

# Retirement Village Information Statement

*Retirement Villages Act 1986*, section 19

Retirement Village Regulations 2026, regulations 11-12

**This form is approved by the Director, Consumer Affairs Victoria under section 19 of the *Retirement Villages Act 1986*. All retirement village information statements must be in this form.**

## What is a Retirement Village Information Statement?

Every retirement village in Victoria must provide it in the same standardised format. Prospective residents can use information statements to compare retirement villages on a like-for-like basis.

It is designed to provide prospective residents information to make an informed decision about whether to move into this village. It covers the costs of entering, living in and leaving; the services and facilities available; and important details about how the village operates.

Information statements must be updated at least every 12 months and as soon as possible after any change to the information provided.

## How to access information statements for different villages?

Every retirement village must publish their information statement on their village's website.

The operator of a retirement village must also provide the information statement:

- at the request of a prospective resident within seven days,
- with any targeted promotional material, and
- at least 21 days before a resident enters into a residence or management contract in respect of the village.

## Navigating the information statement

### Part A: Village-level information

Provides information about the village and operator including about any owners corporation, types of contracts and tenure, village facilities and services, the number and types of residential premises, future developments, security and emergency assistance systems, insurance arrangements, financial management, residents committee and village rules.

### Part B: Village fees and charges

Provides information on fees and charges to be paid on entry, while living in the village, and when you leave.

Attachments to the information statement provide:

- A list of village services and facilities with associated fees (Attachment 1)
- Details of village insurance information (Attachment 2)
- A glossary of fees to help prospective residents understand the terms used throughout the statement (Attachment 3).

## **Finding more information**

Other documents and information are available to help inform prospective residents. Operators must provide the following documents to prospective residents at least 21 days before entering into a management contract:

- a draft residence contract and management contract for the village
- the village by-laws and a document under which a resident agrees to observe the by-laws, and promises to pay an entry payment or a recurring charge for the provision of goods or services by the operator
- financial statements as presented at the most recent annual meeting of the residents.

Prospective residents may also wish to ask for information on the specific fees and charges for a residence they are considering in an easy to understand form. A suggested form for this purpose can be found on the Consumer Affairs Victoria website [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au).

## **Understanding the financial commitment**

Entering a retirement village is a significant financial decision.

The financial structure of retirement village living is different from conventional home ownership or renting, and the net financial outcome can vary significantly depending on the length of stay and the terms of contracts. It is important that residents understand how the costs interact and what they will ultimately receive when they permanently depart the village.

Before signing any contract, you are strongly encouraged to read all documents carefully, ask questions of the operator, and seek advice from an independent financial adviser to ensure you have a full understanding of your financial obligations and entitlements.

## **Where can prospective residents get help or more information?**

If prospective residents need help understanding this statement or want more details about retirement village living in Victoria, they can contact Consumer Affairs Victoria for information and assistance by visiting [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) or calling 1300 55 81 81.

Operators must provide the following documents to prospective residents at least 21 days before entering into a management contract:

- a draft residence contract and management contract for the village
- the village by-laws and a document under which a resident agrees to observe the by-laws, and promises to pay an entry payment or a recurring charge for the provision of goods or services by the operator
- financial statements as presented at the most recent annual meeting of the residents.

## Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call the Consumer Affairs Victoria Helpline on **1300 55 81 81**.

## Telephone interpreter service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

### Arabic

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 (بكلفة مكالمات محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

**Turkish** İngilizce anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numaralı telefondan Victoria Tüketici İşleri'ni aramalarını ve size bir Danışma Memuru ile görüşturmelerini isteyiniz.

**Vietnamese** Nếu quý vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

**Somali** Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xirii Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha  
Fiktooriya tel: 1300 55 81 81.

**Chinese** 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450（祇花費一個普通電話費），讓他們幫您接通維多利亞消費者事務處（Consumer Affairs Victoria）的信息官員，電話：1300 55 81 81。

**Serbian** Ako vam je teško da razumete engleski, nazovite Službu prevodilaца и тумача (Translating and Interpreting Service – TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

**Amharic** በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

### Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS) به شماره 131 450 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

**Croatian** Ako nerazumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje s djelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

**Greek** Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

**Italian** Se avete difficoltà a comprendere l'inglese, contattate il servizio interpreti e traduttori, cioè il Translating and Interpreting Service (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.

