

Requirements for hosting COVIDSafe Planning Panels Victoria public hearings

Version 1: June 2021

Planning Authorities, Project Proponents and other organisations hosting Planning Panels Victoria (PPV) Hearings are required to meet the following criteria.

1. Organisations must ensure the proposed venue has a COVIDSafe plan that complies with Victorian Chief Health Officer requirements and cover the following practices:
 - a. Physical distancing
 - b. Wearing of face coverings when needed
 - c. Good hygiene
 - d. Appropriate record keeping
 - e. Interactions in enclosed spaces.

Further information and guidance on COVIDSafe plans can be found at:

<https://www.coronavirus.vic.gov.au/covidsafe-plan>

2. Organisations must:
 - a. Ensure the hearing venue has a registered [Service Victoria QR Code](#)
 - b. Follow Victorian Government [density quotient](#) and caps for your workplace or venue and display appropriate signage
 - c. Follow physical distancing requirements including through the arrangement of tables and seating, or use of floor markings
 - d. Adhere to current face mask requirements
 - e. Display signage and not permit access to the venue anyone who is unwell or showing signs or symptoms of covid 19 (even if only mild), are awaiting covid 19 test results or have been in contact with anyone with COVID-19
 - f. Regularly clean equipment and shared spaces and high volumes touch points.
3. Organisations should consider the provision of the following hygiene products:
 - a. Hand sanitiser
 - b. Antibacterial wipes
 - c. Spare single use masks
 - d. Bins
4. Consider providing arrangements and facilities for a hybrid hearing format to enable parties to participate remotely by video conference. Hybrid hearing requirements include the provision of:
 - a. A video conference platform managed by the Planning Authority or Project Proponent (ie MS Teams, Zoom etc)
 - b. Hearing links to all participants well in advance of scheduled hearings
 - c. Hearing links published on the relevant project webpages (Council or Project Proponent webpage)

- d. Technology support for participants to contact before and during a hearing.
- 5. If catering is provided, where practicable it must be individually packaged.
- 6. The Organisation should advise the Planning Panels Victoria Business Manager as soon as possible if a confirmed case of COVID-19 has attended the hearing or the hearing venue that day.

For further information on these requirements, please contact Russell Bell, Business Manager, PPV on (03) 8392 5114 or russell.bell@delwp.vic.gov.au

Please complete the following checklist to ensure all requirements have been met before a hearing:

General requirements		
<input type="checkbox"/>	1.	Complete COVIDSafe plan and provide copy to PPV at least one week before the hearing commences
<input type="checkbox"/>	2.	Register for a Service Victoria QR Code
<input type="checkbox"/>	3.	Display signage advising of Victorian Government density quotient and caps for any room used by the proceedings at the relevant venue (see Signs, posters and templates for your workplace for example templates)
<input type="checkbox"/>	4.	Provide a dedicated on-site contact or 'greeter' available to ensure: <ul style="list-style-type: none"> a) adherence to current face mask requirements b) registration through Service Victoria QR Code code on entry c) daily sign in on the PPV attendance sheet d) no access to anyone showing signs or symptoms of being unwell
<input type="checkbox"/>	5.	Regular cleaning of equipment, shared spaces and high volumes touch points
<input type="checkbox"/>	6.	Provision of the following hygiene products: <ul style="list-style-type: none"> a) Hand sanitiser b) Antibacterial wipes c) Spare single use masks d) Bins
Hybrid Hearing Requirements (if applicable)		
<input type="checkbox"/>	7.	Accessible video conference platform managed by Planning Authority, Project Proponent or other organisation (ie MS Teams, Zoom etc)
<input type="checkbox"/>	8.	Hearing links provided to all participants, well in advance of scheduled hearings
<input type="checkbox"/>	9.	Hearing links published on a public platform (Council or organisational webpage)
<input type="checkbox"/>	10.	Technology support for participants to contact prior and during hearing
Additional requirements		
<input type="checkbox"/>	11.	PPV Attendance Sheet completed and provided back to the relevant PPV contact at close of each hearing day

Attendance sheet

All people attending the Hearing are required to complete this form. This will allow PPV to trace contacts in the event that someone is infected with coronavirus.

Date _____ Matter: _____ Location _____

Name	Organisation / Party	Phone Number	Email Address
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This information may be shared with health and other authorities, if they request it, to help contain the spread of coronavirus. It will not be shared with other parties.

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