

Visitor Presentation Request to Attend Council/Local Authority Meeting



Council requires requests are submitted by email to governance@westdaly.nt.gov.au four (4) weeks before the Council or Local Authority meeting. Presentations to be 20 minutes or less followed by 10 minutes for questions, utilising clear visual communications and delivered in plain English.

Council/ Local Authority Meeting details

Are you requesting to attend a Council or Local Authority meeting? (please tick)	☐ Council ☐ Local Authority
If Local Authority, Which Local Authorities do you wish to attend? (please tick)	☐ Wadeye ☐ Peppimenarti ☐ Palumpa
Meeting date:	

Your contact details

Name	
Position	
Organisation	
Department / Agency	
Email address	
Phone number(s)	
How many will attend	

Details for your visitor report

Name of organisation and/or presentation
Select and complete the statement that best suits your visitor presentation:
☐ Provide information to the Council/Local Authority about:
☐ Seek information from the Council/Local Authority about:
☐ Seek a recommendation from the Council/Local Authority that:

Describe the purpose of the presentation

Background information to support your visitor presentation

Please make a brief statement about your organisation and project and summarise its history and purpose.

Describe issues or consequences relevant to the presentation

Describe financial or timing matters relevant to the presentation

Provide any communication materials intended to support the presentation (*attach copies where possible*)

Declaration of applicant

I respect the West Daly Regional Council and its supporting processes and accept that I must confirm my attendance by email to governance@westdaly.nt.gov.au at least three weeks prior to the meeting.

Signed

Date

Chief Executive Officer to complete

I approve / do not approve (strike out which doesn't apply) this Visitor Presentation Request
Name

Signed

Date
