

A group of people, likely delegates, are shown from the chest up, holding up green and yellow cards. The cards are labeled 'DELEGATE VOTE' and some have the number '1' on them. The background is a plain, light-colored wall. The text 'A MEMBER'S GUIDE TO STATE CONVENTION & POLICY MOTIONS' is overlaid in large, white, bold, sans-serif font on the right side of the image. Below this text is a thick yellow horizontal line, followed by the year '2024' in the same white, bold, sans-serif font.

A MEMBER'S GUIDE TO STATE CONVENTION & POLICY MOTIONS

2024

Table of Contents

Introduction	3
Our Purpose	3
Policy Process	4
State Conference and State Convention	5
State Conference.....	5
State Convention	5
Submitting a Motion.....	6
Eligibility	6
Criteria for Assessing Motions	6
Assessing motions	6
Writing Motions.....	8
Timelines.....	9
Policy Committee Assessment of Motions	10
Redrafting Motions.....	10
Consolidation of Motions	11
Invalid Motions	11
Urgent Motions.....	11
Amending a Motion.....	11
General rules of debate:.....	12
Motions - passed.....	12
Motions - not passed.....	12
Rescinding motions.....	12
Changing party policy	12
Time did not permit for the resolution to be debated	13
Appendices	14
Appendix 1.....	14
2024 State Conference Motions Template.....	14
Appendix 2 – Sample Motion.....	15
Sample State Conference Motions – Palliative Care	15
Appendix 3 General Rules of Debate.....	16
Appendix 4 – Motions Amendment Template	19

Introduction

Our Purpose

Your help is needed to build the 2025 Policy Platform for the Nationals WA

Regional, rural, and remote West Australians are more likely to suffer chronic disease, poor community safety, reduced economic opportunity and jobs, and are less likely to complete a tertiary education.

These are measurable inequities that Government can and should fix yet in WA, little is being done to narrow the gulf between city and country outcomes.

As a regional party, made of regional people, The Nationals WA is uniquely placed to understand the causes and potential solutions to these problems and our policy platform is an opportunity to show the world our vision for WA.

Proposing policy motions for endorsement at State Convention is a vital step in developing the policies that will help us return to Government, where we can work to bridge the divide and help raise the bar for our State.



1 This chart of policy areas may be useful for generating ideas across a broad range of policy areas.

Policy Process

There are several ways that policy is formed at The Nationals WA. The most relevant to our members is through policy motions passed at the Branch or Electorate Council level, which are then forwarded to State Convention.

The value of Convention resolutions cannot be understated. Every resolution of Convention acts as a signpost for candidates and parliamentarians when representing and advocating for regional WA. In addition, resolutions of Convention also form the foundation of the Party's policy platform it will use to appeal to voters at state and federal elections.

If you have an idea for policy, the best way to get it progressed is by formalising it as a motion of your Branch.

This simple formula often helps when trying to turn an idea into a motion:

PROBLEM + SOLUTION = POLICY.

Can you clearly identify the problem? Do you have a solution to offer?

Once you have identified the problem and how the Party can solve it, bring a motion to your Branch or Electorate Council meeting. At this meeting, you and your fellow Members will debate the pros and cons of the motion, possibly amending the motion until agreement is reached. It is important to remember your motion may not be agreed to at its first meeting and it may benefit from further research before being brought to a future meeting.

Once carried by the meeting, Party Units submit motions to the Policy Committee for assessment and to determine whether the motion is put to State Convention (for election policy platform) or State Conference (for matters of Party governance).

Please don't leave your policy motions to the last minute. The Party will be in a stronger position to contest elections and implement change in government with carefully considered and thoughtful motions from our Membership.

Each year, the Policy Committee, will review and issue this document which provides guidelines for the development of policy motions.

If you need any assistance getting your ideas up and running, ask your Branch President, the Policy Director, or State Secretariat for assistance.

Policy Director: Heidi Tempra heidi.tempra@nationalswa.com

State Secretariat: info@nationalswa.com or 1300 628 792

State Conference and State Convention

State Conference

State Conference is the Party's Annual General Meeting, and serves the purpose of electing office bearers, receiving financial reports and other special business as required from year to year.

