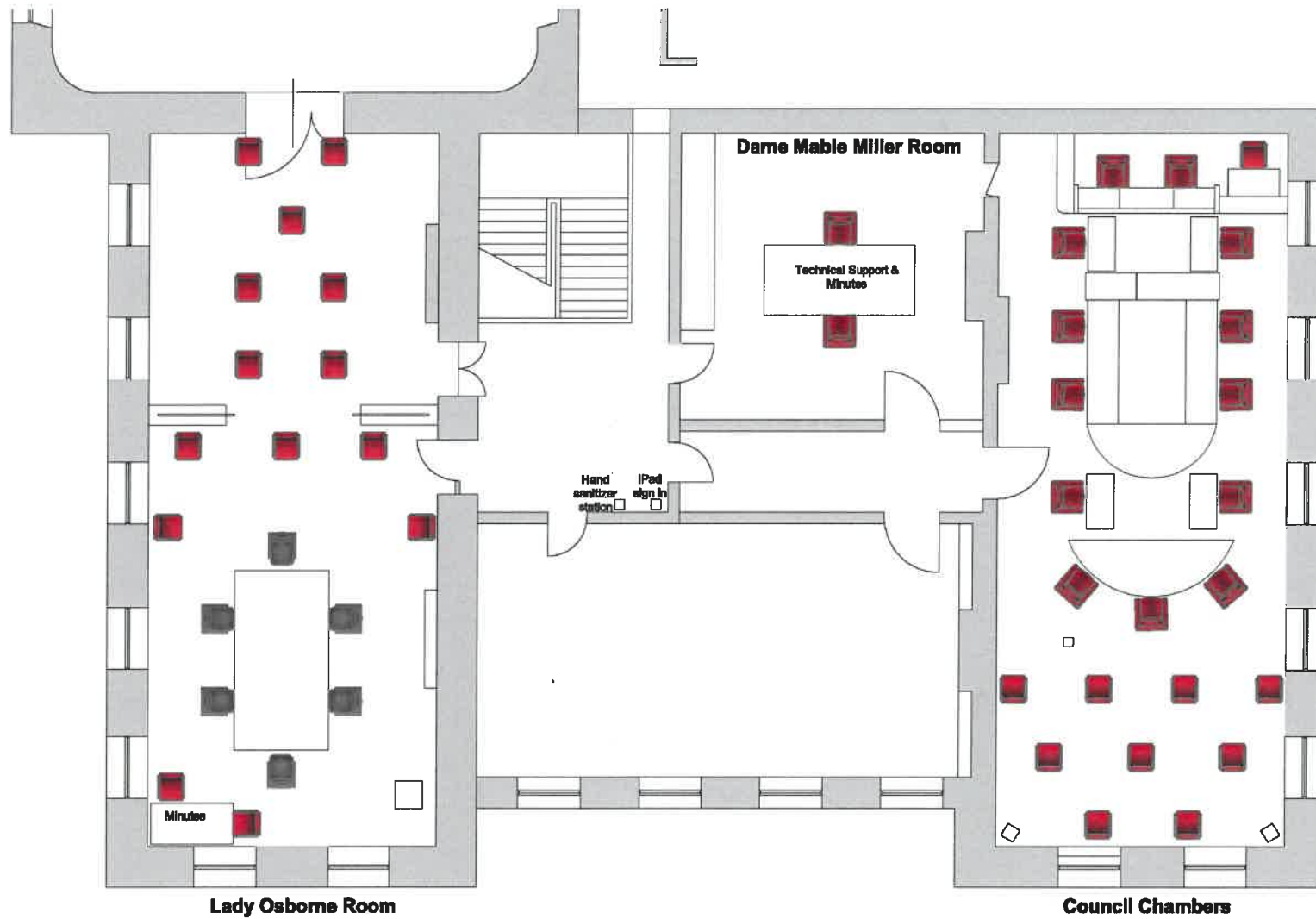
- (i) In accordance with Public Health advice, both the Council Chamber and the Lady Osborne Room will be configured to ensure the Public Health recommendations of 1.5m physical distancing and 1 person per 2m² is maintained.
- (ii) A dedicated gallery will be established in the Lady Osborne Room for members of the public to listen and subject to Council approval, watch the meeting proceedings.
- (iii) The Public Question Time Forum occur in the Council Chamber and appropriate arrangements be made for this to occur in observance of Covid-19 safety measures.

The Council also approved the addition of video to the livestreaming of Council meetings in the Council Chamber.

At its meeting of 12 October 2020, the Council resolved that individual Committees consider if they return to physical meetings or remain on Zoom. Should Committee resolve to return to physical meetings, it is recommended these be held in the Council Chamber due to its larger capacity and the ability to continue to record and live stream meetings, should Committees resolve to continue this.

