

Termination Plan

Retirement Villages Act 1992 (the Act) - section 22

About this form

An operator wanting to terminate a retirement village scheme (the scheme) while residents are still living in the village, must prepare a termination plan using this form.

Operators who do not complete a termination plan using this form where required can be fined:

- up to \$20,000 for individuals
- up to \$100,000 for corporations

The prescribed information to be included in the termination plan is in Schedule 13 of the Retirement Villages Regulations 2026.

For more information about termination of a scheme – www.consumerprotection.wa.gov.au/closing-retirement-village

Steps for the operator to complete this form

1. Before completing this plan, consider the important information at the end of this form.
2. A [Guidance Note](#) for how to complete this form is available on the Consumer Protection website and should be referred to when completing the termination plan.
3. Fill out sections 1-9 of the form.
4. If there is not enough room to provide an answer to a question, additional information and any relevant supporting documents can be attached to this form.
5. Once completed, this form should be provided to all resident(s) still living in the village.

Don't send this form to the Department of Local Government, Industry Regulation and Safety.

Information for residents receiving this form

1. Before reviewing this plan, consider the important information at the end of this form.
2. Consider all sections of the form carefully.
3. Seek any financial and legal advice necessary before meeting with the operator to discuss the proposed termination of the scheme.

Section 1: Information about termination meeting	
1.1 When is the meeting?	Date Time
1.2 Where will the meeting be held?	

Section 2: Information about the retirement village			
About the retirement village	Name of retirement village		
	Address line 1		
	Address line 2		
	Suburb/Town	State	Postcode
Memorial number			
Statutory charges over land	Are there any statutory charges over the village land? Yes No		
	If yes, provide details of what the charges are and what they relate to:		

Section 3: Information about the operator

About village operator	Village operator name (entity) Business trading name (if different from above) Australian Company or Business Number (ACN or ABN): Email Phone
Business address (if different to village address)	Address line 1 Address line 2 Suburb/Town State Postcode
Operator's authorised representative in connection with the termination plan (if applicable)	
Representative name	
Representative contact information	Email Phone

Section 4: Information about the strata titles scheme

4.1 Does the village have an existing strata titles scheme?	Yes No (go to section 5)
4.2 What is the name of the scheme?	
4.3 How will termination of the village scheme affect the strata titles scheme?	

Section 5: Information about residential premises in the village

5.1 Total number of residential premises (units) in the village

5.2 Number of units in the village by tenure and number of residents (insert the number of units and residents living in the village under the following tenures)

Lease for life or long term	Number of units	Number of residents
Rental	Number of units	Number of residents
Strata title	Number of units	Number of residents
Community title	Number of units	Number of residents
Purple title	Number of units	Number of residents
Occupied by a right conferred by ownership in shares	Number of units	Number of residents
Other, specify tenure type:	Number of units	Number of residents
Other, specify tenure type:	Number of units	Number of residents

Section 6: Termination information

6.1 Why is the scheme being terminated?

6.2 What type of termination is proposed?

Permanent termination Temporary termination
If temporary, how long will termination be for?

6.3 When is the scheme expected to terminate?

Date

Section 6 continued...

6.4 If termination will be in stages, when is each stage expected to start? (if termination is not staged, go to question 6.5)

6.5 Do village contracts have information about termination of the scheme?

Yes

No (go to section 7)

6.6 Where in the contract can a resident find information about termination of the village scheme?

Section 7: Impact of termination

7.1 How will the proposed termination impact residents and their way of life?

(Refer to the Termination Plan – Guidance for Retirement Village Operators (WA) for the factors to consider in answering this question)

Section 7 continued...

7.2 How will residents and staff be supported during the termination process, and what steps will the operator take to minimise any adverse impacts on residents and ensure they are not worse off because of the termination?

Section 8: Exit entitlements and buybacks

8.1 Exit entitlements - Do not complete 8.1 if exit entitlements are not paid in the village.

8.1.1 How many exit entitlements are owed to residents?

8.1.2 What is the estimated total value of exit entitlements?

8.1.3 What is the estimated timeframe for payment of exit entitlements to residents under an approved termination plan?

8.2 Buyback of freehold units - Do not complete 8.2 if freehold units are not part of the scheme.

8.2.1 What is the total number of freehold units?

8.2.2 What is the total amount owing to former residents in buyback payments?

Section 8 continued...

8.2.3 What is the estimated timeframe for buyback payments to be paid to residents with freehold units under an approved termination plan?

Note: The above information is estimated only and may be subject to change or adjustment throughout the course of the village termination.

8.3 Ingoing contribution

What will happen to a resident's ingoing contribution if they are relocating to another village either temporarily or permanently?

8.4 Legal costs

Will residents have to pay any legal costs to leave the village?	Yes	No (go to section 9)
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If yes, what legal costs will they have to pay?

Section 9: Operator declaration

I confirm that the information provided in this termination plan is true and correct at the date of the declaration.

Name of operator

Title

Signature

Date

Important information for operators and residents

1. When is a termination plan required?

A termination plan must be completed by an operator if they want to terminate a village scheme while residents are still living in the village.

The proposed termination of the scheme may be permanent or temporary and includes any wind down phase prior to the complete termination of the scheme.

A termination plan is not required where there are no residents living in the village.

2. Can I include more than one village in a termination plan?

No. A termination plan cannot relate to more than one scheme.

3. What is the process for approval of a termination plan?

An operator who proposes to terminate a scheme while residents are still living in the village must:

- prepare a termination plan using this form;
- provide this termination plan to each resident and hold a meeting at least one (1) month after providing the plan to residents to answer their questions, and provide further information about the plan; and
- take all reasonable steps to assist each resident in obtaining alternative accommodation that is of the same standard and reasonably acceptable to the resident.

The above preconditions must be met before an operator can apply for an order for the scheme to be terminated.

4. What orders can the State Administrative Tribunal (SAT) make in relation to termination of schemes?

The SAT can:

- Fix a date for residents to vacate their homes. As an order will be made in respect of 'each resident' it is possible that different dates could be set for different residents in the context of a staged development.
- Make additional orders requiring an operator to compensate a resident for costs associated with a relocation or loss of contractual rights.

5. What happens if SAT doesn't approve the termination plan?

If SAT doesn't approve the plan, the operator can choose to revise the plan and go through the approval process from the beginning.

6. What are the consequences for an operator if they don't prepare a termination plan?

Penalties may apply to operators who do not prepare a termination plan where required or fail to implement and comply with an approved termination plan.

7. Residents are encouraged to seek independent legal advice

When considering a proposed termination plan, residents are encouraged to seek independent legal advice about their rights and obligations under the Act and other relevant laws and how the proposed termination may affect them.

8. Where can I find out more information?

For more information or help filling out this form:

Email: consumer@lgirs.wa.gov.au

Call 1300 30 40 54 on weekdays from 8.30am to 4.30pm.

Visit: www.consumerprotection.wa.gov.au/retirement-villages