

## **NAME**

1. The name of the group shall be Policy Working Group for Housing and Homelessness, which may be abbreviated to the Housing and Homelessness PWG, or simply the H&H PWG (PWG).

## **PURPOSE AND ROLES**

2. It is the purpose of the PWG, in co-operation with the Policy Committee and as per the State Council approved policy processes, to:
  - a) develop and review policy in the area of Housing and Homelessness policies and issues, and all aspects of these policy areas, during the four-yearly substantive policy review;
  - b) monitor developments in its policy area(s), and recommend further variation to policy as necessary;
  - c) provide support to elected representatives and other spokespersons of the Greens, at their request;
  - d) provide interpretation advice to the Policy Committee on any question relating to the policy area(s);
  - e) act as a forum for members of the party to discuss issues in all aspects of the policy area with the view of engaging members in the policy review process, engaging and informing members through discussion on interesting aspects of the policy area, and providing support in the policy area(s) for AGV campaigns; and
  - f) ensure that internal members-only discussions, including online forums, follow Greens safe-meeting practices.
3. While the PWG does not have the responsibility for developing or implementing political strategy in the policy area(s), or implementing specific initiatives, action plans or campaigns, these will be developed in consultation with the PWG where time permits.

## **LIAISON**

4. The PWG will consult, as relevant and appropriate, with:
  - a) the Policy Committee;
  - b) constituent groups of the AGV;
  - c) comparable Greens groups in other states and territories, the federal party, and international Greens groups; and
  - d) other individuals with expertise or interest in the policy area.
5. The Policy Committee or State Council may request a report or research on any policy matter within its area, at any time during the life of the PWG.

## **TERM OF OPERATION**

6. The PWG will commence operations when endorsed by the State Council meeting.
7. The PWG is an ongoing working group.

## **MEMBERSHIP**

8. Any financial members of the AGV shall be eligible to stand for election to the PWG.
9. State Council will elect eight (8) PWG members annually from among all the members of the party. In addition, the parliamentary portfolio holder or spokesperson shall be a member of the PWG, and a local councillor selected by the local council representatives shall be added to the PWG.
10. Where an extraordinary vacancy exists after an election has been held, PWG members may be appointed by approval of the State Council.
11. Members have an obligation to actively participate in and contribute to the development or review of a policy.
12. A membership attendance list will be kept and registered with the State Secretary.
13. Attendance and participation at meetings, as per meeting procedures below, is open to all members of the AGV.
14. A PWG member will cease to be a member following absence from three consecutive meetings without notice, provided that the Convener may grant special leave of absence from meetings of the PWG to any member.

## **OFFICE BEARERS**

15. Members of the PWG shall annually elect from among themselves a Convener and Secretary.
16. Where an extraordinary vacancy exists, an office bearer may be appointed by agreement of the PWG.

## **MEETINGS**

17. The PWG shall meet at least once per quarter, either in person or remotely.
18. Notice of meetings will be advertised in advance through the AGV e-bulletin, and per email to branch secretaries and members registered with the PWG.
19. A quorum of any meeting of the PWG shall be at least half of PWG members.
20. A meeting agenda will be provided to all PWG members and other AGV members registered with the PWG prior to the meeting, and will be confirmed at the beginning of the meeting.
21. Actions agreed and decisions made at a previous meeting will be taken as 'not for further discussion', unless a specific agenda item with a written proposal is forwarded to the Convener prior to the meeting.
22. Decisions are generally made by consensus of all present at a meeting. However, in the event that consensus cannot be reached, a 75% majority of PWG members present can be taken as the decision.

## **REPORTING AND ACCOUNTABILITY**

23. A list of decisions made by the PWG will be minuted and distributed to

members of the PWG and to the Policy Committee.

24. The Convener will keep the State Council and Policy Committee informed of progress and activities as appropriate, with an annual written report on the group's activities.
25. The Convener must respond to any written correspondence from the Policy Convener or State Secretary.
26. In the event that the PWG fails to meet its minimum meeting and reporting requirements, or in any instance where the PWG is seen to be breaching party rules, the State Council may choose to dissolve the group.
27. The PWG shall not make any public statements without the prior approval of the relevant AGV spokesperson.

## **POLICY CONTENT CHANGES**

28. Any agreed recommendations for policy changes by the PWG are to be presented to the Policy Committee for review and presentation to State Council for ratification. Whether the recommendations have been agreed by consensus or by the standard 75% vote shall be indicated to the Policy Committee.