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.localgovernment.nt.gov.au](http://www.localgovernment.nt.gov.au).

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

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| Agenda item |
| What is the purpose of the presentation?  |
| Which local authorities do you wish to attend?  |
| What length of time do you require for the presentation?  |  |
| How many staff will attend the meeting?  |  |
| For the presentation, 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: |

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| Other information |
| When is your 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.)* |
| Are teleconference or video conference facilities an option if they are available?  | Yes [ ]  | No [ ]  |
| If a scheduled local authority meeting does 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.localgovernment.nt.gov.au](http://www.localgovernment.nt.gov.au)) | Yes [ ]  | No [ ]  |
| Other relevant information: |