

# Australian Greens Bylaws

As of National Conference, November 2011

<b>1. Election of National Office Bearers and ordinary members of AGCG.</b>	<b>3</b>
<b>2. Voting Procedure</b>	<b>5</b>
<b>3. Postal Ballot Procedure</b>	<b>7</b>
<b>4. Policy Documents</b>	<b>10</b>
<b>5. Register of Members</b>	<b>12</b>
<b>6. Australian Greens Coordinating Group (AGCG)</b>	<b>13</b>
Membership	13
Communication and Decision Making	14
Roles of AGCG	14
General	14
Publications	15
Office bearers	15
Office functioning	15
Staff management	15
General staff management	16
Staff performance / concerns	16
Procedures of AGCG	17
Budget	17
Anticipated Longevity	18
<b>7. Generic Terms of Reference for Working Groups</b>	<b>19</b>
<b>8. Policy on Donations to the Australian Greens</b>	<b>22</b>
Definition of Donation	23
Definition of Conflict of Interest	23
<b>9. Job Descriptions</b>	<b>25</b>
9.1 National Campaign Coordinator	25
9.2 Policy Coordinator	26
9.3 International Secretary	27
9.4 National Membership Secretary	27
<b>10. Donations Reference Group Terms of Reference</b>	<b>29</b>
10.1 Role/Responsibility	29
10.2 Membership	29
10.3 Communication and decision making	29
10.4 Budget	30
10.5 Reporting and accountability	30
10.6 Anticipated longevity	30
<b>11. Observers on e-lists</b>	<b>31</b>
<b>12. Submissions to National Council or National Conference</b>	<b>32</b>
Notification of Dissent	34
Public Statements	34
Policy Initiatives	35
<b>13. Protecting the Australian Greens Logo</b>	<b>36</b>
<b>14. Protection of Australian Greens Reputation</b>	<b>37</b>
<b>15. National Membership Database</b>	<b>38</b>

<b>16. Minutes of bodies within the Australian Greens .....</b>	<b>41</b>
<b>17. Safe Environment Needs for a Greens Meeting.....</b>	<b>42</b>
<b>18. Finances .....</b>	<b>43</b>
<b>19. Code of Conduct for Green MPs.....</b>	<b>44</b>
<b>20. Observer Participation.....</b>	<b>47</b>
<b>21. By-election Campaign Co-ordinating Group.....</b>	<b>48</b>
<b>22. QDMG .....</b>	<b>49</b>
<b>23. Communication Protocol between Senators, Senate Candidates and MPs .....</b>	<b>50</b>
<b>Appendix A - Nomination Form .....</b>	<b>51</b>
<b>Appendix B - Working Group Terms of Reference Template .....</b>	<b>53</b>

See also Working Group Terms of Reference document

# 1. Election of National Office Bearers and ordinary members of AGCG

Updated July 2011 National Council

[National Office Bearers are: Convenor, Secretary, and Treasurer and their deputies.

Relevant clauses in the national constitution pertaining to Office Bearer elections are in section 23.6.5 and 28.]

1.1 Nominations for Office Bearer positions and ordinary member of AGCG are to be in writing to the National Secretary indicating: (see Appendix 1.)

1.1.1 the position sought;

1.1.2 details of person nominated (name, address, contact numbers, membership of local group, number of terms served on national executive);

1.1.3 name of person nominating and membership of local group;

1.1.4 name of seconder and membership of local group;

1.1.5 written acceptance of the nomination by the person nominated;  
and

1.1.6 approximately 1/2 page background to nominee to accompany each nomination.

1.1.7 confirmation the person nominated is not under section 63 of the Associations Incorporation Act 1991 (ACT) disqualified from membership of the committee of an incorporated association.

1.1.8 disclosure of all material interests, pecuniary and non-pecuniary (including but not limited to employment, business interests) and confirmation they will advise AGCG within 28 days of any material change should they be elected or appointed to the position for which they have nominated throughout the term of their office or appointment.

1.2 Any member of the Australian Greens may be nominated. Nominators and seconders must also be members.

1.3 Nominations open 12 weeks prior to the Annual National Conference. This should be announced in "Green" and through state secretaries.

1.4 Nominations close 6 weeks prior to the Annual National Conference.

1.5 In the exceptional case that no nominations for a position have been received, or in the case of a single nomination not being agreed to by a 2/3 majority of delegates present at the Annual National Conference, then the Annual National Conference will elect a person to fill the position from the floor.

1.6 At the Conference, nomination forms should be publicised and available for late nominations.

1.6.1 Nominations (on the standard form, and supported by 1/2 page background) should be made before COB on the first day of the Conference.

1.7 A list of all those who have nominated along with the positions nominated for should be posted on the wall of the Conference as soon as possible after close of nominations.

1.8 If only one nomination has been received for a position that person will be deemed elected or otherwise by agreement of a 2/3 majority of delegates present at the Annual National Conference.

1.9 The Returning Officer will conduct the election, refer to section 28 of the constitution.

1.10 Each nominee or their representative will give a short presentation followed by answers to questions from delegates.

1.11 Each candidate can appoint a scrutineer for the ballot.

1.12 NOTE: If an Office Bearer who has served two consecutive terms seeks to renominate then the eligibility of the nomination will be considered by the conference before proceeding to the ballot, according to provision in clause 28.3.

1.13 The format of the nomination form is in Appendix 1.

1.14 Nomination forms are obtainable from National/State Secretaries.

## 2. Voting Procedure

2.1. Delegates who have instructions from their states to block consensus on the initial wording of a particular proposal should declare such conditions before an issue is discussed. Delegates should indicate if there are any conditions under which they can participate in consensus.

2.2. Observers shall have limited speaking rights. Speaking rights of observers will be determined by the meeting.

2.3. A "reasonable period of time" before a procedural question/motion is put to move the meeting into voting meeting procedure to be defined as:

1. when the time limit on an agenda item under discussion has passed; and
2. any resolution by consensus is unlikely to be reached quickly; or
3. when consensus on a proposal is continually blocked and there is obviously no movement towards resolution by consensus; and
4. all avenues to reach consensus have failed, e.g.
5. small group process;
6. objectors to a proposal prepared to step aside; and
7. new proposals or amendments put forward to address concerns raised defeated.

2.4. When a "reasonable period of time", as defined above, has passed and a decision cannot be deferred, the facilitator of the meeting may call for a procedural motion to allow the meeting to move into voting meeting procedure so that a vote may be taken.

2.5. If consensus cannot be reached under the process outlined in item 2.1, then a delegate may call for a procedural motion.

2.6. Once the procedural motion has a mover and a seconder then a vote will be taken by a show of hands and recorded.

2.7. A two-thirds majority of delegates present in favour of moving to a vote will deem the procedural motion carried and the meeting will move into voting meeting procedure.

2.8. The facilitator will confirm that the presenter of the original proposal agrees to move it as the substantive motion, and will call for a seconder for that motion. The following order of debate will be followed to clarify the motion to be voted on and will precede the taking of the vote:

1. mover (5 mins);
2. seconder (unless reserves rights) (3 mins);
3. speakers from a speakers list (one if seconder has reserved, two if not) (3 mins);
4. mover's right of reply (3 mins); and

5. a vote taken.

2.9. When the meeting has moved into voting procedure, the order of debate for an amendment is the same as for a motion, except that there is no right of reply.

1. A debate on an amendment suspends debate on the motion.
2. As the amendment is a separate question, speakers who have already spoken to the proposal may speak to the amendment.
3. Once the amendment has been voted on, debate on the motion resumes where it was suspended.

2.9.4 NOTE:

1. Any amendment needs a mover and seconder
2. If the mover and seconder of the original motion agree with the amendment put forward then it will be automatically included as part of the motion to be voted on.
3. If the mover and seconder of the original motion do not agree with the amendment, but subsequently the amendment is carried then the mover and seconder of the amendment become the mover and seconder of the "new" substantive motion.

2.10. Voting will be carried out by a show of hands and delegates votes recorded; delegates' abstentions may be recorded but will not count as votes for or against.

