



**Internal Policies of *THE AUSTRALIAN GREENS VICTORIA*
*INC.***

Version as at 24 May 2024

Made by State Council under the Constitution of the Australian Greens Victoria Incorporated

Internal Policies of *THE AUSTRALIAN GREENS VICTORIA INC.*

Version as at 24 May 2024

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Internal Policies of *THE AUSTRALIAN GREENS VICTORIA INC.*

POLICY 1: CODE OF CONDUCT

Version as at 14 April 2024

1 Provisions

- (1) In all of their dealings as a member, a member must:
 - (a) act in good faith;
 - (b) show goodwill and respect; and
 - (c) make an effort to reach consensus.
- (2) A member must not:
 - (a) seek to substantially impair the Party's pursuit of its purposes;
 - (b) bring, or seriously risk bringing, the Party into disrepute in a manner contrary to the Charter;
 - (c) sexually harass another member, or a party volunteer or employee;
 - (d) sexually abuse another person;
 - (e) bully or harass another member, or a party volunteer or employee;
 - (f) vilify a person or group of people;
 - (g) intentionally and unfairly discriminate against another member, or a party volunteer or employee;
 - (h) engage in transphobia;
 - (i) steal or otherwise misappropriate party assets;
 - (j) make an intentionally misleading or deceptive, or a recklessly false, statement to the Party;
 - (k) make an intentionally misleading or deceptive, or a recklessly false and damaging, statement about another member, a party volunteer or employee, or the Party, its policies or its decisions;
 - (l) breach a confidence received in their capacity as a member, a member of a party body, or a holder of a party office or position;
 - (m) distribute party information beyond those who are authorised to receive it;
 - (n) seek to influence another member in their participation or decision-making in the Party through improper coercion or inducement;
 - (o) be actively involved in electoral matters in any other organisation (formal or informal) that runs candidates for an electorate (federal, state or local) that the Party or the Australian Greens are contesting; or
 - (p) engage in branch-stacking.

2 Definitions

In this Code of Conduct:

- (a) *purposes* means the purposes set out in clause 1 of the Constitution;
- (b) *sexually harass* means to make an unwelcome sexual advance, make an unwelcome request for sexual favours or engage in any other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances,

would have anticipated that the subject of the act would be offended, humiliated or intimidated;

- (c) **conduct of a sexual nature** includes:
 - (i) subjecting a person to any act of physical intimacy;
 - (ii) orally or in writing, making any remark or statement, or asking any question, with sexual connotations to a person or about a person in their presence;
 - (iii) making any gesture, action or comment of a sexual nature in a person's presence; and
 - (iv) showing a sexual object, image or document;
- (d) **bully or harass** means to engage in a pattern of behaviour, or to commit a sufficiently serious single act, that should reasonably have been expected to make the subject of the behaviour feel offended, humiliated or intimidated, and includes:
 - (i) being physically aggressive or making unwelcome physical contact;
 - (ii) using abusive or aggressive language, or shouting;
 - (iii) behaving in an intimidating or belittling manner;
 - (iv) excluding or isolating a person;
 - (v) threatening or coercing a person;
 - (vi) improperly distributing a person's private information;
 - (vii) making or distributing obscene or deliberately offensive messages, images, jokes, songs or comments;
 - (viii) intentionally or recklessly spreading misinformation about a person;
 - (ix) intentionally misgendering a person; and
 - (x) personally attacking or insulting a person;
- (e) **vilify** means to engage in conduct that incites hatred against, serious contempt for, revulsion of, or severe ridicule of another person or group of people because of a relevant personal attribute;
- (f) **discriminate against** means to treat a person unfavourably because of a relevant personal attribute or any other perceived or actual personal attribute and does not include giving effect to affirmative action;
- (g) **relevant personal attribute** means age, sex, gender, gender identity, trans status, sexual orientation, physical or mental abilities, physical appearance, colour or racial constructs, culture or ancestry, or religious beliefs;
- (h) **transphobia** means conduct that harms or seriously risks harming trans people as a group by virtue of them being trans, and includes:
 - (i) vilifying trans people;
 - (ii) discriminating against trans people;
 - (iii) attempting to curtail the rights of trans people;
 - (iv) intentionally misgendering trans people individually or as a group;
 - (v) denying that non-binary genders exist;
 - (vi) promoting the unnecessary prioritisation of sex characteristics above gender;
 - (vii) advocating for conversion practices;
 - (viii) advocating for unnecessary restrictions on transition care; and
 - (ix) asking leading questions that cover for doing one of the above; and
- (i) **branch-stacking** means to:

- (i) seek to recruit a person to become a member, or seek to persuade a member to transfer to another branch, for the primary purpose of manipulating the outcome of a particular internal party decision, vote or election;
- (ii) offer a person a material incentive to become a member or to transfer to another branch; or
- (iii) submit a membership application for a person without their consent.

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POLICY 2: MEMBERSHIP

Version as at 17 March 2024

1 Scope

This policy adds to the rules of the party in relation to membership and must be read in conjunction with relevant sections of chapters 2, 3.1 and 3.2 of the AGV Constitution.

2 Joining the AGV

- (1) A member's 'joining date' is the first day of the month in which their membership application is approved and their membership term starts from the joining date.
- (2) Each member should provide a current residential, mailing and email address. They must ensure that they advise the AGV of any changes to residential, mailing or email address.

3 Membership fees

- (1) Membership fees will fall due annually and will be paid in advance for a period of 12 months. The annual amount of membership fees payable will be paid by each member as follows:
 - (a) \$1 First Nations
 - (b) \$5 University or TAFE students
 - (c) \$30 Concession
 - (d) \$90 Regular
 - (e) \$180 Keen Green
- (2) A person facing difficult financial circumstances may apply to the Finance and Administration Committee for a reduction in their membership fees who may approve such a reduction to be reviewed after two years.
- (3) No AGV Member will pay or cause to be paid, directly or indirectly, the membership fees of three or more persons including their own membership in any year.
- (4) Membership fees are not refundable, once the applicant has been formally accepted as an AGV Member.

4 Application for Membership

- (1) An 'applicant' for AGV membership is a natural person whose membership application and fee has been received by the AGV defined in schedule 8 of the AGV constitution.
- (2) An individual may apply for AGV membership by paying the applicable membership fee and by completing and submitting the membership application form which will contain, but is not limited to, the following information:
 - (a) the name of the applicant
 - (b) the residential address, including postcode, of the applicant
 - (c) the email address of the applicant, or the postal address of the applicant
 - (d) Agreement to have their name included in the party handbook
 - (e) Opportunity to join relevant identity or regional working groups
 - (f) A declaration signed by the applicant that they support the purposes of the party and agree to be bound by the Charter and constitutional rules of the Greens
 - (g) A declaration signed by the applicant that the applicant is not a member of any other political party or its subordinate bodies and will not join such organisations whilst remaining an AGV Member (see Constitution, Schedule 8 s1(d), and section 34(3))

5 Admitting an applicant as a member

- (1) An applicant will be admitted as a member if State Council is satisfied that they meet the eligibility set out in Schedule 8.1 of the Constitution.
- (2) The State Director must provide an online system that is made available to Branch Management Teams by which membership applications are directed to the following party bodies depending on the applicant's residential address:
 - (a) residential address within a branch area – to the associated branch
 - (b) residential address outside any branch area – to State Council
- (3) It is recommended that the relevant Branch Management Team promptly make arrangements for an applicant to be contacted by a member to welcome them and to enquire about their reasons for joining and their understanding of the purposes of the Party.
- (4) It is recommended the Branch distribute the list of applicants within branch meeting documents seeking any feedback on applicants from within the branch membership.
- (5) Within 45 days the branch will determine a recommendation to State Council if the applicant meets the eligibility criteria in Schedule 8.1 of the constitution.
- (6) Within 45 days the branch will make their recommendation in writing to State Council for approval or rejection of members. This recommendation will include information about whether recommendations under 12 and 13 of this policy have taken place. If no recommendation is made, the approval of membership will be delegated to the Administration subcommittee of State Council.
- (7) On a regular basis the state director or someone delegated by the state director will review the list of applicants and recommendations from branches. If both the branch recommends the application based on criteria in Schedule 8.1 of the Constitution, AND the applicant is not included in a list of names for admittance by state council only, the applicant will be admitted.
- (8) If the recommendation from a branch is to reject an application, or the applicant is included in a list of names for admittance by state council only, state council will be provided with the Branch reasons for their recommendation and will decide whether to accept or reject the application.

6 Branch membership

A new member becomes a member of a branch depending on their residential address:

- (a) residential address within a branch area – the associated branch;
- (b) residential address outside any branch area – in consultation with the member, a branch near the applicant's residential address or no branch

7 Transfer of branch membership

- (1) If a member changes their residential address their branch membership will automatically be updated to:
 - (a) residential address within a branch area – the associated branch;
 - (b) residential address outside any branch area – in consultation with the member, a branch near the applicant's residential address or no branch
- (2) A member may request to be transferred to another branch by writing to State Council and optionally explaining the reason for the request.
- (3) The Finance and Administration Committee must decide whether to grant or reject the request.

8 Membership Renewal

- (1) The expiry date of a Membership term will be 12 months from the joining date.

- (2) Each member will be sent a Renewal Notice before their membership is due for renewal. Where a member elects not to receive party communication by email, they are entitled to receive a hard copy notice.
- (3) The renewal notice will include:
 - (a) the date that the Membership Term is due to expire
 - (b) how to renew their membership, including the amount to be paid.
- (4) Membership will lapse and the person will no longer be an AGV Member if the membership fee remains unpaid at the later of:
 - (a) the Expiry Date of the Membership Term; and
 - (b) 60 days after the renewal notice was sent.

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POLICY 3: BRANCH MANAGEMENT

Version as at 17 March 2024

1 Scope

This policy adds to the rules of the party in relation to how branches will access centralised resources, accounting and administration functions.

2 Branch Management Team (BMT)

- (1) Each branch is required to appoint a Branch Management Team if they wish to have access to centralised party resources, membership communications and administration support.
- (2) The BMT must be created by a decision of the branch for which they represent.
- (3) All members of the BMT will be granted access to:
 - (a) Members on demand (to manage branch membership)
 - (b) Elist access (to email all members of the branch)
 - (c) Branch inbox (to manage communications both internal and external to the branch)
- (4) The BMT must consist of at least 2 members and no more than 6 members unless otherwise agreed by the Finance and Administration Committee.
- (5) By force of a decision of the branch, the BMT can serve to make decisions for the branch in between meetings.
- (6) The BMT can be appointed or elected at any time.
- (7) Notification of the decision of the branch to form or amend the BMT must be provided to State Council via branch minutes within 30 days of the decision.
- (8) A decision of the branch must renew the BMT within a minimum period of twelve months since the last decision.

3 Branch Signatories

- (1) Each branch is required to appoint Branch Signatories if they wish to manage funds and have a virtual account.
- (2) The Branch Signatories must be created by a decision of the branch for which they represent.
- (3) All Branch Signatories will be authorised to act as signatories on transactions to expend branch funds.
- (4) The Branch Signatories must consist of a minimum of 2 people and maximum 4 people.
- (5) The Branch Signatories are responsible for ensuring that all transactions and financial commitments of the branch are in line with the responsible financial management principles of the party as set out by the Finance and Administration Committee. This may include keeping a budget of income and expenses and regularly reporting to the branch on their financial position.
- (6) The Branch Signatories will be given access to Victorian Greens financial reporting systems and virtual bank accounts as appropriate for their role.
- (7) All branch transactions must be authorised by a decision of the branch or a body delegated that power by the branch, and also by minimum 2 Branch signatories.

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POLICY 4: GOVERNANCE STRUCTURE OF STATE COUNCIL

Version as at 14 April 2024

1 State office bearers

- (1) The following state office bearer positions are elected under clause 2:
 - (a) State Convenor;
 - (b) State Secretary;
 - (c) State Treasurer; and
 - (d) National Councillor.
- (2) State office bearer positions may be held either individually by one State Councillor or, except for National Councillor, jointly by two State Councillors.
- (3) If a state office bearer position is held jointly by two State Councillors:
 - (a) they may each carry out all responsibilities, and exercise all powers, delegated to the position;
 - (b) if they disagree in making a decision in their capacity as state office bearers – they are deemed not to have made a decision; and
 - (c) in the case of one of them ceasing to hold office while the other remains in office – at the next ordinary State Council meeting, State Council may allow the remaining state office bearer to continue to hold office individually until their term of office is due to end.
- (4) The responsibilities of each state office bearer position are:
 - (a) the State Convenor is responsible for:
 - (i) representing State Council internally within the Party and externally, including by making statements on behalf of State Council; and
 - (ii) serving as Member Body Convenor in respect of the Party for the purposes of the provisions of the National Constitution;
 - (b) the State Secretary is responsible for:
 - (i) receiving and replying to correspondence on behalf of State Council; and
 - (ii) serving as Member Body Secretary in respect of the Party for the purposes of the provisions of the National Constitution;
 - (c) the State Treasurer is responsible for:
 - (i) ensuring that party finances are well managed; and
 - (ii) providing quarterly finance reports to State Council; and
 - (d) the National Councillor is responsible for representing State Council on National Council.
- (5) State office bearers are delegated the powers necessary to carry out their responsibilities.
- (6) A state office bearer ceases to hold that office if:
 - (a) they resign by giving written notice to each State Councillor;
 - (b) they cease to be a State Councillor;
 - (c) they are removed from office by a decision of State Council; or
 - (d) they are not allowed to continue to hold office individually under subclause (3)(c).
- (7) State Council may appoint a State Councillor to act in a casual vacancy in a state office bearer position until it is filled at an election.

2 State office bearer elections

- (1) An election of each state office bearer position must be held annually at the first ordinary State Council meeting held after 30 June.
- (2) An election to fill a casual vacancy in a state office bearer position must be held at the first ordinary State Council meeting given notice for, after it arises.
- (3) Before an election is held, State Council must appoint a Returning Officer who:
 - (a) is responsible for impartially conducting the election; and
 - (b) must not nominate for a state office bearer position during the election.
- (4) A State Councillor is eligible for election as a state office bearer if they have held a state office bearer position for less than 24 of the last 36 months.
- (5) For each state office bearer position that is open for election, the Returning Officer must:
 - (a) give eligible State Councillors an opportunity to nominate for the state office bearer position either:
 - (i) from the floor if they are in attendance; or
 - (ii) in writing if they are not in attendance;
 - (b) give candidates for the state office bearer position two minutes to either:
 - (i) speak to their nomination if they are in attendance; or
 - (ii) have a nomination statement read out for them if they are not in attendance;
 - (c) run a secret ballot which must:
 - (i) provide for optional preferential voting; and
 - (ii) provide an option to vote for 'seek further candidates' which will be exempt from exclusion;
 - (d) only allow State Councillors in attendance to vote, with no proxies being exercised; and
 - (e) declare which candidate is elected to office within 24 hours.
- (6) The term of office of a state office bearer:
 - (a) begins when they are declared elected to office; and
 - (b) ends at the opening of the first ordinary State Council meeting held after 30 June.

3 Secretariat Subcommittee

- (1) The Secretariat Subcommittee is made up of the state office bearers.
- (2) The Secretariat Subcommittee is responsible for:
 - (a) the following for each State Council meeting:
 - (i) ensuring that a draft agenda prepared;
 - (ii) ensuring that all documents and reports are submitted;
 - (iii) appointing a facilitator;
 - (iv) appointing a minute taker; and
 - (v) ensuring that minutes are made;
 - (b) administering the redaction of, and the removal of redactions of, minutes;
 - (c) convening and recommending the programs of State Council meetings, members' forums, members' meetings and general meetings, as required;
 - (d) moderating the State Council e-list;
 - (e) document management;

- (f) fulfilling State Council's duty to report regularly to each member about its work and the affairs of the Party;
 - (g) ensuring the Party fulfils each member's right, to a reasonable extent, to communicate with the whole membership about party matters through party communications and publications;
 - (h) receiving feedback from members and branches and reporting this to State Council;
 - (i) managing incoming correspondence from members and party bodies to State Council;
 - (j) drafting answers to branch questions to State Council;
 - (k) advising State Council on dealing with branch proposals and joint branch proposals to State Council; and
 - (l) overseeing State Office and acting as the line manager to the State Director.
- (3) The Secretariat Subcommittee is delegated the powers necessary to carry out its responsibilities.
- (4) The Secretariat Subcommittee:
- (a) may make decisions without meeting; and
 - (b) must report any substantive decision it makes to State Council for it to be included in the minutes of the next State Council meeting.

4 Urgent and Delegated Decisions Subcommittee

- (1) The Urgent and Delegated Decisions Subcommittee is made up of the state office bearers and another State Councillor chosen by State Council.
- (2) The Urgent and Delegated Decisions Subcommittee is responsible for:
- (a) considering proposals put to it by any two State Councillors;
 - (b) making urgent decisions of State Council between State Council meetings, which are passed if:
 - (i) three subcommittee members are in favour of it passing; and
 - (ii) none object to it passing; and
 - (c) making decisions of State Council between State Council meetings on matters specifically delegated to it, which are passed if four subcommittee members are in favour of it passing.
- (3) The Urgent and Delegated Decisions Subcommittee is delegated the powers necessary to carry out its responsibilities.
- (4) A decision of the Urgent and Delegated Decisions Subcommittee:
- (a) must immediately be reported to each State Councillor;
 - (b) takes effect immediately, subject to subclause (4)(c); and
 - (c) to the fullest practical and legal extent, must be treated as never having been made if it is not ratified by State Council by the end of the next State Council meeting.
- (5) The Urgent and Delegated Decisions Subcommittee:
- (a) may make decisions without meeting; and
 - (b) must report any decision it makes to State Council for it to be included in the minutes of the next State Council meeting.

5 Industrial Relations Subcommittee

- (1) The Industrial Relations Subcommittee is made up of two State Councillors chosen by State Council.
- (2) The Industrial Relations Subcommittee is responsible for:

- (a) supporting and assisting the State Director on day-to-day staffing issues;
 - (b) where necessary, making recommendations to State Council about day-to-day staffing issues;
 - (c) serving on staff selection committees, where appropriate;
 - (d) establishing consultative arrangements with party staff; and
 - (e) engaging in enterprise bargaining negotiations on behalf of State Council.
- (3) The Industrial Relations Subcommittee is delegated the powers necessary to carry out its responsibilities.
- (4) The Industrial Relations Subcommittee:
- (a) may make decisions without meeting; and
 - (b) must report any substantive decision it makes to State Council for it to be included in the minutes of the next State Council meeting.

6 Recruitment and Affirmative Action Subcommittee

- (1) The Recruitment and Affirmative Action Subcommittee is made up of three State Councillors chosen by State Council.
- (2) The Recruitment and Affirmative Action Subcommittee is responsible for:
- (a) soliciting and receiving expressions of interest from members to be appointed or chosen to fill vacancies on:
 - (i) the Constitutional Votes Committee;
 - (ii) the Campaigns Committee, Policy Committee, Finance and Administration Committee and National Affairs Committee;
 - (iii) the Mediation Panel, Grievances and Constitution Panel, Misconduct Panel, Administrative Review Panel and Message Stick Facilitation Panel; and
 - (iv) other party bodies at the request of State Council;
 - (b) making recommendations to State Council on appointments, while considering the combination of skills and experience required, and the requirement under clause 6(1)(a) of the Constitution to implement affirmative action to achieve equity for underrepresented groups;
 - (c) making recommendations to State Council regarding the implementation of clause 6(1)(b) of the Constitution;
 - (d) measuring and providing periodic reports to the membership on the current representation of underrepresented groups;
 - (e) in accordance with any decisions of State Council, including regarding affirmative action, advising State Council on its decisions;
 - (f) making appointments where delegated to do so, while considering the recommendations from each committee, the combination of skills and experience required, and the requirement under clause 6(1)(a) of the Constitution to implement affirmative action to achieve equity for underrepresented groups;
 - (g) making a recommendation to State Council on the appointment of Returning Officers as required;
 - (h) outlining role descriptions and role expectations for various positions in the Party; and
 - (i) conducting exit interviews with members of the Misconduct Panel following them ceasing to hold that position.
- (3) The Recruitment and Affirmative Action Subcommittee is delegated the powers necessary to carry out its responsibilities.

- (4) The Recruitment and Affirmative Action Subcommittee:
 - (a) must keep minutes of its meetings and give them to State Council; and
 - (b) must report any substantive decision it makes to State Council for it to be included in the minutes of the next State Council meeting.

7 Subcommittee positions

- (1) A chosen subcommittee member ceases to hold that position if:
 - (a) they resign by giving written notice to State Council;
 - (b) they cease to be a State Councillor; or
 - (c) they are removed from that position by a decision of State Council.
- (2) Each chosen position on a subcommittee becomes vacant at the opening of the first ordinary State Council meeting held after 30 June.

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POLICY 5: COMMITTEES OF STATE COUNCIL

Version as at 24 April 2024

1 Definitions

In this Internal Policy:

- (a) *committee* means a committee established under this Internal Policy; and
- (b) *ballot* has the meaning given in the Constitution.

2 Campaigns Committee

- (1) The Campaigns Committee has the status of senior party body.
- (2) The Campaigns Committee is made up of:
 - (a) two State Councillors chosen by State Council;
 - (b) three members elected under clause 11;
 - (c) up to three members who are not State Councillors chosen by State Council on the recommendation of the Campaigns Committee (potentially to fill a gap in skills or experience) or the Recruitment and Affirmative Action Subcommittee (potentially to implement affirmative action) for a specified term of up to 18 months;
 - (d) one member who holds public office from each level of government appointed by the members who hold public office at that level of government; and
 - (e) the State Director, or their delegate, who must not block consensus nor vote.
- (3) The Campaigns Committee is responsible for:
 - (a) after inviting input from the membership, party bodies and members who hold public office – recommending to State Council the objectives, priorities, tactics, strategy, budget, and affirmative action plan for each election campaign;
 - (b) implementing any electoral-related decisions of State Council;
 - (c) recommending, in a timely manner, any changes required to decisions of State Council;
 - (d) administering or overseeing the administration of all aspects of all election campaigns, including by-election campaigns;
 - (e) taking affirmative action measures in relation to candidates for public office, consistent with any decision of State Council; and
 - (f) where possible, making recommendations to State Council on members to be chosen under subclause (2)(c).
- (4) The Campaigns Committee is delegated:
 - (a) the powers necessary to carry out its responsibilities;
 - (b) the power to establish and dissolve a subcommittee; and
 - (c) the power to make and amend Internal Policies on:
 - (i) election campaigning;
 - (ii) preselection; and
 - (iii) probity.

