

LGNSW 2026 Annual Conference Motion Submission Guide

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MOTION SUBMISSION GUIDE

1. Introduction

Each year, Local Government NSW (LGNSW) members submit a range of motions to the LGNSW Annual Conference. These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions establishing LGNSW's policy positions and guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

2. Deadlines

- Motion submission will open on **Wednesday 1 July 2026**
- Members are encouraged to submit motions [online](#) as early as possible before **Wednesday 30 September 2026**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under the LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 25 October 2026** (28 days prior to Conference).

3. Criteria for motion submission 2026

Members are encouraged to be mindful that each Annual Conference can only reasonably consider and debate around 100 motions in the available time. Given the number of LGNSW members including councils and related entities (such as ROCs and JOs) that may submit motions, LGNSW requests that members only submit motions that relate to their highest priorities.

To assist with ensuring a manageable number of motions are included in the business paper, the **LGNSW Board strongly requests that members submit a maximum of three motions each.**

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they are consistent with the following criteria.

2026 criteria for motions

- Members are strongly requested to submit a maximum of three motions each.

To be included in the Business Paper, motions must:

1. Be consistent with the objects of the LGNSW Rules (Rule 4)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. Be strategic
5. Be concise, clearly worded and unambiguous
6. Not be focussed on just a small specific part of NSW
7. Not encourage violation of prevailing laws
8. Not seek to advantage one or several members at the expense of other members.

Motions of a similar objective:

9. May be consolidated by LGNSW as a single item.

Motions reflecting existing LGNSW policy:

10. Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.

Before submitting motions for this year's Annual Conference, members are encouraged to review the [LGNSW Policy Platform](#). Motions that reflect LGNSW's existing policy positions will not be included for debate.

4. How to write a motion

Motions adopted at Conferences establish LGNSW policy positions and inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a

specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Examples of clearly-worded Annual Conference motions:

Financial Assistance Grants

That Local Government NSW calls on the Australian Government to restore Financial Assistance Grants (FA Grants) to at least 1% of total Commonwealth taxation revenue by 30 June 2026, and to review the FA Grants allocation methodology to ensure equity for rural, regional, and metropolitan councils.

Updated corporate carbon plan and consistent emissions reporting framework

That LGNSW advocate to the NSW Government for the development and adoption of a consistent statewide emissions measurement and reporting framework for local government, enabling comparability, transparency, and accountability across all councils.

Support for council adoption of AI

That Local Government NSW calls on the NSW Government to establish a sustained, multi-year program of grant funding and technical support to enable councils to adopt and embed artificial intelligence (AI) solutions for improved productivity and service delivery.

Ensuring equitable outcomes for the community and local government from Build to Rent

That LGNSW requests the NSW Government to review and amend Build to Rent (BTR) legislation and associated guidelines to:

1. Establish a distinct rating category for BTR developments that reflects their unique operational and financial characteristics;
2. Introduce a transparent and equitable mechanism for councils to recover or offset rating revenue shortfalls resulting from BTR concessions;
3. Ensure that BTR developments contribute proportionately to the cost of local infrastructure and services they rely upon.

For more examples see Business Papers from past Conferences on the [LGNSW website](https://www.lgnsw.org.au).

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from Wednesday 1 July 2026.

Attachment A provides detailed instructions on how to submit motions via the online portal.

7. How LGNSW manages incoming motions

The LGNSW Board delegates the function of managing incoming motions for the Conference to a Board Motions Committee. The Chief Executive will refer motions to the Motions Committee and this committee will assess whether each motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the Motions Committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which clearly seek to reverse any LGNSW positions will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or that are operational and can be actioned without a Conference resolution may still be printed in the Business Paper as 'Category 2 motions' but will not be debated at the Conference.

8. Late motions

Late items are only to be included in a business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

In considering whether a late item relates to a highly urgent matter, the Board Motions Committee is to have regard to:

- (a) whether the late item has arisen after the deadline for motions has passed, and
- (b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found in the business papers from previous conferences on the LGNSW [website](#).

During debate on motions at Conference, the standing orders generally permit voting delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: Part 01 LGNSW's Fundamental Principles, and the more targeted Part 02 Position Statements.

- **Part 01 Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- **Part 02 Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

11. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then endorsed by the LGNSW Board.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be reported to members.

