



Loxton Retirement Village – Variations in Construction Policy

Policy Identification:	Loxton Retirement Village
Policy type:	Finance
Summary:	The policy directs the process undertaken for resident requested variation of construction.
Record number:	16.63.1
Date of adoption or approval:	16 August 2013
Date of last review:	17 November 2017
Date of next review:	Once in each term of Council (every 4 years)
Authorisation:	Council
Responsible department:	Executive
Responsible officer (s):	Chief Executive Officer
Review officer (s):	Manager Corporate Services; Loxton Retirement Village Administration Officer
Consultation required:	
Relevant references:	
Delegations:	
Legislation:	Retirement Villages Act, 1987
Related policies:	
Related procedures:	

1. Introduction

The District Council of Loxton Waikerie (council) has made a firm commitment to ensure appropriate aged accommodation is provided to its residents, both through direct provision and indirect support. This policy is directed at the operations of the Loxton Retirement Village which is directly undertaken by council. To date units have been constructed in Loxton, and comprise of Peter Jackson Court, Frank Petch Court, Leatrice Pfitzner Court and Jan Cass Court. The units are resident funded, residents do not purchase the unit but pay an interest free loan to council at the current market value as established by an independent licenced valuer. The resident and council complete fully documented loan and licence agreements to provide security of tenure as required by the Retirement Villages Act, 1987.

2. Strategic reference

Effective delivery of relevant services through responsive corporate management: strategy 6.1.4: deliver necessary services in a cost effective and efficient manner.

3. Purpose

The Loxton Retirement Village – Variations in Construction Policy has been developed to ensure that the management of construction of new units is based on sound principles and practice. This policy particularly applies to variations that prospective resident/s request when construction is contemplated, in progress of new units in the Retirement Village.

As per the residents contract residents/ or the estate of the resident may be required to remove any such variations at the request of Council

4. Principles

Following a successful bidding/tender process a builder is engaged by Council to construct, therefore any variations to the plan are to be approved by Council (or an appointed project manager) and the builder. This is to ensure that there are clearly defined procedures to handle those variations that the prospective resident/s may request and that costs of those variations are directed at and recovered from the prospective resident/s.

To define variations, there are those types that:

1. The successful builder may offer to a prospective resident/s that have no impact on the pricing structure and are simple things such as floor tiles or paint colours etc. and/or,
2. Additions that the builder may offer prior to construction or refurbishment which do increase the price of a unit, such as additional power points, ceiling fans, choice of stove tops, cupboard facings etc. and,
3. Add costs in excess of the agreed tender price.

In all cases of any variations, the builder will supply a listing of those variations and proposed costs (if any) to all parties to the construction. In the first instance any variations requested must be approved by council and then accepted by the prospective resident. Council or its agent will consider if the requested variations complement the design of the unit and in its absolute discretion approve the variations subject to any additional costs be accepted by the resident and being paid by the resident. Any additional costs must be accepted by the prospective resident and paid to the builder as required in the course of construction. All variations must be evidenced, in writing, and signed by all parties **prior** to the commencement of any variations.

The base price for the unit will be paid by council in accordance with established forward payment timings.

5. Availability of the Policy

This policy will be available for inspection at the council offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this policy will also be available from councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the council office free of charge

6. Document history and version control

Date	Version	Authorisation:- Council/ Committee/ Senior Management Team	Amendment details:
16/09/2013	1.0	Council meeting of 16 September 2013	First version
19/06/2015	1.0	Council meeting of 19 June 2015	No changes noted
17/11/2017	2.0	Council meeting of 17 November 2011	Amendments noted: Clarification that as per the residents contract residents or the estate of the resident may be required to remove any such variations at the request of Council. Changes to allowable variations noted Review period extended