## Part A: Village-level information

The following information applies to the village as a whole and is relevant to all prospective and current residents.

### 1. Village information

Village name

Village street address

Village postal address

Is the village accredited by a recognised industry association? ☐ Yes ☒ No

If yes, name of accreditation

Website for information about the accreditation

### 2. Proprietor and operator details

Proprietor name

ABN / ACN

Address for service

Operator name

ABN / ACN

Address for service

Telephone  Email

Date current operator commenced in that role

### 3. Operator representative

Name of representative

Position of representative

Location within village

Times available

10 am to 3pm, Monday, Wednesday, Thursday

Telephone

(03) 9760 2132

Email

birgit.goetz@martinlutherhomes.com.au

#### 4. Number and types of residential premises

The village has the following number and types of accommodation units:

| Accommodation type       | Owner resident | Leasehold | Licence | Other |
|--------------------------|----------------|-----------|---------|-------|
| Independent living units |                |           | 4       |       |
| Serviced apartments      |                |           | 0       |       |
| Villas or townhouses     |                |           | 22      |       |

#### 5. Residents committee

Has a residents committee been established at the village under the *Retirement Villages Act 1986*?

☐ Yes

☒ No

Under the *Retirement Villages Act 1986*, residents of a village may elect to establish a residents committee to represent their interests and participate in village decision-making.

#### 6. Onsite or attached residential or aged care home

Is there a residential or aged care home onsite or attached with the village?

☒ Yes

☐ No

If there is a residential or aged care home onsite or attached, entry is dependent on a resident being assessed as eligible for entry in accordance with the *Aged Care Act 2024* (Cth).

This assessment is conducted independently and eligibility for aged care services is determined according to the criteria set out in the *Aged Care Act 2024* (Cth). The registered provider of the residential or aged care home cannot set places aside for residents of the village.

#### 7. Village facilities and services

The list of services and facilities provided at the village and how they are funded is set out in Attachment 1 to this information statement.

The attachment includes details of:

- services and facilities funded by maintenance charges
- optional services, which are not funded by maintenance charges or rent and can be provided for an additional fee. The attachment must include costs of and restrictions on availability of optional services, and
- any other services or facilities available to residents and how they are funded.

#### 8. Lifestyle and village rules

This section sets out key aspects of daily life in the village, including pets, gardening, and social activities, as influenced by the by-laws of the village. The full by-laws of the village are attached to a resident's contract.

Are there any restrictions on residents keeping pets?

☒ Yes

☐ No

If yes, provide details on restrictions below:

To be discussed prior to signing the agreement; depending on type of animal e.g. no reptiles, and support from family/friends/others during health crisis, holidays etc.

Note: under Victorian law operators cannot unreasonably refuse consent for residents to keep pets.

Are residents permitted to undertake gardening in areas adjacent to their premises?

☒ Yes ☐ No

Does the village organise regular social activities and events for residents?

☒ Yes ☐ No

Additional details:

As decided by the residents and their monthly activity calendar

## 9. Planning permission for future developments

Are there any current planning permissions or approvals for future development, expansion or redevelopment of the village?

☐ Yes ☒ No

If yes:

Description of development

|  |
|--|
|  |
|--|

Construction timeframes  
(anticipated start and finish dates)

|  |
|--|
|  |
|--|

## 10. Security and emergency assistance systems

The village is equipped with the following security system

Security screens

The village is equipped with the following emergency assistance system

Each resident will have access to an emergency alert system in form of a pendent or watch style device. Smoke detectors and the apartments are connected to a fire panel.

## 11. Operator and proprietor exemptions

Is the operator or proprietor exempt from any of the provisions of the *Retirement Villages Act 1986* in relation to this village?

☐ Yes ☒ No

If yes:

| Provision the exemption applies to | Description of the obligation the exemption applies to |
|------------------------------------|--------------------------------------------------------|
|                                    |                                                        |
|                                    |                                                        |
|                                    |                                                        |

|  |  |
|--|--|
|  |  |
|--|--|

## 12. Contracts and tenure

To become a resident of this village, a resident will be required to enter into one or more of the following contracts:

☒ **Residence contract**

This contract grants a resident the right to occupy a unit within the village.

☐ **Management contract**

This contract relates to the provision of services by the operator to a resident.

☐ **Combined residence and management contract**

This is a contract comprising both a residence and a management contract.

