

Information Sheet 3/2020

Subject: Hearings and COVID-19

Purpose: To provide information about measures in place for managing COVID-19 risks at Commission hearings

Introduction

To manage the risk of COVID-19, some changes have been made to the way the Commission holds its hearings.

While the Commission's hearings are still held in public, participation may be by video link and telephone, as well as in person.

Due to COVID-19, the venue for Commission hearings is more likely to be in the Commission's hearing room at 144 Macquarie Street, Hobart, unless it is considered necessary to travel for the hearing.

Attendance form

All attendees, whether parties to the hearing or the public, must complete and submit the appropriate attendance form, at least seven days before the date of the hearing.

Hearing parties will be provided a copy of [Form No.2 - Hearing attendance for parties](#) with a letter advising them of the hearing details. Where the public is made aware of a hearing when notified in the newspaper, they will be directed to the Commission's website to download [Form No. 3 - hearing attendance for the public](#).

For information about how to participate in a Commission hearing using Microsoft Teams, see Information Sheet 2/2020 [Commission hearings using Microsoft Teams](#).

On the day of the hearing you may be contacted approximately 30 minutes before the start of the hearing, using the email or phone details you have provided. This is to test that you can join the hearing successfully before the start of the hearing.

Attending in person

The Commission has a COVID-19 safe workplace plan in place. It requires that the details of each person attending the Commission's premises be recorded in case of the need for future contact tracing.

You will also be asked to confirm that:

- you are free of COVID-19 or any flu-like symptoms;
- you are not awaiting results of a COVID-19 test; or
- you have not been instructed to be in quarantine.

If you are attending the hearing in person, you will be greeted in the foyer so these preliminaries can occur before taking your seat in the hearing room. Please allow a time for this.

Seating in the Commission's hearing room is limited and if there is a large number of participants you may be directed to wait outside the hearing room for your appearance. The furniture in the hearing room will be placed to meet COVID-19 distancing requirements and you are asked not to move the furniture.

While subject to the agreement of the Chair, parties to the hearing may table additional material on the day, you are encouraged to avoid the use of hard copy papers and to email any information for tabling to tpc@planning.tas.gov.au for wider circulation or projection.

For your convenience, the Commission's hearing room is equipped with a water dispenser and disposable cups. However, you may prefer to bring your own water bottle.

When you have completed your appearance or at the conclusion of the hearing, it would be appreciated if you could use the supplied wipes or sprays to clean the space you have occupied.

Further information

For further information contact the Tasmanian Planning Commission:

Telephone: (03) 6165 6828

Email: tpc@planning.tas.gov.au

Website: www.planning.tas.gov.au

Sandra Hogue

**Acting Executive Commissioner
Tasmanian Planning Commission**

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