

Requests to attend a local authority meeting

Regional councils have endorsed that **NT government** staff provide the following information as part of any request to attend a local authority meeting.

Please complete this form and return it to local.authorities@nt.gov.au. Prior to submitting a request, please review the NT government **Remote Engagement and Coordination Strategy (RECS)** at www.dlgcs.nt.gov.au.

Please enter your contact details below

Name:		Position:	
Your director:		Department:	
Contact number:		Email:	

Agenda item

1. What is the purpose of the presentation

2. Which local authorities do you wish to attend?

3. What length of time do you require for your presentation?

4. How many people will attend the meeting?

5. For the agenda item, do you expect to: *(please complete the option/s that are relevant)*

Provide information to the local authority about:

Seek information from the local authority about:

Seek a recommendation from the local authority about:

Other information (where applicable)

When is attendance at a local authority meeting required? *(Please indicate any time sensitivities)*

What communication materials are expected to be used? *(Please attach copies where possible, and consider whether interpreter services would be desirable. Please also include any equipment requirements.)*

If scheduled local authority meetings do not meet your requirements, will you cover the costs for members to attend a special meeting? (please refer to Guideline 8 for information on member allowances at www.dlgcs.nt.gov.au)

Yes

No

Are teleconference or video conference options a consideration if they are available?

Yes

No