☒ **Optional services agreement**

A contract for additional services a resident may choose to receive (such as meals, cleaning, or personal care to the extent not funded by maintenance charges). This may be incorporated into a residence or management contract (or combined residence and management contract).

☒ **Other**

(for example, a contract for sale of land).

|                           |                                                    |
|---------------------------|----------------------------------------------------|
| If other, please describe | Support at Home agreement with Martin Luther Homes |
|---------------------------|----------------------------------------------------|

The village offers the following rights to occupy:

|                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Owner Resident</b><br>An owner resident owns the premises, company shares or units in a trust which forms the basis of their right to occupy.                               | <input checked="" type="checkbox"/> <b>Non-Owner Resident</b><br>The resident does not own the premises but is granted a right to occupy the premises on the following basis:                                                                                                                        |
| <input type="checkbox"/> <b>Estate in fee simple:</b> A resident purchases a strata titled unit or a freehold lot in the village, becoming the registered proprietor.                                   | <input checked="" type="checkbox"/> <b>Licence:</b> <input checked="" type="checkbox"/> term...25 years..... or <input type="checkbox"/> periodic tenancy<br><br>A resident has a licence to occupy a unit. The resident does not own the unit or land, but has a contractual right to reside there. |
| <input type="checkbox"/> <b>Company title:</b> A resident purchases shares in a company that owns the village. That shareholding gives the resident the right to occupy a specific unit in the village. | <input type="checkbox"/> <b>Lease</b> – <input type="checkbox"/> term.....or <input type="checkbox"/> periodic tenancy<br><br>A resident has a leasehold interest, but does not own the unit or the land.                                                                                            |
| <input type="checkbox"/> <b>Unit trust:</b> A resident purchases units in a unit trust that owns the                                                                                                    | <input type="checkbox"/> <b>Other</b> .....                                                                                                                                                                                                                                                          |

village. That unitholding gives the resident the right to occupy a specific unit in the village.

### 13. Financial management

Details of the surplus/deficit in the annual accounts for the last 3 financial years:

| Financial year ending | Surplus / deficit (and amount) | Comments                                          |
|-----------------------|--------------------------------|---------------------------------------------------|
| 2026                  | Deficit (\$44,000)             | Maintenance and gardening                         |
| 2025                  | Deficit (\$120,830)            | Demolition cost of units and garden reinstatement |
| 2024                  | Deficit (\$107,077)            | High administration and staff expenses            |

### 14. Capital maintenance fund

Does the village have a capital maintenance plan? ☒ Yes ☐ No

Does the village have a capital maintenance fund? ☐ Yes ☒ No

If yes, balance at end of last financial year

### 15. Owners corporation

Is any of the common property in the village vested in an owners corporation? ☐ Yes ☒ No

*If yes, complete the following:*

Name of owners corporation

N/A

Address for service of owners corporation

N/A

Description of common property

N/A

Does the owners corporation have a maintenance plan? ☐ Yes ☐ No

Does the owners corporation have a maintenance fund? ☐ Yes ☐ No

If yes, balance at end of last financial year

\$

### 16. Insurance arrangements

The operator has provided details of the following insurance policies in respect of the village at Attachment 2 and attached certificates of currency:

☒ Public Liability Insurance

☒ Building Insurance

☐ Other insurances (please specify):

The operator recommends that residents take out their own insurance policies in relation to the following:

☒ The contents of their unit

☒ Public liability claims brought as a result of any incident occurring in a resident's unit

☒ Any motorised mobility aid (mobility scooter or power wheelchair) that the resident uses

☒ Other (please specify)

If the resident has a pet – pet insurance  
If the resident has a car – motor vehicle insurance

Does the operator have any funds set aside to insure against potential damage to the village? (self-insurance) ☐ Yes ☒ No

*If yes:*

Amount of funds set aside

\$

Nature of risk for which funds have been set aside

## 17. Additional documents

The following documents are attached to this information statement:

X Certificates of currency for the insurances held by the operator in respect of the village (mandatory)

Part B: Village fees and charges

The fees outlined in this section apply to new residents. The purpose of this information is to inform prospective residents of the arrangements they would enter if they moved into the village.