3 Policy Committee

- (1) The Policy Committee has the status of senior party body.
- (2) The Policy Committee is made up of:
 - (a) two State Councillors chosen by State Council;
 - (b) three members elected under clause 11;

- (c) up to three members who are not State Councillors chosen by State Council on the recommendation of the Policy Committee (potentially to fill a gap in skills or experience) or the Recruitment and Affirmative Action Subcommittee (potentially to implement affirmative action) for a specified term of up to 18 months; and
 - (d) one member who holds public office from each level of government appointed by the members who hold public office at that level of government.
- (3) The Policy Committee is responsible for:
- (a) recommending to State Council a timeline and process for systematic review of state policies, and for input into national policy development;
 - (b) acting as the liaison to the Australian Greens Policy Coordination Committee and supporting National Affairs Committee in relation to national policy as required;
 - (c) receiving requests from members and branches to make, amend or repeal a state policy and making a recommendation to State Council regarding each request;
 - (d) where State Council decides to facilitate a process for the membership to make, amend or repeal a state policy – formulating that process and then implementing it, subject to any decision of State Council;
 - (e) recommending to State Council that it make, amend or repeal a state policy change in urgent circumstances under clause 2(4) of the Constitution;
 - (f) facilitating local policies being consistent with state and national policies, and state policies being consistent with national policies;
 - (g) advising branches about their powers in respect of local policy;
 - (h) overseeing policy working groups; and
 - (i) where possible, making recommendations to State Council on members to be chosen under subclause (2)(c).
- (4) The Policy Committee is delegated:
- (a) the powers necessary to carry out its responsibilities;
 - (b) the power to establish and dissolve policy working groups; and
 - (c) the power to appoint members to and remove members from policy working groups.

4 Finance and Administration Committee

- (1) The Finance and Administration Committee has the status of senior party body.
- (2) The Finance and Administration Committee is made up of:
- (a) in the case of the State Treasurer position being held jointly – both those State Councillors;
 - (b) in the case of the State Treasurer position being held individually – that State Councillor and another State Councillor chosen by State Council;
 - (c) three members elected under clause 11;
 - (d) up to three members who are not State Councillors chosen by State Council on the recommendation of the Finance and Administration Committee (potentially to fill a gap in skills or experience) or the Recruitment and Affirmative Action Subcommittee (potentially to implement affirmative action) for a specified term of up to 18 months; and
 - (e) the State Director, or their delegate, who must not block consensus nor vote.
- (3) The Finance and Administration Committee is responsible for:
- (a) ensuring that up-to-date financial records are kept for the Party;
 - (b) after inviting input from the membership and party bodies – recommending to State Council a four-year budget or yearly amendments to that budget;

- (c) recommending to State Council any amendment to the budget that it considers prudent;
 - (d) advising and making recommendations to State Council on:
 - (i) financial, administrative, employment, membership, branch and infrastructure matters;
 - (ii) ensuring that financial delegations, procedures and authorities are robust and protect the Party from unacceptable risk; and
 - (iii) ensuring the independent auditing of the Party's financial records and risk management system;
 - (e) establishing a party body that is responsible for independently and directly advising State Council regarding financial and other risks, including in respect of the Finance and Administration Committee if necessary;
 - (f) ensuring that the ethical review of donors is completed where required;
 - (g) ensuring that a register of donors who have passed the ethical review is maintained;
 - (h) ensuring compliance with the donation and other financial disclosure requirements of local, state and federal authorities; and
 - (i) where possible, making recommendations to State Council on members to be chosen under subclause (2)(d).
- (4) The Finance and Administration Committee is delegated:
- (a) the powers necessary to carry out its responsibilities; and
 - (b) the power to establish and dissolve a subcommittee.

5 National Affairs Committee

- (1) The National Affairs Committee has the status of senior party body.
- (2) The National Affairs Committee is made up of:
 - (a) the State Councillor who holds the state office bearer position of National Councillor and another State Councillor chosen by State Council;
 - (b) eight members elected under clause 11;
 - (c) the Victorian delegate to the Australian Greens Policy Coordination Committee; and
 - (d) all National Conference delegates otherwise appointed by the Party, which may include one delegate from each level of government.
- (3) The National Affairs Committee is responsible for:
 - (a) after inviting, whenever it is practicable to do so, input from the membership and party bodies – recommending to State Council position documents that set out how the Party should deal with issues that come to National Council and National Conference in enough time for State Council to consider those and provide its instructions;
 - (b) except when it is impractical to do so, holding a committee meeting in sufficient time before each National Council meeting and National Conference to:
 - (i) fulfil its responsibility in subclause (3)(a); and
 - (ii) receive and understand the instructions of State Council;
 - (c) advising State Council and the National Councillors regarding the Party's engagement with the Australian Greens;
 - (d) reporting to, and arranging for consultation with, members about National Council and National Conference matters;
 - (e) consisting of the National Conference delegates, who are its subclause (2)(a) and (b) committee members; and

- (f) choosing, from amongst its chosen and elected committee members, a second National Councillor and alternates for both National Councillors.
- (4) The National Affairs Committee is delegated the powers necessary to carry out its responsibilities.

6 Office bearers

- (1) Each committee must choose from its voting committee members the following committee office bearers for a specified term of up to 18 months:
 - (a) committee convenor; and
 - (b) committee secretary.
- (2) A committee office bearer position may be held either individually by one voting committee member or jointly by two voting committee members.
- (3) A committee convenor is responsible for:
 - (a) convening committee meetings;
 - (b) preparing the agendas for committee meetings with the committee secretary;
 - (c) facilitating, or arranging for the facilitation of, committee meetings;
 - (d) acting as the primary point of contact for the committee;
 - (e) providing reports, or arranging for the provision of reports, to State Council; and
 - (f) arranging for the committee secretary's responsibilities to be fulfilled if one has not been chosen or if they are incapacitated.
- (4) A committee secretary is responsible for:
 - (a) taking the minutes of, or arranging for the taking of minutes of, committee meetings and giving these minutes to State Council;
 - (b) preparing the agendas for committee meetings with the committee convenor, and giving these agendas to committee members;
 - (c) ensuring that meeting dates and minutes are made available to the membership on Greenhouse or on other tools, where appropriate;
 - (d) ensuring that the committee has all the information, whether that be by reports or by other means, that it needs to discharge its functions;
 - (e) ensuring that decisions of the committee are carried out; and
 - (f) arranging for the committee convenor's responsibilities to be fulfilled if one has not been chosen or if they are incapacitated.
- (5) A committee office bearer ceases to hold that office if:
 - (a) they resign by giving written notice to the committee; or
 - (b) they cease to be a member of the committee.

7 Delegation

- (1) A committee may delegate:
 - (a) its power, except this power to delegate, subject to any condition or limitation, to a committee member or a subcommittee it has established; and
 - (b) specific tasks and administrative responsibilities to a committee member with their agreement.
- (2) Such delegation does not constitute the creation of an office.
- (3) Decisions made under delegation that would otherwise be made by a committee itself must be made in writing and recorded in the minutes of the next committee meeting.

8 Meeting procedure

- (1) A committee meeting must be convened at least once every three months and at the request of State Council.
- (2) Committee members must be given adequate notice of each committee meeting.
- (3) The quorum for a committee meeting is a majority of current committee members and at least one State Councillor.
- (4) A committee meeting must decide its own agenda.
- (5) The types of proposal that may be put to a committee meeting are:
 - (a) a procedural proposal;
 - (b) a substantive proposal; and
 - (c) a majority recommendation proposal.
- (6) A proposal that is put to a vote is passed if it meets the following requirements:

Type	Requirements
Procedural proposal	A majority of voting committee members in attendance who vote on the proposal vote in favour
Substantive proposal	At least two thirds of the voting committee members in attendance who vote on the proposal, and a majority of current voting committee members, vote in favour
Majority recommendation proposal	A majority of current voting committee members vote in favour

- (7) A committee may pass a proposal without meeting by consensus of all voting committee members.
- (8) A committee may, by a substantive proposal, make additional meeting procedures that are consistent with these procedures and those set out in the Constitution.
- (9) Appointed members who hold public office may send another member to committee meetings as their proxy, who must not block consensus nor vote.

9 Oversight

- (1) State Council must be given notice and the agenda of each committee meeting.
- (2) Each committee must provide State Council with a written report, quarterly or upon request, that addresses the following matters in an appropriate level of detail:
 - (a) important matters it is dealing with;
 - (b) any strategic concerns it has;
 - (c) any financial or risk concerns it has; and
 - (d) any matters that it considers are likely to lead to significant controversy, including amongst the membership.

10 Elections

- (1) A committee election must be held annually, immediately after the State Council scheduled election.
- (2) Each member is eligible to vote in a committee election.
- (3) A member is eligible for election to a committee if they:
 - (a) live in Victoria; and

- (b) are not:
 - (i) except for election to the National Affairs Committee, a State Councillor;
 - (ii) a member of the Constitutional Votes Committee;
 - (iii) a member who holds public office;
 - (iv) a member of the staff of a member who holds public office; or
 - (v) an employee of the Party.
- (4) Before a committee election is held, State Council must appoint a Returning Officer who:
 - (a) is responsible for impartially conducting the committee election;
 - (b) may obtain the assistance of other members; and
 - (c) must not nominate for a committee during the committee election.
- (5) A member is eligible to be appointed as the Returning Officer if they are not:
 - (a) a State Councillor;
 - (b) a member who holds public office;
 - (c) a member of the staff of a member who holds public office; or
 - (d) an employee of the Party.
- (6) Before a committee election, the Returning Officer must make, and make available to members, rules for that election (*election rules*) that provide for the practical implementation of the principles in Schedule 6, item 4(2) of the Constitution, the requirements in subclause (10), and the rule in subclause (11).
- (7) Before doing that, the Returning Officer must:
 - (a) make a draft of the election rules available to members; and
 - (b) allow members a reasonable opportunity to comment on them.
- (8) The election rules may:
 - (a) provide that certain modes of campaigning are prohibited; and
 - (b) be amended by State Council.
- (9) The Returning Officer may:
 - (a) make rulings about whether the election rules have been breached;
 - (b) require a candidate who has breached the election rules to remedy that breach; and
 - (c) cancel the candidacy of a candidate who seriously breaches the election rules or a ruling of the Returning Officer.
- (10) The Returning Officer must:
 - (a) allow a reasonable nomination period;
 - (b) notify each member in writing of the call for nominations;
 - (c) notify each member of the date that the roll of eligible voters will be closed;
 - (d) verify that nominees are eligible to be elected;
 - (e) reject the candidacy of nominees who are not eligible to be elected;
 - (f) declare the candidates;
 - (g) require each candidate who runs for more than one committee to provide the order of preference they have for each such committee;
 - (h) make available to members:
 - (i) candidate statements;
 - (ii) the orders of preference provided under subclause (10)(g);

- (iii) a statement that reminds members of the need for diversity; and
- (iv) a statement that sets out any disciplinary action taken, and convictions recorded, against each candidate in the last 10 years;
- (i) run Meet the Candidates events;
- (j) run a separate ballot for the set of positions on each committee;
- (k) provide a means for members to raise concerns about the election;
- (l) employ a system under which:
 - (i) a candidate must not be elected to more than one of the committees that are not the National Affairs Committee; and
 - (ii) if one or more candidates would be elected in breach of subclause (10)(l)(i), those candidates must be elected based on their orders of preference or, where that is impossible, by random assignment, and then eliminated from the count for the further committee(s) that they must not be elected to, and their preferences distributed;
- (m) declare which candidates are elected to which positions; and
- (n) make the results of the ballot available to members.
- (11) The resources of the Party and those at the disposal of a member who holds public office must not be used to support one candidate against another.
- (12) The term of office of an elected committee member:
 - (a) begins when they are declared elected to office; and
 - (b) ends when the results of the next committee election are declared.

11 Positions

- (1) Each committee member must:
 - (a) work to implement any decisions of the members and State Council;
 - (b) become familiar with the Internal Policies governing the position they hold; and
 - (c) conscientiously participate in the work of the committee, including by attending committee meetings and carrying out the tasks and responsibilities they are delegated.
- (2) A chosen or elected committee member ceases to hold that position if:
 - (a) they resign by giving written notice to the committee and State Council;
 - (b) they cease to be a member;
 - (c) they are removed from that position by a decision of State Council after grounds are stated and an opportunity for them to be heard is given;
 - (d) they fail to attend three consecutive committee meetings without being an apology; or
 - (e) in the case of an elected member of a committee other than the National Affairs Committee – they become a State Councillor.
- (3) Each chosen State Councillor position on a committee becomes vacant at the opening of the first ordinary State Council meeting held after 30 June.
- (4) If a casual vacancy arises in an elected position on a committee, State Council must choose another member to hold that position until the term of office is due to end.

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POLICY 6: PANELS OF STATE COUNCIL

Version as at 14 April 2024

1 Definition

In this Internal Policy, *panel* means a panel established under this Internal Policy.

2 Probity Panel

- (1) The Probity Panel is made up of at least nine members chosen by State Council for a specified term of up to two years.
- (2) The Probity Panel is responsible for conducting investigations of the background of members to determine their suitability to be a candidate for public office.
- (3) The Probity Panel is delegated:
 - (a) the powers necessary to carry out its responsibilities; and
 - (b) the power to establish and dissolve a sub-panel.

3 Mediation Panel

- (1) The Mediation Panel is made up of three members who are not State Councillors chosen by State Council for a specified term of up to two years.
- (2) The Mediation Panel is responsible for arranging for the confidential mediation of disputes between members by a mediator, who may or may not be a member.
- (3) The Mediation Panel is delegated the powers necessary to carry out its responsibilities.

4 Grievances and Constitution Panel

- (1) The Grievances and Constitution Panel is made up of three members who are not State Councillors chosen by State Council for a specified term of up to two years.
- (2) The Grievances and Constitution Panel is responsible for:
 - (a) dealing with disputes under the Constitution between a member and another member or the Party by making a declaration, and optionally a recommendation, about it and providing that to State Council;
 - (b) advising State Council regarding each party body's compliance with the Constitution;
 - (c) advising State Council about suggested amendments to the Constitution; and
 - (d) recommending amendments to the Constitution to State Council.
- (3) The Grievances and Constitution Panel is delegated the powers necessary to carry out its responsibilities.

5 Misconduct Panel

- (1) The Misconduct Panel is established in Policy 14.
- (2) Clauses 8 to 11 do not apply to the Misconduct Panel.

6 Administrative Review Panel

- (1) The Administrative Review Panel is established in Policy 14.
- (2) Clauses 9 to 11 do not apply to the Administrative Review Panel.

7 Message Stick Facilitation Panel

- (1) The Message Stick Facilitation Panel is made up of five members chosen by State Council in consultation with Blak Greens Victoria, for a specified term of up to two years.

- (2) The State Councillor appointed by Blak Greens Victoria may block a member from being chosen as a member of the Message Stick Facilitation Panel.
- (3) The Message Stick Facilitation Panel is responsible for:
 - (a) supporting, and facilitating where required, discussions among members, at branches and within working groups, to consider and respond to the substance of the Message Stick received from the Australian Greens First Nations Network; and
 - (b) providing quarterly reports to State Council which outline the current progress of the Message Stick response and recommend actions for State Council and the Party to take.

8 Office bearers

- (1) Each panel may choose from its members the following panel office bearers for a specified term of up to two years:
 - (a) panel convenor; and
 - (b) panel secretary.
- (2) A panel must:
 - (a) choose a panel office bearer if it is specified in another Internal Policy; and
 - (b) if it decides not to choose panel office bearers, ensure that the responsibilities of those positions are delegated under clause 9(1).
- (3) A panel office bearer position may be held either individually by one panel member or jointly by two panel members.
- (4) A panel convenor is responsible for:
 - (a) convening panel meetings;
 - (b) preparing the agendas for panel meetings with the panel secretary;
 - (c) facilitating, or arranging for the facilitation of, panel meetings;
 - (d) acting as the primary point of contact for the panel;
 - (e) providing reports, or arranging for the provision of reports, to State Council; and
 - (f) arranging for the panel secretary's responsibilities to be fulfilled if one has not been chosen or if they are incapacitated.
- (5) A panel secretary is responsible for:
 - (a) taking the minutes of, or arranging for the taking of minutes of, panel meetings and giving these minutes to State Council;
 - (b) preparing the agendas for panel meetings with the panel convenor, and giving these agendas to panel members;
 - (c) ensuring that meeting dates and minutes are made available to the membership on Greenhouse or on other tools, where appropriate;
 - (d) ensuring that the panel has all the information, whether that be by reports or by other means, that it needs to discharge its functions;
 - (e) ensuring that decisions of the panel are carried out; and
 - (f) arranging for the panel convenor's responsibilities to be fulfilled if one has not been chosen or if they are incapacitated.
- (6) A panel office bearer ceases to hold that office if:
 - (a) they resign by giving written notice to the panel and State Council; or
 - (b) they cease to be a member of the panel.

9 Delegation

- (1) A panel may delegate specific tasks and administrative responsibilities to panel members with their agreement.
- (2) Such delegation does not constitute the creation of an office.
- (3) Decisions made under delegation that would otherwise be made by the panel itself must be made in writing and recorded in the minutes of the next panel meeting.

10 Meeting procedure

- (1) A panel meeting must be convened when required and at the request of State Council.
- (2) Panel members must be given adequate notice of each panel meeting.
- (3) The quorum for a panel meeting is a majority of current panel members, but not fewer than two.
- (4) A panel meeting must decide its own agenda.
- (5) The types of proposal that may be put to a panel meeting are:
 - (a) a procedural proposal; and
 - (b) a substantive proposal.
- (6) A proposal that is put to a vote is passed if it meets the following requirements:

Type	Requirements
Procedural proposal	A majority of panel members in attendance who vote on the proposal vote in favour
Substantive proposal	At least two thirds of the panel members in attendance who vote on the proposal, and a majority of current panel members, vote in favour

- (7) Panels must keep minutes of their meetings.
- (8) A panel may pass a proposal without meeting by consensus of all panel members.
- (9) A panel may, by a substantive proposal, make additional meeting procedures that are consistent with these procedures and those set out in the Constitution.

11 Positions

- (1) Each panel member must:
 - (a) work to implement any decisions of the members and State Council;
 - (b) become familiar with the Internal Policies governing the position they hold; and
 - (c) conscientiously participate in the work of the panel, including by attending panel meetings and carrying out the tasks and responsibilities they are delegated.
- (2) A panel member ceases to hold that position if:
 - (a) they resign by giving written notice to the panel and State Council;
 - (b) they cease to be a member;
 - (c) they fail to attend three consecutive panel meetings without being an apology; or
 - (d) they are removed from that position by a decision of State Council after grounds are stated and an opportunity for them to be heard is given.

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POLICY 7: FINANCIAL MANAGEMENT

Version as at 17 March 2024

1 AGV finances

- (1) State Council will set the AGV budget
- (2) In the event that a committee or working group is allocated responsibility for a budget line, the committee or working group must:
 - (a) Adopt a budget for expenditure of the allocated funds
 - (b) Provide the budget to State Council before any funds are expended under it
- (3) The State Director is responsible for authorising expenditure within approved party budgets, subject to the following conditions:
 - (a) Where expenditure will result in the relevant budget item being exceeded by no more than \$5,000, the State Director must nominate an alternate budget item or items to be reduced by the same value.
 - (b) An expenditure increase of more than \$5,000 shall be referred to FAC for consideration and if appropriate, funds reallocated within the approved budget.
 - (c) The State Director may delegate expenditure authorisation for specific budget items to AGV staff, but retains accountability for the budget item against which the authority has been delegated.
 - (d) When the State Director takes leave, they must delegate their expenditure authority temporarily either to AGV staff or to State Council.
 - (e) Any delegation of expenditure authority must be in provided to FAC in writing and indicate the period of delegation.

2 Party bank accounts

The following will be signatories on AGV bank accounts:

- (a) The State Director
- (b) The Finance Officer
- (c) A member nominated by FAC

3 Donations and disclosure

- (1) Donations
 - (a) May only be directed to the AGV state party, or a party body that has a virtual account
 - (b) May be directed to campaigns for a specific election or electorate
 - (c) May not be directed to individual members (including candidates and elected representatives)
- (2) All donations solicited for the AGV or accepted on behalf of the AGV by any person
 - (a) Must be reported to the AGV and deposited into an AGV bank account or petty cash fund within 14 days
 - (b) Must only be used for AGV endorsed activities
 - (c) Must not be for personal use
- (3) The acceptance of a donation by AGV does not imply endorsement of the activities, undertakings or processes of the donor
- (4) The AGV may reject any donation or refund any donation at any time
- (5) The party website must advise donors of AGV and regulatory disclosure requirements

- (6) For any donation of more than \$50:
 - (a) The name and address of the donor must be recorded
 - (b) A receipt must be issued
- (7) Where this requirement not been met within 3 months, the amount received will be donated on to a charity nominated by FAC
- (8) Where any donor's one-off or cumulative donations to the AGV totals \$1,000 or more within a financial year, then within 3 months of the end of financial year:
 - (a) The donor must be subject to ethical review
 - (b) The name of the donor and the total amount donated must be disclosed on the AGV website
- (9) FAC is responsible for ensuring the ethical review of donors which will:
 - (a) Seek to ensure that the values and aspirations of all donors are not inconsistent with those encapsulated in the goals, policies and the Charter of the Australian Greens Victoria;
 - (b) Accept donations only for supporting the aims of the Party;
 - (c) Refuse any donation if any conditions are imposed by the donor;
 - (d) Refuse any donation if it gives rise to or is likely to give rise to a conflict of interest.
- (10) A person verifying to FAC that the requirements of subclause (4) have been met:
 - (a) Must not have a conflict of interest arising from association with the donor
 - (b) Must not be a candidate for election whose campaign will benefit from the donation, or such a person's campaign manager
 - (c) If possible, should contact the donor to confirm that the requirements are met
 - (d) Must keep a record of verification steps taken
- (11) Any donation that is rejected must be refunded to the donor at the earliest opportunity

4 Conflict of interest

The AGV adopts the following definition of a conflict of interest:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.

- (e) 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.

5 Reimbursement

- (1) Members and supporters are entitled to be fully reimbursed for expenditure made in the course of their duties for the Party where:
 - (a) The expenditure has been budgeted for
 - (b) The expenditure has been authorised in advance
 - (c) Evidence of expenditure is provided in the form of a tax invoice (but at the discretion of the State Director other evidence such as a vehicle log or signed and witnessed Statutory Declaration may be accepted)
- (2) Expenditure to be reimbursed can only be authorised by:
 - (a) Bodies properly constituted by or under the Constitution of the Australian Greens – Victoria with an agreed budget of their own
 - (b) The State Director or their delegate
- (3) Expenditure to be reimbursed must be
 - (a) Accounted for in the budget of the authorising body
 - (b) Approved in the minutes of the authorising body
- (4) Minutes used to authorise expenditure should include:
 - (a) The decision to authorise the expenditure
 - (b) The decision to make a reimbursement when the expenditure has occurred,
 - (c) Attached copies of supporting documentation
 - (d) Such other information as State Office may reasonably require.
- (5) Liability for reimbursement will not extend beyond the body that authorised the expenditure except by a decision of FAC
- (6) Any claim for reimbursement must be made within three months from the date of the expenditure.
- (7) Reimbursement for authorised expenses will be made within 30 days of the supporting documentation being provided, where all the conditions above have been met.
- (8) Additional expenditure authorisation controls may be established by the State Director.

