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1. Statement

Section 150F of the *Local Government Act 2009* requires that a local government must make procedures for the conduct of meetings of a local government and its committees outlining how the chairperson of a local government meeting may deal with a councillor’s unsuitable meeting conduct and how the suspected inappropriate conduct of a councillor, referred to the local government by the assessor, must be dealt with at a local government meeting.

2. Purpose and Principles

This procedure outlines the processes that must be followed for instances of unsuitable meeting conduct and suspected inappropriate conduct by councillors of Ipswich City Council in a local government meeting including committee meetings. It also ensures that if a councillor has a personal interest in a matter, the local government deals with the matter in an accountable and transparent way that meets community expectations.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Ipswich City Council Meeting Procedures Policy Ipswich City Council Investigations Policy

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This policy applies to all councillors including the Mayor of Ipswich City Council as well as the Chief Executive Officer.

7. Roles and Responsibilities

Councillors

Committee Manager

Chief Executive Officer

8. Key Stakeholders

This policy applies to all councillors, the Chief Executive Officer, the Office of the Chief Executive Officer and the Committee Manager.

9. Processes for meeting conduct

9.1 [Conduct during meetings](#)

9.1.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behaviour set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.

9.1.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.

9.1.3 Unless exempted by the Chairperson, members shall address the Chairperson while:

- moving any motion or amendment;
- seconding any motion or amendment;
- taking part in any discussion;
- replying to any question; or
- addressing the local government for any other purpose.

9.1.4 Councillors must remain seated and silent while a vote is being taken except when calling for a division.

9.1.5 Councillors will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the meeting.

9.1.6 Councillors will, during a meeting, address:

- other councillors by their respective titles, “Mayor”, “Councillor” or “Chairperson” and
- Employees by designating them with their respective official or departmental title or full name (e.g. Mr Smith).

9.1.7 Councillors will confine their remarks to the matter then under consideration.

9.1.8 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.

9.1.9 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

9.1.10 Councillors present at a meeting of the local government, including committees, will actively participate in the meeting by refraining from taking calls or texting. If the call is of such importance that it requires the councillor's attention, the councillor can move a motion that the meeting be adjourned (refer clause 9.15 of the meeting procedures policy). Once the meeting is adjourned the councillor will leave the meeting room to conduct the call.

The following processes **must be** followed for dealing with unsuitable meeting conduct and suspected inappropriate conduct in a meeting of council.

Unsuitable meeting conduct is handled by council in the council meeting. It is unsuitable meeting conduct when a councillor, in a council meeting, contravenes the code of conduct or a council policy.

Inappropriate conduct is when a councillor contravenes a behavioural standard outlined in the code of conduct, or a policy, procedure or resolution of council, an order of the chairperson of a council meeting to leave and stay away, or when a councillor has received orders for unsuitable meeting conduct three times in one year.

9.2 Dealing with unsuitable meeting conduct by a Councillor in a meeting

9.2.1 The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.

The conduct of a councillor is unsuitable meeting conduct if the conduct:

- a. happens during a local government meeting; and
- b. contravenes a behavioural standard as set out in the Code of Conduct for councillors.

The behavioural standards as outlined in the Councillor Code of Conduct are:

- a. Carry out **responsibilities** conscientiously and in the best interests of the Council and the community;
- b. Treat people in a reasonable, just, **respectful** and non-discriminatory way;
- c. Ensure conduct does not reflect adversely on the **reputation** of Council.

9.2.2 If the Chairperson decides that unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct ie; (less serious nature and remedial action is taken immediately or is of a more serious nature in that the remedial action is not complied with) and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued.

9.2.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:

- a. Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
- b. Apologising for their conduct;
- c. Withdrawing their comments.

9.2.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

9.2.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.

- 9.2.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 9.2.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:
- a. an order reprimanding the Councillor for the conduct
 - b. an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 9.2.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an authorised officer.
- 9.2.9 The meeting must be adjourned whilst the Councillor is being removed.
- 9.2.10 Following the completion of the meeting, the Chairperson must ensure:
- a. details of any order issued is recorded in the minutes of the meeting
 - b. if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA
 - c. the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Government's Councillor Conduct Register pursuant to the LGA.
- 9.2.11 At the next meeting of the Local Government the Local Government is required to decide what penalty or penalties, as a result of 9.2.10(b) above, from the orders detailed in 9.3.3 (d), if any, to impose on the subject Councillor.
- 9.2.12 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public.
- 9.2.13 The subject Councillor must be invited back into the place where the meeting is being held once a decision has been made.
- 9.2.14 The Local Government must ensure the meeting minutes reflect the resolution made.
- 9.2.15 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent (refer section 11.9 of the meeting procedures policy for the motion of dissent) for parts 9.2.1, 9.2.7 and 9.2.8 above.