State Conference is the Party's primary policy event of the year.

State Conference is chaired by the State President and composed of:

- State Executive;
- All Parliamentary Members; and
- Delegates from Branches, Electorate Councils and the Young Nationals.

State Conference is the Party's ultimate decision-making forum on the governance of the Party (including Constitutional reform).

State Convention

State Convention is a meeting, often held alongside the State Conference, which is the Party's main policy-making meeting. Party Units submit policy motions, which are then debated by all members of the Convention.

All financial members of the Party are entitled to speak and vote at State Convention.

State Convention is chaired by the State President.

Submitting a Motion

Eligibility

[The Constitution](#) states that:

- All Branches have the power to submit motions for State Conference agenda.
- All Assembly Electorate Councils have the power to submit motions for Conference agenda; and
- The Young Nationals have the power to submit motions to State Conference and State Convention.

A Member wishing to submit a motion for debate at Convention, must first submit the motion through one of the Party Units listed above for debate and approval. The Party Unit then submits the motion on the (attached) form to the Policy Committee for assessment and inclusion in the Convention Agenda.

Criteria for Assessing Motions

Assessment criteria will be determined by the Policy Committee and circulated to members of the Party at the same time as the State Director notifies members of the closing date for receipt of motions.

The "Call for Motions" is sent directly to all Members of the party, not just Party Unit office bearers.

The appendix to this guide includes the following documents to support Members, Branches, AECs and the Young Nationals:

- Appendix 1. 2024 Motions Template
- Appendix 2. Sample Convention Motion Submissions
- Appendix 3. Rules of Debate
- Appendix 4. Amendments Form Template

Assessing motions

Every Motion submitted by party units is assessed by the Policy Committee to determine its place in the Convention Agenda.

This assessment begins by measuring the motion against the Party's objectives as stated in the Constitution. Any motion that contradicts these objectives may be returned for review.

6. The Objectives of the Party are:
 - 6.1 to promote and attain a just, democratic, prosperous and secure society in which freedom of speech, worship and association are guaranteed and in which private enterprise may flourish;
 - 6.2 the devolution of power, wherever practicable, from the Commonwealth to the State and from the State to Local Government;
 - 6.3 to formulate an election platform and policies which embody these objectives and to create a climate of opinion favourable to that election platform;

- 6.4 to select candidates of honesty and integrity, adhering to that platform, and secure their election to the Parliament of the State and the Parliament of the Commonwealth; and
- 6.5 to form or participate in the Government of the State and the Commonwealth in accordance with this Constitution.

Motions submitted to the Policy Committee for inclusion in the Convention Agenda will also be assessed against the following criteria:

The motion has current significance

Has this motion been moved and debated before? Is this a new idea that requires the thought and consideration of the Party? Will adopting the policy within this motion bring about economic, social, or environmental improvement to communities in West Australia?

The motion has wide-spread benefit

Does the motion call for policy that can be applied state- or nation-wide? Does the motion apply to the country, the whole of WA; a few regions; or a single community?

The motion fills a gap for the Nationals WA

Does the Party currently have no – or limited – existing policy on this particular issue?

The motion adds value to an existing policy

Does the motion provide more information, a specific direction, or clear actions, which add to existing Nationals WA policy?

The motion creates a point of difference for the Nationals WA

Will adopting this policy help ensure The Nationals WA is able to market itself as 'raising the bar' for regionals in WA?

Members are reminded that motions and resolutions from the past two State Conventions are ineligible for inclusion in the agenda for this State Convention.

Writing Motions

Party units should meet regularly to develop and consider possible motions for submission at Convention. This is an important opportunity to test ideas and formulate motions which identify problems and generate solutions for regional WA.

A motion must be tabled and subsequently passed at the relevant Party Unit meeting. All motions submitted to the Policy Committee for inclusion in the Convention Agenda must be submitted with minutes demonstrating they have been endorsed by the party unit.

The Party Unit is required to complete a 'Motion Submission' form for each motion submitted (*Appendix 1*). The motion background must be:

- Less than 500 words.
- Submitted in Word format.
- Submitted at the same time as the motion.