6 Travel

FAC may establish a policy in relation to travel expenses. In absence of such a policy, travel expenses can be authorised under the reimbursement rules above.

7 Honoraria

- (1) In recognition of the time contributed and expenses incurred by volunteers serving in these governance roles, the AGV will offer honoraria payments as follows:
 - (a) Each State Councillor will be offered an honorarium of \$500 per quarter
 - (b) The incumbent in each Office Bearer or National Councillor position will be offered an additional honorarium of \$500 per quarter (noting that if a position is shared by two State Councillors then each will be offered half this amount)
- (2) To accept an honorarium, State Councillors must complete the required form and submit it to the relevant finance administrator by the specified processing date.

- (3) Honoraria will usually be paid quarterly in arrears, but may be paid in advance at the discretion of the State Director.

8 Party body finances

- (1) Branches may manage funds in virtual accounts held with the AGV. These funds sit outside of the AGV budget.
- (2) FAC may authorise other party bodies to manage funds in virtual accounts held with the AGV, outside of the AGV budget.
- (3) FAC is responsible for ensuring that a register of account signatories for virtual accounts is maintained.
- (4) Branch signatories will be provided with access to the Finance Reporting Tool in order to view virtual account transaction histories and balances (which are maintained by State Office).
- (5) FAC is responsible for ensuring that standards are set for the conduct, recording and reporting of financial transactions, and are published in the Treasurers Resources and in the Financial Reporting Tool instruction manual on the members website.
- (6) A party body that is not in compliance with this policy or the published standards may be issued with a notice of non-compliance by FAC. If the non-compliance is not rectified within 30 days, FAC may take over the financial operations of the party body.
- (7) All income must be deposited to an AGV bank account within 14 days of receipt, and before any costs or other outgoings are paid from the income.
- (8) For each deposit a remittance advice must be submitted in the form specified by State Office providing all required information including:
 - (a) The virtual account that it should be attributed to
 - (b) The purpose that it was received for
 - (c) The source that it was received from
- (9) Income collected through online donation pages will be credited to the relevant virtual account monthly, and the following will be debited
 - (a) 5% of all income - for operating cost recovery
 - (b) 20% of each donation of under \$1,500 - for donation sharing with the Australian Greens
- (10) A party body must not make a financial commitment unless funds to cover the commitment are already available in the virtual account of the party body
- (11) Expenditure must be authorised by a substantive proposal agreed to by the relevant party body and documented in the meeting minutes. Such a decision may delegate the authority to incur the expenditure, up to an approved amount, to a nominated individual or committee.
- (12) An official tax invoice must be received and kept for all payments made, and submitted to State Office.
- (13) Virtual account are managed on a GST exclusive basis
 - (a) Amounts credited will have GST removed where applicable
 - (b) Amounts debited will not include GST

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POLICY 8: STATE COUNCIL PROCESSES

Version as at 14 April 2024

1 Scope

This internal policy sets out processes of State Council.

2 Confidential documents

- (1) On being elected to State Council, members will be asked to complete the “Deed of Confidentiality” (*the deed*) as specified in Schedule 1 of this internal policy.
- (2) State Council or the Secretariat subcommittee may designate a document as being Confidential to State Council and appointed observers (*confidential documents*).
- (3) Any decision of State Council on the status of a document will override a decision of the Secretariat Subcommittee.
- (4) State Councillors and appointed observers who have completed and returned the deed will be given access to confidential documents online.
- (5) Any State Councillor or appointed observer who has not completed the deed will be able to read confidential documents in person at State Office by making an appointment to do so with the State Director or their delegate, but during this appointment must relinquish access to any recording device.

3 Schedule 1 - Deed of Confidentiality

- (1) **Deed of Confidentiality** signed on the date specified in Item 1 of the Schedule
- (2) **Made by:** The person described in Item 2 of the Schedule (Confidant)
- (3) **In favour of:** The parties named in Item 3 of the Schedule (Greens)
- (4) Recitals:
 - (a) The Confidant is a recipient of the Information from the Greens.
 - (b) The Greens consider it to be imperative that the security and confidentiality of the Information be maintained.
 - (c) The Greens have allowed the Confidant to have access to the Information.
 - (d) Improper use or disclosure to third parties of the Information would cause serious loss or damage to the Greens.

4 Schedule 1 - Interpretation

- (1) In this Internal Policy:
 - (a) *Deed* means this document, executed as a deed poll.
 - (b) *AGV* means The Australian Greens Victoria Incorporated ABN 11 616 265 905.
 - (c) *Information* means information, documents and data stored by any means and made available directly or indirectly to the Confidant during the Confidant’s dealings with the Greens, whether before or after the execution of this Deed, and includes information relating to:
 - (i) any intellectual property rights of the Greens;
 - (ii) political strategies, concepts, promotions or ideas concerning the Greens or the Greens knowledge of such strategies in connection with its political opponents;
 - (iii) the financial position or reputation of the Greens;
 - (iv) the internal management and structure of the Greens;
 - (v) the personnel or policies of the Greens;

- (vi) the Greens' candidates, potential candidates, members or former members or suppliers; or
- (vii) any other events, circumstances. Matters or things which the Confidant knows or ought to know is confidential to the Greens.

5 Schedule 1 - Non Disclosure

- (1) For all Information to which they have access, or which is disclosed to them, or of which they become aware, the Confidant must:
 - (a) treat it as secret and confidential;
 - (b) not copy or disclose it to any person without the prior written consent of the AGV; and
 - (c) maintain secure custody of it.
- (2) If the AGV grants its consent to the disclosure of Information, it may impose conditions on that consent, including (without limitation) that the AGV or other entities which are included in the definition of the Greens may require that the Confidant obtain the execution of a deed in these terms by the person to whom the Confidant proposes to disclose the Information.
- (3) The Confidant agrees that it is necessary to take all reasonable steps (including the execution of this Deed) to ensure that the confidentiality and security of the Information is protected.
- (4) The obligations of the Confidant under this Deed will not be taken to have been breached where the Information is:
 - (a) available in the public domain other than as the result of a breach of confidentiality; or
 - (b) legally required to be disclosed by the Confidant.

6 Schedule 1 - Restriction on Use

- (1) The Confidant may only use the Information solely for the purposes of the Confidant's dealings with the Greens (whether directly or indirectly).
- (2) Without limiting the Confidant's obligations under the Deed, the Confidant must use the information in accordance with the AGV's policies, as amended from time to time, in relation to documents and data security.
- (3) The Confidant must:
 - (a) not copy or reproduce the Information without the approval of the AGV;
 - (b) allow any other person outside the Greens access to the Information; and
 - (c) take all necessary precautions to prevent unauthorised disclosure of, access to or copying of the Information in their control.

7 Schedule 1 - Survival

This Deed will survive the termination or expiry of any membership, contract or other relationship between the AGV and the Confidant or the Greens and the Confidant.

8 Schedule 1 - Power of the Greens

- (1) Immediately upon request by the Greens, the Confidant must deliver to the AGV all documents in the possession or control of the Confidant containing Information.
- (2) If at the time of such a request the Confidant is aware that documents containing Information are beyond the Confidant's possession, custody or control, then the Confidant must provide full details of where the Information is, how it is stored and the identity of the person who has control of it.

9 Schedule 1 - Restraint and Injunction

- (1) The Confidant agrees that the Confidant must not provide services or advice to or otherwise assist any person who could reasonably be or become a political opponent of the Greens or is taking or might be expected to take any action, commence any proceeding or make any claim or demand against the Greens where such action, proceeding, claim or demand relates to the subject matter of the Information or the dealings that the Confidant has with the Greens.
- (2) The Confidant acknowledges that damages alone may be an insufficient remedy for a breach of this Deed and the AGV or any entity within the definition of the Greens is entitled to seek injunctive relief to prevent or remedy a breach of this Deed or to seek specific performance, as it may elect in its absolute discretion.

10 Schedule 1 - General

- (1) No Exclusion of Law or Equity: This Deed must not be construed to exclude the operation of any principle of law or equity intended to protect and preserve the confidentiality of the Information.
- (2) Amendment: This Deed may not be varied except on terms approved by and with the written consent of the AGV.
- (3) Waiver and Exercise of Rights:
 - (a) A single or partial exercise or waiver of a right relating to this Deed does not prevent any other exercise of that right or the exercise of any other right.
 - (b) No party will be liable for any loss or expenses incurred by another party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.
 - (c) No waiver by the Greens of any breach or default is effective unless it is made in writing by the AGV.
- (4) Governing Law and Jurisdiction: This Deed is governed by and is to be construed in accordance with the laws of Victoria. The Confidant irrevocably and unconditionally submits to the nonexclusive jurisdiction of the courts of Victoria and waives any right to object to proceedings being brought in those courts.
- (5) Joint and Several: If a party consists of more than one person, this Deed binds them jointly and each of them severally.
- (6) Severance:
 - (a) If a provision in this Deed is held to be illegal, invalid, void, voidable or unenforceable, that provision must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable.
 - (b) If it is not possible to read down a provision as required in this subclause, that provision is severable without affecting the validity or enforceability of the remaining part of that provision or the other provisions in this Deed.
- (7) Number, Gender and Persons: In this Deed, a reference to:
 - (a) the singular includes the plural and vice versa;
 - (b) a gender includes the other genders; and
 - (c) a person includes a firm, partnership, joint venture, association, corporation or other corporate body.

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POLICY 9: CONFLICTS OF INTEREST

Version as at 17 March 2024

1 Definitions

- (1) *Senior Party Body* as defined in clause 19(3) of the AGV Constitution.
- (2) *Material Personal Interest* means:
 - (a) A **general interest**, or
 - (b) A **material interest**;
 - (c) But not an interest that falls under a **general exemption**.
- (3) A *General Interest* is:
 - (a) Any situation which relates to the relevant person or a **Personal Relationship** that may affect a person's rights, advantages, duties, titles or liabilities
 - (b) Any situation where a person's interests - family, friendships, employment, social or financial factors - may conflict with their ability to act in the best interests of the AGV.
- (4) A *Material Interest* is:
 - (a) A situation in which action or inaction has benefits or losses that are:
 - (i) *Direct*, in which the person is the immediate recipient benefits or suffers a loss themselves, or indirect and impacts the person's **Personal Relationship** in a similar manner
 - (ii) *Pecuniary*, in which a benefit or loss may be measured in money, or non-pecuniary, which may not be measured in monetary terms
- (5) A *General Exemption* is:
 - (a) Anything so remote or insignificant that a reasonable person would consider it incapable of influencing the person's actions or decisions,
 - (b) Something held in common with a substantial proportion of the body,
 - (c) A situation in which the relevant person does not know of the circumstances that create the conflict of interest,
 - (d) Anything in which the relevant person would not be reasonably expected to know of those circumstances, or
 - (e) A situation that only arises due to a relevant personal attribute, defined as age, sex, gender, gender identity, trans status, sexual orientation, physical or mental abilities, physical appearance, colour or racial constructs, culture or ancestry, or religious beliefs.
- (6) A *Personal Relationship* is:
 - (a) A **family member**,
 - (b) A body corporate where the relevant person or their spouse or domestic partner is a director or is on the governing body,
 - (c) An employer, unless it is a public body,
 - (d) A business partner,
 - (e) a person for whom the relevant person is a consultant, contractor or agent,
 - (f) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee, or
 - (g) a person from whom the relevant person has received a substantial gift.
- (7) A *Family Member* is:
 - (a) A spouse or domestic partner,

- (b) A parent, grandparent, sibling, child, grandchild, step-parent, step-sibling or step-child of the relevant person or of their spouse or domestic partner, or
- (c) Another relative that regularly resides with the relevant person
- (8) A **Member** for the purpose of this procedure is a person who has the ability to vote on the relevant body.
- (9) A **Participant** is anyone, including other **members**, in attendance at the meeting.
- (10) A **Formal Disclosure** arises when a **Material Personal Interest** has been disclosed to the meeting and the meeting accepts that it meets the definition and is otherwise not managed, and is recorded in the minutes
- (11) A **Conflict of Interest** is where a **Material Personal Interest** is **formally disclosed**.

2 Procedure

- (1) Members and participants of State Council, the Constitutional Votes Committee, any Panels, and any Senior Party Body must:
 - (a) Provide all known material interests to the body
 - (b) Disclose any Material Personal Interests either at the beginning of the meeting or otherwise as soon as it becomes apparent,
 - (c) The meeting must then assess the Material Personal Interest according to 10 and determine whether it meets the definition of a Conflict of Interest.
 - (d) Participants must exclude themselves from the decision-making process; including any discussion or vote on the matter where a Conflict of Interest arises, and
 - (e) The participant must not return until the matter is concluded or deferred.
- (2) State Council, the Constitutional Votes Committee, any Panels, and any Senior Party Body must:
 - (a) a. Provide a method to disclose material interests as part of induction to the body, and
 - (b) b. Provide time on the agenda before general business to disclose all Material Personal Interests.
- (3) If a participant does not disclose a Material Personal Interest, but a member of State Council, the Constitutional Votes Committee or any Senior Party Body believes a Material Personal Interest exists, then a Procedural Proposal may be put to have it formally disclosed.
- (4) If a participant refuses to recuse themselves upon formal disclosure of a Material Personal Interest, the participant may be removed from the meeting by a procedural proposal
- (5) If a Conflict of Interest is formally disclosed at the meeting and not resolved with the participant's recusal or removal during the matter, then the decisions of the meeting do not take effect.
- (6) A Formal Disclosure must give details to:
 - (a) the nature and extent of the interest, and
 - (b) the relation of the interest to the activities of the body
- (7) All Formal Disclosures must be provided for the next General Meeting
- (8) A person who directly decides on, manages or participates in the rating of Greens candidates on behalf of an external organisation has a real, perceived or potential conflict of interest in relation to participation in the Probity Panel.

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POLICY 10: ELECTION CAMPAIGNING

Version as at 17 March 2024

1 Delegation

- (1) State Council delegates its power to the Victorian Campaigns Committee, and any campaign committees established under this internal policy, to make the decisions permitted under this internal policy.
- (2) All areas of this Internal Policy that conflict or overlap with Policy 5: Committees of State Council are suspended until this Internal Policy is amended.

2 Definitions

In this internal policy:

- (a) *CMT* means Campaign Management Team; and
- (b) *QDMG* means quick decision-making group.

3 Membership entitlements

- (1) All members are eligible to seek nomination for public office as a candidate for the Party, subject to clause 12(9).
- (2) For any election or ballot, other than a State Council election which must be conducted under the Constitution, the persons deemed to be members will be only those persons who were members as at:
 - (a) the date of the close of nominations in the case of a person standing for election;
 - (b) the date of the close of voting in the case of a person casting the vote; or
 - (c) such other date as may be set by the body calling the vote or by the returning officer, provided that the date is not later than the close of voting.

4 Job-sharing

- (1) Job-share Campaigns Committee Convenors will make arrangements with the Campaigns Committee for the apportioning of duties and responsibilities.
- (2) Wherever this internal policy specifies the attendance of the Campaigns Committee Convenor as a quorum requirement for a meeting, the attendance of one of the job-share Campaigns Committee Convenors will be sufficient to satisfy such a requirement.
- (3) Job-share Campaigns Committee Convenors will be entitled to one vote between them only.
- (4) Where a Campaigns Committee Convenor who holds a position on a job-share basis ceases to hold office but the other person who also holds that position does not cease to hold office, then the remaining holder of that office holds office until the end of the next meeting of State Council, which shall at that meeting make a determination to either:
 - (a) confirm the remaining holder of the position as the only holder of that position or
 - (b) confirm a nomination made by the remaining holder of that position, of another member to fill the vacancy and serve in the position on a job-share basis.
- (5) In the absence of the occurrence of clause 9(a) or (b) at that meeting, the position becomes vacant.

5 Campaigns Committee – part I

- (1) The Campaigns Committee will be a Committee of State Council:
- (2) The Campaigns Committee Convenor will be elected annually by an electronic or postal ballot of all members.

- (3) The Campaigns Committee will report to State Council at each State Council meeting and otherwise as directed by State Council.
- (4) State Council will set the terms of reference for the Campaigns Committee and may amend the terms of reference from time to time.
- (5) The Campaigns Committee will have the authority to take decisions within its terms of reference and, subject to such conditions as may be imposed, to expend money within its allocated budget without the need for any other Party body to ratify its decisions. However, State Council may overturn any decisions or actions taken by the Campaigns Committee.

6 Appointment of returning officer

State Council will appoint a Returning Officer in due time for the annual general meeting.

7 Quick decision-making group – part I

- (1) The functions and powers of a QDMG are as follows:
 - (a) the QDMG will make decisions for the Campaigns Committee regarding any matter of such urgency that it must be resolved before the next scheduled meeting of the Campaigns Committee;
 - (b) whilst it is the Convenor who is normally required to attempt to contact all QDMG members, if necessary, any member of the QDMG can call the meeting;
 - (c) the composition of the QDMG is the Campaigns Committee's Convenor and Secretary and two other persons elected from the other members of the Campaigns Committee; and
 - (d) procedures for the QDMG include the following:
 - (i) the QDMG will meet only as often as essential;
 - (ii) the QDMG may meet face to face or by teleconference, or by electronic communication; in emergencies, the QDMG may simply engage in telephone consultation; and
 - (iii) in matters relating to particular regions or issues, the QDMG will consult where possible with constituent groups or Party members who may be directly affected by the decision.
- (2) The QDMG must keep a written record of any decisions made and present it to the next meeting of the Campaigns Committee.
- (3) Decisions of the QDMG take effect immediately. If a decision of the QDMG is not ratified by the conclusion of the next quorate meeting of the Campaigns Committee, the decision lapses and, to the maximum extent possible, is to be taken to have never been made.

8 Overview of principles

- (1) Although branches are recognised as the primary organising unit for election purposes, this internal policy authorises the creation of regional campaign committees based on such boundaries as State Council may determine, to facilitate election management and continuous campaigning where they are best managed across more than one branch or group of branches.
- (2) State electoral and continuous campaigning policies will be formulated with the maximum participation of members and branches, and must actively consider input from relevant expert persons or bodies, including that provided by the national office of the Party and any member who holds public office.

9 Campaigns Committee additional delegations – part I

- (1) Reporting to State Council, the formulation of state-wide party electoral and continuous campaigning policy and the management of its application will be the responsibility of the Campaigns Committee created as a Committee of State Council.

- (2) The Campaigns Committee is responsible for:
 - (a) developing electoral and continuous campaigning policy with state-wide cover for local government and state parliamentary elections, and managing such campaigns;
 - (b) liaising with regional campaign committees and branches to facilitate the goals of this internal policy;
 - (c) collaborating with relevant party bodies to develop national electoral and continuous campaigning policy;
 - (d) reporting to State Council on all other matters referred to it by State Council; and
 - (e) any other electoral or continuous campaigning related functions given to it by State Council or this internal policy.
- (3) The Campaigns Committee will establish a QDMG in accordance with clause 7.

10 Campaigns Committee Convenor

- (1) The Campaigns Committee Convenor will be elected by all members by annual postal or electronic ballot (though if the position remains unfilled after the annual postal or electronic ballot for any reason, that position may be elected by all members present at the annual general meeting or at a general meeting by consensus or, failing this consensus, by a secret ballot of all members present). An individual who has served two consecutive terms as Convenor will not be eligible for re-election at the next election (but will in any case be eligible for subsequent elections), unless this provision is waived by consensus decision of State Council.
- (2) The position of Campaigns Committee Convenor may be held on a job-share basis.
- (3) The Campaigns Committee Convenor will:
 - (a) be responsible for managing the meetings, agenda and responsibilities of the committee in a way which facilitates the effective delivery of the electoral and continuous campaigning objectives of the Party;
 - (b) convene urgent meetings of the committee's QDMG as required to address urgent and pressing electoral and continuous campaigning related matters;
 - (c) attend whenever possible all meetings of State Council, to ensure electoral and continuous campaigning considerations are taken into account in all State Council decisions;
 - (d) regularly report to State Council on the normal business of the committee, and refer committee recommendations to State Council for decision on actions where appropriate;
 - (e) liaise with members who hold public office, and facilitate their involvement in the Campaigns Committee processes;
 - (f) confer with the Party body given responsibility for national electoral and continuous campaigning matters;
 - (g) perform any other function required by State Council.

11 Election and continuous campaigns

- (1) For any Local Government election in which the Party will be supporting a candidate (subject to clause 14 where there is more than one Branch in a Local Government Area), the campaign will be directed by the relevant Branch, or a campaign committee established by that Branch.
- (2) For any Victorian Legislative Assembly or Federal House of Representatives election in which the Party will be supporting a candidate, the campaign for each electorate will be directed by a Branch with coverage within the bounds of the electorate, or a campaign committee established by the Branch.
- (3) For any Victorian Legislative Council election in which the Party will be supporting a candidate, the campaign for each electorate will be directed by a regional campaign committee if one has

been established by State Council, or by the Campaigns Committee if no regional campaign committee has been established.

- (4) For any Federal Senate election in which the Party will be supporting a candidate, the campaign will be directed by the Campaigns Committee.
- (5) For any continuous campaigning, the campaign will be directed by the VCC.
- (6) State Council may determine which Branch has jurisdiction in relation to subclause (2); the powers, responsibilities, membership structures of campaign committees formed under subclauses (1), (2) or (3); and the direction of any campaign where either no responsible body exists, or the responsible body declines to direct the campaign.
- (7) All Branches or campaign committees responsible for the direction of the campaign in an electorate, will:
 - (a) appoint a campaign co-ordinator (which may be an Office Bearer or any other committee member), and authorise the coordinator to expend funds up to a specified limit;
 - (b) provide all necessary information to State Council, the Party Agent and the Registered Officer for the purposes of compliance with the relevant Commonwealth or Victorian legislation; and
 - (c) keep their own separate set of record books and where required to do so furnish the relevant Electoral Commission with accurate financial records for them to check. The following must also be recorded separately:
 - (i) all gifts as defined in the relevant legislation;
 - (ii) records of election expenses; and
 - (iii) claims for reimbursement of electoral expenses up to the amount allowed, if applicable.
- (8) All election or continuous campaigning materials must be authorised by the the State Director or their delegate
- (9) Public spokespeople for elections and continuous campaigning will be limited to elected representatives or preselected candidates for public office. Other spokespeople may be selected by the Victorian Campaigns Committee. This does not prevent social media activity of Greens party bodies allowed under other rules of the Party.
- (10) Media engagement by preselected candidates or spokespeople selected by Victorian Campaigns Committee must be approved by the State Director or their delegates.
- (11) Financial records relating to election campaign expenses will be kept for five years following the election to which they relate.
- (12) A campaign committee may be suspended by:
 - (a) a decision of the entity that created it; or
 - (b) by a decision of State Council if there is evidence that the committee is seriously failing to meet its responsibilities under this internal policy or financial responsibilities or persistently breaches State Council decisions;
- (13) If a campaign committee is dissolved or suspended under subclause (8), the direction of the campaign will transfer to the body otherwise responsible under subclauses (1), (2) or (3) if there is one, or to the Campaigns Committee if there is not, for the duration of the suspension.