12. Further information

For further information on the motion submission process, please contact LGNSW at policy@lgnsw.org.au.

13. Frequently Asked Questions

How do I know if my proposed motion is consistent with existing LGNSW policy positions?

The subject matter expert within your council may be best placed to identify this (for example, if the motion relates to a planning matter, this question could be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

What is the deadline for submitting motions?

Members are encouraged to submit motions as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 25 October 2026** (28 days prior to Conference).

LGNSW can receive more than 400 motions for Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

My council wants to submit more than the recommended three motions per member?

LGNSW will assess all motions submitted for annual conference, however to make the business papers and debate at conference more manageable the LGNSW Board has strongly requested each member to submit a maximum of three motions – focusing on members' highest priorities.

I'm unsure which motion category or sub-category I should select in the online portal?

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

Who should be the council contact for motions?

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your council and LGNSW. Some councils have identified the General Manager, and others have identified a Governance Manager – it is a decision for each council.

How can I amend my council's motion that I've already submitted?

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact LGNSW at policy@lgnsw.org.au. You may need to provide evidence of support for the change (see section 5).

ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

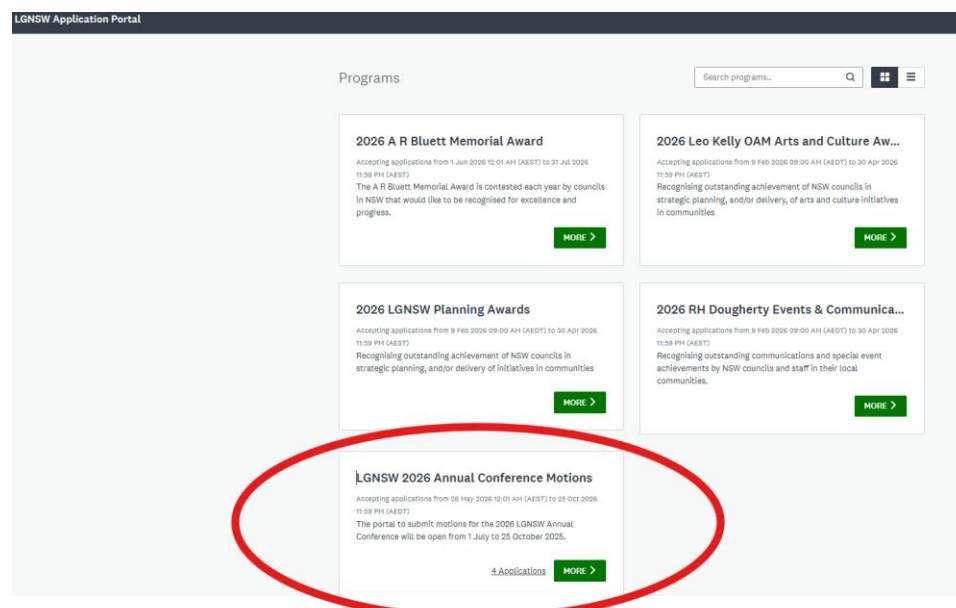
- Member councils are invited to submit motions for the LGNSW Annual Conference via [Survey Monkey Apply](#) from **Wednesday 1 July 2026**.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 25 October 2026** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact LGNSW at policy@lgnsw.org.au

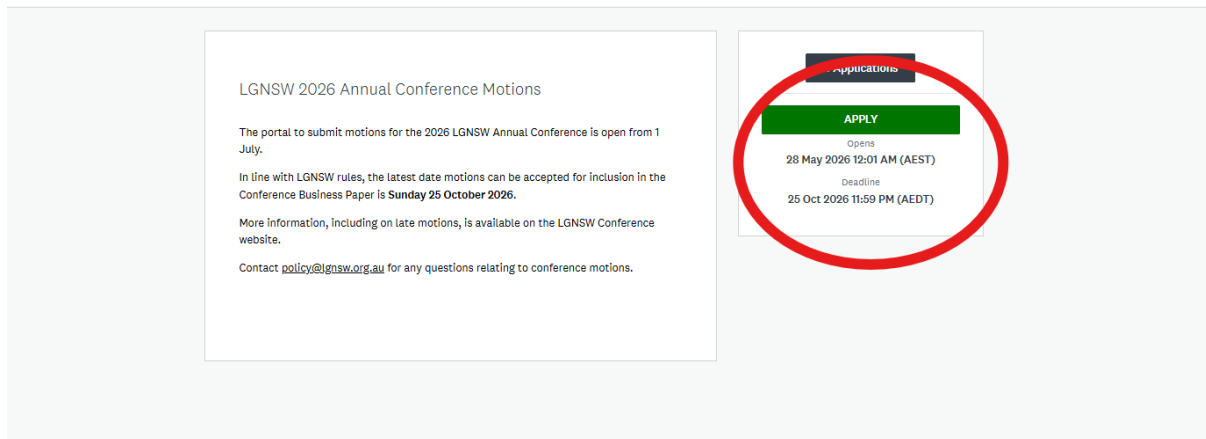
Step 1: Log into [LGNSW's online portal](#) using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