2.11. A motion will be deemed carried by a two-thirds majority of delegates present, as prescribed by the constitution.

2.12. Once the vote has been taken the meeting will revert back to the consensus process.

2.13. If some aspect of formal meeting procedure is not covered by these by-laws the meeting should refer to the reference book by Renton [\[1\]](#) on meeting procedure.

1 Renton, N.E. Guide for Meetings and Organisations, ISBN 0 455 203 024

## **3. Postal Ballot Procedure**

**3.1** The purposes of plebiscites are to:

1. make Party policy;
2. amend current Party policy;
3. amend the Constitution;
4. decide on any other matters referred by National Council.

**3.2** National Council will appoint an ad hoc Plebiscite Working Group, comprising one delegate from each member body, to determine the wording for arguments "for" and "against" the proposal.

1. The Plebiscite Working Group will seek input from those known to be supporters and opponents of the proposal, and may delegate the formulation of each case to the respective group.
2. The word limit for the "for" and "against" arguments will be 1000 words each.
3. The Plebiscite Working Group will provide the Returning Officer with the proposal and the accompanying arguments no later than four weeks after the initiation of the plebiscite.
4. Names are not to be attached to "for" and "against" arguments.
5. If, three weeks after the initiation of the plebiscite the proposal is not agreed to by consensus, an agreement by a two thirds majority will enable the ballot to proceed.

### **3.3 Voters' Roll**

1. The National Membership Secretary will be responsible for keeping a current roll of eligible voting members.
2. If a national roll is not available, the National Membership Secretary will, within seven (7) days of the decision to hold a plebiscite, request membership rolls from the states, and the states must supply their membership rolls including necessary name and address information to the National Membership Secretary within a further seven (7) days for their membership to be eligible to vote.
3. A copy of the voters' roll, detailing all members eligible to vote in a particular ballot, must be provided to the Returning Officer within twenty-one (21) days of the decision to initiate a plebiscite.
4. Eligibility for voting in party plebiscites will be determined on the basis of current financial membership of the Australian Greens.
5. The Returning Officer will retain the voters' roll and the ballot papers one year from the close of the ballot.

6. Any member may inspect, but may not copy, the voters' roll by arrangement with and in the presence of the Returning Officer during the period in which it is retained.

### **3.4 Ballot paper**

1. The ballot paper is the written instrument, drawn up by the Returning Officer, upon which the member may cast a vote.
2. The ballot paper may contain more than one proposal for ballot.
3. The ballot paper will contain or be accompanied by such instructions to members as considered necessary to guarantee the identity of the voters and secrecy of the ballot, including the requirements to be satisfied for the member's vote to be accepted to the count.
4. Only one member's vote will be recorded on a given ballot paper.

### **3.5 Return of Votes**

1. The closing date for the poll will be at least twenty-one (21) days, but not more than twenty eight (28) days from the date of posting or distributing the ballot papers.
2. The completed ballot papers must be received at the designated postal address by the date and time specified by the Returning Officer.

### **3.6 Security and Count of the Ballot**

1. The Returning Officer will appoint sufficient Assistant Returning Officers to ensure the efficient counting of the ballot papers.
2. The counting of the ballot papers will be done at a time and place nominated by the Returning Officer.
3. The Returning Officer will advise any member who should so request, of such time and place.
4. Only members nominated by a voting entity at National Council (eg each State party) will be eligible to attend the count as scrutineers, up to a limit of three scrutineers representing each entity.
5. Candidates are not permitted to attend any count of a ballot on which their name appears.
6. The Returning Officer may exclude any person from the count.
7. The Returning Officer must ensure that all ballot papers are kept in a secure location and are not opened prior to the commencement of the count.
8. No person present at or involved in the count may divulge information about which members voted in the ballot or the manner in which they voted.

### **3.7 Announcement of the result**

1. The result of a ballot will be announced by the Returning Officer on the completion of counting.

2. The result will be posted on the Australian Greens website and notified to State Secretaries at the earliest opportunity.
3. Members will be informed of the result of the ballot via email bulletin and through the Green magazine.
4. The outcome of a ballot will take effect from the date of the count unless a later date has been specified in the Constitution or as part of the substance of the ballot question itself.
5. The results of a ballot of the membership, as declared by the National Returning Officer, will be:
  1. considered definitive as to the opinion of the membership, and
  2. binding on all members, officers and bodies of the Party.

**3.8** A question which has been determined by plebiscite may not be re-balloted within twelve months following the declaration of that ballot unless required by the constitution or as a consequential requirement of the plebiscite.

**3.9** National Council may appoint the Australian Electoral Office to conduct the referendum.

## 4. Policy Documents

as passed November 2011 National Conference

4.1 That the Australian Greens policy platform is structured in the following way:

Categories based on the four pillars each comprising:

4.1.1 Preamble for each category: approximately 2 paragraphs

4.1.2 Principles and aims for each policy: approximately 1-2 page document

4.1.3 Key priorities document: outlining key priorities, as determined by National Conference from time to time, which will be in the form of a sentence and are to be drafted so as to provide guidance to the parliamentarians on the development of policy initiatives.

4.2 That Policy Initiatives with costings are developed by the federal parliamentarians with input from the party membership as proposed below.

4.3 That policy initiatives must not be inconsistent with the policy platform of the Australian Greens.

4.4 That the process for developing the Australian Greens' policy platform is as follows:

4.4.1 That typically, member engagement with Policy Initiatives occurs as follows:

4.4.1.1 Development of a template for individual members groups or states to propose an Initiative based on a party policy, which would be submitted to AGPCC in the first instance and then forwarded to Party Room liaison person for the Party Room to consider.

4.4.1.2 Feedback from the Party Room should be tabled at a AGPCC meeting and forwarded to the proposer.

4.4.1.3 Wherever possible, via AGPCC, Federal parliamentarians will consult with members, groups and states regarding a Party Room initiated draft idea or Initiative.

4.4.2 Where time restraints and other sensitivities require Party Room initiatives to be developed without consultation, the AGPCC is informed and the Initiative is tabled with a rationale for noting.

4.4.3 That a report from the national policy convenor be a standing item in Notes from National.

## 5. Register of Members

It is a requirement of incorporation to keep a register of members and have this register available for inspection by members. This register can be held by the National Secretary or by the Membership Secretary. The following by-laws specify access and conditions regarding that access to the Register of Members.

5.1. The information contained within the lists consists solely of each member's name, address and date of joining the Greens.

5.2. The locations at which the register will be kept for inspection will be agreed to by the National Council. The register cannot be moved from these locations without prior authority of the National Council.

5.3. The membership list is not to be used without the express permission of two Australian Greens office bearers and the relevant state party.

5.4. The register can only be inspected in the presence of the Public Officer, Secretary, or other person authorised by the National Council to hold a copy of the register, at times that suit these people.

5.5. Members are not allowed to copy any contents of the register while inspecting it.

5.6. Members who wish to communicate in writing with groups of other members can only do so through the recognised party publications and mailouts, as allowed for in clause 9.5, and not through using the address information contained in the register of members.

5.7. A confidentiality agreement will be signed by any member wishing to inspect the register of members as well as those office bearers holding copies of the register.

# 6. Australian Greens Coordinating Group (AGCG)

as amended at November 2011 National Conference

## Membership

1. AGCG shall consist of:

- the Convenor;
- the Deputy Convenor;
- the Secretary;
- the Deputy Secretary;
- the Treasurer;
- the Deputy Treasurer;
- three (3) members elected by proportional representation at National Conference.
- A Party Room representative which is non-voting and non-blocking member
- The National Manager (ex officio) who is a non-voting, non-blocking member

2. In line with principles of affirmative action, it is important, if possible, that

- i. each state and territory is represented on AGCG; and
- ii. that gender equity is achieved.

3. Affirmative action in that order of priority should be considered at the time of nomination to the positions and made clear to the delegates to National Conference before the election of these positions. Affirmative action cannot be imposed after the election.

4. Appointment is for the term up to the end of the following Annual National Conference.

5. All employees of AG must, when requested, attend AGCG meetings in an ex officio capacity (ie: non-members who attend in an advisory/reporting capacity) and this is treated as working hours.