For a motion to be accepted, it must appear both in the Minutes of the party unit proposing it and in a motion form using the template. Submitting a motion through the minutes of a meeting without the accompanying form will not be accepted.

Motions can be submitted at any time of the year but not less than 30 days prior to State Convention. Motions submitted after 5.00pm on the advertised closing date will be ruled invalid and will not be included in the Agenda.

The following points should be considered when preparing to submit a motion:

- Motions must use the standard convention "That this State Convention of the Nationals WA calls on...". It is important to consider who is being called upon and whether they have the authority or capacity to action the motion.
- A resolution or amendment should not be vague or ambiguous. It should be affirmative in form.
- Be specific about the outcome being called for. Specify what action or result is sought?
- Unless there are some special reasons for doing so, a motion should not contain argumentative matter or highly emotive language (e.g. the reason why the resolution should be adopted). This can be expressed during the debate.
- Use the minimum number of words necessary to clearly articulate your intention but include enough information to avoid ambiguity.
- A motion must be able to stand on its own when separated from the background notes.
- A submission of motion may reflect the constitutional position of the State Convention. If a notice of motion seeks to change the constitutional position of the party, it must be presented for consideration at a State Conference.
- All references in motions to Acts of Parliament and Court decisions should be checked for accuracy.

A MEMBER'S GUIDE TO CONVENTION & POLICY MOTIONS

The following questions are useful to ask when developing a motion. You don't have to include all this information in your motion submission, but it's useful to think about during the drafting process:

- What is the existing Nationals WA Policy on the matter?
- What is the existing Government Policy on the matter?
- Consider the problems/limits/gaps/defects in the existing policy.
- Has this issue been previously considered/debated?
- Who is affected?
- How are they affected?
- What are the implications for the Nationals WA?
- Who will be responsible for implementation?
- What are the likely implementation needs, including cost?
- Are there any political risks?
- Does this action lead to the kind of Western Australia we want to live in?

Here are some suggestions for the wording at the start of your motion:

That this State Convention of the Nationals WA...

- calls on an elected Nationals State Government...
- calls on an elected Nationals Federal Government
- calls on The Nationals WA...
- calls on the National Party of Australia...
- opposes...
- supports...
- endorses...
- reaffirms ...

Timelines

Deadlines for opening and closing motion submissions and for publishing the Convention Agenda are set in the Constitution. It is strongly recommended that policy motion development is a year-round activity, and that Party Units don't wait for the deadlines to be published each year.

Party Units are encouraged to submit their resolutions as early as possible, after the call for submissions has opened, to allow the Policy Committee and the Secretariat the opportunity to work in detail with the submissions.

A MEMBERS' GUIDE TO CONVENTION & POLICY MOTIONS

The Policy Committee will be working to the following deadlines in 2024:

5 May	Motion submissions open
28 June	Final date for receipt of motion submissions
1 – 26 July	Policy Committee to check motions, seek further information, merge similar motions and determine order
26 July	Reviewed motions finalised

It is important that you call a Branch and/or Electorate Council meeting in the next few weeks to determine your motions as every motion must be accompanied by meeting minutes. To be considered, motions need to be submitted within the above timeframes, using the motion template and with relevant supporting material.

A lot of work goes into developing the agenda for Convention and determining the order of motions. If submitting multiple motions, please prioritise in order of importance.

Policy Committee Assessment of Motions

The Policy Committee often receives far more motions than can be included in the agenda for each Convention, therefore Branches and Electorate Councils should not be disappointed if a particular motion is amalgamated with other motions or is omitted from the agenda.

To determine the order of the Convention Agenda, all valid motions will be ranked by members of the policy committee, with the highest scoring motions to be included at the top of the Convention Agenda.

In determining the order of the agenda, the Policy Director may apply their discretion to ensure that all party units can present and debate at least one motion that they have submitted.

Redrafting Motions

The Policy Committee may make any necessary drafting changes to motions as required but must preserve the intent of the respective Party Units proposing them.

The motion proposer will be consulted during the redrafting process with the aim of retaining the integrity of the original motion.