Note: you will need to register if you are logging in for the first time.

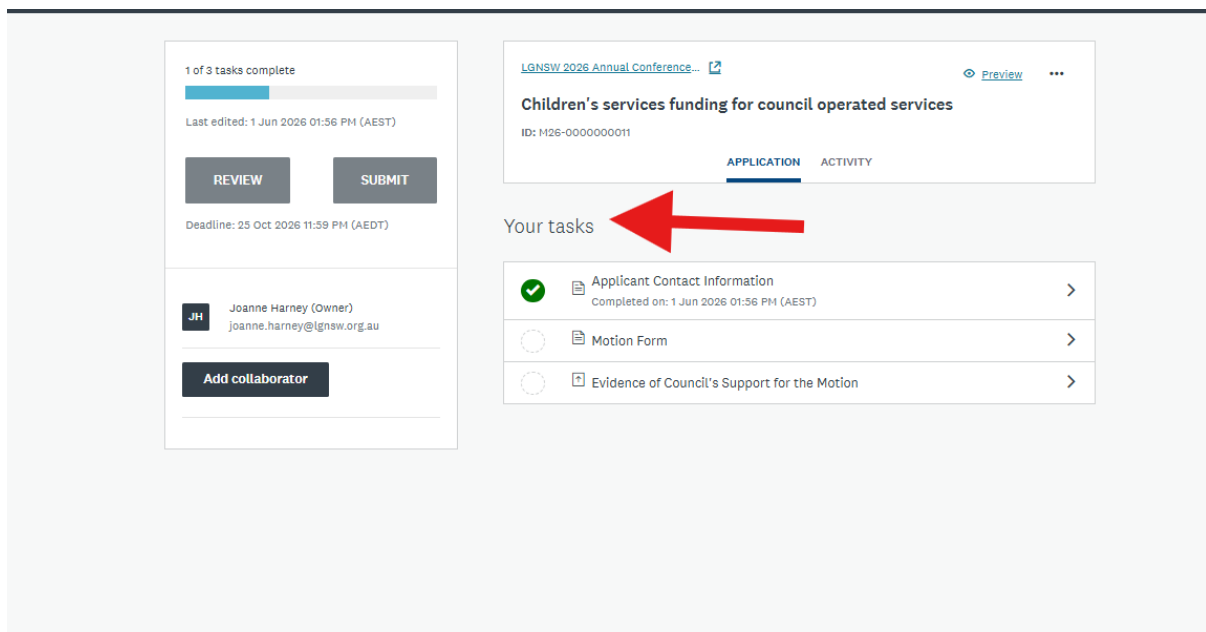
Step 2: Click *View Programs* and then select *LGNSW 2026 Annual Conference Motions*.



Step 3: Click **APPLY**.



Step 4: Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete under **YOUR TASKS**:



Step 5: Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click **MARK AS COMPLETE** once finished.

The screenshot displays the 'Applicant Contact Information' step of a motion form. On the left, a sidebar shows the progress: 'Applicant Contact Information' is the current step, followed by 'Motion Form' and 'Evidence of Council's Support for the Motion'. A progress bar indicates '0 of 3 tasks complete'. The main content area is titled 'Applicant Contact Information' and includes a 'Reuse data' button. Below the title, the section 'Contact details' is shown with a 'Saving draft...' status. It contains four input fields: 'Contact Name', 'Contact Job Title', 'Contact Email', and 'Contact Phone'. At the bottom of the form, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is highlighted with a red circle. A 'Back to application' link is located at the top left of the sidebar.