6. If an AGCG member who is not a National Office Bearer fails to attend three consecutive AGCG meetings without leave, their position as an AGCG member immediately becomes vacant and the Quick Decision Making Group (QDMG) or the next available National Council may appoint an interim AGCG member for the remainder of the term.

7. AGCG members may be granted a temporary leave of absence by AGCG up to a maximum period of three months. In order to ensure that AGCG can continue to operate, the quorum for AGCG meetings shall be reduced by one, applicable only whenever one or more AGCG members are granted temporary leave of absence.

## **Communication and Decision Making**

8. The quorum for AGCG meetings and decisions is one half of the total number of members (a total of 11, which includes non-voting members). Notwithstanding this, quorum is not present unless any two of the six office bearers, National Convenor, National Deputy Convenor, National Secretary, National Deputy Secretary, National Treasurer or National Deputy Treasurer are in attendance.

9. Meetings will be held at least once every two months, generally by phone link up, and at least four weeks before each National meeting - or more frequently as required.

10. AGCG will meet at each National meeting.

11. Discussion and decisions may be conducted electronically with decisions being deemed to have been made subject to consensus being achieved amongst those participating in the discussion provided that a quorate number of AGCG members participate in making the decision.

12. Any decisions deemed to have been made electronically must be recorded.

## **Roles of AGCG**

### **General**

13. AGCG is responsible for the day-to-day administrative management of the Australian Greens. It operates on the basis of undertaking administrative activities directly and/or overseeing the work of others who have been delegated tasks by AGCG or by National Council. Accordingly, AGCG will:

- ensure all National Council decisions are implemented;
- ensure all legal obligations are met, e.g. reporting to the Australian Electoral Commission or to the ACT Registrar of Associations;
- support and facilitate the overall functioning of the party;
- be collectively responsible for the management of staff, volunteers, and contractors;
- be responsible for managing the allocation of the total approved expenditure towards the functioning of the party and achievement of the agreed aims of National Council;
- provide detailed written reports to National Council; and

- do any other tasks specifically delegated by National Council.
- Coordinate submissions on behalf of AG to relevant parliamentary inquiries subject to input from relevant officeholders, relevant parliamentarians, working groups, the National Policy Coordinator and the Senators' Director of Policy.

## **Publications**

14. In the absence of any relevant working groups or by-laws, AGCG will approve and accept responsibility for the suitability and accuracy of the content of all Australian Greens publications (eg: website, magazines, brochures, general information).

## **Office bearers**

15. AGCG will:

- give support to the office bearers in the performance of their duties as outlined in the Constitution;
- provide a forum for office bearers to raise issues of concern; and
- collectively advise office bearers on the following specific aspects of their respective roles.

## **Office functioning**

16. AGCG is collectively responsible for the AG office and will, in consultation with relevant staff:

- ensure efficient office functioning;
- ensure an organised, positive office environment is maintained;
- ensure detailed office procedures are documented for all office functions and that these are adhered to and regularly updated;
- ensure the office is appropriately and effectively staffed;
- ensure the office is appropriately resourced and equipped;
- oversee all appropriate secretarial, financial and other agreed functions as delegated from office bearer roles; and
- address any office problems or issues and refer to National Council if necessary.

## **Staff management**

17. AGCG is collectively responsible for recruitment of staff, and is collectively responsible for setting direction in relations to overseeing staff, volunteers and contractors, in accordance with Australian Greens procedures (if any) and

National Council decisions. AGCG will delegate line management of staff to one member, usually the Convenor.

18. Recommend new staff positions for National Council approval.

19. In accordance with Australian Greens recruitment procedures (if any) and relevant legislation, coordinate the production of position descriptions and implement selection processes for new staff positions approved by National Council and the filling of vacancies.

20. Maintain an effective staffing structure within approved budgets including the implementation of staff promotions and / or role changes after appropriate consultation with staff.

21. In accordance with Australian Greens procedures - including performance management and grievance procedures - and relevant legislation, dismiss staff or contractors.

### **General staff management**

22. Be responsible for ensuring that staff operate in accordance with the constitution and the decisions of National Council.

23. Oversee and manage all staff to ensure their roles are effectively carried out.

24. If necessary for particular purposes, delegate supervision of staff, volunteers and contractors.

25. Provide (or delegate) appropriate orientation, training and support for staff, volunteers and contractors.

26. Ensure staff are well treated and appropriately paid, as per their award which includes taking responsibility for issues such as industrial relations, occupational health and safety, insurance, working hours, entitlements, holidays and other leave and working conditions generally.

27. Ensure volunteers are appropriately trained, treated and acknowledged.

28. Consult with and consider staff needs, views and preferences on administrative matters.

### **Staff performance / concerns**

29. Ensure that performance expectations are clearly specified for staff and the performance is monitored according to those expectations.

30. Ensure staff are recognised and acknowledged for excellent or improved performance.

31. Pro-actively address any problems with staff performance.

32. Provide a forum for staff to raise issues or concerns.

33. Ensure issues or concerns raised by staff are appropriately and sensitively addressed.

34. Facilitate staff conflict resolution utilising outside mediation or counselling

as necessary and as per staff grievance procedure.

35. Conduct annual performance, salary and position description reviews of all staff.

36. Three months after employment, conduct performance and position description reviews of all new staff.

### **Procedures of AGCG**

37. All face to face meetings shall be open to any member of AG as observers except where AGCG deems it to be necessary for the meeting or sections of the meeting to be held in camera where matters for discussion pertain to legal, employment or politically sensitive material requiring confidentiality.

38. With the exception of any urgent meetings, the intended agenda for each meeting must be provided to each AGCG member at least two days before the meeting and made available to all other members of AG upon request.

39. All decisions shall be made by consensus. Where necessary, AGCG may seek the assistance of an outside facilitator in order to attempt to reach consensus.

40. In the event that consensus cannot be reached on a particular matter a vote may be taken in the usual manner as per section 36 of the constitution. An AGCG member may refer a matter to National Council for decision or to the QDMG for decision if there is insufficient time prior to the next National Council meeting.

41. AGCG shall keep minutes of all meetings, and a record of all decisions made, which shall be made available to members through the members only section of the website.

42. AGCG will provide minutes of meetings and decisions to QDMG within two weeks of those meetings and decisions. Any member of QDMG can request a review of AGCG decisions by a meeting of QDMG.

43. Decisions by AGCG that are within the scope of these Terms of Reference shall stand unless and until National Council or QDMG decides otherwise.

44. In matters relating to particular Working Groups, States or individual members, AGCG shall consult where possible with those affected before making decisions.

### **Budget**

45. AGCG is responsible for monitoring the overall budget of AG, as approved by National Council, including the financial activities of working groups which have specific budget allocations approved by National Council.

## **Anticipated Longevity**

46. AGCG is an ongoing working group of National Council.

# 7. Generic Terms of Reference for Working Groups

The National Council or the National Conference will approve all Terms of Reference for all national working groups.

## 7.1 Terms of Reference will specify:

1. name of the group;
2. whether the group membership be skills-based and/or represent the member states;
3. membership;
4. roles of the group and specification of its status/responsibilities/powers;
5. activities of the group where necessary with associated timelines;
6. budgetary considerations;
7. procedures for communication and decision making;
8. anticipated longevity of the group; and
9. reporting or accountability considerations

[In the case of policy groups these Terms of Reference should be checked against the guidelines for policy to make ensure consistency.]

## 7.2 Roles of the group and specification of its status/responsibilities/powers

The Terms of Reference will specify the type of working group and its corresponding status, responsibilities, authorities and powers. For example, the group could consist of a small core group with a specific mandate, or it might be a larger group with more general tasks.

## 7.3 Membership Considerations

7.3.1 Each working group will, where appropriate, have a minimum of one member from each State. The method of selection for state delegates should be democratic and follow wide advertisement of the existence of the working group, its mandated tasks and the working arrangements. The group should as general practice allow participation of additional interested Party members.

7.3.2 The group may, either at its discretion or at the discretion of the Greens as specified, seek out expert opinion/advice/guidance from members (and non-members as approved). Experts may be invited to participate in working group activities, but no non-member of the Party may be a member of the working group or be afforded voting or blocking rights.