12 Preselection and endorsement

- (1) Where a relevant election campaign committee exists, the campaign committee will conduct the preselection, otherwise the body with responsibility for directing the campaign will conduct the preselection.
- (2) If there is no Branch or election campaign committee covering a given electorate, or the relevant Branch or election campaign committee reports that it is unable or unwilling to conduct the

preselection, the Campaigns Committee may designate another body to conduct the preselection for that electorate.

- (3) State Council may determine a date by which a particular class of preselections must occur, and in default of this, may determine any other necessary matter regarding the conduct of preselections.
- (4) If there is only one candidate for election for public office, endorsement will nevertheless be required in accordance with the procedure established under Constitution clause 3(3), conducted by the relevant body.
- (5) In the case of a casual vacancy in an office previously held by an endorsed Party office holder in the Federal Senate, the Victorian Legislative Council or any other body for which a casual vacancy requires the Party to nominate a replacement office holder, a new preselection must be held. This clause will apply as if the preselection for the casual vacancy were a general election to that body.
- (6) In the case of a by-election, the Campaigns Committee will determine a method for preselecting candidates and determine which body will be responsible for conducting the preselection.
- (7) If circumstances justify, State Council may exercise a veto option on candidates proposed by a Branch or an election campaign committee. State Council may then propose a new candidate if the relevant Branch or election campaign committee does not opt to do so.
- (8) Candidates for public office who have been preselected under clause 13 and Policy 11: Preselection will be recognised as endorsed candidates of the Party.
- (9) members who hold public office will also go through the candidate preselection process before each relevant election.
- (10) Any person who applies for membership while standing for election to, or after having been elected to, any local government, or State or Federal parliament will require:
 - (a) acceptance as an member, and
 - (b) endorsement pursuant to the preselection process set out in this clause and Policy 11: Preselection, and
 - (c) endorsement by State Council.
- (11) A member who is elected to Public Office on a countback and who was not endorsed by the Party to be a candidate for that Public Office must immediately notify State Council. If State Council does not endorse that member for that Public Office within 3 months of them taking that Public Office, or if State Council decides that the member is not endorsed, that member must either resign that Public Office or resign their Party membership.
- (12) Nothing in this clause and Policy 11: Preselection shall be taken as preventing any measure which is deemed necessary to ensure that the Party or the Australian Greens has a candidate in any seat in any State or Federal election in circumstances where any present or future preselection process which would otherwise apply cannot or would not be completed due to the calling of an early election at short notice.

13 Allocation of preferences

- (1) The decision on the allocation of preferences for local government electorates may be made by branches, subject to clause 14 where there is more than one branch in an LGA. If there is any ambiguity as to whether a branch has authority in a particular case, the dispute will be resolved by State Council.
- (2) Any branch may delegate the responsibility for deciding preference allocation to State Council.
- (3) The decision on the allocation of preferences for any electorate that is not a local government municipality will be made by State Council or the body to which State Council delegates that power, having consulted with the branches to which the electorate corresponds.

14 Special arrangements for certain LGAs and branches

- (1) The purpose of this clause is to ensure that, within LGAs where there are a number of branches (only), either those branches may continue or other arrangements as provided for in this clause are given effect.
- (2) The LGAs referred to in subclause (1) are the City of Greater Geelong, the Borough of Queenscliffe and the Shire of Yarra Ranges. The branches referred to in subclause (1) are Geelong and District, Bellarine, Dandenong Ranges, Healesville and Upper Yarra.

15 Restrictions on holding multiple offices

- (1) To avoid doubt, this internal policy places no restriction on any member seeking to hold, or holding, any public office, but places restrictions on seeking to hold, or holding offices within the Party in circumstances described below.
- (2) While they hold a position or office listed in Column 1, no Party member may hold a position or office listed in Column 2; either
 - (a) for more than 12 weeks; or
 - (b) in any circumstances described in Column 3;
 - (c) except as described in Column 4.

Column 1	Column 2	Column 3	Column 4
Campaigns Committee Convenor	Member of State or Federal Parliament or their staff, Salaried Mayor (or equivalent) of LGA, or Party staff.	During an election campaign period applicable to the person's position under Column 2, during the 12 weeks prior to the scheduled date of an election (or from the date of the issuing of writs).	A person who is in a position or office as described in Column 1 who during their term of office obtains a staff position may continue to hold that position or office for the balance of the term of office, if that balance is less than 9 months, with the permission of State Council.
Preselected candidate for either a 'lead position' for the Senate or Legislative Council Region, or for a federal or state lower house seat, where the Party's vote in that seat in the previous election exceeded 20%.	Member of the Campaigns Committee. Most senior Party employee.	During an election campaign period applicable to the person's position under Column 2, being during the 26 weeks prior to the scheduled date of an election (or from the date of the issuing of writs).	
Member of State or Federal Parliament or their staff, or Salaried Mayor (or equivalent) of LGA,	State Council or Campaigns Committee		Where holding position in the capacity of staff, parliamentarian or elected Local

or Party staff.			Government rep.
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- (3) In the table under subclause (2), 'staff' is defined to mean those employed as staff, other than those employed on a short term temporary basis.
- (4) Where one clause of this internal policy limits the holding of particular offices further than another clause of this internal policy, the more limiting clause will prevail.
- (5) The act of nominating for the position of Campaigns Committee Convenor carries an implicit undertaking that the person so nominating shall not, during the following 12 months, nominate for preselection for:
 - (a) the lead position on the Senate ticket, or the second position in respect of a double dissolution;
 - (b) the lead position on the ticket in a Legislative Council Region, or the second position in circumstances where the Party's vote in that Region in the previous election exceeded 20%; or
 - (c) any state or federal seat in which the Party's vote was more than 20% (or double the average vote for seats in Victoria in the most recent relevant general election, whichever is the lesser).
- (6) Should a Campaigns Committee Convenor nominate for preselection for endorsement for any of the positions in subclause (5)(a), (b) or (c), they shall thereby cease to hold that office.
- (7) For the purpose of this internal policy, the holding of an office within the Party includes any holding of office on an acting basis.

16 Campaigns Committee decision-making

- (1) It is the intention of State Council that wherever State Council has delegated to the Campaigns Committee under this internal policy or otherwise, the power to make a decision (as opposed to State Council merely delegating a power to make a recommendation), then in the normal course of events it is expected that the Campaigns Committee will make decisions about these matters and will not merely make recommendations.
- (2) Therefore, there should be unusual circumstances why the Campaigns Committee only makes a recommendation where it could make a decision. Such circumstances might include the importance of the matter in the particular context, or the level of controversy about the matter in the Party.
- (3) It is the intention of State Council that wherever State Council has delegated to the Campaigns Committee under its terms of reference, the power to make a recommendation, then in the normal course of events it is expected that the Campaigns Committee will make recommendations which do not require a further decision of State Council, other than mere approval of the recommendation
- (4) If the Campaigns Committee is of the view that an issue should be an item for discussion at State Council, this does not of itself mean it should fail to make a substantive recommendation, but the Campaigns Committee may request of State Council that the item be listed for discussion.

17 Campaigns Committee quick decision-making group – part II

- (1) The quorum for a meeting of the Campaigns Committee shall be at least half of its members.
- (2) The Campaigns Committee shall appoint a QDMG, which must have four members and must include at least one State Councillor. A decision by a QDMG must be supported by at least 3 members and must not be opposed by any member of the QDMG, and must be ratified in the minutes and Record of Decisions at the next meeting.

18 Election of general members of Campaigns Committee

- (1) General members of the Campaigns Committee shall be elected by a postal or electronic ballot of all members prior to the annual general meeting.
- (2) Any casual vacancy of a general member of the Campaigns Committee shall be filled by State Council at the next meeting which allows for sufficient notice of the vacancy to be given to members.

19 Removal of general members of the Campaigns Committee

- (1) A member of the Campaigns Committee (other than a person who holds that position by virtue of holding another office) may resign in writing to the Campaigns Committee Convenor or to State Council.
- (2) Wherever a member of the Campaigns Committee (other than a person who holds that position by virtue of holding another office):
 - (a) fails to attend two consecutive meetings without apology; or
 - (b) fails to attend three meetings with apologies (excluding exceptional circumstances where leave of absence is granted from the Committee for not more than three months); or
 - (c) is found to have committed misconduct; or
 - (d) appears to be unable or unwilling to contribute to the work of the Committee;
- (3) The Campaigns Committee Convenor will contact that member to discuss their continued membership of the Committee. Should the member not resign and should the Convenor after that discussion not be satisfied about the continued involvement of that member, the Convenor will, as they consider appropriate, recommend to State Council in writing (with a copy to the member) that the member's position be declared vacant, and State Council may upon this recommendation remove the member from the Campaigns Committee, provided the member has been afforded an opportunity to be heard. This is subject to review by State Council should the member challenge the decision.
- (4) State Council may remove a member of the Campaigns Committee at its discretion provided an opportunity has been afforded to them to be heard prior to any such decision being made.

20 Campaigns Committee office bearers

- (1) The Campaigns Committee Convenor will be responsible for:
 - (a) facilitating meetings of the Committee, or delegating this responsibility to another member for any meeting;
 - (b) in conjunction with the Secretary of the Committee, ensuring that the appropriate notice of meeting, agenda and motions on notice are provided in good time;
 - (c) ensuring that the business of each Committee meeting is properly addressed;
 - (d) presenting Committee reports to State Council;
 - (e) acting as the Committee's primary point of contact with State Councillors, except where decided otherwise by the Committee; and
 - (f) in consultation with State Council, corresponding with the National Office Bearers on behalf of the Committee.
- (2) The Campaigns Committee shall be required to appoint a Secretary at its first meeting after each annual general meeting or as vacancies arise.
- (3) The Campaigns Committee Secretary shall be charged with:
 - (a) in conjunction with the Convenor, ensuring that the appropriate notice of meeting, agenda and motions on notice are provided in good time;
 - (b) in combination with the Convenor, the creation of meeting agendas;

- (c) the taking of meeting minutes;
- (d) the uploading of these minutes to the internal Party website within one week of each meeting;
- (e) liaising with the Returning Officers to ensure that any Committee vacancies are addressed; and
- (f) maintaining any e-lists of the Committee.

21 Campaigns Committee meetings

- (1) The Campaigns Committee is required to establish and publish on the internal Party website a meeting schedule early in its term. Any changes to the schedule are to be advised to State Council.
- (2) The Campaigns Committee will meet as needed, but not less than four times a year, to carry out its duties.
- (3) Wherever possible, at least one week's notice will be given of all meetings of the Campaigns Committee.
- (4) Urgent meetings may be called if required but not with less than 24 hours' notice.
- (5) The Campaigns Committee will not make decisions except at meetings or by QDMG.
- (6) Campaigns Committee attendance records must be kept and displayed on the internal Party website, and reported to each annual general meeting.

22 Campaigns Committee additional delegations – part II

- (1) Without limiting the operation of the Campaigns Committee, but not so as to give it control over the resources of any other Party body, the Campaigns Committee is responsible for the general management of electoral and related campaigns within the resources allocated to it by State Council or otherwise; and for the implementation of:
 - (a) Applicable decisions of State Council regarding State electoral and related campaign matters;
 - (b) Applicable decisions of Branches and of State Council in respect of local government elected and related campaigns;
 - (c) Applicable decisions of State Council and the Australian Greens in respect of national electoral and related campaigns.
- (2) The Committee must recommend to State Council for adoption, a Campaign Strategy Statement, of no more than 500 words, that covers a nominated prospective period, and which is to include (but need not be limited to):
 - (a) Strategic objectives;
 - (b) priority policy issues;
 - (c) the general approach to the content and method of campaigning;
 - (d) approaches to organisational and communication questions;
 - (e) Lessons from past experience; and
 - (f) How the strategy will maximise the participation of party members.
- (3) Wherever State Council adopts a campaign Strategy Statement, the Campaigns Committee must in performing its functions be guided by that Statement, or if it departs from that guidance, must note that in its minutes and report this to the next State Council meeting.
- (4) Prior to the expiry of the period covered by a campaign strategy statement, the Committee must recommend and present to State Council a further Strategy Statement.
- (5) Except on a pro-tem basis with the approval of State Council, and subject to such conditions as State Council may prescribe in any circumstance, the Campaigns Committee may only

authorise expenditure pursuant to a budget approved by State Council, after its consideration by the Finance and Administration Committee. Notwithstanding the foregoing, total expenditure may exceed that provided for in the budget provided that (and only provided that);

- (a) the Finance and Administration Committee or State Council; has approved this increase on the basis of a determining that there is sufficiently certain basis to increase a corresponding income or revenue budget line within the Committee's budget; or
 - (b) State Council has allocated other funds to cover the increase in expenditure.
- (6) When a budget has been approved by State Council, the Campaigns Committee may amend the budget provided that the following conditions are met:
 - (a) there is no increase in total expenditure (except as provided for in subclause (7));
 - (b) any proposal to reduce an allocation of the funds to be controlled by any Branch, Branch-based or region-based election campaign committee, as compared to the budget approved by State Council or any amended budget approved by the Committee, must not occur unless the Convenor or (if the Convenor appears to be unavailable) some other appropriate person from each of these bodies has been invited to the meeting and given the opportunity to be heard; and the reduction has then been then approved by State Council; and no such reduction shall have effect if any such body would be unable to meet its commitments solely because of such a reduction.
- (7) Wherever it appears to the Campaigns Committee Convenor that in connection with an election, there will be significant additional funds available to spend on campaign related expenditure in connection with that election then, subject only to there being sufficient time available before the relevant election having regard to the urgency of making decisions, the Campaigns Committee shall, prior to allocating such additional funds, invite to and give the opportunity to be heard at any meeting which is to consider that allocation, the Convenor or (if the Convenor appears to be unavailable) some other appropriate person from each Branch, Branch-based or region-based election campaign committee having responsibility for the conduct of a relevant election.
- (8) In addition to any other obligations under this internal policy, the Campaigns Committee must hold a meeting of the Campaigns Committee to which all the Convenors or (if the Convenor appears to be unavailable) some other appropriate person from each Branch, Branch-based or Region-based election campaign committee having responsibility for the conduct of a relevant election campaign shall be invited. Such a meeting may be held in conjunction with any special meeting of State Council held because of the calling of an election:
 - (a) not less than once every four months, and;
 - (b) within ten days of the dissolution of the State or Federal Parliament (or a House thereof);
 - (c) between 4 and 6 weeks prior to a date on which local government elections are to be generally held across the state.
- (9) The Campaigns Committee is responsible for determining the preselection process for Senate preselection and for directing the implementation of that process. Moreover, the Campaigns Committee has the responsibility to ensure that other party bodies are carrying out preselection decisions, and for settling the date by which such decisions must be taken. Where it appears that the situation requires it, the Campaigns Committee may do anything necessary, or authorise a person to do anything to ensure that there is a candidate for a specific State or Commonwealth parliamentary election, in circumstances where:
 - (a) A decision has been made that the Party is to have such a candidate;
 - (b) For any reason no candidate has been selected, or a candidate has been selected and for any reason is no longer to be the candidate; and
 - (c) Under the relevant procedures applicable, it is not reasonably practicable for the Party to select a candidate, and the relevant Branches and campaign committees are consulted.

- (10) The Campaigns Committee is responsible within its powers, for ensuring that campaign communication infrastructure is effective.
- (11) The Campaigns Committee shall consist of:
 - (a) the Campaigns Committee Convenor.
 - (b) three general members elected for a term of up to two years which may be expressed as a period of time or as related to an event (for example, until two months after the next federal election), as determined by State Council from time to time (or in default of a decision, one year).
 - (c) one member each of the Parliamentary membership of the party (if any) at State and Federal level nominated by each of the relevant party leaders or failing that agreed between the relevant (Victorian) members in each case; or a nominee of each State and Federal group of parliamentarians, for a term of office determined by the relevant parliamentary group, not being less than one year.
 - (d) a member who is or has been a local government councillor, selected by the current Party local government councillors, for a term of office decided by them, not being less than one year.
 - (e) the most senior party employee, who shall not have a vote.
 - (f) up to three members nominated by the Campaigns Committee from time to time (after general advertisement to party members), selected by the committee having regard to ensuring the inclusion on the committee of a balance of members with necessary expertise, knowledge or experience.
- (12) The persons holding office on the Campaigns Committee under subclause (13)(c) above shall not have the right to vote if they are on the Campaigns Committee in their capacity as an employee of the party or a politician, and subject to direction in the performance of their work by the Party or a politician.
- (13) Each of the following persons shall have the right to attend, and shall be advised of meeting times and agendas, if not otherwise a member of the Campaigns Committee:
 - (a) State Councillors;
 - (b) the members appointed under Constitution Schedule 5 item 6(1); and
 - (c) Party delegates to any national campaign committees or national campaign working groups

23 Campaign management team

- (1) The Campaigns Committee may also meet in the form of the CMT, which shall consist of :
 - (a) the Campaigns Committee Convenor (or if the Convenor is unable to attend, they may nominate one of the two general members of the Campaigns Committee to attend in their place);
 - (b) the most senior party employee.
 - (c) between 2 and 4 members appointed by the Campaigns Committee from time to time.
- (2) The quorum for the CMT shall be at least half of its members.
- (3) State Councillors must be advised of meetings of the CMT and may attend them. The most senior member of the Party staff acts as the Secretary of the CMT.
- (4) The CMT shall have all the powers of the Campaigns Committee, except the following:
 - (a) amending the Campaigns Committee budget to increase total expected expenditure;
 - (b) reducing the allocation in the budget to any branch, branch-based or region-based election campaign committee having responsibility for the conduct of a relevant election;

- (c) acting in a manner inconsistent with an explicit decision or direction of the Campaigns Committee;
 - (d) exercising any of the delegated powers of State Council under clause 12 of this internal policy.
- (5) In performing their functions, each of the Campaigns Committee and the CMT shall be mindful of the intention of State Council in establishing these two bodies:
- (a) In many circumstances, the day to day political pronouncements of the Party are necessarily those of the Party's elected representatives, and there should be maximum co-operation between the Committee and those representatives. Nevertheless, the campaign resources of the Party should at all times be directed in support of positions consistent with Party policy, and the Campaigns Committee has a responsibility to ensure this is the case.
 - (b) The Campaigns Committee's primary functions are the recommendation to State Council of overall strategy, ensuring that strategy is being implemented, amending strategy when necessary, financial compliance, budget management, selection of major contractors such as advertising agencies, proper governance, and effective communication within the Party. While it will be required to exercise its political authority where controversy arises within the Party about day to day management issues, the Campaigns Committee oversees but does not participate in the day to day management of campaign issues. In light of this, it would be expected that the Campaigns Committee would meet monthly, and more often during an election campaign period.
 - (c) The CMT is responsible to the Campaigns Committee for making day-to decisions about the content of campaigns and the allocation of resources under the control of the Campaigns Committee. It would be convened by the Campaigns Committee Convenor whenever the need arises, and it would be expected to meet at least several times each week during an election campaign period. It must report all of its decisions to the Campaigns Committee and these must be included in the minutes of the next Campaigns Committee meeting. The CMT can direct the day-to-day priorities of the campaign staff through the most senior employee.

24 Election campaign governance

- (1) The body with primary responsibility for directing the campaign for each Victorian Legislative Assembly or Federal House of Representatives seat is set out in clause 29.
- (2) State Council may amend clause 29 to give effect to the following principles:
 - (a) If a single Branch overlaps with an electorate and is willing to direct the campaign then that Branch will be assigned the responsibility
 - (b) If multiples Branches overlap with an electorate and at least one is willing to direct the campaign, then
 - (i) if the Branches agree which of them should direct the campaign then that Branch will be assigned the responsibility
 - (ii) if the Branches disagree on which of them should direct the campaign then the Branch with the most members residing in the electorate on the last census date will be assigned the responsibility.
 - (c) If no Branch overlaps with an electorate then responsibility may be assigned to a nearby Branch that volunteers for the task or to the Campaigns Committee.
- (3) A Branch with primary responsibility for the campaign in an electorate may form an election campaign committee for the management of the campaign for a given election period. The Branch may allocate more than one electorate to the same committee.
- (4) Should a Branch form an election campaign committee, it must:

- (a) Before the first meeting of the committee – notify any other Branch that falls wholly or partly within the electorate/s overseen by the committee.
 - (b) Without unreasonable delay – notify State Council and the Campaigns Committee Convenor of its formation, composition and office bearers.
- (5) Regional campaign committees may be established in advance of any State or Federal general election by State Council deciding to establish a new regional campaign committee. Where established, regional campaign committees will:
- (a) direct the campaign for any Victorian Legislative Council election within its remit;
 - (b) direct the campaign for any electorate which the responsible branch (as per clause 29) delegates to the regional campaign committee;
 - (c) facilitate cooperation between any Branches or campaign committees directing campaigns within its area; and
 - (d) abide by its terms of reference, as determined by State Council upon establishment.

25 Campaign coordinator

- (1) All campaigns must appoint or elect a campaign coordinator under clause 11(6)(a) of this internal policy. This will normally be an office bearer or an employee employed to work with the committee
- (2) The Campaign Coordinator is responsible for coordinating campaign activities.
- (3) The Campaign Coordinator will generally be the primary contact person for the campaign to the Campaigns Committee, other Party bodies and relevant Party staff.
- (4) Upon appointment, the Campaign Coordinator should notify the Campaigns Committee Convenor of their appointment with appropriate contact details.
- (5) The branch or relevant campaign committee may delegate authority to the campaign coordinator for particular operational activities during the campaign, including expending funds up to a specified limit.