If a Party Unit believes the intent has been changed during the redrafting process, it is preferable to contact the Policy Director prior to the motion being called on for debate at Convention, so that the motion can be amended and provided to delegates.

If a motion is submitted with more than the 500-word limit for background information, the Policy Committee reserves the right to cut from the bottom of the submission. The Policy Committee may also edit any other information in the pro

forma which is deemed inappropriate for distribution in the public arena or extraneous.

Consolidation of Motions

To streamline debate, motions similar in nature submitted by more than one branch may be merged, in consultation with respective submitting branches.

Motions dealing with the same general topic may be consolidated by the Policy Committee. The Committee asks that where this has occurred Party Units confer on who moves and seconds the consolidated motion.

The motion proposers will be consulted during the consolidation process with the aim of retaining the integrity of the original motions.

Conference delegates are free to fully debate each point within an aggregated motion and, if they wish, to see it resolved as a separate item. There is always the opportunity to move amendments to motions.

Invalid Motions

A resolution may be deemed as invalid if it:

- Is considered procedural or incoherent;
- Has been put to Convention in the previous two years (whether carried or lost);
- Is existing party policy.

*A list of recent resolutions can be found alongside this document, as well as an archive of historical resolutions.

Urgent Motions

The "Urgency Motions" section State Convention agenda allows for policy motions to be submitted from the floor. The Policy Committee recommends that the submission of urgency motions is to enable matters of great urgency to be dealt with by State Convention or State Council. Movers of urgent motions must convince State Convention of the motion's urgency, including why the motion wasn't submitted under the standard process, before it can be included in the agenda for debate.

Amending a Motion

Once a motion appears in the agenda amendments may be moved by members. Amendments can be offered prior to State Convention or on the floor of Convention.

Should a Member wish to amend a motion, the following process applies:

1. Obtain from the Amendment Table an 'Amendment to a Motion' form. A Copy of the form is included at Appendix 4
2. Complete the form, showing clearly the amendment/s you wish to be made.
3. Lodge the completed form with the Amendment Table.
4. To continue, the Chair must be satisfied that the amendment does not alter the original intent of the motion.

5. Should the mover of the motion choose to accept the amendments, the amended motion becomes the motion being debated.
6. Should the mover of the motion choose not to accept the amendment/s, the amendment will be debated under the observed practise.

Amendments may be submitted to the Policy Director up to a fortnight before State Convention.

The meeting Chair may choose to suspend debate on a motion to allow time for amendments to be settled.

General rules of debate:

The General Rules of debate are prescribed by section 120 of the Nationals WA Constitution.

Appendix 3 – Rules of Debate

Motions - passed

Motions which are passed become resolutions of Convention. These resolutions become important signposts to party policy.

State related resolutions are referred to the parliamentary team for consideration as possible government policy. The parliamentary team is required to report back to State Council on what action is taken in relation to each resolution.

Federal related resolutions are taken to Federal Council or referred to the Federal team for action.

The Motions Spreadsheet, which contains all Convention motions from 2007 to the present, is updated each year and can be referred to by the Parliamentary National Party and the Policy Committee when developing Party Policy. The Spreadsheet is a valuable reference point and resource which documents the policy position of the Party over an extended period of time, reinforcing the grassroots ethos of the Nationals WA.

Motions - not passed

A record is made indicating the resolution is not passed. No further action is taken nor required.

Rescinding motions

Rescinding motions is only possible under the terms prescribed by section 123 of The Nationals WA Constitution.

Changing party policy

If the Party wishes to reverse an existing policy decision, following criteria must be satisfied:

- Sufficient evidence of an appetite for change within the Party.
- A comprehensive and compelling background on changes that have occurred since the original decision was made; and

A MEMBER'S GUIDE TO CONVENTION & POLICY MOTIONS

- Sufficient time having elapsed since the policy was developed.

In the absence of these criteria, policy decisions cannot change and motions to that end will not be debated by the Party.

Time did not permit for the resolution to be debated

Any business not completed or debated during State Convention shall lapse unless there is a motion to refer the motion to the next State Council for consideration.