7.3.3 In the first instance National Council will appoint an interim Convenor of the working group whilst the group is being established. Once it is formally established, the group will elect a Convenor by consensus.

7.3.4 Where a state delegate is unable to act at a particular meeting of the working group, that state may nominate a proxy. Where a parliamentary

delegate is unable to act at a particular meeting of the working group, that parliamentary delegate may nominate a proxy.

7.3.5 The working group may allow a state to have an observer, in addition to their state delegate, for the specific purpose of facilitating a handover from one delegate to another.

7.3.6 States may also nominate members as "email group observers" with read-only access to e-group discussions but holding no official status within the Working Group.

#### **7.4 Specifying activities of the group where necessary with associated timelines**

The working group or its appointing body will specify schedules and timelines for working group activities. This will include a schedule of meetings and dates for submissions from states for consideration by the working group.

#### **7.5 Budgetary considerations**

7.5.1 Working group budgets should cover costs of meetings, whether telephone conferences or face to face meetings involving travel by delegates and funding for a professional facilitator where necessary and where there is no suitable facilitator available in the Party.

7.5.2 Budgets must be approved by National Council or Conference.

7.5.3 Fundraising plans must be identified in the budget and must be coordinated with the work of the National Fundraiser.

7.5.4 The Convenor will be responsible for approving expenditure in the budget although any member may request funding for activities.

7.5.5 The convenor is responsible for acquittal in co-ordination with the National Treasurer.

#### **7.6 Procedures for communication and decision making**

7.6.1 To avoid a potential conflict of interest, National Council will determine on a case by case basis the appropriateness of voting rights for any Australian Greens employee on a working group, having reference to, among other things, whether the employee or their working conditions might be directed or determined by the working group.

7.6.2 Where possible, working groups will be facilitated by a trained and experienced facilitator.

7.6.3 Where it is anticipated that issues to be considered by the group will be contentious or controversial, members of the working group can request independent facilitation which can be sourced from inside or outside the party and paid if necessary.

7.6.4 The working group will develop agreed procedures for the conduct of meetings (including whether independent facilitation is required), for developing agendas, and for all other matters of significance to the work of the group.

7.6.5 It is desirable that all delegates to working groups are trained in consensus processes.

7.6.6 All meetings will be held in accordance with Australian Greens meeting procedures.

7.6.7 All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted, and be given the opportunity to recommend changes to them.

### **7.7 Anticipated Longevity**

7.7.1 The Terms of Reference should differentiate between one-off, specific purpose groups and standing/ongoing ones such as policy groups.

7.7.2 In the case of the former there would be an indication of when and how the group will wrap up.

7.7.3 In the case of the latter there would be proposals for review, changeover of convenors and possibly a notion of succession planning so that there is through flow of ideas and the possibility of entrenching power bases is moderated.

### **7.8 Reporting or accountability considerations**

The Terms of Reference will specify how when and to whom the group reports back on the results of its work.

# 8. Policy on Donations to the Australian Greens

as amended at National Conference November 2011

8.1 The Australian Greens (AG), as a party committed to enhancing Australia's democratic process, will pursue the model of publicly funded elections at all levels of government. Publicly funded elections would promote more equitable access and reduce the risk of corruption through donations.

8.2 In the current situation where donations, including gifts-in-kind as defined by the Australian Electoral Commission, are used by parties throughout the political cycle, AG, using transparent practices, will accept donations, subject to ethical review.

8.3 This Bylaw relates to donations from individuals and from legal entities.

8.4 In accordance with the above AG will –

8.4.1 Ensure that where any donor's cumulative donations to AG total \$1,500 or more within a twelve month period their donations are reviewed by the AG Donations Reference Group (DRG).

8.4.2 Seek to ensure that the values and aspirations of all donors are not inconsistent with those encapsulated in the policies and the Charter of the Australian Greens.

8.4.3 Accept donations only for supporting the aims of the Party.

8.4.4 Seek to ensure that no donation be accepted or retained if it gives rise to or is likely to give rise to a conflict of interest as defined below.

8.4.5 In negotiations with donors, the relevant campaign committee or other relevant body of the AG may enter into agreements with donors about expenditure in accordance with campaign or party priorities.

8.4.6 Ensure that federally elected Greens representatives, federal preselection candidates, endorsed candidates for a federal election, and members of the Greens do not solicit or accept personally any donation to be used for activities on behalf of the Party or to advance the member's standing within the Party including campaigning or fundraising, unless granted an exemption by the Donations Reference Group. Donations instead will be directed to AG, a State party or a local group.

8.4.7 Maintain transparency in donor identity by making public at the end of each three month period all donors and the cumulative total of their donations to AG over the previous twelve month period where those cumulative totals amount to \$1,500 or more.

8.4.8 Ensure that donations rejected as a result of this bylaw will be returned to the donor at the earliest opportunity.

8.5 The acceptance of any donation by AG does not imply endorsement of the activities, undertakings or processes of the donor.

8.6 Implementation of this donations bylaw will be overseen by the DRG.

8.7 It is the responsibility of the AG Treasurer to monitor all donations received or offered to AG and ensure all donations which are subject to review by the DRG, or may be subject to rejection under this bylaw are promptly referred to the DRG for consideration.

8.8 It is the responsibility of any other person receiving an offer of a donation to AG that the offer be referred to the AG Treasurer for possible action under this bylaw prior to the donation being accepted.

8.9 Any State may request the AG Treasurer to refer any donation it is aware of having been offered to or received by AG to the DRG for consideration.

## Definition of Donation

8.10 (from [www.aec.gov.au](http://www.aec.gov.au) "Funding and Disclosure Handbook for Donors and Third Parties")

A disposition of property or provision of a service for which no payment, or an inadequate payment, is received. The term includes cash and non-cash (gift-in-kind) transactions, but does not include commercial transactions or volunteer labour.

(NB. This is a summary and the full AEC definition should be consulted.)

Any loan received by or offered to AG by an individual or entity which is subject to an agreement including conditions that could result in the loan being converted to a donation on occurrence of a particular election result or event will also be subject to this policy.

## Definition of Conflict of Interest

8.11 AG adopts the OECD definition of conflict of interest which is:

A '**conflict of interest**' involves a **conflict** between the **public duty** and the **private interests** of a public official, in which the public official has private interests which could improperly influence the performance of their official duties and responsibilities.

**Public duty.** It is the duty of members of The Greens to uphold the Greens Charter and promote our policies. It is the public duty of elected representatives and other officials of The Greens to represent their constituents impartially and act without undue influence in the community interest.

**Private interests.** Candidates, elected representatives and other officials of The Greens are the beneficiaries of political donations directly or to the Party and hence have a private interest in those donations. They could be, or could be reasonably perceived to be, influenced by donations (and a desire to maintain them) in the conduct of their public duties. In general larger donations have a greater potential to give rise to the perception of a conflict of interest.

**Conflict.** Conflict arises where decisions are actually, potentially or perceived to be made against the public interest and/or duty as a result of private interests. In addition a conflict of interest exists if the donor is likely to receive a material benefit from a reasonably foreseeable decision that could be made by the Party or an elected Green, unless such benefit is likely to occur as a result of the donor being a member of such a broad class of beneficiary that their individual benefit is not readily identifiable or known or distinguishable from other members of that class.

A conflict of interest also still exists where a donation is received from a third party or associated entity related to the individual or entity where the conflict of interest originates.

Useful reading: Independent Commission Against Corruption, Crime and Misconduct Commission (2004) Managing conflicts of interest in the public sector. Guidelines.

# 9. Job Descriptions

Extent of Commitment: As these are entirely voluntary positions, all National Coordinators will devote time to this function to the extent possible, whilst recognising that available time during regular work hours may on many occasions be limited. The Coordinator positions can be shared.

## 9.1 National Campaign Coordinator

### 9.1.1 ROLE:

The role of the National Campaign Coordinator is to facilitate preparation for and smooth day-to-day running of The Greens federal election campaign, and to help raise the public profile of The Greens as a national party through coordinated activity, especially in relation to the Senate team.