< Back to application

[LGNSW 2026 Annual Conference Moti...](#)
Children's services funding for council operated services
ID: M26-0000000011

Applicant Contact Information >

Motion Form

Evidence of Council's Support for the Motion

0 of 3 tasks complete

Last edited: 1 Jun 2026 02:05 PM (AEST)

REVIEW SUBMIT

Deadline: 25 Oct 2026 11:59 PM (AEDT)

Applicant Contact Information Reuse data

Contact details Saving draft...

Contact Name

Contact Job Title

Contact Email

Contact Phone

SAVE & CONTINUE EDITING MARK AS COMPLETE

>

Step 6: Click 'Motion Form' to add the motion details.

Motion category and sub-category assists with categorising motions and grouping related motions in the Conference Business Paper.

Motion wording should include a sentence or two which includes the call to action.

Background note should provide a paragraph or two to explain the context and importance of the issue to the local government sector.

Click **MARK AS COMPLETE** once finished.

The screenshot displays the 'Motion Form' interface. On the left, a sidebar shows the progress of the application: 'Applicant Contact Information' is completed, 'Motion Form' is the current step, and 'Evidence of Council's Support for the Motion' is pending. The main form area includes dropdown menus for 'Council/member name' and 'Motion Category', a text field for 'Motion Title' containing 'Children's service', and two large text areas for 'Motion Wording' and 'Motion Background'. At the bottom, the 'MARK AS COMPLETE' button is highlighted with a red circle.

Step 7: Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This will usually be an extract of council meeting minutes. Click **MARK AS COMPLETE** once finished.

Back to application

LGNSW 2026 Annual Conference Moti...

Children's services funding for council operated services

ID: M26-0000000011

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

2 of 3 tasks complete

Last edited: 1 Jun 2026 02:11 PM (AEST)

REVIEW SUBMIT

Deadline: 25 Oct 2026 11:59 PM (AEDT)

Evidence of Council's Support for the Motion

Task instructions [Hide](#)

Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

Step 8: Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.

Back to application

LGNSW 2026 Annual Conference Moti...

Children's services funding for council operated services

ID: M26-0000000011

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

3 of 3 tasks complete

Last edited: 1 Jun 2026 02:12 PM (AEST)

REVIEW SUBMIT

Deadline: 25 Oct 2026 11:59 PM (AEDT)

Evidence of Council's Support for the Motion

Completed 1 Jun 2026 02:12 PM (AEST)

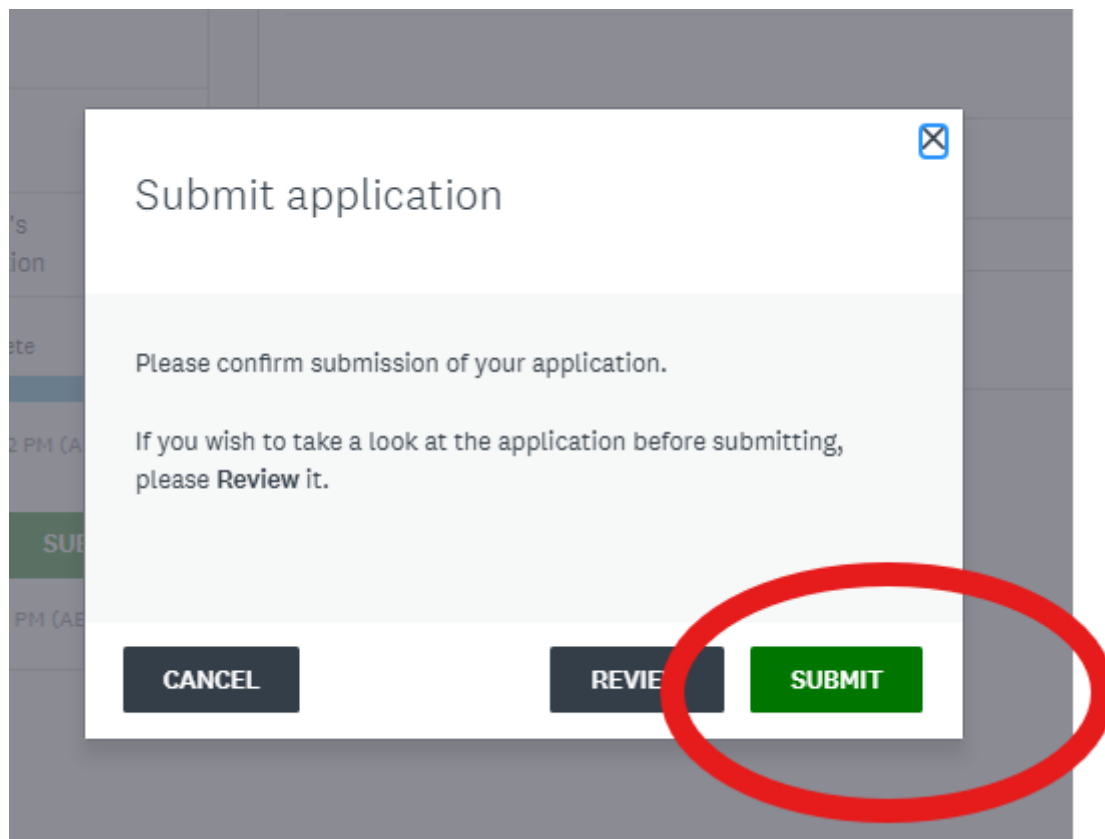
Task instructions [Hide](#)

Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

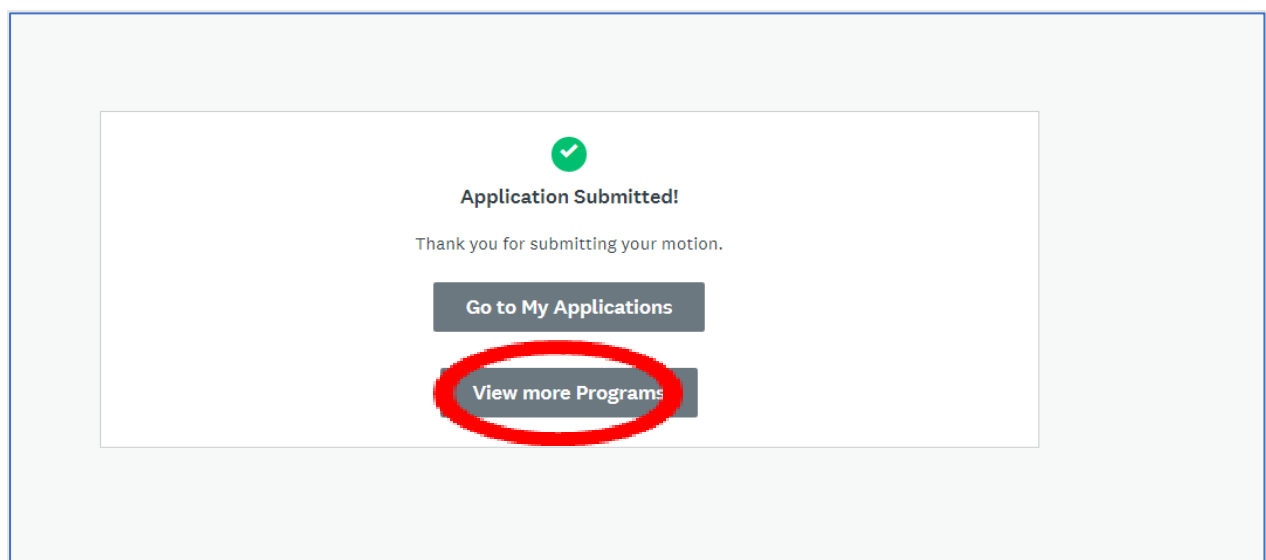
202A2900

Filename: 202A2900.PDF Added: 1 Jun 2026

Step 9: You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.



Step 10: If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.



Step 11: An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.

LGNSW Annual Conference: Motion has been submitted



noreply@mail.smapply.net



11:23 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of LGNSW. Do not click links or open attachments unless you recognise the sender and know the content is safe.

LGNSW Application Portal

Your motion to the LGNSW Annual Conference has been submitted.

To submit another motion, visit: <https://lgnsw-grants-portal.smapply.io/saml2/login/>

Once you have logged in, click on 'programs' to submit a motion.

You are receiving this email from [LGNSW Application Portal](#) - Local Government NSW.

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