

Part 3 Donations reference group

1 Role and responsibility

The role of the donations reference group (*DRG*) is to consider if donations received by the ACT Greens should be accepted.

2 Policy

The DRG must use the donations policy mentioned in Part **Error! Reference source not found.**, which is adapted from that used by the Australian Greens.

3 Procedures and processes

- 3.1 If possible, donations that are more than \$10,000 or expected to be sensitive should be referred to the DRG when the party has a reasonable expectation that they will be offered to the party. This would be before they are actually received. Donations must be referred to the DRG by the ACT Greens treasurer in accordance the Greens policy. If another person is approached about a donation for the ACT Greens then this must be referred to the treasurer who must refer the donation to the DRG.
- 3.2 The DRG will aim to make decisions on whether to accept donations to the ACT Greens within 1 week after the donation is referred to the DRG, subject to the need to undertake an appropriate level of research, consultation and discussion in relation to the donation.
- 3.3 The DRG must refer any donation that it thinks could have implications for the Australian Greens to the Australian Greens DRG. This would be for advice only and is not binding on the DRG.
- 3.4 All proceedings of the DRG are to remain confidential.
- 3.5 The DRG must monitor the operation of the donations policy. To aid this, the treasurer should provide the DRG with a list of donations every 3 months.

4 Membership

The membership of the DRG includes the delegate to the Australian Greens DRG and a nominee of the parliamentary convenor. The management committee must select 2 to 4 other members. The treasurer of the ACT Greens is an ex-officio member. Membership is usually for 1 year. The DRG must select a convenor for the group.

5 Communication and decision making

- 5.1 Meetings may take place face to face, by telephone, by email or other electronic means. The quorum for DRG decisions is 2/3 of the membership. Ex-officio members are not part of the quorum.
- 5.2 If possible decisions must be by consensus, otherwise by a 2/3 majority of those present.
- 5.3 Minority views on an issue must be recorded.
- 5.4 If a decision to accept a donation is not agreed by at least a 2/3 majority the donation must be refused.
- 5.5 All meetings must be recorded in minutes.
- 5.6 The DRG has no authority to incur debt or secure loans on behalf of the party.

6 Reporting and accountability

The DRG convenor must present minutes of all meetings to the convenor.