### 9.1.2 RESPONSIBILITIES PRE-ELECTION:

Until an election is called, the National Campaign Coordinator's responsibilities are to:

1. establish a volunteer team to assist in campaign coordination;
2. establish and maintain contact files for The Greens and affiliated groups (local, state, national) and registers of other essential information (e.g. agreed election policies, opinion polls, market research, etc);
3. in conjunction with the ECT, prepare detailed plans and budgets for the national campaign and coordinate national events (e.g. speaking tours);
4. manage the budget and oversee fundraising for the national component of the federal election campaign;
5. coordinate the collection, analysis and distribution of electoral data as a basis for campaign planning, identification of priority Senate candidates, and decisions about preference allocation;
6. coordinate the preparation and distribution of training materials and a campaign handbook for candidates and campaign teams;
7. in conjunction with the ECT/PCG, Media Coordinator and Senate team, monitor polling, carry out market research and identify key themes and messages for the campaign; and
8. in conjunction with the Media Coordinator, prepare a media strategy to promote the Senate team and highlight key themes and messages.

### 9.1.3 RESPONSIBILITIES DURING ELECTION CAMPAIGN AND AFTER:

Responsibilities include the relevant tasks listed in 9.1.2, and in addition:

1. coordinate implementation of the election campaign plan;
2. organise national events as required;

3. prepare and circulate national campaign up-dates quickly;
4. maintain frequent personal contact with campaign coordinators in each State and the Senate campaign team;
5. refer inquiries to appropriate people (NOTE: Media Coordinator will be responsible for media. but Campaign Coordinator should refer media inquiries to appropriate contacts);
6. establish and co-ordinate election night tally, analysis and media contact point; and
7. oversee preparation, printing and distribution of initial round of election results and analysis.

#### 9.1.4 RESPONSIBLE TO:

The National Campaign Coordinator is responsible to the Election Campaign Team, and ultimately to the National Council.

## 9.2 Policy Coordinator

The Policy Coordinator for the Australian Greens is appointed by the Annual National Conference for a year at a time. The Coordinator can be, but does not have to be, a representative of a State or a Territory on the Policy Coordinating Group (PCG).

#### 9.2.1 RESPONSIBILITIES:

The Policy Coordinator:

1. facilitates the PCG;
2. arranges phone link-ups with the PCG whenever necessary;
3. is responsible for the budget of the PCG;
4. appoints convenors and deputy convenors of documents in collaboration with the PCG;
5. controls the production of policy documents in accordance with the constitution;
6. reports to National Council on the progress of the PCG;
7. keeps address lists of policy convenors, deputy convenors, state contacts, and members of the PCG;
8. tries to make convenors deliver drafts on time, either directly or through State representatives on the PCG;
9. directs the work of the PCG on quality control and compatibility checks of policy drafts; and
10. edits the final drafts (this task can be delegated).

9.2.2 It is necessary for the Coordinator to have access to (order of importance): phone, letter writing material, computer and word processor, e-mail facility, photocopier and fax.

9.2.3 It is important but not necessary for the Policy Coordinator to be persuasive when attempting to make convenors deliver documents, to be tolerant of a multitude of different opinions and to be infinitely patient.

### **9.3 International Secretary**

The International Secretary is appointed by the Australian Greens Annual Conference. His/her/their responsibilities, in liaison with national office staff, include:

1. keeping an up-to-date database of overseas Green Parties, Associations, federations and kindred NGOs;
2. receiving, disseminating and responding to information and correspondence from overseas Green Parties, Associations, Federations and kindred NGOs;
3. receiving and disseminating information about international conferences, meetings, campaigns and events, including editing a regular newsletter and ensuring postings to the website;
4. convening the Australian Greens international focus group;
5. liaising with International contact persons in the State and Territory parties, including facilitation of mentor relationship with developing Asia-Pacific Greens parties;
6. liaising regularly with the Members of Parliament on relevant issues;
7. liaising with the executive of the Australian Greens about the Asia Pacific Federation of Green Parties and the Green Shield initiative;
8. ensuring that the resolutions passed at the Global Greens Conference 2001 are considered and actioned appropriately;
9. communicating with the Australian Greens about issues related to the Global Green Charter;
10. maintaining a list of country/regional experts with connections to the Australian Greens;
11. responsibility to the National Council of the Australian Greens; and
12. liaising with the National Executive, Parliamentarians, and State and Territory parties.

### **9.4 National Membership Secretary**

The National Membership Secretary is appointed by the Australian Greens Annual Conference. His/her/their responsibilities, in liaison with national office staff, include to:

1. act on behalf of the secretary to keep a record of the current national membership, as required by the constitution;

2. obtain the data required for mailing Green magazine and other national mail-outs such as the annual report and letters from Senators;
3. in accordance with the resolution of the 2002 National Conference, assist in changing state constitutions and processes to permit members to transfer between states without needing to apply for membership and without waiting periods;
4. facilitate the standardisation of database software and fields between states/territories, when required, to allow for the simplified collection of data at the national level;
5. assist in examining the possibilities for an on-line membership database;
6. assist in the exchange of information between states/territories on membership issues and to assist in organising database systems;
7. assist the Northern Territory Greens with membership records;
8. oversee the on-line membership application system from the national web site to ensure that it is operating effectively and securely and in accordance with state parties; and
9. perform other membership-related tasks as requested by National Council.

# **10. Donations Reference Group Terms of Reference**

October 2006 (amended November 2010)

## **10.1 Role/Responsibility**

10.1.1. The Donations Reference Group (DRG) is to consider donations received by the Australian Greens (AG) according to the National Donations Bylaw and any additional guidelines provided by National Council from time to time.

10.1.2. The DRG will aim to make decisions on whether to accept donations to AG within 3 working days of the donation being referred to the DRG, subject to the need to undertake an appropriate level of research, consultation and discussion in relation to the respective donations.

10.1.3. If requested by a State party or local group in receipt of a donation, the DRG will consider and advise on the donation in the context of the National Donations Bylaw and National Council guidelines, as requested.

10.1.4. The DRG will monitor the effectiveness of the National Donations Bylaw and additional guidelines in their application to the deliberations of the working group and will propose amendments to National Council as required.

## **10.2 Membership**

10.2.1 The membership of the DRG comprises the National Treasurer, National Convenor and National Manager each in an ex-officio and non-voting capacity who will act as the convenor of the group, and one representative for each State.

10.2.2 The National Treasurer shall convene the DRG.

10.2.3. States will be responsible for their membership appointments. Members may be appointed for a fixed term or on an ad hoc basis.

## **10.3 Communication and decision making**

10.3.1 All meetings of the DRG shall be conducted in accordance with AG meeting procedures for communication and decision making.

10.3.2 Meetings may take place face to face, by telephone or by email or other electronic means.

10.3.3 The quorum for DRG decisions is two thirds of the voting membership.

10.3.4 Where possible, decisions will be by consensus, otherwise by a two-thirds majority. Minority views on an issue will be recorded.

10.3.5 Where a decision to accept a donation is not agreed by at least a two-thirds majority the donation will be refused.

10.3.6 All meetings will be recorded in minutes or on tape.

#### **10.4 Budget**

10.4.1 The DRG shall only expend funds provided by AG where this is in accordance with a budget that has been endorsed by National Council.

10.4.2 The DRG has no authority to incur debt or secure loans on behalf of the party.

#### **10.5 Reporting and accountability**

10.5.1 The National Treasurer will furnish an activity report to each meeting of National Council and Conference on behalf of the DRG.

#### **10.6 Anticipated longevity**

10.6.1 The DRG is an ongoing working group of National Council.

# 11. Observers on e-lists

11.1 States can nominate members to act as "Email group observers" who shall have read-only access to e-group discussions, but hold no official status within the Working Group.

11.2 Any member seeking observer status on an elist will request their state membership officer to forward their request with verification of membership status to the administrator of the elist and send a copy back to member.

11.3 National Working Groups have the discretion to afford a state, a state observer, in addition to their delegate, for the specific purpose of facilitating a handover from one delegate to another.

