



## Assistance with Motion Writing for Federal Conference 2026

A motion is a proposal put to the Federal 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 ICPA (Aust) to carry out a specific course of action. It is important that a motion is worded in a way that clearly reflects the intention of the Branch or State Council submitting the motion.

Motions must be education and rural and remote focused to reflect the ICPA (Aust) Aims and Objectives as outlined in its Constitution and By-law 20.

### Motion Template

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

#### **Inland Branch (WA)**

**CARRIED/LOST**

“That ICPA (Aust) advocate to the.....”

#### **Explanation:**

.....  
.....

Approved at branch meeting held on .....

Signed: .....(President) &/or ..... (Secretary).

### **Motion Example**

#### **Outback Branch (NT)**

**CARRIED/LOST**

“That ICPA (Aust) advocate to 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 on 10 March 2026.

Signed: Jan Smith (President) &/or John Brown (Secretary).

## Types of Motions

Only motions related to federal issues which need to be actioned at a national level should be presented at the Federal Conference. Issues that are best actioned through State/Territory Governments should be presented to the State Conference in that particular State/Territory. Motions do not need to be presented at a State Conference in order to be presented at Federal Conference.

**Agenda Motions** need to be submitted to the [Federal Secretary](#) at least **8 weeks** prior to conference.

Due Date: **Midnight on Tuesday 2 June 2026**. Please contact the [Federal Secretary](#) for more information.

**Supplementary Motions** are designed to address issues that have 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 2 weeks prior to conference.

Due Date: **Midnight on Tuesday 14 July 2026**. Please contact the [Federal Secretary](#) for more information.

**Explanations** are very important - please remember to include them when you send your motion to the [Federal Secretary](#).

**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.

## General Motion 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 if the explanation is lengthy, due to time constraints Federal Council asks that a short summary of the explanation be presented at conference.
- If an explanation does need to be shortened, Branches are asked to please prepare summaries prior to conference and have the shortened versions ready to read instead of the full written explanations.
- Word choice can be important in writing a motion This ensures the intent and action being asked for by the branch is clearly understood.
- Federal Council can be contacted for assistance with motions including wording.

Contact details:

| Name            | Position/Portfolio                 | Email Address  |
|-----------------|------------------------------------|--|
| Louise Martin   | Federal President                  | <a href="mailto:fedpresident@icpaaust.org.au">fedpresident@icpaaust.org.au</a>       |
| Kelly Ostwald   | Federal Secretary                  | <a href="mailto:fedsecretary@icpaaust.org.au">fedsecretary@icpaaust.org.au</a>       |
| Amber Driver    | Boarding/Hostels/Second Home       | <a href="mailto:Amber.Driver@icpaaust.org.au">Amber.Driver@icpaaust.org.au</a>       |
| Sally Brindal   | Communications                     | <a href="mailto:Sally.Brindal@icpaaust.org.au">Sally.Brindal@icpaaust.org.au</a>     |
| Britt Anderson  | Curriculum                         | <a href="mailto:Britt.Anderson@icpaaust.org.au">Britt.Anderson@icpaaust.org.au</a>   |
| Jill Greenfield | Distance Education                 | <a href="mailto:Jill.Greenfield@icpaaust.org.au">Jill.Greenfield@icpaaust.org.au</a> |
| Anne Chater     | Early Childhood Education and Care | <a href="mailto:Anne.Chater@icpaaust.org.au">Anne.Chater@icpaaust.org.au</a>         |
| Nikki Mahony    | Rural Schools                      | <a href="mailto:Nikki.Mahony@icpaaust.org.au">Nikki.Mahony@icpaaust.org.au</a>       |
| Tim Fletcher    | Student Travel                     | <a href="mailto:Tim.Fletcher@icpaaust.org.au">Tim.Fletcher@icpaaust.org.au</a>       |
| Jenn Ruska      | Specific Education Needs           | <a href="mailto:Jenn.Ruska@icpaaust.org.au">Jenn.Ruska@icpaaust.org.au</a>           |
| Jenn Ruska      | Tertiary                           | <a href="mailto:Jenn.Ruska@icpaaust.org.au">Jenn.Ruska@icpaaust.org.au</a>           |
| Anna McCorkle   | Training                           | <a href="mailto:Anna.mccorkle@icpaaust.org.au">Anna.mccorkle@icpaaust.org.au</a>     |

- Previously carried motions do not have to be presented every year. Once a motion is carried at a conference, it becomes part of the organisation’s policy and remains part of the ICPA (Aust) advocacy 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 Minister/s or organisation and ask ICPA (Aust) to carry out a specific course of action. It is important that a motion is worded in a way that clearly reflects the intention of the Branch or State Council submitting the motion. 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 Social Services, the Minister for Regional Development, Local Government and Territories, the Minister for Education, the Minister for Early Childhood Education, and the Minister for Government Services.
- **Boarding** motions should be directed to the Minister for Social Services, the Minister for Regional Development, Local Government and Territories and the Minister for Education.
- **Communications** motions should be directed to the Minister for Communications, the Minister for Education and the Minister for Regional Development, Local Government and Territories unless the matter relates to the service provider.
- **Distance Education** motions including the DETA advocacy should be directed to the Minister for Education, the Minister for Social Services, and the Minister for Regional Development, Local Government and Territories.
- **Early Childhood Education** motions should be directed to the Minister for Early Childhood Education, and the Minister for Education
- **Child Care** policies and program motions should be directed to the Minister for Education and the Minister for Early Childhood Education.
- **Specific Education Needs** motions should be directed to Minister for Health and Aged Care and the Minister for Regional Development, Local Government and Territories.
- **Tertiary Access Allowance** motions should be directed to the Minister for Education and the Minister for Skills and Training and the Minister for Social Services.
- **Youth Allowance (YA)** motions relating to changes to YA and related payments e.g., Relocation Scholarship should be addressed to the Minister for Social Services.
- **Training** motions should be directed to the Minister for Skills and Training and the Minister for Employment and Workplace Relations.
- **Rural Schools** motions should be directed to the Minister for Education
- **Student Travel** motions should be directed to the Minister for Regional Development, Local Government and Territories and the Minister for Infrastructure, Transport, Regional Development and Local Government
- **Curriculum** motions should be directed to the Minister for Education.

**NOTE:** Use of general wording *relevant Minister* or *Federal Government* is also acceptable.

It is important to ensure that motions do not name specific individuals (e.g., Minister Smith) but rather the ‘Minister for xyz’ as positions change.

## Conference Workshop

### Federal Conference Motion Process

Federal Council holds a “**Conference Procedures Workshop**” before each Federal Conference and all conference attendees, whether they are first time delegates or have attended conference before, 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](#).