



# Guidelines for Requesting to Speak at a Council Meeting

## Requests 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 Requests to Speak

Requests 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, 399 Whitehorse Road, Nunawading
- Clearly outline the subject matter to be addressed

## Other 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 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
- 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.

## How does Council handle Requests to Speak

- A Council officer will acknowledge receipt of your registration request and advise if it is to be included in the Council Meeting Agenda.
- If you have submitted your registration electronically and did not receive a response, please contact us via the email or telephone number below.
- Registrations received after 12 noon on the day of a Council Meeting will be included in the Agenda for the next Council Meeting.
- The Mayor will read out your name and suburb and invite you to the lectern to speak during Item 6 of the Council Meeting Agenda.
- Your speech will be recorded for video streaming of the Council Meeting and your name and suburb will be recorded in the Minutes.
- Please note that this is an opportunity to speak only, and do not table a matter for consideration at the Council Meeting, unless your speech is in support of or in opposition to an Item published in the Agenda.

### Where can I find more information?

- Email: [governance@whitehorse.vic.gov.au](mailto:governance@whitehorse.vic.gov.au)
- Phone: (03) 9262 6233
- [Whitehorse City Council Governance Rules](#)