11.4 An observer can have their observer status revoked by a decision of the Quick Decision Making Group (QDMG).

11.5 States are to regularly review observer membership on elists.

11.6 The administrator of elists will undertake an annual review.

11.7 That the elists for the following committees or groups be closed to observers:-

11.7.1 Australian Greens Coordinating Group (AGCG) Coordinating Committee

11.7.2. National Election Campaign Committee (NECC)

11.7.3 Quick Decision-Making Group (QDMG)

11.7.4 Preferences Working Group

11.7.5 Strategic Plan Working Group

## **12. Submissions to National Council or National Conference**

- 12.1-12.6 passed October 2006 National Conference
- 12.7-12.8 passed March 2004 National Council
- 12.9 passed July 2008 National Council
- 12.10 passed March 2009 National Council
- 12.11 passed November 2011 National Conference

12.1 A proposal to the National Organisation may be submitted by a:

- 12.1.1 Constituent Group (local group/branch, electorate branch, regional group);
- 12.1.2 Member Body (State Party)
- 12.1.3 National Working Group
- 12.1.4 National Office Bearer
- 12.1.5 Greens Member of Parliament
- 12.1.6 National Delegate

12.2 The deadline for normal proposals for National Council or Conference to be submitted to the National Secretary is six weeks before the meeting.

12.3 A proposal submitted after the deadline for normal proposals but more than three weeks before the meeting can be accepted provided it is:

- 12.3.1 The result of a working group and there is an expectation that a proposal will be coming to the meeting
- 12.3.2 Genuinely urgent, not controversial, consistent with an existing policy, and, there is not a request for money
- 12.3.3 A modification of already circulated proposals where feedback has been received and they are an attempt to represent a position closer to a consensus position
- 12.3.4 Accepted by the meeting as an urgency proposal.

12.4 A proposal submitted three weeks or less before the meeting can only be considered if deemed by the meeting to be an urgency proposal.

12.5 A proposal submitted after the deadline for a normal proposal may be considered as an urgency proposal if the meeting determines one or more of the following:

- 12.5.1 There would be a serious consequence to the party from not making a decision at this National meeting

12.5.2 A decision cannot wait for material reasons (for example a donation to a disaster fund, agreeing preferences, by-elections or snap elections)

12.5.3 the QDMG has not met, or is not able to meet, to deal with the situation.

12.6 The deadline for reports to be submitted to the National Secretary is three weeks before the meeting.

12.7 Each proposal submission must be in 2 parts: Proposal and Background, and that any proposals relating to an issue (as opposed to process) must have a third part: Strategic Impact Statement and Action Plan.

12.7.1 The Proposal component of the submission is to be a concise statement of what the meeting is being invited to decide. [For example a request to: spend money, make a recommendation to state parties, amend the constitution, make a policy statement, or spend a period discussing a matter formally].

12.7.2 The Background component of the submission is to contain material that supports or explains the Proposal, it may also be a report on issues or matters of party management.

12.7.3. The proposal template for use at National Council and National Conference be amended to incorporate the following two additional questions:

- 1) How does this proposal relate to existing Greens policies – both at the national and the State level?
- 2) What is the strategy to communicate the outcome of this proposal to:
  - State Greens parties
  - Greens members and supporters

12.7.4 The proposal template for use at National Council and National Conference incorporate a ‘check box’ of issues that proposers are encouraged to consider prior to submission. This would take the following format:-

In developing this proposal, have you considered the following issues in the table. Delegates are not required to provide a written response to these issues. Rather, consideration of these issues is intended to assist States and Territories in preparing a stronger more robust proposal prior to circulation.

- Identifying groups within the community that are likely to be supportive?
- Identifying the groups within the community that are likely to be actively campaign against this proposal?
- Strategies to engage with community support for this proposal?
- Strategies to counter any negative reaction to this proposal?

To assist discussions at National Council/Conference, Delegates are requested to be prepared to provide relevant information on these issues if/when requested by delegates.

12.8 The Secretary shall take all Proposals submitted for the coming meeting (without their Background materials), number them and place them into a single index document - the Proposals Page - which is then placed on the web site.

12.8.1 Each item on the agenda should then contain the numbers of the Proposal(s) to be discussed in it.

12.8.2 Each Background is also placed on the members' web site as a separate document, hot-linked to (i.e clickable from) the relevant Proposal on the Proposals Page.

12.8.3 Agenda items such as reports which contain no Proposals should be numbered and hot linked to the Agenda as well as a description of how/when if circulated.

### **Notification of Dissent**

12.9 That where there is significant disagreement or issues requiring resolution with a proposal as put on the meeting paper, those states or territories with issues are encouraged to contact the proposer to begin the process of trying to find a consensus position, or at least clearly identify the points of difference, so this information is available to all delegates before Conference/Council begins.

### **Public Statements**

12.10 National Council resolves that:

12.10.1 There be a media event at each National Council/ Conference, involving relevant Federal MPs, State MPs, Local Government representatives and candidates, to announce any resolution passed in the 'Public Statement' agenda item.

12.10.2 A 'Public Statement' is to be a standing agenda item on the first day of each National Council/Conference.

12.10.3 Any such resolution be distributed at least 5 days prior to the Council/ Conference unless that is not practicable.

12.10.4 Responsibility for organising each media event and confirming content with all affected MPs and candidates is to lie with the most appropriate elected parliamentary representative in the State in which the Council/Conference is

held. Where there is no elected representative, responsibility shall lie with the Senator responsible for that State".

### **Policy Initiatives**

12.11.1 The AGPCC will table all Policy Initiatives at a National Council meeting.

12.11.2 That policy matters, including Policy Initiatives, be a standing item on every national meeting agenda.

## **13. Protecting the Australian Greens Logo**

13.1 The Australian Greens license the use of their trademarked logo to all Australian Greens State and Territory Parties and all official branches/ local groups affiliated with each State and Territory Party, and all elected representatives for the purposes outlined below.

13.2 The license of the Australian Greens logo is specifically for the following purposes:

13.2.1 Official Greens correspondence. The definition of official Greens correspondence shall be: correspondence of a State or Local Group office bearer or elected representative as part of the implementation of their official duties, correspondence of a greens member as directed by the property constituted decision making body of any of the Australian Greens State and Territory Parties, or an official branch/ local group.

13.2.2 All Official Greens advertising materials.

13.3 The Australian Greens logo will not be licensed to be used by any individual member of the Australian Greens, for personal matters or unofficial Greens activities

13.4 Any use of the Greens logo other than as defined above will be treated as a breach of Australian law, and reasonable efforts, including litigation, shall be pursued for unauthorised use of the Australian Greens trademarks.

13.5 The above defined uses are subject to review and amendment by National Council at any time.

# 14. Protection of Australian Greens Reputation

## 14.1 Scope

14.1.1 This process to protect the Australian Greens reputation relates to members, spokespeople and candidates of the Greens.

## 14.2 Process to protect the Australian Greens Reputation

14.2.1 In response to concerns raised by a State, group or member, NECC will consider the public comments, particularly as they relate to their potential to impact the Greens reputation around Australia, and decide whether to conduct a formal review

14.2.2 The NECC has the following authority to protect the Greens reputation:  
Make a direct request to a candidate, spokesperson or Greens member to retract, rectify and/ or apologise for their actions.  
Recommend to the appropriate State organisation, that disendorsement procedures are initiated.

## 14.3 Process of NECC's decision making

14.3.1 NECC will consider the request to review public comments and make a recommendation for action, if required. This decision will be made by consensus. Where consensus cannot be achieved within a reasonable timeframe, NECC will make a decision by 2/3 majority vote.

# 15. National Membership Database

June 2006

15.1 These guidelines do not cover Green magazine which has its own guidelines and subscription process.

15.2 These guidelines do not cover national postal votes as outlined in section 37 of the constitution.

15.3 The Membership Database may not be used to knowingly seek to influence decisions that will be taken at council or conference unless a range of positions is covered as determined and approved by the Quick Decision Making Group.

15.4 The Membership Database will not be used to directly influence preselection for any elected position within the party, for local government or for State or Federal Parliament.

15.4.1 This will not limit current office bearers in carrying out the standard functions of their elected position.

15.4.2 Directly influence is deemed to mean directly declaring a person is contesting an internal party election, which may or may not include expressions of support or opposition for said candidate.