26 Powers and responsibilities of election campaign committees

- (1) An election campaign committee will have the power and responsibility to do the following in relation to the electorates within its jurisdiction:
 - (a) Conduct (but not determine the method of) preselection;
 - (b) Develop the campaigning strategies, for endorsement by the Branch. Strategies should complement and not contradict endorsed strategies and decisions of the Campaigns Committee and State Council (and the National Council in the case of Federal electorates);
 - (c) Develop a campaign budget for endorsement by the Branch;
 - (d) Make expenditure in line with the branch-endorsed budget and campaign strategies and within delegated limits specified by the Branch;
 - (e) With the approval of the most senior employee of the Party, conduct any staff employment process, noting however that only the most senior employee of the Party may sign employment contracts and that direction of any employed campaign staff must be through the most senior employee or their delegate;
 - (f) Establish, if it considers appropriate, a campaign management team to coordinate the campaign on a day to day basis, and delegate to that team clearly defined powers of the committee. If a campaign management team is established, it will be required to record its decisions and report in writing to each meeting of the committee advising of all substantive decisions it has made;
 - (g) Contribute to a supportive and accountable environment for all people volunteering or working on the campaign;

- (h) Manage local access and appropriate input to information systems to maintain data integrity; and
 - (i) Co-opt committee members in accordance with clause 27(1)(g).
- (2) Election campaign committees are at all times accountable for:
- (a) Ensuring financial record keeping is undertaken in accordance with clause 11(7) of this internal policy and any advice issued by State Council or the Campaigns Committee;
 - (b) Providing all necessary information to State Council, Party Agent and Registered Officer for the purposes of compliance with relevant Commonwealth or Victorian legislation; and
 - (c) Complying with directives of State Council and the Campaigns Committee.
- (3) Election campaign committees must provide a written report within two months of the conclusion of an election for the electorate/s it covers to its constituent Branches and the Campaigns Committee, setting out the findings and recommendations of the committee in relation to the campaign. The Campaigns Committee may direct that the written report take a particular form.
- (4) The election campaign committee will cease to exist two months after an election, or when its final report has been produced, whichever is sooner.

27 Membership of and roles within election campaign committees

- (1) Election campaign committees will consist of:
- (a) At least three and at most six members elected by the Branch, who shall be voting members;
 - (b) The campaign committee treasurer who must:
 - (i) Be provided with access to all Branch financial information; and
 - (ii) Report all financial decisions of the committee to the branch.
 - (c) The endorsed candidate/s for the electorate/s within the jurisdiction of the committee, who shall be voting members;
 - (d) Where there is an incumbent member who holds public office in an electorate within the jurisdiction of the committee, that representative or an member appointed by that representative, who shall be a voting member;
 - (e) At the Campaigns Committee's discretion, an member appointed by the Campaigns Committee, who shall be a non-voting member of the committee and who may not block consensus on any question before the committee;
 - (f) The most senior employee (who is an member) employed to work on a campaign for an electorate covered by the committee, who shall be non-voting members of the committee and who may not block consensus on any question before the committee;
 - (g) Any of the following members whom the committee decides to co-opt:
 - (i) Persons with the responsibility of liaising with other campaign committees operating in the same area, for example a Local Government election campaign committee established by a Branch. Such persons will be non-voting members;
 - (ii) One or more members elected by a Branch which falls partly or wholly within the electorates overseen by the committee, if the Branch is not already represented on the committee. Such a person will be a voting member;
 - (iii) Any member of the campaign management team, if one has been established, who is not otherwise a member of the committee. Such a person will be a non-voting member; and
 - (iv) Any other person to complement the skills of existing committee members. Such persons will be non-voting members.

- (2) At the request if a Branch (other than the responsible Branch) that falls wholly or partly within the electorate/s overseen by the committee, at least one member of that Branch must be co-opted under subclause (1)(g)(ii) for every whole 15% of the membership residing in the relevant electorates that are members of that Branch.
- (3) For Local Council election campaign committees, a Branch may choose a structure other than that articulated in subclause (1), provided that the structure is clearly set out in a resolution of the Branch, and that reasonable notice is given of any elected committee positions.
- (4) Committee members described at subclause (1)(a) will be elected by the Branch at the formation of the election campaign committee. The number of members elected will be three unless another allowable number is agreed to by the Branch before nominations are opened.
- (5) The Branch may fill any casual vacancy for one or more of its representatives at any time.
- (6) Committee members are expected to report committee activities and decisions to their Branch and to communicate the expectations of their Branch to the committee.
- (7) Any committee member may be removed at any time by a decision of the Branch, or by a two-thirds majority vote of the election campaign committee, upon which the Branch may elect a new committee member.
- (8) Election campaign committees will appoint a committee Convenor (or co-Convenors), and a committee Secretary (or co-Secretaries) at their first or second meeting, or at the next general meeting of the committee where there is any vacancy in either office.
- (9) The committee Convenor (or co-Convenors) shall be responsible, among other things, to facilitate meetings or ensure the appointment of meeting facilitators, and provide the Campaigns Committee with written reports on the activity of the election campaign committee as and when requested.
- (10) The committee Secretary (or co-Secretaries) shall be responsible, among other things, to provide notice of meetings and prepare and distribute meeting agendas after consulting the Convenor, and prepare and distribute meeting minutes, keep a record of all committee correspondence and other documentation, and provide State Council with any committee documentation requested.
- (11) The committee treasurer (or co-treasurers) shall be responsible, among other things, to support the committee's budget planning process, provide financial reports to meetings of the committee (except where an employee has been employed to undertake this role), lead the committee's financial management and record keeping work (except where an employee has been employed to undertake this role), and provide State Council with any committee documentation requested.

28 Meetings of election campaign committees

- (1) Quorum of a meeting of an election campaign committee shall be a majority of its current voting members appointed as at the date of the meeting, or 3, whichever is more.
- (2) Where the date for the next meeting has not been set in advance by a meeting of an election campaign committee, the committee Secretary, after consulting the Convenor, shall be responsible for advertising the next meeting with at least five days' notice. Meetings may be called with less than five days' notice if the committee Convenor and Secretary can reasonably establish an urgent reason to do so.

29 Responsible branches for state and federal electorates

The responsible branches for state and federal electorates are:

Federal Electorate	Responsible Branch	State Electorate	Responsible Branch
Aston	Maroondah-Knox	Albert Park	Port Phillip

Ballarat	Ballaarat and District	Ashwood	Monash
Bendigo	Bendigo	Bass	Bass Coast
Bruce	Casey-Greater Dandenong	Bayswater	Maroondah-Knox
Calwell	Merri-bek and Hume	Bellarine	Bellarine
Casey	Dandenong Ranges	Benambra	North East
Chisholm	Whitehorse	Bendigo East	Bendigo
Cooper	Darebin-Whittlesea	Bendigo West	Mount Alexander
Corangamite	Bellarine	Bentleigh	Bayside-Glen Eira
Corio	Geelong	Berwick	Casey-Greater Dandenong
Deakin	Maroondah-Knox	Box Hill	Whitehorse
Dunkley	Carrum Carrum	Brighton	Bayside-Glen Eira
Flinders	Mornington Peninsula	Broadmeadows	Merri-bek and Hume
Fraser	Maribyrnong	Brunswick	Merri-bek and Hume
Gellibrand	Hobsons Bay	Bulleen	Manningham
Gippsland	East Gippsland	Bundoora	Banyule
Goldstein	Bayside-Glen Eira	Carrum	Carrum Carrum
Gorton	Brimbank-Melton	Caulfield	Bayside-Glen Eira
Higgins	Stonnington	Clarinda	Carrum Carrum
Hawke	Merri-bek and Hume	Cranbourne	Casey-Greater Dandenong
Holt	Casey-Greater Dandenong	Croydon	Maroondah-Knox
Hotham	Monash	Dandenong	Casey-Greater Dandenong
Indi	North East	Eildon	Healesville and Upper Yarra
Isaacs	Carrum Carrum	Eltham	Nillumbik
Jagajaga	Banyule	Eureka	Ballaarat and District
Kooyong	Boroondara	Essendon	Moonee Valley

La Trobe	Cardinia	Euroa	North East
Lalor	Wyndham	Evelyn	Dandenong Ranges
Macnamara	Port Phillip	Footscray	Maribyrnong
Mallee	Mildura	Carrum Carrum	Carrum Carrum
Maribyrnong	Moonee Valley	Geelong	Geelong
McEwen	Macedon Ranges	Gippsland East	East Gippsland
Melbourne	Melbourne City	Gippsland South	Greater Gippsland
Menzies	Manningham	Glen Waverley	Whitehorse
Monash	Greater Gippsland	Greenvale	Merri-bek and Hume
Nicholls	Goulburn Murray	Hastings	Mornington Peninsula
Scullin	Darebin-Whittlesea	Hawthorn	Boroondara
Wannon	Otways	Ivanhoe	Banyule
Wills	Merri-bek and Hume	Kalkallo	Merri-bek and Hume
		Kew	Boroondara
		Kororoit	Brimbank
		Lara	Geelong
		Laverton	Brimbank-Melton
		Lowan	Ballaarat and District
		Macedon	Macedon Ranges
		Malvern	Stonnington
		Melbourne	Melbourne City
		Melton	Brimbank-Melton
		Mildura	Mildura
		Mill Park	Darebin-Whittlesea
		Monbulk	Dandenong Ranges
		Mordialloc	Carrum Carrum
		Mornington	Mornington Peninsula

		Morwell	Greater Gippsland
		Mulgrave	Casey-Greater Dandenong
		Murray Plains	No branch
		Narracan	Greater Gippsland
		Narre Warren North	Casey-Greater Dandenong
		Narre Warren South	Casey-Greater Dandenong
		Nepean	Mornington Peninsula
		Niddrie	Moonee Valley
		Northcote	Darebin-Whittlesea
		Oakleigh	Monash
		Ovens Valley	North East
		Pakenham	Cardinia
		Pascoe Vale	Merri-bek and Hume
		Point Cook	Hobsons Bay
		Polwarth	Otways
		Prahran	Stonnington
		Preston	Darebin-Whittlesea
		Richmond	Yarra
		Ringwood	Whitehorse
		Ripon	Ballaarat and District
		Rowville	Maroondah-Knox
		Sandringhm	Bayside-Glen Eira
		Shepparton	Goulburn-Murray
		South Barwon	Geelong
		South-West Coast	Warrnambool
		St Albans	Brimbank

		Sunbury	Merri-bek and Hume
		Sydenham	Brimbank
		Tarneit	Wyndham
		Thomastown	Darebin-Whittlesea
		Warrandyte	Manningham
		Wendouree	Ballaarat and District
		Werribee	Wyndham
		Williamstown	Hobson's Bay
		Yan Yean	Nilumbik

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POLICY 11: PRESELECTION

Version as at 17 March 2024

1 Definitions

In this Internal Policy:

- (a) *candidate* means a member who has been preselected;
- (b) *local members* means all members who live in the electorate;
- (c) *nominee* means a member who has nominated for preselection;
- (d) *preselecting body* means the branch with primary responsibility for the electorate or (if it has been established) the campaign committee established for the electorate, otherwise the Campaigns Committee; and
- (e) *Snap election* means a byelection, or an election fixed for, or which must be held, less than eight weeks away.

2 Method

- (1) The preselecting body must:
 - (a) select a preselection method that is provided for in clauses 10, 11, 12 and 13, provided that 'Preselection method 1: Ballot of members' must be selected unless the preselecting body decides that circumstances justify otherwise;
 - (b) decide when nominations must be opened; and
 - (c) appoint a Returning Officer.
- (2) The Campaigns Committee may (at any time) declare that it is the preselecting body if:
 - (a) the preselecting body has not complied with subclause (1) within the period required by clauses 10, 11, 12 and 13; or
 - (b) there is a snap election.

3 Returning officer

- (1) The Returning Officer may appoint up to two Deputy Returning Officers to assist them, and may dismiss any of them at any time.
- (2) The Returning Officer and any Deputy Returning Officers must not have a material personal interest in the outcome of the preselection.
- (3) If such an interest develops during the preselection:
 - (a) in a Returning Officer – they must dismiss any Deputy Returning Officers and then resign their office;
 - (b) in a Deputy Returning Officer – they must resign their office.
- (4) A member who believes that a Returning Officer or Deputy Returning Officer has such an interest must inform State Council.
- (5) If it has good reason to do so, State Council may dismiss a Returning Officer or Deputy Returning Officer at any time.
- (6) If a Returning Officer resigns or is dismissed, the preselection is suspended and the preselecting body must appoint a new Returning Officer as soon as possible. Once a new Returning Officer is appointed, the preselection recommences.
- (7) The Returning Officer:
 - (a) is solely responsible for the fair and timely conduct of the preselection, including:
 - (i) declaring nominations to be valid;
 - (ii) communicating with nominees and other members;

- (iii) coordinating and conducting required meetings and votes;
- (iv) setting and varying any timelines;
- (v) counting and scrutinising of votes, if required;
- (vi) declaring the result; and
- (vii) formally announcing the result to members generally and the public;
- (b) must provide timely information about the preselection and reasonable notice of key dates:
 - (i) to all members via the members' website; and
 - (ii) to local members by email.

4 Qualification

- (1) To be eligible to nominate for preselection, a member must have, within the last 36 months:
 - (a) passed a probity check;
 - (b) provided Supporting Declarations from at least four other members;
 - (c) completed the candidate qualification form and undertaking; and
 - (d) in the case of preselection for a Federal election, have passed a section 44 check.
- (2) The fact that a member is eligible to nominate for preselection may only be disclosed with the consent of the member (except for the purpose of administering qualification processes or maintaining relevant records).

5 Nomination

- (1) The nomination period must be no less than seven days, or 24 hours the case of a snap election.
- (2) A member may nominate for preselection by, during the nomination period, providing the Returning Officer with:
 - (a) the written confirmations that show that they are eligible to nominate;
 - (b) a statutory declaration confirming that all information previously provided is true and correct or noting anything that has changed with respect to their:
 - (i) probity check;
 - (ii) candidate qualification form and undertaking; and
 - (iii) in the case of preselection for a Federal election, their section 44 check;
 - (c) a nomination statement of up to 600 words; and
 - (d) Supporting Statements of up to 200 words from between two and four members who are eligible to provide a Supporting Declaration (see clause 14) and, in State and Federal preselections, have not provided a Supporting Statement for any other nominee in the preselection.
- (3) The preselecting body may increase the word limit for the nomination statement, or the number of supporting statements required.

6 Nominees

- (1) Each nominee for preselection must not:
 - (a) discuss their nomination, any aspect of the preselection or the election with a non-member, except to confirm their candidacy (unless an exemption is agreed to by the Campaigns Committee);
 - (b) expend funds for the purposes of communicating with members in relation to the preselection; or

- (c) use party resources or meetings to campaign for or promote their candidacy, except as otherwise allowed by this internal policy.
- (2) A member must not do anything on behalf of a nominee for preselection that the nominee may not do.
- (3) Party bodies, State Councillors, members who hold public office, persons employed by the Party or as staff of members who hold public office must not canvass for or against votes for any nominee.

7 Result

- (1) The Returning Officer must inform all nominees, the Campaigns Committee Convenor and the State Director (or their delegate) of the preselection result as soon as practicable after they have declared it.
- (2) The Returning Officer may inform other members of the result before it is formally announced.
- (3) The Campaigns Committee may, before the result is declared, decide how and when the result must be formally announced.
- (4) members must keep the result secret until it is formally announced.

8 Disputes

- (1) members should raise any concerns about the conduct of the preselection with the Returning Officer.
- (2) All decisions of the Returning Officer are final.

9 Diversity

At the conclusion of general Federal, State or local government elections, the State Returning Officer(s) shall provide an aggregated anonymised report to State Council on the diversity of preselected candidates and elected candidates to the extent known.

10 Preselection method and timing

- (1) The Campaigns Committee may decide the period during which the nominations for each preselection must be opened.
- (2) If the Campaigns Committee has not made such a decision for a particular preselection, nominations must be opened between the date 12 months before the earliest possible date for an ordinary election and the date 8 weeks before the latest possible date for an ordinary election

11 Preselection method 1: ballot of members

- (1) The preselecting body must specify:
 - (a) the nomination period;
 - (b) that eligible voters will be all members who at close of nominations live in:
 - (i) for an electorate other than a local government ward – that electorate; and
 - (ii) for a local government ward – the whole local government area;
 - (c) that the ballot will be conducted using one or a combination of:
 - (i) Postal ballot;
 - (ii) Electronic ballot; and
 - (iii) Attendance ballot;
 - (d) the number of ‘Meet the Candidates’ events to be held; and
 - (e) the voting period - for an electronic ballot this must be at least seven days, or 24 hours in the case of a snap election.

- (2) At least one 'Meet the Candidates' event must be held after close of nominations and before voting opens. At the discretion of the Returning Officer, or the facilitator that they appoint, a 'Meet the Candidates' event should provide time limited opportunities for:
 - (a) nominees to:
 - (i) introduce themselves and explain why they would be a good candidate for the electorate
 - (ii) respond to questions and statements from members
 - (b) members to:
 - (i) ask questions of nominees
 - (ii) make statements about:
 - (A) the issues facing the party and the public office we are preselecting for
 - (B) who eligible voters should vote for or against
- (3) If the method of preselection is by attendance ballot, the Returning Officer must so far as practicable provide any eligible voter who requests the option to cast an electronic ballot.
- (4) A reminder of the need for diversity must be provided with ballots.
- (5) Each nominee should be provided with the opportunity to:
 - (a) appoint a member to be present at and scrutinise the counting and distribution of any paper ballots
 - (b) be provided with voting system records in relation to any electronic ballots and the counting or distribution of them.

12 Preselection method 2: decision at a meeting of members

- (1) Further to the restriction in clause 2(1)(a) of this internal policy, this method may only be used if:
 - (a) the Party primary vote in the previous relevant election was less than 10%; or
 - (b) less than 12 weeks remain until the latest possible date for an ordinary election; or
 - (c) there is a snap election.
- (2) The preselecting body must specify:
 - (a) the nomination period
 - (b) that eligible members, except the returning officer, any deputy returning officers and all nominees, will be all members who at close of nominations live in:
 - (i) for an electorate other than a local government ward – that electorate; and
 - (ii) for a local government ward – the whole local government area; and
 - (c) the date for the meeting of members - which must be after the close of nominations.
- (3) At the meeting of members:
 - (a) at least six eligible members must be in attendance for the meeting to be quorate;
 - (b) only eligible members may participate in decision making at this meeting (by blocking consensus or voting);
 - (c) time limited opportunities will be provided for:
 - (i) nominees to:
 - (A) introduce themselves and explain why they would be a good candidate for the electorate; and
 - (B) respond to questions and statements from members;

- (ii) members to ask questions of nominees;
 - (d) nominees will be required to leave the meeting before the decision making period commences; and
 - (e) during the decision making period eligible members may consider and discuss any proposal that a particular nominee be preselected. This decision can only be agreed to by consensus, or failing that by at least a 75% majority in a vote.
- (4) If a proposal to preselect a nominee is agreed to at the meeting of members:
- (a) the decision making period ends; and
 - (b) the Returning Officer must declare that nominee to be preselected.
- (5) If the meeting is not quorate, another meeting may be called (with reasonable notice provided as per Returning Officer duties).
- (6) If the meeting is quorate, but fails to preselect a candidate, the preselection will proceed to an electronic ballot on a timeline set by the Returning Officer, without any requirement to hold a 'Meet the Candidates' event.

13 Preselection method 3: preselection panel

- (1) Further to the restriction in clause 2(1)(a) of this internal policy, this method may only be used:
- (a) with the approval of the Campaigns Committee, and
 - (b) if:
 - (i) the candidate primary vote in the previous relevant election was less than 10%, or
 - (ii) less than 12 weeks remain until the latest possible date for an ordinary election, or
 - (iii) there is a snap election.
- (2) The preselecting body must:
- (a) specify the nomination period.
 - (b) appoint 4 or 5 members to be the preselection panel, including:
 - (i) at least one office bearer of the preselecting body
 - (ii) at least one member who has previously stood for election as an endorsed Party candidate
 - (iii) members from as many Branches that overlap with the electorate as possible
 - (c) in the case of multi-candidate tickets – invite the Victorian Campaigns Committee to appoint a member to the preselection panel.
- (3) The preselection panel will:
- (a) invite the Returning Officer to observe all panel meetings and interviews;
 - (b) prepare a standard set of questions to ask nominees;
 - (c) provide for the same amount of interview time for each nominee;
 - (d) interview each nominee separately;
 - (e) at each interview (if time allows):
 - (i) provide the nominee an opportunity to introduce themselves and explain why they would be a good candidate for the electorate;
 - (ii) ask the standard set of questions; and
 - (iii) ask any supplementary questions that arise;
 - (f) select a candidate by consensus or failing that by at least a 75% majority; and
 - (g) notify the Returning Officer of their decision as soon as practicable.

- (4) If, after interviewing all nominees and being allowed reasonable time for deliberation, the preselection panel cannot reach a decision, the Returning Officer must declare the preselection closed with no result.

14 Supporting declarations

- (1) In this clause, *applicant* means the member about whom the supporting declarations are made.
- (2) A supporting declaration must be provided in the form specified by the Campaigns Committee, which must require the member making the supporting declaration to declare that they:
 - (a) know the applicant;
 - (b) believe that the applicant would faithfully represent the Charter and party policies as a candidate for public office and in public office;
 - (c) are not aware of any matter that would bring the character or fitness for office of the applicant into question; and
 - (d) endorse the applicant as a candidate for public office.
- (3) All members are eligible to provide supporting declarations except members who:
 - (a) are State Councillors;
 - (b) are members who hold public office; or
 - (c) are employed by the Party or on the staff of a member who holds public office.
- (4) As soon as practicable after receiving four supporting declarations, the party must determine whether they are in order and, if they are, give the applicant written and dated confirmation that they are.

15 Candidate qualification form and undertaking

- (1) In this clause, *applicant* means the member completing the candidate qualification form and giving the undertaking.
- (2) Each applicant must provide all information requested in the candidate qualification form specified by the Campaigns Committee, which must include:
 - (a) which offices they would like to be qualified to nominate for;
 - (b) prescribed personal information; and
 - (c) a brief biography.
- (3) Each applicant must undertake to:
 - (a) abide by the and Candidate Code of Conduct; and
 - (b) participate in candidate training and events whenever possible.
- (4) As soon as practicable after receiving a candidate qualification form and undertaking, the party must determine whether those are in order and, if they are, give the applicant written and dated confirmation that they are.

16 Section 44 check

- (1) In this clause, *applicant* means the member seeking to pass a section 44 check.
- (2) The Campaigns Committee Convenor or delegate (*assessor*) will assess the eligibility of the applicant to nominate for election under section 44 of the Commonwealth Constitution.
- (3) In doing this, the assessor may seek such advice as they deem necessary and may request further information from the applicant.
- (4) If the assessor considers that there is a real risk that an applicant is not eligible, they may determine that the applicant has failed the check. Otherwise, they must determine that the applicant has passed the check.

- (5) If it is clear that a risk is able to be mitigated, the assessor may set conditions on a decision that deems that an applicant has passed, setting out steps that must be taken by the applicant.
- (6) The applicant must be provided with written and dated confirmation of the result of the check as soon as practicable after a determination has been made. Where they have failed the check, they should be informed of the reasons for that and the steps the assessor considers necessary to pass the check in future.
- (7) An applicant who fails a check, or disagrees with the conditions applied by the assessor, may, within 14 days of being informed of such, appeal that decision to the Campaigns Committee, which must then decide the matter.

