



PUBLIC TELECONFERENCE MEETING INSTRUCTIONS – NORTH SYDNEY LOCAL PLANNING PANEL (NSLPP)

Public meetings are held to allow the panel to hear concerns the local community may have about a development application and to hear how the applicant has addressed those concerns.

If you wish to address the panel, you must **register** by contacting the Panel Co-ordinator on 02 9936 8286 or via an email to NSLPP@northsydney.nsw.gov.au

You will be provided with a link and code to enable you to join the public teleconference once registered. The teleconference process is as follows:

- The panel chair will introduce other members of the panel, call for any declarations of interest, and set out the meeting process.
- The panel will then hear from those who have registered to speak. The chair will read out the name of the person whose turn it is to speak.
- The applicant will speak last.
- Please be mindful of not talking over the chair or another speaker.
- All participants are to remain silent unless invited by the chair to speak, those listening or waiting their turn to speak should have their phone or microphones muted.
- All participants are encouraged to reduce surrounding noises (e.g. pets, children, general office noise, etc.) where possible. This will help with the quality of the sound and the recording.
- The meeting is not a debate, it is a forum to allow the panel to hear the community's concerns.
- After listening to all speakers, the chair will ask each panel member if they have any questions of the speakers or the applicant.
- The chair will then close the meeting.
- The decision of the panel will be published by the end of that week, this include a copy of the public meeting recording.

Relevant documents will be available on the North Sydney Council website www.northsydney.nsw.gov.au the Thursday prior to the public teleconference meeting.

The panel is required to make an audio record of the meeting and make the recording publicly available on the North Sydney Council website. You should be aware that this may include your personal information if you are presenting to the panel.

For more information: (02) 9936 8286

https://www.northsydney.nsw.gov.au/Council_Meetings/Meetings/NSLPP/2020