15.4.3 Any material to be distributed through the national database produced by or regarding a candidate for internal Australian Greens elected office, or candidates for preselection, will be passed to the relevant Returning Officer (RO) prior to publication. Where the RO identifies issues of concern to the election, the Returning Officer will communicate them directly to the author for possible correction.

The Returning Officer has to notify the National Office of candidates for an internal election.

15.5 The membership database may not be used to indirectly influence preselection where indirect influence is deemed to mean indirectly promoting a member who has formally nominated for an internal party election during the period until the completion of said election process.

15.6 Communications on external party matters (including Global Greens issues) shall be authorised by two national office bearers.

15.7 The database will be located at the National Office.

15.8 The frequency of communications will be:

15.8.1 One national bulletin per month; this will contain communication from the party and national elected representatives of the party.

15.8.2 Other news items can be sent out but one should be mindful of not clogging up inboxes; no prescribed limit on number of communications.

15.9 The content of the database will be:

15.9.1 Name

15.9.2 Address

15.9.3 Phone

15.9.4 Email

15.9.5 Date joined and lapsed

15.9.6 Other information if wanted -optional

15.9.7 The information from 15.9.1-15.9.5 will be supplied to the extent that members supply the information to the state.

15.10 That three layers of communication be recognised being; prohibited, controversial and non-controversial.

15.11 The approval mechanisms for controversial be decision by QDMG and non-controversial be decision by 2 national Office Bearers.

15.12 That material for dissemination through the National Database is defined as follows:

15.12.1 Proscribed material:

- a) That which has a direct or indirect influence on pre-selection.
- b) Fundraising by one state party directed to members of other state parties

15.12.2 Controversial material:

- a) Internal party issues such as proposals to Council or Conference
- b) Internal policy discussions
- c) Fundraising for the Australian Greens

15.12.3 Non-controversial material:

1. Announcement of Council and Conference meetings, deadlines, agenda etc.
2. External information from State Parliaments, Federal Parliament and Global Greens
3. Subscription to greens media lists
4. Campaigns

5. Application of policies
6. Volunteer options at national office
7. Volunteer options at state and territory party offices as requested by the relevant state or territory and as requested by the state and territory party offices
8. Employment opportunities and tenders

#### 15.12.4 Undecided material:

If material does not fall into the category of proscribed material or non-controversial material, then it is controversial.

15.13 A Quick Decision Making Group of office bearers and participating states will determine whether material that is controversial can be disseminated to the membership.

## **16. Minutes of bodies within the Australian Greens**

16.1 That all bodies, working groups, committees and organs of the Australian Greens shall keep minutes of all meetings held, including a record of all decisions taken.

16.2 That all national council agenda items and minutes of Australian Greens meetings be available to all members.

16.3 That all e-lists shall keep a record of decisions taken on e-lists where these decisions dictate or in anyway bind the Australian Greens, and these shall be in the form of proposal and decision made.

16.4 That a list of Group coordinators or Group contact people be listed on the members web site and they will provide minutes and decisions to members after checking their membership with state/territory or National Officer on request.

# 17. Safe Environment Needs for a Greens Meeting

17.1 It is expected that participants will have the following intentions

17.1.1 Be here in good faith with the goal of what is in the best interest of the Greens.

17.1.2 Have the intention of reaching consensus and a commitment to consensus decision making.

17.1.3 Goodwill towards all participants.

17.1.4 Not bring previous differences, difficulties and problems to this meeting.

17.1.5 Be honest

17.2 It is expected that participants will demonstrate the following behaviours:

17.2.1 Follow procedures laid down in the past which are known to be positive and successful.

17.2.2 Listen without preconceptions, be open to new ideas.

17.2.3 Show respect for others opinions.

17.2.4 Address the issue not the person.

17.2.5 No aggressive verbal or non-verbal interaction.

17.2.6 No interjections or asides.

17.2.7 Some of us can express ourselves better than others, try not to overwhelm with your superior oratory skills.

17.2.8 Leave the room if you don't want to listen.

17.2.9 If you want to have a conversation have it far enough away from the room for it not to disturb the participants.

# 18. Finances

Dec 2002

18.1 There should be direct communication, meaning one to one with no intermediary, between the National Treasurer and state treasurers.

18.2 States shall inform the National Treasurer quickly of decisions that have financial implications for the Australian Greens. Australian Greens office-bearers will act in a similar way with respect to financial matters that impinge on states.

18.3 States shall undertake to make decisions with financial implications for the Australian Greens in a timely manner as far as possible and in any case to inform the National Treasurer of the timeframe for such decisions to enable forward planning and communication/consultation where relevant. The Australian Greens office-bearers will act in a similar way with respect to financial matters that impinge on states.

18.4 That the Australian Greens should be kept informed of state-initiated decisions about tithing and included in the decision-making process.

# 19. Code of Conduct for Green MPs

Sep 2002

## 19.1 Principles

The Greens, as a party committed to grassroots democracy and accountable conduct, have a responsibility to enhance our democratic structures and to ensure that Greens MPs:

19.1.1 are accountable for their conduct;

19.1.2 conduct themselves ethically, with probity and in a way that will not bring disrepute on the Party;

19.1.3 promote responsible behaviour of MPs with respect to parliamentary allowances.

The Greens believe in an open and accountable system for remunerating MPs and in uniformity between Australian Parliaments with regard to entitlements and superannuation.

## 19.2 Goals

19.2.1 That Greens MPs will always and automatically put the 'greater good' before their own 'direct' interests in terms of their parliamentary salary, allowances and 'perks of office'.

19.2.2 That Greens MPs will be guided by the Party's Code of Conduct (adopted Australian Greens National Conference 2001) and observe the following Parliamentary behaviour:

a) avoid conflicts of interest by declaring pecuniary interests in any matter related to their duty as an MP, and disclose any real, perceived or potential conflict of interest;

b) co-operate in a common endeavour to make the nation's parliaments more people-friendly places by using plain English in parliamentary debates;

c) desist from using abuse when addressing fellow MPs in the parliament;

- d) carry out their official duties and arrange their private financial affairs in ways that protect the public interest and enhance public confidence in the parliamentary process;
- e) work to promote the separate sovereign status of our parliaments by advocating the removal of symbols and language that link Australian parliaments with our colonial past, such as the 'Honourable' title and the royal coat of arms;
- f) agree not to make personal use of their frequent flyer points amassed from work commitments;
- g) refuse to accept any form of personal gift (except of nominal value) or free passes to sporting, cultural and other activities (except when attendance is directly related to their parliamentary work);
- h) foster family friendly working conditions and hours of work, and the provision of child care facilities in our parliaments;
- i) work to remove any subsidy on drink and food in parliamentarians' dining facilities.

### 19.3 Short Term Targets

The Australian Greens will work towards:

#### 19.3.1 Publicly available annual reports of how entitlements and allowances are used

- a) A requirement that all MPs lodge with their parliamentary library a publicly available annual report of full details of:
  - b) how their entitlements and allowances, including staff travel and entitlements were spent;
  - c) travel undertaken including destination, purpose of travel.

#### 19.3.2 Pay reviews

19.3.2.1 Promoting the principle of tying increases in MPs' base pay rate to increases in the Total Average Weekly Earnings. (So that increases in MPs' base pay rate would be no greater than

increases in Total Average Weekly earnings; as per the aged pension.)

### 19.3.3 Remuneration Tribunal

19.3.3.1 Prompting remuneration tribunals responsible for determining MPs' entitlements and allowances to become more representative of the community and to allow for public submissions.

### 19.3.4 Electoral allowance

19.3.4.1 MPs being required to disclose in full how their electoral allowance is spent.

a) The Auditor General having the responsibility and resources to conduct annual reviews to ensure that all relevant expenditure (of MPs' electoral allowance) is proper and accounted for.

### 19.3.5 Parliamentary Superannuation

19.3.5.1 An independent tribunal to determine MPs' superannuation contributions and entitlements; with MPs being able to make submissions to this tribunal but not being able to determine scheme criteria and benefits.

19.3.5.2 MPs' superannuation schemes being brought into line with superannuation schemes used by the general community (ie, MPs' superannuation schemes be no more 'generous' overall than other superannuation schemes).