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POLICY 12: PROBITY

Version as at 10 April 2024

1 Definitions

In this Internal Policy:

- (a) *applicant* means a member who has applied for probity clearance;
- (b) *investigative period* means the period beginning when a sub-panel is appointed and ending when a final decision is made;
- (c) *Panel* means:
 - (i) the sub-panel; or
 - (ii) in the case of the sub-panel being unable to reach consensus on a decision – the Probity Panel;
- (d) *probity check* means an investigation of the background of a member conducted to determine their suitability to be a candidate for public office; and
- (e) *sub-panel* means a sub-panel established by the Probity Panel to conduct a probity check on an applicant.

2 Appointment procedure

- (1) The process for appointing members to the Probity Panel will usually be coordinated by the Probity Panel Convenor, but the Campaigns Committee Convenor, or another person delegated this task by the Campaigns Committee, may act in their place.
- (2) The usual process for appointment will be:
 - (a) the Probity Panel Convenor will give notice to the membership that the Probity Panel is seeking expressions of interest from suitable members;
 - (b) interested members will submit a reference from a branch or state office bearer and a curriculum vitae to the Probity Panel Convenor;
 - (c) interested members will be interviewed by a group made up of a Probity Panel member, a State Councillor and the Campaigns Committee Convenor;
 - (d) the interview group will:
 - (i) discuss the responsibility of the position with the member, emphasising the importance of trust;
 - (ii) ensure the member understands the duration of the appointment;
 - (iii) ensure the member is prepared to sign a confidentiality agreement on appointment;
 - (iv) ensure that the member has the personal and professional aptitude required for the role;
 - (v) ensure the member has been actively participating in the Party by being involved in branch, campaigning or party governance roles; and
 - (vi) ensure the member has a demonstrated capacity or experience to exercise political judgement, which may include having held leadership positions in the Party or related organisations;
 - (e) if the interview group believes that the member is suitable, they will make a recommendation to State Council that the member be chosen; and
 - (f) State Council will consider choosing the member as a member of the Probity Panel.

3 Application

- (1) A member may apply for probity clearance by completing and submitting a probity application form, which must include:
 - (a) all names and pseudonyms that they have used or been known by;
 - (b) an undertaking to comply with clauses 3(5), (6) and (7) of the Constitution;
 - (c) information about their publications and media mentions or appearances in the last five years;
 - (d) whether they have made any public statements in opposition to party policy;
 - (e) a list of all social media and online engagement accounts they have used in the last five years; and
 - (f) a valid working with children check under their name.
- (2) An application for probity clearance may be refused if, in the last 24 months, the applicant:
 - (a) has had a probity check rejected; or
 - (b) has withdrawn from a probity check.
- (3) On request, an applicant must provide the Panel with:
 - (a) access to all past publications, including content posted on social media and online engagement accounts, which may involve providing a copy or accepting a 'friend' or 'follow' request; and
 - (b) any other information requested.
- (4) A member may withdraw from a probity check without prejudice at any point before a final decision is made by the Panel.

4 Timeline

- (1) A sub-panel must be appointed within 7 days of an application for probity clearance being submitted.
- (2) An applicant must be notified of the composition of their sub-panel within 48 hours of its appointment.
- (3) An investigative period will be 14 days, but it may be extended by a decision of the Panel.
- (4) An applicant must be notified within 48 hours of a decision to extend their investigative period.

5 Sub-panel

- (1) A sub-panel is made up of three to seven members of the Probity Panel.
- (2) A sub-panel member must not:
 - (a) be biased;
 - (b) have a conflict of interest; or
 - (c) be a member of the same branch as the applicant.
- (3) A sub-panel may be appointed by:
 - (a) a decision of the Probity Panel; or
 - (b) a person delegated this task by the Probity Panel.
- (4) A record of the composition of each sub-panel must be made available to each Probity Panel member.
- (5) Sub-panel decisions must be made by consensus.
- (6) The quorum for a sub-panel decision is three sub-panel members.

- (7) If a sub-panel is unable to reach consensus on a decision, the decision must be considered by the Probity Panel.

6 Probity check

- (1) A probity check must, at a minimum, include:
- (a) scrutiny of the probity application form submitted by the applicant;
 - (b) searches of information available online about the applicant, their professional and community organisation affiliations, and their media and social media presence, if any;
 - (c) a request for any relevant information from the Misconduct Panel;
 - (d) an invitation for input from:
 - (i) state office bearers;
 - (ii) office bearers of the applicant's branch;
 - (iii) the Campaigns Committee Convenor;
 - (iv) the State Director; and
 - (v) in the case of the applicant being a member who holds or has held public office – the leader of any party room of which they are or have been a member; and
 - (e) consideration of any objections to, or concerns about, the applicant raised by those or other members.
- (2) A sub-panel may:
- (a) carry out any investigations it deems necessary in relation to the applicant;
 - (b) contact any person while conducting a probity check, without reference to the applicant;
 - (c) request that the applicant complete a statutory declaration about any relevant matter;
 - (d) interview the applicant should they believe that this is necessary; and
 - (e) require that the applicant complete a police records check.

7 Probity decision

- (1) By the end of the investigative period, the Panel must decide that the application for probity clearance is:
- (a) approved;
 - (b) approved, subject to specified conditions; or
 - (c) rejected.
- (2) In deciding that an application for probity clearance is approved, or approved subject to specified conditions, the Panel may note certain risks that should be managed.
- (3) If the application for probity clearance is approved subject to specified conditions or with risks noted, or is rejected – the decision is considered an interim decision until the following process is complete:
- (a) the applicant will be provided with a document setting out the reasons for the interim decision and will have 7 days to provide a response to the Panel;
 - (b) in the case of the applicant providing a response – the Panel must consider that response and then make a final decision within 7 days; and
 - (c) in the case of the applicant failing to provide a response – the interim decision will become a final decision.
- (4) If no decision has been made when the investigative period ends, the application stands rejected, subject to subclause (5).

- (5) If the investigative period ends without a decision being made due to an administrative oversight, the Panel may make a decision to retrospectively extend the investigative period.
- (6) Notice of the final decision, and any specified conditions or risks noted, must be given to the applicant, the Campaigns Committee Convenor and the State Director or their delegate, as soon as practicable.

8 Guidance for Probity Panel members

- (1) The paramount duty of the Probity Panel is to make decisions in the best interests of the Party.
- (2) The Probity Panel must consider the values, policy positions and political imperatives of the Party in making all decisions.
- (3) It is not the task of the Probity Panel to make conclusive findings of fact in relation to any matter adverse to the applicant.
- (4) To the extent that this is consistent with subclauses (1), (2) and (3), the Probity Panel must keep in mind fairness to the nominee in the conduct of each probity check.
- (5) The Probity Panel must not approve subject to specified conditions, or reject, an application for probity clearance on the basis of an applicant's age, sex, gender, gender identity, trans status, sexual orientation, physical or mental abilities, physical appearance, colour or racial constructs, culture or ancestry, religious beliefs.
- (6) Without limiting the circumstances in which the Panel may reject an application:
 - (a) the Panel must reject any application where the sub-panel judges that:
 - (i) a candidacy of the applicant would, whether justly or unjustly, pose a serious reputational risk for the Party or its other candidates;
 - (ii) a candidacy of the applicant would be otherwise inappropriate or politically damaging, including on grounds relating to past conduct, character or reputation;
 - (iii) the applicant holds a public position in opposition to pParty policy that would damage the Party's electoral opportunities;
 - (iv) the applicant has not given an undertaking to comply with clauses 3(5), (6) and (7) of the Constitution; or
 - (v) the applicant is unwilling to comply with proposed conditions or to work with the Party to mitigate identified risks; and
 - (b) the Panel may reject any application on the grounds that the candidate:
 - (i) fails to fully cooperate with the Panel;
 - (ii) appears to lack insight in relation to proposed conditions or identified risks; or
 - (iii) appears, on the balance of probabilities, to have provided false information about, or concealed, important matters relevant to their application.
- (7) The Panel may only reject an application if there are compelling and serious reasons to do so.

9 Appeal

- (1) In the 7 day period after notice is provided of the final decision, the applicant, a Probity Panel member, or the Campaigns Committee Convenor may appeal the final decision by giving written notice to State Council.
- (2) The appeal may only be made on the basis that:
 - (a) there was a significant failure of the Panel to comply with this Internal Policy in considering the application for probity clearance;
 - (b) the final decision is so unreasonable that it cannot have been properly made; or
 - (c) the final decision cannot be considered a responsible reflection of the political judgement or risk tolerance that an experienced member would be expected to apply.

10 Confidentiality

- (1) All information provided to the Panel, and all deliberations of the Panel, are confidential to the Panel, except where this Internal Policy provides otherwise.
- (2) Any person contacted by the Panel must be advised of the confidential nature of the process, and that they must not disclose to any other person:
 - (a) that the applicant has applied for probity clearance;
 - (b) any questions asked by the Panel; and
 - (c) their response to the Panel;
- (3) The Probity Panel will disclose information to:
 - (a) the State Director or their delegate, in order to provide administrative support and implement decisions;
 - (b) State Council, as required for an appeal to be considered; and
 - (c) the Campaigns Committee Convenor, the State Director or their delegate, and the convenor of any party body responsible for an election campaign in which the applicant will be a candidate, in relation to probity approval conditions or noted risks.

11 Probity Panel operations

- (1) Each Probity Panel member must:
 - (a) complete a deed of confidentiality upon appointment, before being given access to any confidential information; and
 - (b) as soon as they become aware of it, disclose to the Probity Panel:
 - (i) any interest that may give rise to a conflict of interest; and
 - (ii) any matters that may give rise to a real or perceived bias.
- (2) Records of all applications, investigations and decisions must be securely maintained by the Probity Panel for a period of 5 years following their undertaking.
- (3) Probity Panel members must permanently destroy any copies they separately hold of documents related to probity checks once a final decision has been made.
- (4) The Probity Panel must provide State Council with a quarterly report on its activities.

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POLICY 13: URGENT WITHDRAWAL OF PARTY ENDORSEMENT OF A CANDIDATE FOR PUBLIC OFFICE

Version as at 17 March 2024

1 Delegation

State Council delegates its power to the Endorsement Review Committee to make the decisions permitted under this internal policy.

2 Procedure

- (1) Any endorsed candidate for public office may be removed as a candidate under this internal policy. In this internal policy, *ERC* means the Endorsement Review Committee constituted under this internal policy.
- (2) These procedures cease at any stage should the relevant candidate withdraw as a candidate.
- (3) The ERC is composed of:
 - (a) two members appointed by State Council; and
 - (b) the Campaigns Committee Convenor.
- (4) These procedures must be initiated by a notice, which may be in writing or by telephone, from a member who holds public office, or a State Councillor, to any member of the ERC, which notice need only state the name of the candidate proposed for disendorsement, but may include any other relevant matter.
- (5) The ERC shall confer. If any member of the ERC thinks the matter should proceed, the ERC shall forthwith:
 - (a) advise the candidate; and
 - (b) advise any relevant campaign committee convenor.
- (6) The ERC shall be convened at a time having regard to the desirability of allowing sufficient time for the candidate to respond, but also to any urgency having regard to the political circumstances, but in any case shall not be convened until at least 8 hours (excluding midnight to 6 am) after a written notice has been sent to the candidate setting out the reasons why it is considered necessary that they might need to be disendorsed, advising the time and place of the ERC meeting (and any phone number by which its meeting may be attended). The candidate should have the opportunity to address the ERC, and every attempt shall be made to contact the candidate to ensure that the notice has been received. Copies of the notice shall be sent to the relevant campaign committee convenor and, in the case of a Federal candidate, to the Parliamentary Leader of the Australian Greens.
- (7) The ERC shall determine its own procedures having regard to the circumstances and urgency of the matter. All proceedings before the ERC are confidential. The ERC shall have access to all relevant probity documents and candidate agreements, and may interview any person involved in any probity check. In the case of a Federal candidate, the Parliamentary Leader of the Australian Greens shall have the right to confer with the ERC, and in any case, the ERC shall have regard to her or his advice, which may be given in confidence.
- (8) The terms of reference of the ERC shall be to determine whether, in all the circumstances there are clear and compelling reasons why it is in the interests of the Party to disendorse the candidate, and if the ERC so determines, it shall do so.
- (9) Proceedings before the ERC are not disciplinary or penalty proceedings. Therefore:
 - (a) it is not necessary that any allegation or suggestion in relation to any conduct by the candidate be proven for the ERC to make any decision;
 - (b) where an issue involves an allegation or suggestion related to any past or present conduct by the candidate, the ERC has no brief to make any adverse determinative findings of fact against the candidate in respect of that alleged or suggested conduct. (This does not

prevent any subsequent disciplinary proceedings against a candidate or former candidate in accordance with other relevant party procedures.);

- (c) where a decision to cancel the candidate's endorsement occurs in circumstances where the candidate denies any allegation or suggestions in relation to his or her conduct, any public statement by the Party shall acknowledge this denial.
- (10) The ERC may authorise the making of a statement on behalf of the Party following its decision. Where appropriate, an attempt shall be made to reach agreement with the candidate or former candidate about the terms of that statement.
- (11) A decision of the ERC to disendorse a candidate must be by consensus, but is final, provided that the ERC may refer the matter to State Council for a final decision if it is not certain, and shall do so if it cannot reach consensus. In this case, a State Council meeting shall be called forthwith to determine the matter. The members of the ERC and the Parliamentary Leader of the Australian Greens shall as far as practicable, be in attendance, but otherwise the meeting shall be closed, unless State Council decides that others may attend.

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POLICY 14: MISCONDUCT

Version as at 14 April 2024

1 Discipline procedure

This internal policy is, in part, the disciplinary procedure under Constitution clause 34(2).

2 Delegation

State Council delegates its power to the Administrative Review Panel and the Misconduct Panel, and any Sub-Panel of the Misconduct Panel established under this internal policy, to make the decisions permitted under this internal policy.

3 Definitions – part I

In this internal policy:

- (a) *ARP* means Administrative Review Panel;
- (b) *biased* means unable to bring an impartial and unprejudiced mind to the resolution of the question under consideration;
- (c) *insolvent under administration* has the same meaning as it has in the Interpretation of Legislation Act 1984;
- (d) *local councillor* has the same meaning as councillor has in the Local Government Act 1989;
- (e) *represented person* has the same meaning as it has in the Guardianship and Administration Act 2019.

4 Members who hold public office

- (1) Subject to subclause (2), members who hold public office must not:
 - (a) to any degree, displace or interfere with the role of the ARP or Misconduct Panel; and
 - (b) make any public statement regarding a matter being dealt with, or that has been dealt with, under this internal policy that has not been approved in writing (in specific or general terms) by State Council.
- (2) Subclause (1) does not prohibit a member who holds public office from making an application under clause 6(1) or making a misconduct allegation under clause 9(1).

5 Definitions – part II

In clauses 6 to 7:

- (a) *decision* includes:
 - (i) a failure or refusal to make a decision; and
 - (ii) an action.

6 Administrative Review Panel procedure

- (1) A member, or former member expelled under clause 13(3), (the applicant) may apply to, and only to, the ARP for a finding that a decision of a member or party body under clauses 8 to 13:
 - (a) did not comply with clauses 8 to 13; or
 - (b) was so unreasonable that no reasonable decision-maker could have made it.
- (2) An application may be made about multiple decisions.
- (3) A member must not make an application in bad faith.
- (4) members of the ARP who are biased must not be present during the consideration and resolution of the application.

- (5) A member involved in an application may appoint any person to act on their behalf for the purposes of the application.
- (6) In dealing with an application, the ARP:
 - (a) may:
 - (i) inform itself in any way it deems appropriate, including by obtaining expert advice from a non-member; and
 - (ii) direct a member to truthfully answer its questions in person or in writing;
 - (b) may, at any time, after giving brief reasons in writing for doing so, dismiss so much of an application that it decides:
 - (i) does not concern the exercise of the power of the Party;
 - (ii) is not serious enough to warrant its consideration; or
 - (iii) has been dealt with by one or more of its previous decisions.
 - (c) subject to subclause (6)(b), must:
 - (i) give notice in writing of the substance of the application and a reasonable opportunity to make a written and oral submission on the matter to:
 - (A) the applicant; and
 - (B) those members and party bodies that it decides ought to be heard in respect of the application, given the issues involved;
 - (ii) decide whether or not to make one of the findings in subclause (1);
 - (iii) state that decision, and give brief reasons for it, in writing; and
 - (iv) if it makes one of the findings in subclause (1), decide whether to grant a remedy aimed at rectifying, in whole or in part:
 - (A) the decision; and
 - (B) any consequences that flowed from it.
- (7) A remedy granted under subclause (6)(c)(iv) may include:
 - (a) setting a decision aside; and
 - (b) making a decision that plainly should have been made.
- (8) If, having dismissed an application, the ARP decides that the application may have been made in bad faith, a member of the ARP may make a misconduct allegation under clause 9(1) against the applicant.

7 Administrative Review Panel – part I

- (1) The ARP is composed of 5 members appointed by State Council.
- (2) The term of appointment of a member of the ARP is 2 years.
- (3) To be eligible to be appointed to and remain a member of the ARP, a member:
 - (a) must have been a member for the past 2 years;
 - (b) must not be:
 - (i) a member who holds public office;
 - (ii) a member who has held public office in the last 5 years (except as a local councillor);
 - (iii) a member of any party body that has the task of judging the suitability of members to be considered for preselection as, or to remain, candidates in external elections;
 - (iv) a member of the Misconduct Panel;
 - (v) an insolvent under administration;

- (vi) a represented person; or
 - (vii) an employee of the Party; and
 - (c) must not have been the subject of a sanction that was imposed or which had effect within the past 3 years.
- (4) The ARP has a Convenor who is appointed by the ARP from its members.
 - (5) A meeting of the ARP may be convened by:
 - (a) the ARP Convenor; or
 - (b) any two other members of the ARP.
 - (6) The quorum for a meeting of the ARP is 3.
 - (7) In dealing with an application, the ARP must exercise its powers and make its decisions by consensus or, if it is unable to reach consensus, by majority vote.
 - (8) A meeting of the ARP is quorate if so declared by:
 - (a) the ARP Convenor; or
 - (b) in their absence – the member of the ARP present with the longest current tenure on the ARP.
 - (9) The ARP must not be granted or have imposed upon it, and must not accept, further powers or obligations.

8 Definitions – part III

In clauses 9 to 17:

- (a) *misconduct* means a breach of:
 - (i) the Code of Conduct;
 - (ii) an express prohibition provided for in the Constitution or this internal policy that is committed in bad faith;
 - (iii) a direction given by the ARP or Misconduct Panel; or
 - (iv) a sanction;
- (b) *sanction* means:
 - (i) the member is censured;
 - (ii) for a period of up to 1 year, the member is prohibited from attending some or all Party meetings, communicating with some or all members or volunteering for the Party in some ways or entirely;
 - (iii) for a period of up to 1 year, the member is disqualified from being a member of some or all Party bodies or holding some or all Party positions;
 - (iv) the member is disendorsed as an Party candidate or holder of public office;
 - (v) for a period of up to 1 year, the member is suspended from the Party;
 - (vi) some combination of clause 8(b)(i) to (v) above; or
 - (vii) the member is expelled from the Party.

9 Misconduct allegation

- (1) A member (*the applicant*) may make a misconduct allegation against a member (*the respondent*) by giving notice in writing of the following to, and only to, the Convenor of the Misconduct Panel or, if the allegation is made against the Convenor of the Misconduct Panel, to any other member of the Misconduct Panel:
 - (a) their name;

- (b) the name of the respondent;
 - (c) a description of the act or acts of the respondent that are said to be misconduct; and
 - (d) a brief submission setting out why the applicant believes that act or those acts constitute misconduct.
- (2) A member must not make a misconduct allegation in bad faith.
- (3) A respondent may appoint any person to act on their behalf for the purposes of the misconduct allegation.

10 Appointment of Sub-Panel

- (1) A member of the Misconduct Panel who receives a notice under clause 9(1) (the appointer) must:
- (a) regarding so much of a misconduct allegation made against a member who is an applicant under clause 6(1), or any member appointed to act on their behalf under clause 6(5), in relation to the matter which is the subject of the application under clause 6(1) –
 - (i) exercise their power under subclause (1)(b) and (c) only after the application under clause 6(1) is dealt with; and
 - (ii) notify the applicant of the state of the misconduct allegation;
 - (b) if another misconduct allegation against the respondent is already being dealt with by another Sub-Panel – in writing assign the allegation to that Sub-Panel unless doing so would increase the effort or time required for the Misconduct Panel to deal with all of the allegations; or
 - (c) otherwise – in writing appoint a 3-member Sub-Panel (which may include themselves) to deal with the misconduct allegation.
- (2) Subject to subclause (3), a Sub-Panel must be made up of members of the Misconduct Panel.
- (3) If, because of the effect of subclause (4) or clause 19, a Sub-Panel cannot be completely appointed from the members of the Misconduct Panel, the appointer must appoint a member or members who are eligible under clause 17(4) and clause 19 until the Sub-Panel is completely appointed.
- (4) Each member of a Sub-Panel must be a member of the Australian Greens Victoria, and must not be biased.
- (5) In each of the circumstances to which this subclause applies, the Misconduct Panel must decide to:
- (a) appoint a new member or members to the Sub-Panel to bring its membership back up to 3; or
 - (b) discharge the Sub-Panel and appoint a partially or entirely differently constituted Sub-Panel to deal with the misconduct allegation or allegations afresh.
- (6) The circumstances to which subclause (5) applies are:
- (a) a member resigns from a Sub-Panel or the Misconduct Panel;
 - (b) the Misconduct Panel decides that a member of a Sub-Panel is unable to discharge their duties on that Sub-Panel, including because of illness or time constraints; or
 - (c) a Sub-Panel advises the Misconduct Panel that, after appropriate efforts to do so, it cannot arrive at a decision; or
 - (d) the Misconduct Panel decides that the procedure being carried out by a Sub-Panel has miscarried to such an extent that it should intervene.

