



**Isolated Children's Parents' Association of Australia (Inc)**  
**FEDERAL COUNCIL**

*"Advocating for equitable access to education for students in rural and remote Australia"*

**Assistance with Motion Writing for Federal Conference**

A motion is a proposal put to the conference for discussion, often recommending or requesting that Federal Council takes a particular course of action. If a motion is carried, the outcome forms the basis for actions and decisions by Council to carry out the business of the organisation.

A motion should be directed to someone and ask the organisation to carry out a specific course of action. It is important that a motion is worded in way that clearly reflects the Branch or State Council's intention.

**Motion Template**

Please write the motion in Calibri size 11 font as below:

**Whatever Branch (NSW)** **CARRIED/LOST**  
"That ICPA (Aust) lobbies the....."

**Explanation:**

.....  
.....  
.....

Approved at branch meeting held ..... by .....(President) &/or .....  
(Secretary).

E.g. **Somewhere Branch (QLD)** **CARRIED/LOST**  
"That ICPA (Aust) lobbies the relevant ministers to increase the Assistance for Isolated Children (AIC) Boarding Allowance so that it is in line with increases that have occurred in boarding school fees."

**Explanation:**

Families are leaving remote communities to access secondary schooling as the costs involved in boarding are unsustainable. Others are taking out considerable debt. Education needs to be viable for families to remain in these communities and continue to provide resources for Australia.

Approved at branch meeting held ..... by ..... (President) &/or .....  
(Secretary).

**Agenda Motions** need to be submitted to the Federal Secretary at least 8 weeks prior to conference & Supplementary Motions at least 8 days prior to conference; only federal related issues should be presented at the federal conference. Explanations are very important - please remember to include them when you send your motion to the [Federal Secretary](#).

**Supplementary Motions** are designed to address an issue that has arisen since the agenda motion cut-off date. Supplementary motions will only be accepted onto the agenda if they pertain to an issue **not** already covered in the main agenda. Please contact the [Federal Secretary](#) for more information.

**Floor Motions** generally come about as a result of discussion and debate during conference. Occasionally they cover issues that have arisen since the closing date for supplementary motions. Floor motions can only be accepted for debate with the consent of delegates, after the motion has been read to the conference by the Chair.

Please contact the [Federal Secretary](#) for more information.

- **Branches are reminded that a motion does not have to be presented at a State Conference to be accepted as a Federal Agenda Motion.**
- **Motions should be approved by the branch and submitted after a majority decision.**
- **Full explanations are to be sent with your motions for printing in the booklet, however please note, only a short summary of the explanation to be presented at conference in a maximum of 2 minutes (or about 250 words).**
- **Branches - please prepare your summaries before conference and have the shortened versions ready to read instead of the full written explanations.**
- **Federal Council can be contacted for assistance with motions including wording. Contact details [here](#)**
- **Previously carried motions do not have to be presented every year. Once a carried motion is in policy, it remains part of the lobby until resolved or modified.**
- **Branches do not have to submit a motion to attend Federal Conference.**

If you are not sure who you should be directing your motion to, the following may be of some assistance:

- **Boarding (AIC)** motions can be directed to the Minister for Social Services and the Minister for Education and Training or use alternate general wording – relevant Minister.
- **Communications** motions should be directed to the Minister for Communications unless the matter relates to the service provider.
- **Early Childhood Education** motions should be directed to the Minister for Education and Training
- **Child Care** policies and program motions should be directed to the Minister for Education and Training.
- **Distance Education**, including the DETA lobby and any increases to the AIC should be directed to the Minister for Social Services and the Minister for Education and Training or use of the wording - the Federal Government or relevant Minister, is also acceptable.
- **Youth Allowance** motions relating to changes to YA, increases in rent assistance and relocation scholarship should be addressed to the Minister for Social Services.
- **Tertiary Access Allowance** either Minister for Education and Training or Federal Government

### **Conference Workshops**

#### **Federal Conference Motion Process**

Federal Council will hold their “**Conference Procedures Workshop**” and all conference attendees, whether they are first time delegates or not, are invited to attend. Presenters will run through a variety of scenarios that arise during conference including but not limited to, motion amendments, word changes and withdrawing motions. A full explanation of how motions are presented at conference as well as other important information is [here](#).