Appendices

Appendix 1

2024 State Conference Motions Template

Please note: All motions MUST be accompanied by meeting minutes showing their acceptance by the Branch or Assembly Electorate Council.

Proposing branch or AEC: _____

Date:

Contact for further information:

Name:

Email:

Phone:

[Policy Motion Heading]

Proposed Motion: That this State Convention of The Nationals WA...

[Please use the accepted structure – That this State Convention of The Nationals WA – calls on, supports, will introduce, requests, commits, notes, calls for ...etc.]

Background and reason for motion:

Please limit background and politics to no more than 500 words

[Please provide background information to your motion here:

What outcome/incident/concern instigated the need for this motion?

If someone was completely new to this issue, what information would they need to know to understand it?

Is there research or examples to back up the motion?]

Politics:

[Does this motion change existing party policy? Do other political parties have policies on this issue? If this idea has been raised before, when and by whom?]

References:

[Are there any publications backing up your idea? Have there been any Parliamentary Inquiries, Committee reports, industry publications or otherwise?

Note: When referencing a web-based resource please include the URL and/or the full title of any documents to make it easy to locate]

Once complete, please submit with relevant meeting minutes to info@nationalswa.com

Appendix 2 – Sample Motion

Sample State Conference Motions – Palliative Care

Proposing branch: xxxxxxxxxxxx

Date: 17 July 2021

Contact for further information:

Name: xxxxx xxxxxxxxx

Email: xxxxxxxxxxxx@xxxxxx.xxx.xx

Phone: xxxx xxx xxx

Motion: That this State Convention of The Nationals WA calls on an elected Nationals State Government to greatly expand investment in palliative care in order to make it far more readily accessible across regional, rural, and remote Western Australia.

Background and reason for motion:

Palliative care and end of life planning continue to be an area which lacks investment within not just the health system, but also across education, housing and within legal affairs. Although the Joint Select Committee Inquiry into End-of-Life Choices provided strong directives, and the State Government has acted somewhat to implement the WA End-of-Life and Palliative Care Strategy, the response from stakeholders is that not near enough is being done.

The issues of advanced care planning, palliative care, and voluntary assisted dying are grouped together as an issue; when in fact they are separate and defined issues.

As our health services evolve and modernise, there is a greater onus on care and support around a patient rather than being dictated to the patient. This has not been communicated well across medical and health disciplines not public education.

The WA Palliative Specialists Group have identified where regional WA still lacks investment in palliative care services. It's not just a lack of practising specialists but also a lack of nurses and allied health professionals.

Palliative Care WA urged the Minister to host a forum on palliative care, this is due in September. WA Palliative Specialists Group have compiled a list of deficits.

The Nationals WA must deliver a palliative care strategy that one's postcode does not dictate whether they will have the opportunity to die with dignity.

Politics:

SFF and LIB have both made inquiries into the Governments implementation about the proposed plans.

ALP claimed significant investment in the 2019-20 Budget, but difficult to determine what was new funding or was funding for aged care instead of palliative care.

References / Useful Links

<https://consultation.health.wa.gov.au/wa-cancer-and-palliative-care-network/draft-implementation-plan-one-2019-2021/>

