# Elected member Meet & Greet Guidelines

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## Purpose

This guideline has been developed to provide a framework for meet-and-greet events and activities for elected members to engage with the broader community.

## Scope

This guideline applies to activities and events specifically aimed at building relationships between elected members and the broader community.

This guideline does not apply to community engagement activities that are designed to collect feedback from the community on projects, Strategies or Plan development.

## Objectives:

Council meet and greets are held to:

* Build relationships between elected members and the broader community.
* Provide an informal engagement opportunity that aims to be more welcoming to diverse groups not seen in formal engagement (for example, people living with a disability, families, migrants/refugees with English as their second language) in less formal locations including parks and community halls.

## Frequency

* A minimum of two meet and greet type activities to be held each year.
* At least one meet and greet to be held in a rural community hall each year.
* The frequency of the activities will be driven by requests from the community or aligned with strategic outcomes for the city.

## Format

* Focus is to be on open dialogue, building relationships between elected members and the wider community over a shared meal (ie BBQ, afternoon tea etc).
* Administration staff to be on hand to record concerns and take down questions so that they can be addressed by the teams responsible. Feedback can then be provided to the attendee post the event, and progress on actions tracked by the Executive Management Team.
* Elected members to act as ‘hosts’ by:
	+ Welcoming each attendee.
	+ Introducing them to other elected members, executive staff, and encouraging them to talk to other attendees.
	+ Encouraging them to share their feedback and ensuring administration staff have recorded their details and concerns.
	+ Depending on the type of activity, Councillors may also act as table ‘host’ and record concerns/issues raised.
* Mayor/appointed delegate to welcome attendees and thank them for attending. Direct attendees to staff for the recording of any concerns.
* Meet and greets may include:
	+ Presentations from community groups
	+ Activities for children

## Legislative and Strategic Context

**Strategic Community Plan 2032**

15. A well-informed and engaged community

15.1 Grow awareness, understanding and engagement in City projects, activities, and decisions.

## Position and Date

This guideline was approved on 14 March 2023.

Minor amendment was completed 14 March 2025.

This guideline is to be reviewed by the document owner on or before 1 March 2026.

## Associated Documents

2019-2022 Communications and Engagement Strategy

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