



Office of the Mayor and Councillors

## Elected Member Event Engagement Form

Contact Details	
Name:	
Email:	
Phone Number:	
Organisation:	
RSVP Date:	
Event Information	
Event Name:	
Event Summary:	
Date of Event:	
Time of the Event: (start and finish if known)	
Location:	
Who is the invitation intended for? (Mayor, All Councillors, Specific Councillor)	
When would you like the Elected Member to arrive?	
How long is the Elected Member required to attend?	
Where will parking be available?	
Dress code?	
Please advise if there is any refreshments or meals at the event? ie. water, tea/coffee, morning/afternoon tea, buffet meal, sit down meal.	(Please include the cost of the refreshment as Elected Members are required to declare as a gift under Council Policy)
Is the Elected Member required to purchase a ticket?	
If yes, please provide link to purchase.	



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If no, Please include the cost of the complimentary ticket, as Elected Members are required to declare as a gift under Council Policy	
<b>What is Required of the Elected Member</b>	
Are formal duties required, and if yes, what? (eg. speech, award, presentation etc)	
If a speech, what duration should the speech be?	
Please advise key points you would like covered in the speech:	
Please advise of any individuals and groups that should be acknowledged within speech:	
Please advise any further information or comment relevant to the speech:	
If award presentation, please advise information of the award: <i>If unknown, please advise closer to the event date.</i>	
<b>Additional Formalities and Opportunities</b>	
Please advise of other VIPs or Dignitaries who are invited or attending:	
Please attach a runsheet for your event. If you do not have a runsheet available, please ensure one is emailed to OMC@mandurah.wa.gov.au 7 days prior to your event (attachments) <i>*note this is the only question that is not to be mandatory</i>	
<b>Please return completed form to mayor@mandurah.wa.gov.au</b>	



## Office of the Mayor and Councillors

### EVENT PREPARATION

Thank you for inviting the Mayor/Councillors to your upcoming event. These guidelines seek to provide our team with the information we require to better prepare the Elected Member who will be attending your event. Please do not hesitate to contact us with any queries you may have.

#### Run-sheet

Please provide your proposed run-sheet as soon as practicable, draft formats are acceptable. This information will greatly assist the team in planning the Elected Member attendance and participation in the lead up to your event.

#### Official Party, Dignitaries and VIPs

Prior to the event please provide a list of any dignitaries and VIPs you have attending, and if they are providing a speech. This will ensure we tailor the elected members speech to ensure the same topics are not being addressed twice.

#### Speeches

If a speech is required please provide key background information in this form below. This information is essential to ensure that the speech delivered is informed, insightful and relevant to the event, your organisation and the guests present.

As part of the information you provide, you also wish to cover:

- Background information on your organisation
- Key points about the event and its purpose
- Interesting history or facts about the event / organisation

### ADDRESSING THE ELECTED MEMBERS

The Mayor may be referred to as: **Mayor Caroline Knight or Mayor Knight**

The Councillors full titles are listed below. You may refer to them as Councillor "Smith", Councillor "Jones" etc.

#### **East Ward Councillors**

*Councillor Amber Kearns*

*Councillor Daniel Wilkins*

*Councillor Shannon Wright*

#### **Coastal Ward Councillors**

*Councillor Bob Pond*

*Councillor Jacob Cumberworth*

*Councillor Jess Smith*

#### **Town Ward Councillors**

*Councillor Dave Schumacher*

*Councillor Peter Rogers*

*Councillor Ryan Burns*

#### **North Ward Councillors**

*Councillor Ahmed Zilani*

*Councillor Peter Jackson*

A copy of the official biography for the Mayor and Councillors is available on the City on Mandurah website, at: <https://www.mandurah.wa.gov.au/council/about-council/mayor-and-councillors>.