Appendix 3 General Rules of Debate

General Rules of Debate

- 120.1. Debate shall proceed only by way of members speaking for or against motions put one at a time to the Chairman of the meeting.
- 120.2. Any member desiring to speak shall stand up, if able, and, on the Chairman's call, address the Chairman respectfully.
- 120.3. Whenever the Chairman rises during a debate, any member then speaking, shall sit down.
- 120.4. A Chairperson wishing to enter the debate on a substantive motion shall have an appropriate person occupy the chair for the duration of debate on that motion.
- 120.5. A motion for discussion shall be introduced to the meeting by the mover of the motion who shall state the motion and shall have the right to explain the motion before the Chairman calls for another member to second the motion. A motion that does not have the support of a seconder shall lapse without further discussion and the meeting shall move on to its next item of business.
- 120.6. Once having been moved and seconded, a motion belongs to the meeting and may only be withdrawn if there is no objection from any member at the meeting.
- 120.7. The mover of a motion shall not speak for more than three (3) minutes, nor any other speaker speak for more than two minutes on that motion. The meeting may, by resolution without debate, grant an extension of time to any speaker.
- 120.8. Each member may speak only once to each new matter but may raise points of order and may, by leave, ask and answer questions and give explanations.
- 120.9. A member who moved the original motion shall have a right of reply. This right of reply may be exercised only once and then only at the end of the debate on an amendment or immediately before the original or substantive motion is put to the meeting, or it may be exercised after the formal motion
- 1.9.1. 'That the question be now put' - has been carried by the meeting.
- 120.10. The Chairperson may seek the agreement of the meeting that a complex or composite motion be debated in the form of separate motions or suggest that it be considered in "committee"
- 120.11. When a motion is passed for a meeting to go into "committee", there is discussion about the subject without formal meeting procedure. Members can discuss amongst themselves the merits or otherwise of the motion. A motion needs to be passed for the Meeting to come out of "committee" to again address the motion according to formal procedure.
- 120.12. No speaker shall digress from the subject under discussion, and, after due warning, the Chairperson may rule that the speaker be no longer heard. Imputations of improper motives, all personal reflections on

members and the use of offensive or unbecoming words, shall be deemed "disorderly" and after due warning, the Chairperson may rule that the speaker be no longer heard.

- 120.13. No member shall interrupt another while speaking, except to raise a point of order, or to move the formal motion - 'That the speaker be no longer heard'.
- 120.14. Any member may raise a point of order during the debate, and the member then speaking shall sit down until the point of order has been decided. The member rising to a point of order shall state concisely the point of order and the Chairperson, without further discussion, shall give a ruling which shall be final unless a motion of dissent is carried by the meeting.
- 120.15. Any member may move a motion of dissent from the Chairperson's ruling and, after being seconded, shall concisely state the reason. Only the mover and the Chairperson may speak to the motion which shall then be put to the meeting by the Chairperson.
- 120.16. At any time during the debate, after a person has finished speaking, any member may, without notice, move an amendment, a variation in standing orders, a motion for the meeting to go into "committee" or any usually accepted formal procedural motion and that motion shall be considered and decided as an intervening separate question. The motion shall be seconded and, if formal, shall be put to the meeting without debate.
- 120.17. An amendment may be moved on any motion. The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance and intent of the original motion. The amendments shall be decided one at a time. After debate, the Chairperson shall put the amendment to the meeting and, if carried, it shall supersede and embody the original or earlier substantive motion to become the substantive motion being decided by the meeting. When an amendment has been decided, further amendments may be moved which, if carried, shall, in turn, produce new substantive motions. These substantive motions may be further debated and then resolved.
- 120.18. A member who has spoken to the original motion or an earlier amendment before the introduction of the amendment under consideration may speak to the amendment provided the speech is restricted to that amendment. The mover of the original motion is entitled to speak to any amendment but has no special status.
- 120.19. If a formal or procedural motion calling for the adjournment of the debate is resolved in the negative, the mover shall be allowed to speak again on the question under debate. If the motion is resolved in the affirmative, the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move at the end of his speech a formal or procedural motion, the effect of which is to restrict debate.

- 120.20. If the formal motion - 'That the question be put' is moved and carried, any right of reply shall be given and the question shall be put to the vote.
- 120.21. After a substantive motion or amendment has been moved and seconded, speakers shall normally be taken, in order, negative and affirmative. However, at the discretion of the Chairperson, up to three consecutive speakers in either the affirmative or negative may be heard. The mover of the original motion, having exercised the right of reply in consideration of the substantive motion, shall close the debate.
- 120.22. Unless this Constitution otherwise provides, a motion shall become a resolution of a meeting after a simple majority of those voting, and entitled to vote, have indicated by a show of hands they are in favour of the motion. If at least 20% of those present and entitled to vote demand a ballot to decide a resolution, a ballot shall be held. In the event of a tied vote, the status quo shall remain.
- 120.23. Any objection to the validity of any vote must be made and decided before proceeding to the next business.
- 120.24. Debating procedures not covered by these rules shall be determined by State Council. Until a determination is made, the practice of the Parliament of Western Australia shall be followed.

