



Guidelines for Speaking at a Council Meeting

Whitehorse City Council welcomes members of the public to speak directly to Council at a Council Meeting.

Request to Speak

Members of the public may request to speak regarding a matter at an Ordinary Council Meeting that is open to the public.

Requests to Speak will not exceed 30 minutes in duration, with a maximum of 10 people allotted three minutes each to speak.

Registrations for Request to Speak

- Must be received by Council by 10.00am on the day of the Council Meeting, either via:
 - Electronic registration on Council's website; or
 - Delivery to the Civic Centre, 379 Whitehorse Road, Nunawading
- Clearly outline the subject matter to be addressed

Additional Conditions

Up to three persons may speak regarding the same subject matter at any one meeting.

The Chair may, at their discretion, vary the order or allow additional speakers on any item up to a maximum of 10.

Requests regarding a land use planning matter must indicate whether in support of or in opposition to the Planning Permit Application or Planning Scheme Amendment.

The Applicant and up to three additional persons will be permitted to speak regarding a Planning Application.

Further Information

Please contact the governance team email:

governance@whitehorse.vic.gov.au or call 9262 6023

Speeches Must

All request to speak must comply with Councils Governance Rules. Requests to speak may be disallowed if they:

- Relate to a matter outside the duties, functions and powers of Council
- Are defamatory, indecent, abusive, offensive, irrelevant or objectionable in language or substance
- Concern subject matter already answered
- Are aimed at embarrassing Council or a member of Council staff

How does Council handle Request to Speak?

A Council officer will acknowledge receipt of your registration and confirm if it will be included in the Council Meeting Agenda.

If you submit your registration electronically and do not receive a response, please contact the governance team.

Registrations received after 10.00am on the day of the meeting will be included in the next Council Meeting Agenda.

During Item 6 of the Agenda, the Mayor will call your name and suburb and invite you to speak at the lectern. Your speech will be recorded for livestreaming, and your name and suburb will be included in the meeting Minutes.

Please note this is an opportunity to speak only. You cannot table a matter for Council consideration unless your speech relates to an item already listed on the Agenda. Submissions that do not comply with these guidelines will not be considered by Council.