



HOUSING FOR THE AGED ACTION GROUP INC.

## NAME OF THE RESIDENTS COMMITTEE OF:

(insert park/village name here) is.....

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## COMMITTEE PURPOSE:

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- » To address any issues that may affect the interest and welfare of residents.

## AIM/OBJECTIVES:

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- » To promote the interest and welfare of residents.
- » To ensure residents rights are being protected.
- » To liaise with park/village operators and owners concerning the smooth operation of the park/village in matters such as:
  - Safety
  - Security
  - Emergency procedures and protocols
  - Maintenance and upkeep of facilities
  - Dispute resolution procedures and communication
  - Park/village standards and management

## MEMBERSHIP:

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- » The committee consists of a chairperson, secretary and general community members (number can be specified).
- » Minimum membership will be (insert number) and is open to all permanent residents.
- » After one year as a committee member each person must step down and allow for re-nomination, or new nominations to occur.

## ELECTING THE COMMITTEE/VOTING:

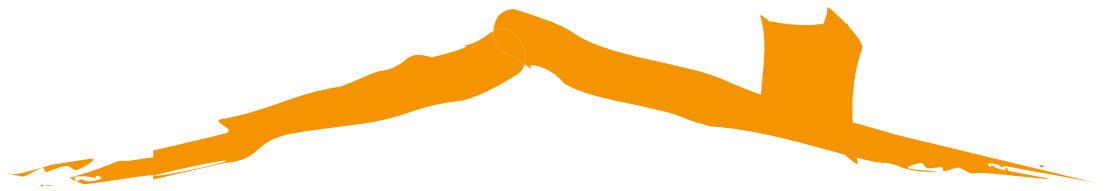
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- » A committee member can be elected by being nominated by two residents, using a nomination form provided by the committee. Nominations will then be voted on by residents OR committee members can be elected through an informal 'show of hands' at a residents meeting.
- » All committee members must agree to their nominations before a vote takes place.
- » Each dwelling has one vote OR each permanent resident has one vote.

## THE COMMITTEE – FUNCTIONS OF COMMITTEE MEMBERS/POSITION DESCRIPTIONS:

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- » Chairperson:
- » Secretary:
- » General members:



## **CODE OF BEHAVIOUR/CONDUCT:**

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- » Practice confidentiality and privacy.
- » Practice respect, consideration and inclusion.
- » Ensure each member is heard and involved.

## **MEETINGS:**

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- » Committee meeting held once a month, as well as a meeting held with committee representatives and management once a month to review current matters.
- » Ensure a quorum is present, of at least 3 members, for a meeting to take place.
- » Give at least 7 days notice of a meeting.
- » Notice of a committee meeting is to be given in writing.
- » Ensure issues and concerns from residents are provided in writing for the committee to review at the meeting.
- » Hold a residents meeting quarterly to ensure all residents remain actively involved in the processes of the committee.

## **DISPUTES:**

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- » Have a clear dispute resolution procedure for committee members to utilise should there be any issue between members.
- » Have a clear dispute resolution procedure for residents should any issue arise between residents in the park/village.
- » Ensure disputes are documented in the case of any future issues arising.
- » Ensure an open and honest forum during meetings to keep communication clear and concise. Discuss any misunderstandings and clarify any miscommunication.

## **RESIGNATION OF COMMITTEE MEMBERS:**

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- » A committee member may resign from the committee by giving written notice.
- » At the next meeting the committee can choose to have an impromptu election to fill the position. Informing and consulting with all residents is encouraged.

## **AMENDMENTS TO THE RULES:**

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- » Any changes to the rules can be voted on at a committee meeting and amended as agreed.

## **DISSOLUTION OF THE COMMITTEE:**

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- » At any time the committee can decide they no longer wish to function but must consult all the residents.
- » It is suggested a residents meeting is held with opportunity for other residents to take on the committee's responsibilities.

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## **CONTACT DETAILS:**

Telephone: 03 9654 7389

web-site: [www.oldertenants.org.au](http://www.oldertenants.org.au)