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REQUEST TO ATTEND AN ORDINARY COUNCIL MEETING

Belyuen Community Government Council has endorsed that attendees provide the following information as part of any request to present at a Council meeting.

Please complete all sections of this form and email to cathy.winsley@belyuen.nt.gov.au at **least 14 days** prior to the scheduled meeting day, unless late request is approved directly through the Chief Executive Officer.

A **maximum of two (2) persons per organisation** will be approved for attendance to present at an ordinary council meeting.

Please enter your contact details below			
Name:		Position:	
		Department:	
Contact number:		Email:	

Agenda item	
What is the purpose of the presentation?	
What length of time do you require for your presentation? (10 mins maximum)	
Will you be attending the meeting <input type="checkbox"/> In person <input type="checkbox"/> Via teleconference (we will contact you to discuss)	
How many people will attend the meeting? (More than 1 require specific permission of CEO)	
For the agenda item, do you expect to: (please complete the option/s that are relevant)	
<input type="checkbox"/> Provide information to the council about:	<input type="checkbox"/> Seek information from the council about:
	<input type="checkbox"/> Seek a decision from the council about:

Other information (where applicable)
Please ensure an electronic copy of all material is provided to the Council Office prior to the meeting – please ensure sufficient copies of all material. Please note that the Council has limited facilities and equipment. Any specific requirements should be discussed with the Council prior to arrival.

OFFICE USE ONLY
Approved to attend Yes <input type="checkbox"/> No <input type="checkbox"/> Signed _____
Date _____