11 Decision by Sub-Panel

- (1) The Sub-Panel must dismiss without consideration under subclause (13)(a)(i) so much of a misconduct allegation that concerns an act or acts that are alleged to have occurred more than 180 days before the allegation was made except if:
 - (a) that part of the allegation was reinstated under subclauses (15) and (16); or
 - (b) it decides that:
 - (i) that part of the allegation is of repeated similar conduct that continued into the 180 day period before the allegation was made;
 - (ii) that part of the allegation relates to matters of a sexual nature; or
 - (iii) exceptional circumstances warrant it not doing so.
- (2) A misconduct allegation is under consideration from when it is made until all parts of it are either:
 - (a) dismissed; or
 - (b) found to be substantiated and a sanction imposed or not imposed.
- (3) While a misconduct allegation is under consideration:
 - (a) the Sub-Panel may, in writing:
 - (i) in exceptional circumstances, direct the respondent that, for a period of up to 30 days, they are prohibited from attending some or all Party meetings;
 - (ii) direct the respondent that, for a period of up to 30 days, they are prohibited from communicating with some or all members or volunteering for the Party in some ways or entirely;
 - (iii) for a period of up to 30 days, suspend the respondent from the Party or a party body or position; and
 - (iv) direct a member to truthfully answer its questions in person or in writing;
 - (b) regarding a direction given or suspension imposed under subclause (3)(a), the Sub-Panel may:
 - (i) as necessary, advise any member of it; and
 - (ii) monitor compliance with it; and
 - (c) other than in accordance with clauses 9 to 17, no party body (other than State Council) may discuss the allegation.
- (4) The Sub-Panel's powers under subclause (3)(a) may be exercised more than once, and include the power to revise or rescind a direction or suspension.
- (5) A direction given or suspension imposed under subclause (3)(a) expires once the misconduct allegation is no longer under consideration.
- (6) Subject to subclause (7), all aspects of a misconduct allegation (including the fact that it was made), and all Notices of Decision, must be kept confidential, and this obligation survives the cessation of membership.
- (7) Subclause (6) does not prohibit the disclosure of information:
 - (a) that is strictly necessary in order to make or deal with a misconduct allegation; and
 - (b) as provided for in clauses 9 to 19.
- (8) The quorum for meetings of a Sub-Panel is 3.
- (9) In dealing with a misconduct allegation, a Sub-Panel:
 - (a) must exercise its powers and make its decisions by consensus or, if it is unable to reach consensus, by majority vote;

- (b) must make findings about facts on the balance of probabilities;
 - (c) must make its decision as soon as is reasonably practicable;
 - (d) in balancing the speed of its decision against the fairness of its process and the correctness of its decision, must take an urgent and robust approach;
 - (e) must not take the external or internal political ramifications of its decision into account;
 - (f) subject to subclause (9)(g), must inform itself in any way it deems appropriate, including:
 - (i) by obtaining expert advice from a non-member; and
 - (ii) as to an appropriate sanction;
 - (g) must not seek or receive the view of any other party body;
 - (h) after discussing doing so with an applicant, may amend an allegation, including by adding parts to it and removing parts from it;
 - (i) may give notice in writing to some or all members advising that a misconduct allegation has been made against a particular respondent and inviting those members to come forward with any relevant information;
 - (j) must review the Notices of Decision regarding previous allegations (or parts of them) made against the respondent that were not:
 - (i) dismissed under subclause (13)(c); or
 - (ii) found to have been substantiated under subclauses (13)(d), (e) or (f);
 - (k) may reopen any of the previous allegations to which subclause (9)(j) refers that it decides may form part of a repeated behaviour;
 - (l) may take over from another Sub-Panel the allegation of another applicant made against the same respondent if the Convenor of the Misconduct Panel decides that doing so will reduce the effort or shorten the time required for the Misconduct Panel to deal with all of the allegations;
 - (m) must take into account previous Notices of Decision and Notices of Sanction regarding the respondent when considering an appropriate sanction;
 - (n) must provide updates in writing on the progress of the matter to the applicant and the respondent (but only if and when they are made aware of the allegation); and
 - (o) must hold its meetings in closed session.
- (10) Before deciding that a misconduct allegation (or part of it) is substantiated, a Sub-Panel must:
- (a) give the respondent:
 - (i) notice in writing of the substance of the relevant part of the allegation;
 - (ii) notice in writing of information adverse to the respondent that is credible, relevant and significant to the decision to be made; and
 - (iii) a reasonable opportunity to make an oral and written submission to the Sub-Panel regarding the relevant part of the allegation and what sanction should be imposed if it is substantiated; and
 - (b) consider any such submission.
- (11) The information described in subclause (10)(a)(i) and (ii) must only include the name of or other identifying information about any person if:
- (a) it is strictly necessary in order to comply with those clauses; and
 - (b) the person whose name or other identifying information is to be included gives their express consent in writing.

- (12) If a Sub-Panel cannot comply with subclause (10)(a)(i) and (ii) because a person will not give consent under subclause (11)(b), the relevant part of the allegation must be dismissed under subclause (13)(a)(iv).
- (13) Subject to subclause (14), regarding the whole or each part of the misconduct allegation, the Sub-Panel must decide that it is:
 - (a) dismissed without determination because:
 - (i) it concerned an act or acts alleged to have occurred more than 180 days before it was made;
 - (ii) the information given under clause 9(1)(c) was too long, insufficient or vague;
 - (iii) it was withdrawn by the applicant with the permission of the Sub-Panel; or
 - (iv) the Sub-Panel was not able to afford the respondent procedural fairness in dealing with it;
 - (b) dismissed without determination because, even if it was substantiated:
 - (i) it would not amount to misconduct; or
 - (ii) it is not serious enough to warrant a sanction;
 - (c) dismissed because it was not found to be substantiated;
 - (d) found to be substantiated and the member is not sanctioned;
 - (e) found to be substantiated and the member is censured; or
 - (f) found to be substantiated and recommend a sanction to State Council.
- (14) If the respondent is a member who holds public office at the time the Sub-Panel comes to make its decision, subclause (13)(e) is not available as a decision.
- (15) A misconduct allegation (or part of it) dismissed under subclause (13)(a)(ii) is reinstated before the same Sub-Panel if, within 60 days of it having been dismissed, the applicant gives a member of the Misconduct Panel notice in writing of the information required under clause 9(1).
- (16) A misconduct allegation (or part of it) dismissed under subclause (13)(a)(iv) is reinstated before the same Sub-Panel if, within 60 days of it having been dismissed, the person whose name or other identifying information was to be included gives a member of the Misconduct Panel their express consent in writing under subclause (11)(b).
- (17) A member of the Sub-Panel may make a misconduct allegation:
 - (a) against a member for breaching a direction given or suspension imposed by the Sub-Panel under subclause (3)(a);
 - (b) if the Sub-Panel dismisses a misconduct allegation (or part of it) under clauses (13)(b) or (c) – against the applicant for making their allegation in bad faith; and
 - (c) against any member based on information obtained in dealing with a misconduct allegation.

12 Notice of Decision

- (1) The Sub-Panel must, within four days of making a decision:
 - (a) make a Notice of Decision;
 - (b) give that Notice of Decision to the applicant and the respondent; and
 - (c) give the applicant and the respondent information about their right to apply to the ARP to have the decision and sanction (if any) reviewed under clauses 6(1) and clause 14, within the time limit provided under clause 14(4).
- (2) Additionally, the Sub-Panel must, within 24 hours of making a decision under clause 11(13)(f)
 - (a) give the Notice of Decision to State Council; and

- (b) consider whether to make a decision under clause 11(3)(a).
- (3) A Notice of Decision must be in writing and contain only:
 - (a) the name of the respondent;
 - (b) the name of the appointer;
 - (c) the names of the members of the Sub-Panel that made the decision;
 - (d) the date that the Sub-Panel was appointed;
 - (e) the date of the decision;
 - (f) in relation to each part of a misconduct allegation dealt with by the decision:
 - (i) the date that the Misconduct Panel received it;
 - (ii) if it could have been dismissed as it concerned an act or acts that were alleged to have occurred more than 180 days before the allegation, the reason it was not;
 - (iii) in brief terms, the facts found and an analysis of why those facts do or do not constitute misconduct, without identifying any person other than the respondent; and
 - (iv) the particular decision made, including the provision of clause 11(13) under which the decision was made;
 - (g) if any of the particular decisions made are a decision under clause 11(13)(f) the single sanction (covering all of the relevant misconduct allegations) that the Sub-Panel recommends to State Council and a brief justification for it; and
 - (h) any other information that the Sub-Panel decides is necessary that does not concern the substance of a misconduct allegation.

13 Decision by State Council

- (1) If a Sub-Panel makes a decision under clause 11(13)(f), the next meeting of State Council must consider a proposal to impose the recommended sanction.
- (2) Before considering that proposal, State Council must consider whether to make a decision under each of Constitution clause 5(1)(b) and Schedule 5 item 6(3).
- (3) State Council must decide to impose:
 - (a) the recommended sanction;
 - (b) another sanction; or
 - (c) no sanction.
- (4) The only members that may speak regarding the proposal are:
 - (a) the respondent or a person appointed under clause 9(3);
 - (b) State Councillors; and
 - (c) members appointed under Constitution Schedule 5 item 6(1) and (2).
- (5) State Councillors must, before or at the opening of the meeting, be provided with:
 - (a) the relevant Notice of Decision;
 - (b) all other Notices of Decision that record that a misconduct allegation regarding the respondent was found to be substantiated; and
 - (c) any written submission as to the appropriate sanction, of up to 3 pages in length, provided by the respondent or a person appointed under clause 9(3) to State Council at least 3 days before the meeting.
- (6) State Councillors who are biased must not be present during the consideration and resolution of the proposal.

- (7) If State Council fails in its obligation under subclause (3), each subsequent meeting of State Council must, in closed session, consider a proposal to impose the recommended sanction until State Council fulfils its obligation under subclause (3).
- (8) The respondent must be given 14 days' notice in writing of each meeting to which subclauses (1) or (7) apply.
- (9) State Council must inform the Sub-Panel of a decision by State Council within 24 hours. The Panel must then inform the applicant and the respondent of the decision as soon as practicable. If the matter is no longer under consideration then the Panel must also notify them that their opportunity to appeal has started.

14 Application to the Administrative Review Panel

- (1) In this clause, *application* means an application under clause 6(1) to the ARP regarding a decision of a Sub-Panel under clause 11(9).
- (2) An applicant or a respondent may make an application once a misconduct allegation is no longer under consideration.
- (3) No other consideration or reconsideration (whether by review, appeal or otherwise) of the decisions made under clauses 9 to 19 is allowed.
- (4) An application made more than 7 days after notification of the opportunity to appeal was sent must be dismissed by the ARP unless it decides that exceptional circumstances justify it not being dismissed.
- (5) The remedies that the ARP may grant on an application are limited to:
 - (a) setting a decision aside and remitting it to the Sub-Panel or State Council for decision again, or to the Misconduct Panel for the appointment of a new Sub-Panel to deal with the matter, with or without directions to cure any error previously made;
 - (b) substituting a decision under clauses 11(13)(d) or (e) with a decision under clause 11(13)(f), with the ARP recommending a sanction and carrying out the procedure in clause 12 in place of the Sub-Panel; and
 - (c) a remedy granted in aid of a remedy granted under subclause (5)(a) or (b).
- (6) If the ARP grants a remedy under subclause (5):
 - (a) the ARP must set aside or amend (adding a brief procedural history of its decision) any related Notice of Decision and Notice of Sanction as necessarily follows from its decision; and
 - (b) the ARP Convenor must within 24 hours provide such information to such members as is necessary to inform them of the decision and its effect on the membership status of the respondent.

15 Notice of Sanction

- (1) The Convenor of the Misconduct Panel must make, and provide to all members, a Notice of Sanction if a sanction has been imposed, and all related misconduct allegations against the member are no longer under consideration, and:
 - (a) no application to the ARP is made regarding it within 7 days; or
 - (b) an application to the ARP is made within 7 days and the ARP decides not to make one of the findings in clause 6(1) or not to grant a remedy.
- (2) A Notice of Sanction must be in writing and contain only:
 - (a) the name of the respondent;
 - (b) the sanction imposed;
 - (c) the date that the sanction was imposed;

- (d) the name of the body that imposed the sanction (i.e. a Sub-Panel of the Misconduct Panel or State Council);
 - (e) in relation to each part of a misconduct allegation found to be substantiated to which the sanction relates:
 - (i) the date that the Misconduct Panel received it; and
 - (ii) in brief terms, the substance of it, without identifying any person other than the respondent; and
 - (f) any other information that the Convenor of the Misconduct Panel decides is necessary that does not concern the substance of a misconduct allegation.
- (3) A Notice of Sanction is confidential to members, excepting that State Council may make a public statement that discloses its contents.
 - (4) State Council may lift confidentiality in respect of the membership on all or part of a notice of decision by a substantive proposal. Prior to doing so, State Council must seek the view of the sanctioned member and where that member opposes lifting of confidentiality, weigh that member's views up against the purpose of lifting confidentiality.

16 Other

- (1) If a respondent's membership ceases while a misconduct allegation against them is under consideration:
 - (a) the allegation must continue to be dealt with under clauses 9 to 19 as if their membership had not ceased; and
 - (b) any sanction imposed takes effect upon the respondent being re-admitted to membership.
- (2) Any person expelled from the Party may only subsequently be re-admitted to membership by State Council. State Council may also resolve that a former member, whose conduct has been called into question and whose membership has ceased other than by expulsion, may only be admitted by State Council.
- (3) Subject to subclause (4), should State Council form the view that any conduct (including previous conduct of which it was not aware) of an endorsed Party candidate may damage, or has seriously damaged the Party, and that urgent action is required, State Council will have the power to immediately expel or suspend that member, provided the member has been given, at least 24 hours prior to the meeting which will consider the matter, a notice that:
 - (a) sets out the alleged conduct in question; and
 - (b) stipulates the time and place of the meeting; and
 - (c) advises the member of the opportunity to address that meeting.
- (4) The timeframe within which subclause (3) may be applied is:
 - (a) within 12 weeks prior to any date which has been set for any state or local election for which the Party has preselected candidates; or
 - (b) from the date of the calling of a federal election or 30 months after the date of the previous federal election (whichever is sooner).

17 Misconduct Panel – part I

- (1) The Misconduct Panel is composed of 9 members appointed by State Council. In extraordinary measures State Council may appoint additional members to the panel.
- (2) The term of appointment of a member of the Misconduct Panel is 2 years.
- (3) A member of the Misconduct Panel whose term of appointment to the Misconduct Panel expires whilst they are a member of a Sub-Panel remains a member of that Sub-Panel whilst it exists, including if a misconduct allegation (or part of one) is reinstated before it under clause 11(15) and (16).

- (4) To be eligible to be appointed to and remain a member of the Misconduct Panel, a member:
 - (a) must be a member (and it is recommended that they have been a member for the past 2 years);
 - (b) must not be:
 - (i) a member who holds public office;
 - (ii) a member who has held public office in the last 5 years (except as a local councillor);
 - (iii) a member of any party body that has the task of judging the suitability of members to be considered for preselection as, or to remain, candidates in external elections;
 - (iv) a member of the ARP;
 - (v) an insolvent under administration;
 - (vi) a represented person; or
 - (vii) an employee of the Party; and
 - (c) must not have been the subject of a sanction that was imposed or which had effect within the past 3 years.
- (5) The quorum for meetings of the Misconduct Panel is the lesser of 5 and all current members of the Misconduct Panel that are not for some reason not permitted under this internal policy to participate in the meeting.
- (6) The Misconduct Panel has a Convenor who is appointed by the Misconduct Panel from its members. This position may be job-shared by two members of the Panel.
- (7) The Misconduct Panel has a Deputy Convenor who is appointed by the Misconduct Panel from its members. This position may be job-shared by two members of the Panel. The only role of the Deputy Convenor of the Misconduct Panel is to act as the Convenor of the Misconduct Panel in circumstances where that position is not filled or that individual is unavailable.
- (8) In circumstances where neither the Convenor or Deputy Convenor of the Misconduct Panel positions are filled, the State Director or their delegate may act as the Convenor of the Misconduct Panel for the purposes of convening a meeting of the Misconduct Panel in order to elect one or both of the Convenor or Deputy Convenor of the Misconduct Panel.
- (9) Subject to subclause (10), the Convenor of the Misconduct Panel must:
 - (a) convene meetings of the Misconduct Panel as required;
 - (b) regarding every party body that has the task of judging the suitability of members to be considered for preselection as, or to remain, candidates in external elections:
 - (i) keep them apprised of the misconduct allegations that are currently under consideration; and
 - (ii) give all Notices of Decision to them;
 - (c) ensure the following records are kept and maintained:
 - (i) misconduct allegations made;
 - (ii) directions given by Sub-Panels;
 - (iii) Notices of Decision; and
 - (iv) Notices of Sanction;
 - (d) ensure that the Notices of Sanction made in the previous 5 years are readily accessible on the members-only website.
- (10) If a misconduct allegation is made against a member of the Misconduct Panel, the member must not participate in meetings of the Misconduct Panel, and, in the case of the Convenor of the Misconduct Panel, must resign from that position, until the allegation is no longer under consideration.

- (11) Any correspondence received by the Party addressed to a member of the Misconduct Panel must not be read by any other person without the intended recipient's express written permission except:
 - (a) on the authority of a proposal passed by the Misconduct Panel, or
 - (b) State Council decides otherwise in a particular case, or
 - (c) the State Director, or their delegate, for the purposes of administrative support.
- (12) The Misconduct Panel must not be granted or have imposed upon it, and must not accept, further powers or obligations.

18 Administrative Review Panel – part II

- (1) It is recommended that the ARP should take –
 - (a) regarding applications relating to clause 14 –
 - (i) at most, 14 days to deal with a straightforward application; and
 - (ii) at most, 30 days to deal with a complex application;
- (2) The following members are not eligible to be appointed to and remain a member of the ARP:
 - (a) a member who, in the past 12 months, has been:
 - (i) a local councillor;
 - (ii) a member of a parliamentarian's paid staff; and
 - (b) a member who has been the subject of a sanction in the past 5 years.
- (3) The search for candidates for appointment to the ARP will adopt the following procedure:
 - (a) All members will be invited to express interest whenever a vacancy arises on the Panel by the Panel Convenor, or in their absence State Council, placing a notice on the members' website and the Party e-bulletin.
 - (b) State Council will appoint a member or ad hoc working group, as soon as practicable in each governance term, to consider expressions of interest received and then recommend one or more appointments.
 - (c) In determining their or its recommendation, the member or working group may interview potential candidates and must consider whether their knowledge of dispute resolution, the party's structure and operation, and operation of the panels, as well as their experience (both in and out of the Party), and personal background, cause them to be suitable for the role.
- (4) So far as is practicable, the ARP will be made up of:
 - (a) not more than 3 men;
 - (b) at least 1 member from a non-dominant culture in Australia; and
 - (c) not more than 2 members from any one branch.
- (5) A member may not hold the position of ARP Convenor for more than 24 consecutive months.
- (6) The ARP Convenor must:
 - (a) keep and maintain a record of applications made to, and decisions made and reasons given by, the ARP; and
 - (b) ensure that the members-only website contains a page updated at least monthly that contains:
 - (i) a brief description of each application currently before the ARP;
 - (ii) links to the decisions made and reasons given by the ARP in the previous 5 years; and

- (iii) a link to a document that records all of the current interpretations of this internal policy given by the ARP.

19 Misconduct Panel – part II

- (1) It is recommended that a Sub-Panel should take:
 - (a) at most, 30 days to deal with a straightforward application; and
 - (b) at most, 90 days to deal with a complex application.
- (2) The following bodies are excepted from the prohibition imposed by clause 11(3)(c):
 - (a) the Probity Panel; and
 - (b) the Endorsement Review Committee.
- (3) The following disclosures are excepted from the obligation imposed by clause 11(6):
 - (a) if the member has been assured by the intended recipient of the disclosure that they will keep the information confidential – to a close family member, partner or close friend for the purposes of personal support;
 - (b) to the police, the Victorian Equal Opportunity and Human Rights Commission, or other similar investigative person or body;
 - (c) to a counsellor for the purposes of counselling;
 - (d) to a registered health practitioner for the purposes of treatment;
 - (e) to an Australian legal practitioner for the purposes of legal advice;
 - (f) in court documents or proceedings, or as required by law;
 - (g) to a body of the Party appointed to conduct a review of the Party's misconduct or complaints system, for the purposes of that review;
 - (h) between members of the Misconduct Panel, including those observing an interview or hearing, for the purposes of mutual support, training or oversight, subject to bias provisions; and
 - (i) between the Misconduct Panel and the State Director, or their delegate, for the purposes of administrative support.
- (4) The updates under clause 11(9)(n) must be provided fortnightly.
- (5) The following members are not eligible to be appointed to and remain a member of the Misconduct Panel:
 - (a) a member of the Endorsement Review Committee;
 - (b) a member who, in the past 12 months, has been:
 - (i) a local councillor;
 - (ii) a member of a parliamentarian's paid staff; and
 - (c) a member who has been the subject of a sanction in the past 5 years.
- (6) The search for candidates for appointment to the Misconduct Panel will adopt the same procedure as for the ARP (as provided above).
- (7) So far as is practicable, the Misconduct Panel will be made up of:
 - (a) not more than 5 men;
 - (b) at least 3 members from a non-dominant culture in Australia; and
 - (c) not more than 2 members from any one branch.
- (8) Former members of the Misconduct Panel are disqualified from being eligible to be elected or appointed to the Campaigns Committee for a period of one year after having been a member of the Misconduct Panel.

- (9) A member may not hold the position of Convenor of the Misconduct Panel for more than 24 consecutive months.
- (10) The power and duty to provide a Notice of Sanction to all members under clause 15(1) includes:
 - (a) ensuring that the members-only website contains a page, updated at least monthly that contains links to the Notices of Sanction provided in the previous 5 years;
 - (b) when a new Notice of Sanction is issued, it is provided to all members by ensuring that the e-bulletin includes a link to the Notice of Sanction page;
 - (c) if the Notice of Sanction includes a sanction against a State Councillor, member of the Campaigns Committee or member who holds public office, ensuring that the notice in the e-bulletin includes which of these positions the person holds in the party.
- (11) Notices of Sanction will be stored on the members' only website and distributed to all members via a link in the Party eBulletin.
- (12) The Convenor of the Misconduct Panel should ensure that the members-only website contains a page updated at least every six months that records: the number of allegations received by the Panel each year, and brief details of the outcome: for example, whether current, dismissed, proceeded to State Council hearing or appeal.
- (13) The Misconduct Panel and the ARP should submit joint or individual reports to the final State Council meeting before the annual general meeting. The reports should be brief and include data on the number of requests, allegations and applications received, outcomes, identified issues with organisational policy and this internal policy, and any proposals for reform, as they see fit.

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POLICY 15: TITHING

Version as at 17 March 2024

1 Definition

In this internal policy, *member* means member who holds public office.

2 Formula

Each member must pay a tithe to the Party quarterly in accordance with the following formula:

(a) Formula: $t = 0.1(g - 0.5m) + pg$, if $g - 0.5m > 0$

(b) Where:

- (i) t is the amount of the quarterly tithe
- (ii) g is the gross salary received by the member from their office during the relevant quarter, excluding electorate allowances
- (iii) m is one quarter of the annual base gross salary of a member of the Victorian Legislative Assembly
- (iv) p is 0.01 for a member in state or federal government office is 0 for a member in local government office

3 Process

- (1) Each tithe must not be paid out of any electorate allowance controlled by the member.
- (2) Any tithe due from a member in federal office to the Australian Greens must be paid by the Party out of the tithe received from the member under this internal policy.
- (3) The portion of any tithe represented by pg must be paid by the Party to the Global Greens Secretariat.

