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).

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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: |

|  |  |  |
| --- | --- | --- |
| 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: | | |