- 9.3 Dealing with suspected Inappropriate Conduct which has been referred to a Local Government
- 9.3.1 Pursuant to section 150AF of the LGA, after receiving a referral by the Independent Assessor of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct.
- 9.3.2 After the completion of the investigation, the Local Government must decide:
- whether or not the Councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA.
 - If the local government decides the councillor has engaged in inappropriate conduct – what action the local government will take in accordance with section 150AH of the LGA and as outlined in 9.3.3(d) below.
- 9.3.3 When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:
- a. Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the *Local Government Regulation 2012* (the LGR).
 - b. When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in section 10 of this policy.
 - c. The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.
 - d. If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:
 - I. order that no action be taken against the councillor; or make 1 or more of the following orders;
 - II. an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
 - III. an order reprimanding the Councillor for the conduct;
 - IV. an order that the Councillor attend training or counselling to address the Councillor’s conduct, including at the Councillor’s expense;
 - V. an order that the Councillor be excluded from a stated Local Government meeting;
 - VI. an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee;

VII. an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;

VIII. an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.

9.3.4 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.

9.3.5 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.

9.3.6 The Local Government must ensure the meeting minutes reflect the resolution made.

10. Processes for Conflicts of Interest

10.1 Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

10.1.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

10.1.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.

10.1.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:

- a. if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
- b. if it arises because of an application or submission, the subject of the application or submission;
- c. the name of any entity, other than the councillor, that has an interest in the matter;
- d. the nature of the councillor's relationship with the entity that has an interest in a matter;
- e. details of the councillor's and any other entity's interest in the matter.

10.1.4 The councillor must then leave the place of the meeting, including any area set aside for the public and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.

10.1.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

10.2 Declarable Conflicts of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.2.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 10.2.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - a. the nature of the declarable conflict of interest;
 - b. if it arises because of the councillor's relationship with a related party:
 - i. the name of the related party to the councillor;
 - ii. the nature of the relationship of the related party to the councillor;
 - iii. the nature of the related party's interest in the matter;
 - c. if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person;
 - ii. the nature of the relationship of the other person to the councillor or related party;
 - iii. the nature of the other person's interest in the matter;
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 10.2.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 10.2.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

- 10.2.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 10.2.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 10.2.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.2.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:
- a. how does the inclusion of the councillor in the deliberation affect the public trust;
 - b. how close or remote is the councillor's relationship to the related party;
 - c. if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - d. will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them;
 - e. how does the benefit or detriment the subject councillor stands to receive compare to others in the community;
 - f. how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting;
 - g. whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.2.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.

- 10.2.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.2.12 In making the decision under 10.2.6 and 10.2.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.2.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

10.3 Reporting a suspected conflict of interest

- 10.3.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.

- 10.3.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 10.3.3 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.
- 10.3.4 If the councillors cannot reach a majority decision then they are taken to have determined that the councillor has a declarable conflict of interest.

10.4 Loss of quorum

- 10.4.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
 - a. delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or
 - b. defer the matter to a later meeting
 - c. not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

10.4.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

10.4.3 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

10.5 Recording prescribed and declarable conflicts of interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest;
- the particulars of the prescribed or declarable conflict of interest provided by the councillor;
- the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest;
- any decision then made by the eligible councillors;
- whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
- the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision;
- the name of each councillor who voted on the matter and how each voted;
- If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor, the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted;
- where a decision has been made under section 10.2.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

11. Monitoring and evaluation

Outline the process for monitoring and/or review of this procedure to ensure it remains fit for purpose.

Identify specific measures that will determine the successful implementation and effectiveness of the procedure.

