Please complete this form and return it to [local.authorities@nt.gov.au](mailto:local.authorities@nt.gov.au) or to your regional office. Contact details available at [www.localgovernment.nt.gov.au](http://www.localgovernment.nt.gov.au)

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| --- | --- | --- | --- |
| Please enter your contact details below | | | |
| Name: |  | Position: |  |
| Phone: |  | Email: |  |

|  |  |
| --- | --- |
| Has a designated senior officer in the council been notified and supported this request?  Yes  No | |
| Who was notified: |  |
| Date and method of notification: |  |

|  |  |
| --- | --- |
| How was this request initiated? | |
| Local authority meeting at *(location)* on *(date)*. | Regional council meeting at *(location)* on *(date)*. |

|  |
| --- |
| Issue |
| (*Include as much background on the topic as possible, including any prior action taken to raise this issue)* |

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| --- |
| Who is being asked to provide the information? |
| *(Include the department, area and/or contact name if known)* |
| Has this issue been raised with the relevant department before? Yes  No |

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| --- |
| When is a response required? |
| *(Please indicate the preferred timeframe for a response i.e. next meeting, as soon as possible)* |

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| --- | --- | --- | --- |
| What is requested in response? | | | |
| Letter | Presentation from relevant department | Update by a regional staff member | Other |

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| --- |
| Other comments |
|  |