



Guidelines for retirement village residents' committees checklist

(residents' committees may add or delete items as required)

Residents' committee checklist	Yes	No
If a committee has been established, is it in accordance with the requirements under the <i>Retirement Villages Act 1992</i> ?		
Do elected representatives chair the committee?		
Are there adequate resources for the work and functions of the residents' committee to be performed?		
Is the residents' committee effective in raising, addressing and resolving where possible, issues and concerns of the village community?		
Are committee meetings and agendas planned and timetabled?		
Has the committee developed a set of procedures and rules, including the scope of its roles and functions? (Guidelines are available at: www.dmirs.wa.gov.au/retirement-village-committee-guideline .)		
Is there a communication strategy in place for information to flow between residents, management and the committee?		
Are the roles and responsibilities of committee representatives defined and understood?		
Is there regular action taken and follow-up information provided as an outcome of each meeting?		
Do management and resident representatives actively participate in the committee on a regular basis?		
Is information such as agendas, items for discussion and background information, distributed and discussed before the committee meetings?		
Are there clear procedures in place for dealing with issues and business items on the committee agenda?		
Does the committee have effective strategies to arrive at consensus decisions?		
Have action items been assigned to specific committee members with a date for completion?		
Is the work of the committee regularly reviewed and evaluated?		

