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KLPP Teleconference Meeting Instructions

Currently KLPP meetings will be live streamed from Council's website.
See [KLPP live stream](#).

If you wish register to speak, please click on the [Register to speak](#) page.

You will be emailed the Zoom details and password, which will allow you to join the public meeting.

Teleconference process is as follows:

- The KLPP Chair will introduce the other members of the KLPP, call for declarations of interest, read out the apologies and set out the meeting process.
- The KLPP 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 on Mute until invited by the Chair to speak.
- The meeting is not a debate, it is a forum to allow the KLPP to hear the community's concerns.
- The Chair may limit the number of speakers if there are a large number of submitters.
- After listening to all speakers the Chair will ask each KLPP member if they have any questions of the speakers or the applicant.
- The Chair will then close the meeting and the KLPP will adjourn to the determination meeting.
- The decision of the KLPP will be published on the Council's website within 48 hours from the close of the determination meeting.

The KLPP is required to make a recording of the public meeting and make the recording publicly available on Council's website. You should be aware that this may include your personal information if you are presenting to the KLPP.

For more information contact Kerry Frair via email at lpp@kmc.nsw.gov.au or, call 02 9424 0792.