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## **Isolated Children's Parents' Association of Australia**

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

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### **Assistance with Motion Writing for Federal Conference 2020**

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.

**Motions must be education and rural and remote focused to reflect ICPA's mission.**

#### **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).

**Types of Motions** - only federal related issues should be presented at the Federal Conference.

**Agenda Motions** need to be submitted to the Federal Secretary at least **8 weeks** prior to conference. Explanations are very important - please 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. Supplementary Motions need to be submitted to the Federal Secretary at least **8 days** prior to Federal Conference. 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 1 minutes (or about 150 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.**

#### **Who do we direct our motion to?**

A motion should be directed to a specific person or organisation requesting they carry out a specific course of action. It is important that a motion is worded in a way that clearly reflects the Branch or State Council's intention. If you are not sure who you should be directing your motion to, the following may be of some assistance:

- **AIC** (Boarding, Distance Education and Pre-Compulsory (3-4 year olds) Distance Education allowance) motions should be directed to the Minister for Families and Social Services and the Minister for Education.
- **Boarding** motions should be directed to the Minister for Families and Social Services and the Minister for Education.
- **Communications** motions should be directed to the Minister for Communications, Cyber Safety and the Arts unless the matter relates to the service provider.
- **Early Childhood Education** motions should be directed to the Minister for Education.
- **Child Care** policies and program motions should be directed to the Minister for Education.
- **Distance Education** motions including the DETA lobby should be directed to the Minister for Families and Social Services and the Minister for Education.
- **Tertiary Access Allowance** motions should be directed to the Minister for Education.
- **Youth Allowance** motions relating to changes to YA and related payments e.g. relocation scholarship should be addressed to the Minister for Families and Social Services.
- **Training** motions should be directed to the Minister for Employment, Skills, Small and Family Business.
- Use of general wording **relevant Minister** or **Federal Government** is also acceptable.