12. Related documents

Local Government Act 2009

Ipswich City Council Investigations Policy

13. Definitions

Assessor or OIA (Office of the Independent Assessor)	means the Independent Assessor appointed under section 150CV of the LGA
Authorised person	Means a person who holds office under section 202 of the LGA
Behavioural Standard	means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA
Chairperson	The person presiding at a meeting of the local government or committee
Chief Executive Officer or CEO	The Chief Executive Officer of the local government A person who holds an appointment under section 194 of the Act.
Committee	A committee of the local government appointed under section 264 of the <i>Local Government Regulation 2012</i>
Conflict of Interest	As outlined in Chapter 5B of the <i>Local Government Act 2009</i>
Council	Ipswich City Council
Councillor	Of a local government, includes the mayor
Corrupt Conduct	As per the <i>Crime and Corruption Act 2001</i> , conduct of a person regardless of whether the person holds or held an appointment that fulfils each of the following elements: (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— (i) a unit of public administration; or (ii) a person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that— (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise
	of powers of a person holding an appointment; and (c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and (d) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.
Councillor Conduct Register	As required under section 150DX of the Act and is a record of all written complaints about councillors and the outcome of each complaint, including any disciplinary or other action.

Inappropriate conduct	<p>As per section 150K of the <i>Local Government Act 2009</i></p> <p>(1) The conduct of a councillor is inappropriate conduct if the conduct contravenes—</p> <p>(a) a behavioural standard; or</p> <p>(b) a policy, procedure or resolution of the local government.</p> <p>(2) Also, the conduct of a councillor is inappropriate conduct if—</p> <p>(a) the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or</p> <p>(b) it is part of a course of conduct at local government meetings leading to orders for the councillor’s unsuitable meeting conduct being made on 3 occasions within a period of 1 year.</p> <p>(3) For subsection (2)(b), the conduct that led to the orders being made, taken together, is the inappropriate conduct.</p> <p>(4) However, inappropriate conduct does not include conduct that is—</p> <p>(a) unsuitable meeting conduct, to the extent the conduct is not conduct mentioned in subsection (2); or</p> <p>(b) misconduct; or</p> <p>(c) corrupt conduct</p>
Investigation policy	Refers to the policy as required by section 150AE of the LGA
Local Government	In this policy meaning Ipswich City Council
Meeting	A local government meeting or a committee meeting
Misconduct	<p>As per section 150L the <i>Local Government Act 2009</i></p> <p>(1) The conduct of a councillor is misconduct if the conduct—</p> <p>(a) adversely affects, directly or indirectly, the honest and impartial performance of the councillor’s functions, or the exercise of the councillor’s powers; or</p> <p>(b) is or involves—</p> <p>(i) a breach of the trust placed in the councillor, either knowingly or recklessly; or</p> <p>(ii) a misuse of information or material acquired in, or in connection with, the performance of the councillor’s functions, whether the misuse is for the benefit of the councillor or for the benefit, or to the detriment, of another person; or</p> <p>(c) contravenes any of the following—</p> <p>(i) an order of the local government or the conduct tribunal;</p> <p>(ii) the acceptable requests guidelines of the local government</p>
	<p>under section 170A;</p> <p>(iii) a policy of the local government about the reimbursement of expenses;</p> <p>(iv) section 150R, 170(2), 171(3) or 175G.</p> <p>(2) Also, the conduct of a councillor is misconduct if the conduct—</p> <p>(a) is part of a course of conduct leading to the local government deciding to take action under section 150AG to discipline the councillor for inappropriate conduct on 3 occasions within a period of 1 year; or</p> <p>(b) is of the same type stated in an order of the local government that if the councillor engages in the same type of conduct again, it will be dealt with as misconduct.</p> <p>(3) For subsection (2)(a), the conduct that led to the 3 occasions of disciplinary action, taken together, is the misconduct.</p>
Ordinary meeting	A meeting that the local government is required to hold pursuant to section 257 of the <i>Local Government Regulation 2012</i>
Point of order	An interjection during a meeting by a member who does not have the floor, to call to the attention of the chairperson an alleged violation or breach of the local government’s standing orders

Procedural Motion	A set of motions that can be employed in specific ways to control the conduct of meetings.
Regulation	<i>Local Government Regulation 2012</i>
Standing orders	The rules adopted by council that regulate the meetings of the Ipswich City Council
Unsuitable meeting conduct	As per section 150H of the <i>Local Government Act 2009</i> The conduct of a councillor is unsuitable meeting conduct if the conduct— (a) happens during a local government meeting; and (b) contravenes a behavioural standard.

14. Policy Owner

The Executive Services Branch of the Coordination and Performance Department is responsible for authoring and reviewing this policy.