

Please consider the following when structuring a motion.

Each motion:

- Should nominate the Council proposing the motion
- Should identify which of the 4 subject headings is applicable
- Have a title heading
- Should commence with the words, "That the Local Government Association..." so as to direct the Association to undertake some kind of action, be it lobby/write to/make representation to etc
- Must be accompanied by a "Note from Council" which should explain the reason for the motion

For example:

Name of Council: XXXXX

Subject Heading: Services

Title: Public Housing

Motion: That the Local Government Association lobby the NSW Government to undertake a full investigation of public housing provision and management in NSW.

Note from Council: XXXXXXXXXX

Deadlines

Councils may submit motions anytime from up until COB Wednesday 15 August 2012.

Submitting a motion

All motions must be submitted using the Associations online system which can be accessed using the link address below.

<https://lgsa.wufoc.com/forms/z7q0a9/>

To access the system:

1. Type link address into your web browser.
2. Complete the online form filling in all required fields marked with a red asterisks (*)
3. Once the form has been completed, click the "Submit" button located at the bottom of the page. Note you will have to enter each motion separately.
4. When you 'submit' each motion you will receive an email confirming its lodgement.