

COOEE LODGE RETIREMENT VILLAGE

Objective

To effectively manage the Cooee Lodge Retirement Village.

Scope

Relates to management of the Cooee Lodge Retirement Village as a whole, and specifically to management of the self care villa units.

Note: Separate policies exist for Cooee Lodge Hostel to meet accreditation outcomes.

Policy

Council will manage the Cooee Lodge Retirement Village in line with the requirements of the Retirement Villages Act 1999 and other relevant legislation and provide a range of accommodation options to cater for the ageing population, as identified in Council's Community Strategic Planning.

In addition, Council has determined the following policies:

1. Entry Contribution Options

Option 1: Payment of full licence

Applicants pay the full asking price for a licence to occupy the unit.

Option 2:** Rental lease agreement pending sale of assets

Provided applicants can provide a minimum of 10% deposit, they can enter into a rental agreement until such time as they have sold their assets and are able to pay the full asking price.

Option 3:** For applicants who have sold all property and realised all assets and still do not have sufficient funds for payment of full licence

Applicants who can provide a minimum payment of 65% of the licence agreement asking price may enter into an agreement with an increased retention scale to be met from contribution (65%+).

Note:**

- Agreements for Options 2 and 3 can only be entered into at the discretion of the General Manager of Gilgandra Shire Council
- The Management Fees for Options 2 and 3 will be set at the absolute discretion of the General Manager of Gilgandra Shire Council as the rate earned by Gilgandra Shire Council from time to time plus 2%

2. Retention Amounts

Year 1	10%
Year 2	2.5%
Year 3	2.5%
Year 4	2.5%
Year 5	2.5%
Year 6	2.5%
Year 7	2.5%
Year 8	2.5%
Year 9	2.5%
TOTAL	30.0%

3. Building Additions

Construction of building additions such as sun rooms or pergolas is permitted (at the licensees' cost) providing that:

- The dimensions of the building addition are no greater than 6m x 3m with a height no greater than that of the eaves
- Permission is obtained from the Operator prior to construction, stating:
 - the proposed dimensions of the structure
 - materials to be used, noting preferred materials are colorbond or a material that requires no maintenance
 - name and details of the accredited builder
- On receipt of permission from the Cooee Lodge Retirement Village, Development Approval and Construction Certificate must be obtained from Gilgandra Shire Council
- At the termination of the licence, any fixed structure remains the property of Cooee Lodge Retirement Village or is removed and the site returned to its original condition.

4. Structures

Construction of structures such as gazebos and fern houses is permitted (at the licensees' cost) providing that:

- Permission is obtained from the Operator prior to construction, stating the proposed dimensions of the structure and the materials to be used
- On receipt of permission, the licensee can proceed with construction
- The height of any such structure is no greater than the eaves of the residence

5. Caravan Bays

- Access to the caravan bays will be by written request to Cooee Lodge management. A verbal request can be made to Cooee Lodge administration staff in the first instance.
- A waiting list will be established for the caravan bays.
- The lease fee of the caravan bays will be determined annually in conjunction with the annual review of Council's Fees and Charges.
- The caravan bays will only be utilised for the storage of caravans or equivalent and not for storing other items, such as items typically stored within self storage.
- Any request for alterations to a leased caravan bay must be submitted in writing to Cooee Lodge management for consideration.

6. Villa to Hostel Transfer/Fee Waiver

- It is Council policy to allow villa unit residents to transfer to Cooee Lodge Hostel with an immediate entitlement to any funds due following the exit from the unit.
- Normally, when a period of residence concludes at Cooee Villa Units, Council is entitled to retain any funds due to be refunded until the unit is sold, or Council commences renovations, or a period of six months has elapsed, whichever is the earlier.
- Under this policy a Cooee Villa resident or customer can immediately use the villa unit funds to offset, in full or in part, their RAD or DAP or RAC or DAC liability.
- Any cost arising from this policy will lie with the Cooee Villa Units budget and not the Cooee Lodge Hostel budget. This means there will be a transfer of the refund amount in full or part – as necessary - to the hostel immediately upon the resident taking up hostel residence subject to the following conditions.
- Payment of the funds will only apply from the date of permanent residence in the hostel as determined by written advice from Centrelink advising status of resident.
- The payment will not apply to the first member of a couple who may enter the Hostel – there being no entitlement to a payment from the villa units until the second member of a couple vacates the unit.
- The policy does not affect the current practice of access to Cooee Lodge being made available on a needs basis.
- The policy only applies to entry at Cooee Lodge and not any other hostel or aged care facility or any other purpose. Further the early availability of funds under this policy is only to apply to the extent required to pay a RAD or DAP or RAC or DAC obligation at Cooee Lodge and not for any other purpose.
- Where the funds refunded on exiting Cooee Villa are greater than the funds required to meet an obligation to Cooee Lodge Hostel then Cooee Villa units will retain the remainder of those funds in accordance with normal practice.

Relevant Legislation

Retirement Villages Act 1999
 Consumer, Trader and Tenancy Tribunal Act 2001

Associated Documents

Retirement Village Living (NSW Fair Trading)
 Individual agreements with Licensees
 Schedules reflecting Options 2 and 3 for entry contribution options

Responsible Officer:	Director Community Services		
Date Adopted:	29/2/12 18/12/13 18/12/14 20/3/18	Resolution No:	74/12 394/13 381/14 48/18
Version:	5	Review Date:	February (annually)