Expected Re-Opening Date		
Signed	Sarah Cornish, Senior Adviser Council Support	Date 31/3/2021
Endorsed	Paul Jackson, Manager Legal and Governance	Date 31/3/2021
Approved	Nick Heath, General Manager	Date 31/3/2021

Attachment A



Attachment B

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

City of HOBART

Australian Government

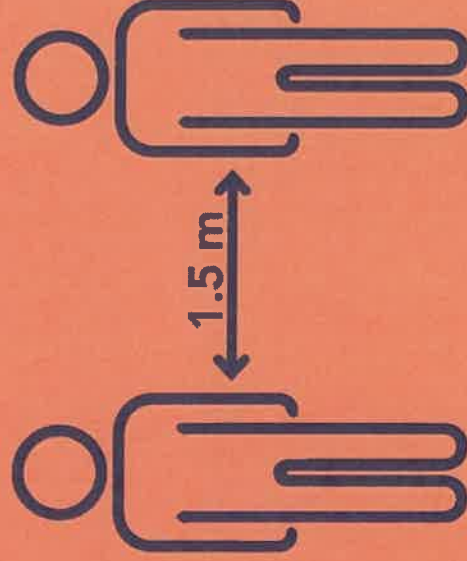
hobartcity.com.au/covid-19

Coronavirus
(COVID-19)

Keep on top of Covid-19

KEEP YOUR DISTANCE

This area has a **maximum**
number of people allowed:



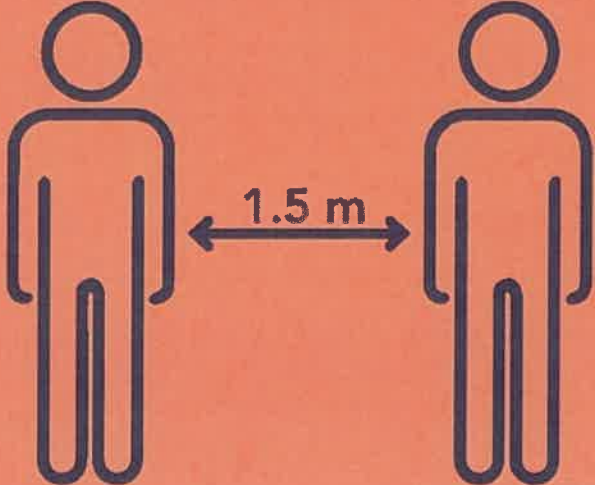
City of **HOBART**

hobartcity.com.au/covid-19

Coronavirus (COVID-19)

Keep on top of Covid-19

KEEP YOUR DISTANCE



1.5 m

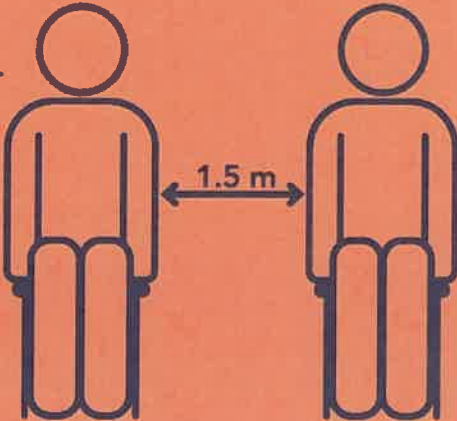
The illustration shows two stylized human figures standing side-by-side. A double-headed arrow between them is labeled '1.5 m', indicating the required social distancing.

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.



1.5 m

The illustration shows two stylized human figures seated on chairs, facing each other. A double-headed arrow between them is labeled '1.5 m', indicating the required social distancing while seated.



COVID-19 Safe Plan
Council and Committee Meeting Pre-Meeting Check List
amended March 2021

Attachment E

Meeting:

Date:

	Cleaning of meeting room tables and chair armrests have been undertaken prior to commencement of each meeting – Cleaning schedule completed.
	Cleaning of tablecloths prior to the meeting has occurred.
	The meeting room is configured in accordance with attachment A of the COVID-19 Safe Plan.
	Conditions of entry signage are in place at Town Hall entry and entry point of meeting rooms on accordance with Attachment B of the COVID-19 Safe Plan.
	Room capacity and distancing signage are in place within the meeting room in accordance with Attachment C and D of the COVID-19 Safe Plan.
	Check In Tas signage is in place at entry points of Town Hall.
	Hand sanitiser is provided at Town Hall reception.
	Hand sanitiser is provided at entry point of meeting rooms.
	Personal hand sanitiser and cleaning wipes are in place at each seat at the meeting table and next to shared presentation equipment.
	Face masks are available.

Completed by:
(Officer Name)

Date and Time: