



Blue Haven villages guest policy

Policy owner/Responsible officer	Manager Project Develop & ILU Operations
Department	Blue Haven
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1. Policy statement/Objectives

The purpose of this policy is to establish the conditions under which permission may be granted by Blue Haven for Village residents to allow guests to reside in their unit for a period greater than 3 weeks.

2. Scope

This policy applies to:

- Blue Haven Bonaira Independent Living Units
- Blue Haven Terralong Independent Living Units

3. References

- NSW Retirement Villages Act 1999 and associated Regulations
- Blue Haven Terralong Village Rules

4. Consultations

- Village resident committees have been consulted.
- Council endorsed public exhibition for a period of 28 days.

5. Definitions

Guests are defined as any person or persons who are invited by a Village Resident to reside in their unit for a period of more than three weeks.

6. Variation and review

Council reserves the right to review, vary or revoke this policy.

Review history

Date reviewed	Date adopted/ endorsed	Brief detail of amendments
	20/12/2022	New Policy

7. Policy

7.1. Application process

- 7.1.1 The resident and their proposed guest(s) will lodge an application form which is available from the Village Manager. The resident will be advised of the outcome of their application within 14 days.

7.2. Conditions of residency

- 7.2.1 By making the residency application, the resident and their guest agree to being subject to this Guest Policy and also to the following:

- The Blue Haven Terralong Village Rules
- The NSW Retirement Villages Act 1999 and associated Regulations
- The occupancy conditions of the Resident's occupancy agreement (other than those which establish a right to occupy the unit)
- Blue Haven's complaints policies
- Blue Haven's Elder Abuse policies.

7.2.2 Recurrent charges (maintenance levy) will apply at the couple rate. Reversion to the single rate will only apply after the guest has been absent for more than one month.

7.2.3 The guest shall not solicit or accept payments from Village Residents nor operate any form of business within the Village. Externally based employment (including working from home) is permitted.

7.2.4 If the Village Resident vacates the unit to permanently enter an Aged Care Facility or becomes deceased, the guest must permanently vacate the unit within 28 days or by other arrangement with village management.

7.3. **Withdrawal of permission:**

7.3.1 Blue Haven reserves the right to withdraw permission for the guest to reside in the Village Resident's unit. This may occur because of non-compliance with this policy or the documents in point 1 above.

7.4. **No additional rights created:**

7.4.1 This policy does not confer any right of occupation of the Village Resident's unit upon the Guest. The right of occupancy is solely as prescribed under the occupancy unit.

8. **Related forms/documents**

Nil

9. **Attachments**

Nil

10. **Authorisation**

Name: Jane Stroud | Chief Executive Officer as per Council Resolution No: 22/410OC

Date: 20 December 2022