A retirement village cannot charge new residents any fee that was not disclosed in the information statement.

| Fee or charge                                       | Owner-resident                                              | Non-owner resident                                                     | Amount, range or method of determining amount             | When paid           | Further information |
|-----------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------|---------------------|---------------------|
| Entry costs: paid before or on entering the village |                                                             |                                                                        |                                                           |                     |                     |
| Waiting list fee                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |                                                           |                     | N/A                 |
| Is the waiting list fee refunded on entry?          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            |                                                           |                     |                     |
| Holding deposit                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | 10% of ingoing                                            | On reserving a unit |                     |
| Entry payment                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | Ingoing balance and 1 month in advance maintenance charge | On entry            |                     |
| Other entry fees or charges – specify:              |                                                             |                                                                        |                                                           |                     |                     |

| Ongoing costs: paid while residing in the village |                                                             |                                                                        |  |                                                                                                          |  |
|---------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------|--|
| Rent                                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |  | <input type="checkbox"/> Weekly<br><input type="checkbox"/> Monthly<br><input type="checkbox"/> Annually |  |

|                                          |                                                             |                                                                        |                                                |                                                                                                                     |                                                                                                                                                                                     |
|------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintenance charges                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | \$700                                          | <input type="checkbox"/> Weekly<br><input checked="" type="checkbox"/> Monthly<br><input type="checkbox"/> Annually | Staff salary component, common ground maintenance, lights, gardening, common ground insurance, Community Hall maintenance/utilities/insurance, administration, water, Council Rates |
| Owners corporation fees                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |                                                | <input type="checkbox"/> Weekly<br><input type="checkbox"/> Monthly<br><input type="checkbox"/> Annually            |                                                                                                                                                                                     |
| Optional services charges                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | For Support at Home                            | <input type="checkbox"/> Weekly<br><input checked="" type="checkbox"/> Monthly<br><input type="checkbox"/> Annually | As per SAH agreement                                                                                                                                                                |
| Capital maintenance fund contribution    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |                                                |                                                                                                                     |                                                                                                                                                                                     |
| Utility charges                          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | As per utilisation and bill from your provider |                                                                                                                     | MLH pays for water                                                                                                                                                                  |
| Council rates                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | As per council notification                    |                                                                                                                     | Annual charge or per rata, part of monthly maintenance charge                                                                                                                       |
| Land taxes                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |                                                |                                                                                                                     |                                                                                                                                                                                     |
| Other ongoing fees or charges – specify: |                                                             |                                                                        |                                                |                                                                                                                     |                                                                                                                                                                                     |
| telephone                                |                                                             | yes                                                                    |                                                |                                                                                                                     | As per your private arrangements                                                                                                                                                    |
| internet                                 |                                                             | yes                                                                    |                                                |                                                                                                                     | As per your private arrangements                                                                                                                                                    |
| Private insurance of any kind            |                                                             | yes                                                                    |                                                |                                                                                                                     | As per your private arrangements                                                                                                                                                    |

### Costs and entitlements on exit: when permanently leaving the village

|                                                                               |                                                                        |                       |         |                                                                                                                                                                       |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deferred management fee (% of entry payment per year)                         | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | 30 % of entry payment | On exit | 10% year 1<br>10% year 2<br>5% year 3<br>5% year 4                                                                                                                    |
| Resident receives a share of capital gain on exit                             | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | % of capital gain     | On exit |                                                                                                                                                                       |
| Resident is liable for a share of capital loss on exit                        | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | % of capital loss     | On exit |                                                                                                                                                                       |
| Other ongoing fees or charges – specify:                                      |                                                                        |                       |         |                                                                                                                                                                       |
| Reinstate unit as per original condition report, excluding fair wear and tear |                                                                        |                       |         | Type of work to be established on exit, based on condition report at the time; damage exceeding fair wear and tear will be charged on the average of three (3) quotes |

| Ad Hoc fees and fees for service                   |                                                                                                                       |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Other one-off or ad-hoc fees or charges – specify: |                                                                                                                       |
| meals                                              | Cost depending on number of meals per day and week                                                                    |
| cleaning                                           | Cost to be established based on hours per week                                                                        |
| Social outings                                     | Cost to be established based on type of outing and venue, as per Activity Planner decided by residents of the village |

