

GUIDELINES FOR PRESENTING TO COUNCILLORS AND DIRECTORS

AIM

Councillor and and/or Directors are committed to talking and listening to our community.

We invite community groups and organisations to present to Councillors and/or Directors at informal meetings.

The topic to be discussed should meet one or more of the following:

- Be in line with actions in the [Council Plan](#)
- Meet a need identified by community
- Contribute to the community
- Not be part of an existing program or Council initiative

Councillors and/or Directors can meet with community groups or individuals at standalone meeting.

It is important to follow the guidelines, so meetings are productive for everyone.

Request to Present:

1. Submit an online form [Presenting to Council](#) to request a meeting.
2. In-person meetings are the best option. Please list on the form if you would like to meet online.
3. Once the form is received, your request will be reviewed, and you will be advised of the outcome.
4. If successful, the City will make contact to confirm details:
 - a. Date and time
 - b. Duration of meeting
 - c. Format of meeting – in person or online
 - d. Request for any additional information.

Provide additional information

5. When completing the online form, please attach any additional information you would like attendees to read before the meeting.
6. It is important to provide all additional information before the meeting. This allows staff, Councillors and/or Directors:
 - a. Time to collate all the documents, including from other groups or individuals presenting
 - b. Allow time to read and understand the information.
7. If you are unable to meet the due dates for providing documents, you may be asked to present at a later date.

Presentation on the Day:

8. Your presentation on the day, should focus on:
 - a. Highlighting key points and important information
 - b. Allowing lots of time for questions and answers, and conversation and feedback
9. The table below provides a breakdown of time allocation.

Time Allocation	Time for presentation	Time for questions/feedback
20 minutes	5 minutes	15 minutes
25 minutes	5 minutes	20 minutes
30 minutes	5 – 8 minutes	17 – 20 minutes
40 minutes	5 – 10 minutes	20 – 25 minutes
1 hour	10 minutes	50 minutes

10. PowerPoint presentations should be a **maximum of 3 – 5 slides**.
If you have questions about this, please get in touch with your key contact (detailed below).
11. **TIPS:**
 - a. Slides should not have too much information on them
 - b. You should avoid just reading the slide to your audience.

Contact Details

12. Any other questions can be directed to:
 - a. Councillor Support via email councillor.support@bendigo.vic.gov.au call 5434 6207
 - b. Your key City staff contact if you have one assigned