**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.

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

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| Agenda item |
| 1. What is the purpose of the presentation?
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| 1. What length of time do you require for your presentation?

(10 mins maximum) |  |
| 1. How many people will attend the meeting?

(More than 1 require specific permission of CEO) |  |
| 1. For the agenda item, do you expect to: *(please complete the option/s that are relevant)*
 |
| [ ]  Provide information to the council about: | [ ] Seek information from council about:  | [ ]  Seek a decision from the council about: |

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| Other information (where applicable) |
| What communication materials are expected to be used? *(Please attach copies where possible. Are there any equipment requirements?* |

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| *OFFICE USE ONLY* |
| Approved to attend Yes [ ]  No [ ]  Signed Date  |