## 21. Attestation

|                             |                                                                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Operator attestation</b> | The operator attests that, to the best of the operator's knowledge, the information contained in this information statement is correct at the time it is provided. |
| Signed by Operator          |                                                                                   |
| Print name                  | Birgit Goetz                                                                                                                                                       |
| Date                        | 04/09/2026                                                                                                                                                         |

|                               |                                                                                                                                                                        |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proprietor attestation</b> | The proprietor attests that, to the best of the proprietor's knowledge, the information contained in this information statement is correct at the time it is provided. |
| Signed by Proprietor          |                                                                                       |
| Print name                    | Birgit Goetz                                                                                                                                                           |
| Date                          | 04/09/2026                                                                                                                                                             |

# Attachment 1: Services and facilities

| Service or facility                                          | Optional or mandatory | Fee for use (dollar figure or inc. in maintenance charge) | Further information and any restrictions           |
|--------------------------------------------------------------|-----------------------|-----------------------------------------------------------|----------------------------------------------------|
| Chapel                                                       | optional              | Incl. in maintenance charge                               | If hired for personal event \$400                  |
| Community Hall                                               | optional              | Incl. in maintenance charge                               | If hired for personal event \$500                  |
| bus                                                          | optional              | Yes, depending on event                                   | Fees or outings apply                              |
| Gym equipment                                                | optional              | Incl. in maintenance charge                               | (not yet installed)                                |
| Community Hall kitchen                                       | optional              | Incl. in maintenance charge                               | If hired for personal event \$400                  |
| Catering                                                     |                       | Fee for service                                           | Depending on catering services and volume required |
|                                                              |                       |                                                           |                                                    |
|                                                              |                       |                                                           |                                                    |
| Total mandatory service and facility charges                 |                       | \$700/month                                               |                                                    |
| Total optional and mandatory services and facilities charges |                       | \$700/month plus selected choices                         |                                                    |

# Attachment 2: Details of insurance policies

## Public liability insurance

- The nature of the risk insured against
- ☒ Injury to residents in common areas of the retirement village
  - ☒ Injury to visitors or other third parties in common areas of the village
  - ☒ Injury arising from the operation or management of the village (for example, maintenance works, services or activities organised by the operator)
  - ☐ Damage to third party personal property in common areas of the village
  - ☐ Injury or property damage occurring within a resident's private unit
  - ☐ Other risks covered (please specify):

Name of insurer

LCA Insurance

Amount insured

\$50mil

Period of cover

Premium

Excess

Varies between incidents claimed

Exclusions

Other information:

This policy includes Retirement Village and Residential Aged Care

**Building insurance**

The nature of the risk insured against

- ☒ Sudden damage to village property and shared buildings caused by insured events
- ☒ Sudden damage to residents' private units caused by insured event
- ☒ Insured events include:
  - ☒ Fire
  - ☒ Storm, wind or hail
  - ☒ Rainwater damage
  - ☒ Burst pipes or sudden water leaks
  - ☒ Vandalism
  - ☒ Flood
- ☐ Other risks covered (please specify):

Name of insurer

LCA Insurance

Amount insured

\$4mil

Period of cover

Premium

Excess

Depending on incident claimed

Exclusions

Other information

**Other insurance (specify, and attach additional pages if needed)**

The nature of the risk insured against

Name of insurer

Amount insured

Period of cover

Premium

Excess

Exclusions

Other information

# Attachment 3: Glossary of fees

**Capital maintenance fund contribution:** A portion of resident payments is set aside by the operator into a dedicated fund for future major repairs and maintenance of village infrastructure. The operator determines the required portion.

**Contract check fee:** The annual contract check, which summarises fees and exit position, must be provided free. An on-demand check is also free where the resident gives 28 or more days written notice of intention to leave.

**Deferred management fee:** A fee payable on exit, as a contribution toward the cost of services provided to the resident during their time in the village. It is calculated as a percentage of the entry payment, accruing daily based on length of residence. It cannot be charged where the resident leaves during the settling-in period or moves to another unit within the same village.

**Entry payment:** The main upfront payment for the right to live in the village. It may be a lump sum or fixed instalments. It may be fully or partly refunded when you leave (a repayable entry payment) or it may be non-refundable. It does not include rent, maintenance charges or optional service fees.

**Exit entitlement:** The amount paid back to the resident on exit. For non-owner residents, it starts with the repayable entry payment. For owner residents, it starts with the sale price of the unit. Any fees, outstanding charges and other deductible amounts are subtracted to give the final figure.

**Holding deposit:** A payment to reserve a specific unit before a residence contract is signed. It falls outside the standard entry payment rules and is regulated under the Sale of Land Act 1962 instead.