19.3.5.3 MPs having the option, if their superannuation schemes are not brought into line with schemes used by the general community, of leaving their parliamentary superannuation scheme for a scheme in use by the general community.

#### 19.3.5.4

All parliamentary superannuation schemes being required to use ethical investment principles.

## **20. Observer Participation**

Passed July National Council 2008

20.1 Observers should generally raise an issue with their State delegates if they have something to say about a matter under discussion.

20.2 Observers may speak if they have new, relevant and important information for the meeting and have the permission of their State delegates.

20.3 The Facilitator has discretion to add an observer to the speaking list but will normally allow at least three delegates the opportunity to speak first.

20.4 The Facilitator will advise the meeting if they intend to close the speaking list, e.g. due to time constraints.

# 21. By-election Campaign Co-ordinating Group

Passed National Conference, 7-9 November 2008, Brisbane

21.1 That the Australian Greens recognise the importance of federal by-elections to the promotion of the Greens at a federal level.

21.2 Australian Greens and States commit to adequately fund by-election campaigns.

21.3 Party room to advise relevant state organisation, via the NECC contact for that state of an impending by-election.

21.4 Subject to the agreement of the state and/or local group(s) concerned, a single Campaign Co-ordinating Group be established to organise the by-election campaign. The Campaign Co-ordinating Group to include:

21.4.1 Representative of the Party Room

21.4.2 National Manager or National Campaign Co-Ordinator

21.4.3 Representatives from the State and Local Greens

21.4.4 Representative of State M.P.'s.

21.4.5 Candidate and Campaign Co-Ordinator

21.5 Campaign Committee to be responsible for all aspects of the campaign including:

21.5.1 communications,

21.5.2 messaging,

21.5.3 preferences,

21.5.4 expenditure,

21.5.5 media,

21.5.6 design and production of election materials.

21.6 State/Local Group responsible for pre-selection processes.

21.7 A Campaign Budget to be prepared, amount dependent on the 'importance' of the by-election.

21.8 National Manager to be responsible for preparing a funding formula which may include donations or loans from the Australian Greens and State Parties.

21.9 National Manager in conjunction with AGCG and NECC to develop a formula for the operational conduct of by-elections that is available to but not imposed on Campaign Committees, which can be used in total or part but defines the responsibilities of stakeholders and participants.

## **22. QDMG**

July 2009 National Council

22.1 QDMG is able to fulfill the following role:-

- provide formal endorsements on behalf of AG for an activity

## **23. Communication Protocol between Senators, Senate Candidates and MPs**

July 2009 National Council

23.1 Greens Senators provide support and advice to Senate Candidates who wish to make comment on Federal matters.

23.2 Lead Candidates (as other MPs already do) consult with the relevant Greens senator when making comment on a Senators' portfolio area; particularly when new issues are raised or points are to be made on an existing policy or position.

# Appendix A - Nomination Form

## NOMINATION FORM FOR THE ELECTION OF NATIONAL OFFICE BEARER POSITION FOR THE AUSTRALIAN GREENS

I, (name) \_\_\_\_\_

of (address) \_\_\_\_\_

\_\_\_\_\_

(phone) \_\_\_\_\_

a) am a fully paid up member of (local group) \_\_\_\_\_

b) confirm I am not under section 63 of the Associations Incorporation Act 1991(ACT) (link at [www.austlii.edu.au/au/legis/act/consol\\_act/aia1991307/s63.html](http://www.austlii.edu.au/au/legis/act/consol_act/aia1991307/s63.html)) disqualified from membership of the committee of an incorporated association;

c) confirm I have disclosed below all material interests, pecuniary and non-pecuniary (including but not limited to employment, business interests) and confirm I will advise AGCG within 28 days of any material change should I be elected or appointed to the position for which I have nominated throughout the term of my office or appointment;

and accept the nomination to stand for the position of \_\_\_\_\_

Signed:(nominee) \_\_\_\_\_

Nominator: I, (name) \_\_\_\_\_

being a fully paid up member of (local group) \_\_\_\_\_

nominate (nominee) \_\_\_\_\_

for the position of \_\_\_\_\_

Signed: (nominator) \_\_\_\_\_

Secunder: I, (name) \_\_\_\_\_

being a fully paid up member of (local group) \_\_\_\_\_

second the nomination of \_\_\_\_\_

for the position of \_\_\_\_\_

Signed: (secunder) \_\_\_\_\_

NOTE: if the nominee has served as a National Office Bearer, indicate the position and the years served in that position. Please attach approximately 1/2 page of background for this nomination. Separately disclose interests as per c) and attach.

# Appendix B - Working Group Terms of Reference Template

Australian Greens [insert name] Working Group  
Terms of Reference

## Name

1. The name of the Working Group shall be the Australian Greens [insert name] Working Group ([insert acronym, eg AG-XXWG])

## Membership

2. [Define if WG is representative of State parties, or is skill-based. Example if representative:] Each state and territory shall be invited to nominate a voting member to the AG-XXWG, with that person also preferably being the contact/ liaison person for their state party and State Greens Senator.

3. [State other ex-officio members and define whether they have voting rights, can block consensus & can have proxies. Examples:] The National Officer will be a non-voting member of [AG-XXWG].

4. Experts may be invited to actively participate within [AG-XXWG] activities, but non-members of the Greens may not be a member of [AG-XXWG] or be afforded voting or blocking rights.

5. In the first instance the Australian Greens [select: National Council / Coordinating Group (AGCG) / other] will appoint an interim Convenor of [AG-XXWG] whilst the group is being established. Once it is formally established, the group will elect a convenor, preferably by consensus.

## Roles of the Group

6. [Insert paragraphs defining what the WG's responsibilities are or what it is set up to do. Be as specific as possible. Example:] The [AG-XXWG] will liaise with the Australian Greens and State Greens spokespeople to:

- a. provide assistance upon request;
- b. act as a source of information regarding current issues in [topic];
- c. provide suggestions regarding potential campaign opportunities on issues associated with [topic].

7. [Another example:] The [AG-XXWG] will act as a policy think tank on issues affecting [topic], reviewing Greens policy as appropriate to ensure appropriate consideration of these issues, and making recommendations to national council.

8.[Another example:] The [AG-XXWG] will also liaise and work with NGOs actively advocating on these issues.

Target Activities for 200X (to be updated annually)

9.[If an on-going group, insert any specific and/or critical activities for the current year. Otherwise, this heading can be deleted].

## Budget

10.The [AG-XXWG] has no authority to incur debts or secure loans on behalf of the party.

11.The [AG-XXWG] will only expend funds provided by the party where this is in accordance with a budget that has been ratified by National Council.

12.The [AG-XXWG] Convenor will be responsible for approving expenditure in the budget, although any member may request funding for activities.

13.The [AG-XXWG] Convenor is responsible for acquittal in coordination with the National Treasurer.

## Communication and Decision Making

14.The [AG-XXWG] will meet [insert how the group meets, and how often. Example:] not less than 4 times per year either in person, via phone link up or by any other appropriate method available.

15.Where possible, meetings will be facilitated by a trained and experienced facilitator.

16.The [AG-XXWG] will develop agreed procedures for the conduct of meetings, and act in accordance with Australian Greens meeting procedures.

17.All members of the group must be given a previously agreed time to review draft documents submitted in the name of the group before they are submitted, and be given the opportunity to recommend changes to them.

## Anticipated Longevity

18.The [AG-XXWG] is [insert whether ongoing or fixed term. Example:] an ongoing policy and campaigning working group.

19.[Sample paragraph if ongoing:] In the event that the [AG-XXWG] fails to meet its minimum meeting requirement for the twelve-month period between national conferences, and/or fails to present a report to national conference, then it will be deemed to have dissolved.

20.[Sample paragraph if ongoing:] The [AG-XXWG] will elect a convenor for the group at least every twelve months.

## Reporting and Accountability

21.The [AG-XXWG] will provide a brief written report of activity to each national council meeting, with a more comprehensive report to be tabled at each national conference.

22. The report to national conference must detail as a minimum:

a. Current membership, including state representation;

b. Details of meeting activity;

c. Progress towards goals of Working Group as defined in the terms of reference;

d. Budget report