



## Public Teleconference Meeting Instructions Western Regional Planning Panel

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 or listen to this meeting, you must **register** by contacting the Planning Panels Secretariat on 02 8217 2060 or via email to [enquiry@planningpanels.nsw.gov.au](mailto:enquiry@planningpanels.nsw.gov.au).

You will be provided the phone number and code to enable you to join the public teleconference once registered. Teleconference process is as follows:

- The panel chair will make introductions of the other members of the panel, call for any declarations of interest, read out apologies 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.
- 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 within 7 days of the meeting.

Relevant documents will be available on the Planning Panels website [www.planningportal.nsw.gov.au/planningpanels](http://www.planningportal.nsw.gov.au/planningpanels) at least 7 days prior the public teleconference meeting.

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