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POLICY 16: GENERAL MEETING PROCEDURE

Version as at 17 March 2024

1 Scope

- (1) This Internal Policy is made pursuant to clause 39(6) of the Constitution.
- (2) This Internal Policy must be read alongside the Constitution, particularly clauses 4(2) and 39.

2 Definitions

In this procedure:

- (a) *member* means member in attendance at the meeting;
- (b) in accordance with Schedule 9 of the Constitution, *procedural proposal* means a proposal about the proceedings of the meeting; and
- (c) a procedural proposal is passed if a majority of members in attendance who vote on the proposal vote in favour.

3 Procedure

- (1) Any member may make a procedural proposal.
- (2) In relation to the consideration of a procedural proposal, the facilitator must provide at least the opportunity for the member who moved it to speak for, and for another member to speak against, the proposal for 30 seconds each.
- (3) The facilitator may refuse to hear further procedural proposals from a particular member if they consider that the member is attempting to disrupt the meeting.
- (4) State Council must:
 - (a) decide which special resolutions submitted for consideration will be tabled for the meeting unless they are required to be considered by the Constitution or Act;
 - (b) make the agenda for the meeting; and
 - (c) at least 14 days before the meeting, e-mail each member a copy of the agenda.
- (5) Subject to subclauses (8) to (10), by procedural proposal, the meeting may amend the agenda except to remove items required under the Constitution.
- (6) State Council must appoint a State Councillor as facilitator for all, or for each part, of the meeting.
- (7) An annual general meeting agenda must provide for at least:
 - (a) 30 minutes for State Council to report on its work and the affairs of the Party; and
 - (b) 60 minutes for State Council to answer members' questions.
- (8) In relation to the consideration of each special resolution, the agenda and the facilitator must allow and provide for, in order:
 - (a) at least 2 minutes (and longer, at the discretion of the facilitator, where the length or complexity of the resolution warrants it) for the member (or group of members) who has submitted a resolution (*mover*) (or their delegate, who must be a member) to speak to it;
 - (b) at least 5 minutes for members to ask genuine questions – not Dorothy Dixers – of the mover (or their delegate);
 - (c) at least 3 opportunities for members to speak against, and at least 2 opportunities for members to speak for, the resolution for 2 minutes; and
 - (d) at least 2 minutes for the mover (or their delegate) to speak again to the resolution.
- (9) Where no member wishes to ask a question under subclause (8)(b) or speak or ask a question under subclause (10), the facilitator will promptly move to the next step.

- (10) Where there are so many special resolutions on the agenda that it is or becomes impossible to keep the meeting to a reasonable length:
 - (a) the facilitator must put to the meeting a procedural proposal that sets out a clear schedule for the proper consideration of those resolutions;
 - (b) if the procedural proposal is passed, it must be followed;
 - (c) if the procedural proposal is not passed, subclauses (10) and (11) must be followed.
- (11) Nothing in subclause (10) stops a member from putting a procedural proposal to further amend the agenda.

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POLICY 17: STANDING ORDERS OF STATE COUNCIL

Version as at 17 March 2024

1 Purpose

- (1) The Standing Orders, along with the Constitution and the Code of Conduct, are the principal source of procedural authority for meetings of State Council. All meetings of State Council are to be conducted within the framework provided by these Standing Orders. Adherence to these Standing Orders is required for the proper conduct of State Council meetings.
- (2) AGV seeks to achieve decisions through consensus. Efficient consensus processes and time management often require an issue to be 'taken away' from a meeting for a subgroup to help craft possible ways forward, and minor decisions to be delegated to trusted entities.

2 Agenda

- (1) The agenda is set by the Secretary in line with the Constitution and Internal Policies.
- (2) The agenda will specify the order and substance of matters for reporting or for debate.
- (3) The agenda will include the full text of any and all proposals in the body of the agenda.
- (4) The Secretary may, in framing the agenda, list a matter as starred (with an asterisk) for discussion or unstarred for items for which it is proposed that no discussion is entered into. The facilitator will check when confirming the agenda that no one wishes any unstarred item to be starred. Anyone who wishes to star an item should do so at that stage. Any unstarred items will be taken as agreed to at the close of the meeting.
- (5) The name of the intended facilitator for any and all parts of any State Council meeting will appear in the agenda, and be agreed to in the confirmation of agenda.
- (6) The agenda will specify that the beginning of each meeting will, before any substantive matters are discussed, include;
 - (a) an acknowledgement of country
 - (b) a values statement, including a reminder of the Code of Conduct; the complaints process; and the contact people for that meeting
 - (c) a determination by the facilitator of whether or not the meeting is quorate
 - (d) a report of State Councillors absent with or without apologies;
 - (e) A report of proxies for State Councillors that are absent
 - (f) The Proposal "that the proposed agenda and facilitators be agreed to". To this Proposal, State Councillors may propose amendments to
 - (i) select different facilitators for any particular agenda item
 - (ii) add agenda items
 - (iii) star any unstarred items at the request of any State Councillor
 - (iv) Unstar any starred items by consensus decision
 - (v) propose a variation to the time allocation for each item
 - (vi) a proposal for the acceptance of the minutes from the previous meeting
 - (g) a moment where the facilitator will ask State Councillors to disclose any material personal interest they have in relation to any agenda item. State Councillors must disclose any material personal interest in relation to any matter being considered at this point, or as soon as they become aware of their interest in the matter. Any disclosure must:
 - (i) give details of the nature and extent of the interest;
 - (ii) give details of the relation of the interest to the matter being considered; and
 - (iii) be recorded in the minutes, with brief details.

- (iv) Any State Councillor who has a material personal interest must disclose the nature and extent of their interest in the matter. They should leave the meeting unless requested to stay by State Council. Should they stay, they must not block consensus or vote on the relevant matter.
- (h) a review of the State Council decisions and actions registers
- (i) During a 15 minute session at the start of a meeting, observers may ask questions of State Council or make statements to the meeting. Each observer will be limited to 2 minutes.

3 Quorum

- (1) A quorum for a State Council meeting is a majority of current State Councillors, but not fewer than five.
- (2) The facilitator will determine whether State Council is quorate at the beginning of every meeting. This is to be minuted. No decision of State Council is valid unless the facilitator has declared that the meeting is quorate.
- (3) State Council is deemed to be quorate until the meeting is closed by the facilitator, except if any State Councillor draws the attention of the facilitator to a possible lack of quorum at any time during a meeting, whereupon the facilitator will count State Councillors present to determine whether or not the meeting is still quorate.

4 Facilitation of meetings

- (1) State Councillors will at all times during meetings adhere to the Code of Conduct and respect the authority of the facilitator to facilitate discussion and work towards consensus.
- (2) As a general practice, facilitation should be rotated across State Council.
- (3) A procedural question may be raised with the facilitator by any state councillor at any time if the state councillor believes the standing orders are being breached. A procedural question has priority over other discussion and will be resolved before discussion continues on the substantive issue
- (4) A procedural question may be raised on any of the following;
 - (a) procedural errors
 - (b) behaviour in breach of the Code of Conduct
 - (c) issues related to the facilitation of the meeting

5 Items for Discussion

- (1) As far as reasonably practicable items listed for discussion should fall into three categories.
- (2) Items listed for short discussion, These in general should be:
 - (a) limited in number;
 - (b) limited to 10 minutes duration; and one of
 - (i) uncontroversial (e.g. a motion of thanks, which it would be inappropriate to put through without consideration)
 - (ii) necessary (e.g. because the information on which a recommendation could be based could only be available at the last minute, such as legal advice or a cost-quote, but where the matter was otherwise uncontroversial).
 - (iii) an update on an issue which has previously been considered by state council and where a deliberative process is being undertaken
- (3) Issues for discussion:
 - (a) Unless urgent or relatively minor, a decision on these items will in general not be made at the meeting that they are first listed as an item for discussion.

- (b) In general an issue should first be brought to State Council as an issue, rather than a proposal as to how State Council should deal with the issue. The purpose of this initial discussion is to canvas the views of state councillors about the issue then determine a process for further consideration about the issue. This may be through:
 - (i) Formulating a proposal for decision immediately if the item is relatively uncontroversial
 - (ii) Allocating a small group of state councillors to attempt to formulate a proposal for decision for a separate agenda item at the meeting
 - (iii) Referring the issue to a small group of state councillors, a committee or a working group for deliberation and development of a proposal to be considered by state council at a later date. This deliberation may include a consultation process with the wider membership
- (4) Proposals listed for decision: In general the issue which the proposal is addressing will have previously been considered by state council as an issue and have had a deliberative consensus building process undertaken on the issue. The proposal would be brought to the meeting with a brief summary of:
 - (a) the history of the matter;
 - (b) Consultation undertaken about the issue and the proposal
 - (c) the rationale for any proposals
 - (d) the range of views on the issue , noting that care may need to be taken if some of these views may be harmful or hurtful to some people
 - (e) links to relevant documents, articles etc.
- (5) In general each meeting should have no more than three or four agenda items of types three and four.

6 Discussion

- (1) The person bringing the issue to the meeting or making the proposal will be asked to introduce the item.
- (2) The facilitator will then take any questions and comments from the floor.
- (3) The facilitator will keep a list of people wishing to speak. The facilitator will in general ask people to contribute in the order that they indicated their wish to contribute, but be flexible with the order of recognition of speakers, for example; in the interests of affirmative action, to ensure the maximum participation of all involved, to allow for discussion of different views and to not allow any member to dominate the discussion.
- (4) An observer must not participate in the discussion of an agenda item without the consent of the meeting.
 - (a) Consent of the meeting is granted where observers are providing a submission to State Council on an item; providing a report to State Council; or have been specifically invited to attend the meeting to provide their perspectives on an item.
 - (b) In circumstances other than those listed in 4a the facilitator or any state councillor may seek the leave of the meeting for an observer to be added to the speaking list for an item. If there is no consensus then the matter may be put to a procedural proposal.
- (5) The facilitator will have the right to speak at any time. Minimal discussion on substantive matters will be entered into by the meeting facilitator, unless they have placed themselves on the speaking list and stood aside from the facilitator role.
- (6) The facilitator will close discussion when the time allotted for the agenda item has expired. The facilitator will seek feedback as to how the meeting wishes to proceed if the discussion is not

finalised. An extension of time will only be permitted if a procedural question is agreed to (see Standing Orders: Procedural Questions).

7 Decision-making Process

- (1) In accordance with our constitution every attempt will be made by State Council to reach consensus decisions.
- (2) Every proposed decision of State Council will:
 - (a) begin with the word “that”;
 - (b) be recorded in the minutes; and
 - (c) have the outcome recorded in the minutes in the terms “agreed to” or “not agreed to”, and whether the outcome was reached by consensus or vote, and if vote a count of members for, against and abstaining.

8 Proposals

- (1) For the purposes of the Standing Orders, all proposed decisions before State Council will be classified in one of two ways;
 - (a) proposals relating to substantive matters; or as
 - (b) procedural proposals relating to procedure.
- (2) In general, a proposal for a decision on a substantive issue should go through a process of deliberation before being brought to state council. It should either be formulated as a proposal that takes account of the range of views about the issue in the party and is a proposal that the proposer genuinely believes there is a chance of reaching consensus on; or a proposal where the proposer believes that there are irreconcilable differences on the issue and believes that State Council needs to make a decision on the issue. State Council has the right to refuse to discuss a proposal put to it if it hasn't been through a process of deliberation, and to instead undertake a deliberative process about the issue at hand, or request to the proposer that such a deliberative process take place.
- (3) Proposals that are important questions of substance (not procedure) are substantive proposals to which the principles of consensus decision-making will be fully applied. A substantive proposal carried by a vote, unless provided for elsewhere in the Constitution, requires at least a two thirds majority of votes cast by councillors in attendance at the meeting, and a majority of current state councillors. Abstentions will be recorded but will not count as a vote, either for or against.
- (4) Procedural proposals carried by a vote require a majority of State Councillors (in attendance or proxy) voting in favour.
- (5) Proposals will only be considered if:
 - (a) they appear in the agenda; or a procedural question to allow consideration is agreed to (Standing Orders: Procedural Questions); or
 - (b) a discussion held earlier during the meeting has constructed a proposal that is directly relevant to the agenda item, or
 - (c) a member has formulated a proposal directly relevant to an agenda item during the consideration of an item.
- (6) Proposals will be numbered, with numbering beginning at 1 at the beginning of each new agenda item.
- (7) Agenda papers, including Reports, Proposals and accompanying documents must include name of author or proponent and date submitted.
- (8) Proposals will be minuted consistently as follows:
 - (a) If a Proposal is dealt with in the usual way:

- (i) PROPOSAL [number]: that [text of proposal in full].
 - (ii) PROPOSAL [number][not] agreed to by consensus.
- (b) If a Proposal lapses:
 - (i) PROPOSAL [number]: that [text of proposal in full].
 - (ii) A procedural question, “that the proposal lapse”, was agreed to.
 - (iii) PROPOSAL [number] lapsed.
- (c) If a Proposal is deferred:
 - (i) PROPOSAL [number]: that [text of proposal in full].
 - (ii) A procedural question, “that the Proposal be considered at [a later time this day / the next / a further meeting]”, was agreed to by consensus.
 - (iii) PROPOSAL [number] deferred.
- (d) If a Proposal is put to a vote as required by a procedural question being agreed to:
 - (i) PROPOSAL [number]: that [text of proposal in full].
 - (ii) PROPOSAL [number] not agreed to.
 - (iii) A procedural question “that the proposal be put to a vote” was agreed to.
 - (iv) PROPOSAL [number] was put to a vote and was [not] agreed to ([number] Ayes; [number] Noes; [number] Abstentions).

9 Modifications to Proposals - To Aim to Reach Consensus

- (1) If a proposal does not have consensus then the facilitator will ask for clarification from the meeting as to what are the barriers to consensus.
- (2) The facilitator will then call for any proposed modifications to the proposal which could help reach consensus
- (3) Modifications to proposals should be made in good faith as changes that the person proposing them believe will help reach consensus.
- (4) Modifications to proposals will, if longer than ten words, be written.
- (5) The proposal as modified will then be tested for consensus. If consensus is still not reached, the facilitator will seek further feedback as to what the blockages to consensus are and seek further or additional suggested changes to the original or modified proposal. This process may continue for some time while the meeting assesses that progress is being made towards consensus
- (6) The facilitator may call for or consider procedural proposals if it seems that progress towards consensus is stalled, or if the time allocated for discussion is about to be reached

10 Procedural proposals

- (1) Procedural proposals are concerned with the process of the meeting and must be dealt with once raised.
- (2) Procedural proposals may be raised by any State Councillor at any time. If the facilitator deems the frequency or substance of procedural questions from any one State Councillor to be deliberately vexatious, that State Councillor must abide by any request of the facilitator to cease raising procedural questions for a period of time stated by the facilitator.
- (3) Once a procedural proposal is raised by a State Councillor, that State Councillor may briefly state a reason for raising it and the facilitator must then immediately ask State Councillors if there is any dissent to the procedural proposal being agreed to. Following this:
 - (a) if there is no dissent, the procedural proposal is agreed to; or

- (b) if there is dissent, the facilitator may allow the reasons for dissent to be stated briefly, then the proposer may ask for the procedural proposal to be voted on. A simple majority is required for the procedural proposal to be agreed to
- (4) Procedural proposals should generally only take the form of one of the following phrases or of those referred to elsewhere in these Standing Orders:
- (a) “that consideration of this agenda item be extended for [number] minutes” The effect of this procedural question being agreed is to extend time for discussion beyond the time allowed for in the agenda.
 - (b) “that time for discussion on the proposal now expire” The effect of this procedural proposal being agreed is to require the facilitator to immediately test for consensus on the proposal, that is, to end any discussion immediately. It should not be used in an attempt to silence dissent, and generally should only be used if the time allotted to debate is nearing its end.
 - (c) “that the proposal be considered at a later time this meeting”^{*}
 - (i) The effect of this procedural proposal being agreed is to require the Secretary to schedule time later in the meeting for further consideration of the proposal at hand.
 - (ii) ^{*}If this proposal is agreed to there may also be additional processes proposed for a smaller number of state councillors to attempt to reach consensus about a proposal before the issue returns to the meeting
 - (d) “that the matter be considered at a future meeting”
 - (i) The effect of this procedural proposal being agreed is to require the Secretary to schedule time on the agenda for the next State Council meeting for debate on the substantive matter at hand, but allows flexibility for the redrafting of any proposals.
 - (ii) If this is agreed to there may also be additional proposals to determine timelines and processes for deliberation before the issue returns to State Council
 - (e) “that the proposal lapse” The effect of this procedural proposal being agreed is to defeat, rather than defer, a proposal, without first testing for consensus. It should only be put if it has become apparent that a decision on the matter is not required.
 - (f) “that the proposal be put to a vote” The effect of this procedural proposal being agreed is to put the proposal at hand to a vote. It should only be put for the reasons stated in the State Constitution; that is, that “if, after a reasonable period of time, disagreement persists and a decision cannot be deferred, the question will be resolved by vote.”
 - (g) “that proposal [number] be now considered” The effect of this procedural proposal being agreed is to consider a proposal in a different order to that stated on the agenda.
 - (h) “that a Proposal regarding [very short description of substance of proposal] be considered” The effect of this procedural question being agreed is for State Council to consider a Proposal that did not appear on the agenda.
 - (i) “that the standing orders be suspended for [number] minutes to allow for [details of matter]” The effect of this procedural question being agreed is to suspend the standing orders for a determined amount of time.
 - (j) “that the meeting go in camera to discuss [details of matter]” and, if necessary, “and that [observers’ names] be permitted to stay due to [short rationale]” The effect of this procedural question being agreed is for the meeting to go in camera and, if necessary, for certain observers to be permitted to stay. This procedural question should only be raised when absolutely necessary.
 - (k) “that the ruling of the facilitator be overturned” The effect of this procedural question being agreed is to overturn the facilitator’s most recent ruling on a procedural matter or procedural question. It must only be raised in the most serious of cases.

- (l) “that the facilitator step down” The effect of this procedural question being agreed is to require the facilitator to step down, and for the Convenor to choose another facilitator. It must only be raised in the most serious of cases.
 - (m) “that [Name] cease raising procedural questions” The effect of this procedural question being agreed is to disallow any one state councillor from raising procedural questions for the rest of the meeting. It must only be raised in the most serious of cases.
- (5) Procedural questions will be minuted consistently as follows: A procedural proposal, “that [text of question]”, was [not] agreed to. Unlike for the recording of the outcomes of Proposals, if procedural questions are put to a vote by show of hands, votes, including abstentions, are not recorded in the minutes.
- (6) Proposals with budgetary implications must indicate where changes to income and/or expenditure would need to be made in order to balance the current budget.

11 Meeting Closure

Meeting will be closed by a procedural proposal.

12 Decision and Action Register

The Secretary will maintain up-to-date State Council decision and action register to ensure decisions and actions are tracked and reviewed at the start of each meeting.

13 Post Meeting Process

The draft minutes will be distributed within 7 days of the meeting. Should any State Councillor wish to raise any concerns with the minutes, these should be emailed in advance in preference to raising them at the next meeting.

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POLICY 18: CONTACT PERSONS AND WELLBEING

Version as at 17 March 2024

1 Contact persons

- (1) Contact persons are members who people can go to if they experience or witness an incident that impinges on their or another person's safety and wellbeing, including sexual harassment and child abuse or neglect.
- (2) All party bodies will appoint at least one contact person annually for a term of one year, and whensoever a vacancy arises at any meeting, event or activity. Party bodies should try to ensure that there are contact persons of different genders.
- (3) The State Director or their delegate will keep a register of appointed contact persons.
- (4) A person may seek help from any contact person, not only a contact person of the party body where the incident took place.
- (5) All appointed contact people will be provided with general procedures on responding once contacted by a member and on how to report an incident.

2 Incident report

- (1) A person who experiences or witnesses an incident that impinges on their or another person's safety and wellbeing may report that incident to a contact person. If there is any concerning behaviour between an adult and a child, a person must report that to a contact person. If a child is being abused or neglected, a person must report that to a contact person who must then report that to the relevant authority, including the police or the child protection service in the local area.
- (2) If an incident is reported, a contact person will – or any other person who receives a report can – record the incident, and advise the person of any available options for resolution, including the complaints process.
- (3) The person will then immediately provide this record to the Secretariat Subcommittee of State Council.

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POLICY 19: OTHER MATTERS

Version as at 14 April 2024

1 Definitions

In these Internal Policies:

- (a) *Act* means the *Associations Incorporation Reform Act 2012*;
- (b) *Australian Greens* has the meaning given in the Constitution;
- (c) *casual vacancy* has the meaning given in the Constitution;
- (d) *Charter* has the meaning given in the Constitution;
- (e) *choose* means for a party body to:
 - (i) appoint by a consensus decision or vote; or
 - (ii) in the case of that failing after one meeting – elect by a show of hands with an option to vote for ‘seek further candidate’;
- (f) *Constitution* means the Constitution of the Australian Greens Victoria Incorporated;
- (g) *Greens party* has the meaning given in the Constitution;
- (h) *insolvent under administration* has the meaning given in the *Interpretation of Legislation Act 1984*;
- (i) *majority recommendation proposal* means a proposal that makes a majority recommendation to State Council;
- (j) *member who holds public office* has the meaning given in the Constitution;
- (k) *National Constitution* means the Constitution of the Australian Greens;
- (l) *ordinary State Council meeting* means a State Council meeting for which State Councillors are given at least 7 days’ notice;
- (m) *Party* has the meaning given in the Constitution;
- (n) *party body* has the meaning given in the Constitution;
- (o) *party office* has the meaning given in the Constitution;
- (p) *political party* has the meaning given in the Constitution;
- (q) *procedural proposal* has the meaning given in the Constitution;
- (r) *public office* has the meaning given in the Constitution;
- (s) *senior party body* has the meaning given in the Constitution;
- (t) *substantive proposal* means any proposal that is not a procedural, reconsideration, or majority recommendation proposal; and
- (u) *represented person* has the meaning given in the *Guardianship and Administration Act 2019*.

2 Internal Policies

- (1) State Council, or a party body delegated that power by State Council, may make, amend or repeal an Internal Policy.
- (2) The membership must be given at least 14 days’ written notice of a proposal to make, amend or repeal an Internal Policy.
- (3) State Council may make, amend or repeal an Internal Policy in urgent circumstances, or amend an Internal Policy to make minor corrections, without giving written notice to the membership.
- (4) State Council may suspend an Internal Policy in whole or in part for a specified period.
- (5) A decision of State Council overrides these Internal Policies to the extent of any inconsistency, subject to the Constitution and the Act.