**Maintenance charge:** A regular fee, usually weekly, fortnightly or monthly, covering village management, staff, facilities and common areas. It is capped each year in line with the all groups Consumer Price Index (CPI) for Melbourne in original terms published by the Australian Bureau of Statistics; and can only exceed that cap if residents approve a higher amount by special resolution.

**Optional services charge:** A fee for extra services a resident elects to use, such as meals or personal care, that are not part of the standard village offering. These charges cease on vacation of the premises or on the resident's death.

**Owners corporation fee (owner residents only):** Where the village has an owners corporation, owner residents pay a separate fee covering common property upkeep and insurance. This is in addition to the maintenance charge.

**Rates and taxes:** Government charges such as council rates and land tax on the village land. These may be passed on through the maintenance charge or charged separately, as set out in the contract.

**Reinstatement costs (non-owner residents):** non-owner residents must return the unit reasonably clean and in the same condition as when they moved in, allowing for fair wear and tear. Where this has not occurred, the operator may issue a written notice specifying the required works and their estimated cost. If not disputed within 21 days, the operator may carry out the works and charge the resident the reasonable cost.

**Rent (non-owner residents):** Some non-owner residents pay ongoing rent for the right to occupy their unit, in place of or in addition to an entry payment. Rent is treated separately from entry payments under the legislation.

**Special levy:** A one-off charge for unexpected major expenses. No more than one special levy may be charged in any 12-month period, and only where required by law, approved by residents by special resolution, or covered by the contract.

**Utility charges:** Charges for electricity, gas and water consumed by the resident. The method of calculation varies between villages and is set out in the contract.

**Waiting list fee:** A fee charged to join the village waiting list. It may or may not be refundable. The operator is required to state in the information statement whether a waiting list fee applies and whether it is refundable on entry.



## Certificate of Currency

Date of Issue: 25 August 2026

LCA Insurance  
C/- Lutheran Church of Australia Inc  
PO Box 731  
North Adelaide, SA, 5006

Contact: Leanne Fisher  
t: 61 8 8301 1175

We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.

|                                  |                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Type</b>               | Public and Products Liability Insurance                                                                                                                                                                                                                                                                            |
| <b>Named Insured</b>             | Lutheran Church of Australia Inc.                                                                                                                                                                                                                                                                                  |
| <b>Including</b>                 | <b>Boronia Martin Luther Homes</b>                                                                                                                                                                                                                                                                                 |
| <b>Insurer</b>                   | Liberty Specialty Markets                                                                                                                                                                                                                                                                                          |
| <b>Policy Number(s)</b>          | ADCAS22419238                                                                                                                                                                                                                                                                                                      |
| <b>Period of Insurance</b>       | From: 4.00 pm 30 June 2026 Local Standard Time<br>To: 4.00 pm 30 June 2027 Local Standard Time                                                                                                                                                                                                                     |
| <b>Covering</b>                  | Insured's legal liability to pay compensation in respect of:<br>a) Injury to any person;<br>b) Property Damage;<br>c) Advertising Injury;<br>occurring within the Geographical Limits during the Period of Insurance as a result of an Occurrence happening in connection with the Insured's Business or Products. |
| <b>Insured Persons</b>           | Includes any director, executive officer, employee, council member, member of the Senate, voluntary worker, counsellor, councillor, representative, delegate, committee member, adherent, minister, deaconess, lay pastor or lay preacher of the Named Insured.                                                    |
| <b>Limits of Liability</b>       | \$50,000,000 any once Occurrence in respect of public liability and in the aggregate during the Period of Insurance in respect of Products Liability                                                                                                                                                               |
| <b>Situation and/or Premises</b> | Anywhere in Australia                                                                                                                                                                                                                                                                                              |
| <b>Interested Party</b>          | N/A                                                                                                                                                                                                                                                                                                                |
| <b>Remarks/Comments</b>          | <b>Note;</b> only the legal liability of the above mentioned <b>Named Insured, LCA Insured Name, and Insured Persons</b> are covered by this policy.                                                                                                                                                               |

### Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

### Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
  - represent an insurance contract or confer rights to the recipient;
  - amend, extend or alter the Policy; or
  - contain the full policy terms and conditions

Aon Reference: AONADL1GS19  
Version:A810135

Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141 GPO  
Box 514, Adelaide SA 5001