

Women's Advisory Group Terms of Reference

July 2021

Document information

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Owner: Lindy Parker

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Revision History

Issue date	Version	Revision description
	1	WAG formed
July 2021	2	Review of Terms of Reference

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1. Purpose

- To provide advice on policies and procedures that impact service delivery to renters.
- To provide advice on the WHL website as it impacts renters.
- To provide guidance on communication strategies with renters.
- To explore opportunities for sharing of ideas.
- To have input into the continuous quality improvement plans of the organisation.

2. Activities

- Establish a collaborative/consultative process engaging renters across the long-term portfolio so that they can provide input into the continuous quality improvement plan.
- Undertake a review of the WHL website to provide a renter's perspective.
- Provide a renter's voice to the Operations Manager on the operations of the organisation.
- The WAG will provide minutes of each meeting and the OM will register these with the management group at the OMG.
- Develop an Action Plan to measure outcomes of meetings.

3. Membership

Membership will comprise representatives from various tenures across the WHL long term portfolio and reflect the diversity of the group therein.

The advisory committee may be comprised of up to eight tenants and WHL Operations Manager and a Tenancy Manager will also attend meetings.

Period of tenure on the committee will be for a period of 12 months

4. Member's Role and Responsibilities

The committee will be chaired by a delegated renter.

All members will be allowed to contribute to discussions without bias or impediment from other members.

5. Frequency

The WAG will meet every two months.

6. Review

The members of the WAG must agree to these Terms of Reference before they come into effect.

The Advisory Group's performance and compliance with its terms of reference will be subject to regular review by the committee:

- Obtaining feedback from the Advisory Group members on its effectiveness; and
- Assessing the performance of the committee against its terms of reference.