
By-Laws, Rules and Regulations of Seacliff Village

Last updated: 22/04/2026

NB: Based on:

- Owners Corporations Regulations 2018 – Model Rules, Owners Corporations Act 2006
 - Australian Consumer Law and Fair-Trading Act 2012
 - The Retirement Villages Amendment Bill 2024
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1. Purpose and Application

These by-laws are formulated in accordance with:

- Owners Corporations Regulations #2018 – Model Rules,
- Owners Corporations Act 2006,
- Australian Consumer Law and Fair-Trading Act 2012,
- The Retirement Villages Amendment Bill 2024

To help keep the Village safe, respectful, and enjoyable for all residents. They apply to all residents, occupants, visitors, and service providers.

NB. Village by-laws must not:

Unreasonably limit the keeping of a pet on a resident's premises.

Discriminate against anyone based on a protected attribute under the *Equal Opportunity Act 2010*.

Be inconsistent with any retirement village laws or associated rules.

Unreasonably limit a resident's quiet enjoyment of the village.

Be inconsistent with the rights afforded to residents under a retirement village contract.

Grant the operator or proprietor discretion without requiring them to act reasonably.

2. Use and Maintenance of Units

Units must be used for residential purposes only.

Occupants are responsible for keeping their Unit clean, well-maintained, and in tenable condition.

Residents must notify Management if they change how their unit is used in a way that may affect insurance (e.g., running a business).

3. Access and Inspections

The Management Company or its Operator may enter a Unit to inspect its condition.

If serious defects or repairs are identified, written notice will be provided. Occupants must complete repairs within one month (or a shorter period if specified).

If repairs are not completed, the Management Company may undertake the work and recover costs from the Occupant.

4. Emergency Access

The Village Manager or an authorised representative may enter a Unit in the event of an emergency to provide or assist with personal or medical services. The Manager's decision regarding emergencies is final.

5. Health, Safety & Security

5.1 General Safety

Residents and visitors must not use their unit or any part of the Village in a way that creates a hazard or risk to others.

5.2 Dangerous Goods

Flammable or dangerous materials must not be stored in units or common areas, except for normal household items (e.g., cleaning products, BBQ gas bottles).

5.3 Waste Disposal

Rubbish must be disposed of properly and must not cause odours, mess, or hygiene issues for others. Occupants must also comply with all regulations regarding garbage disposal and the placement of bins in communal areas.

5.4 Smoke Drift

Residents must ensure that cigarette or other smoke does not drift into neighbouring units or common areas.

5.5 Fire Safety Information

Residents must ensure any new occupier (e.g., family member staying long-term) receives the Village's fire safety and emergency information.

5.6 Infectious Diseases

Any serious illness or infectious disease must be reported to the manager. Such information will be treated confidentially.

6. Communal Facilities and Common Property

Driveways, paved areas, lawns, gardens, and other communal facilities must only be used for their intended purposes.

Residents must not block pathways, driveways, or shared spaces, and must allow others to enjoy common areas.

Residents must not plant or use common-area gardens without written approval from Management.

Occupants must comply with all regulations issued by the Management Company and Owners Corporation regarding the use of communal facilities and conveniences.

Management may set reasonable rules for using shared facilities (e.g., hours of use, noise limits).

7. External Appearance and Alterations

Clothes or articles may not be hung or placed outside Units except in locations approved by the Management Company.

No placards, advertisements, or signs may be displayed on or within a Unit.

Alterations, additions, or painting of the Unit's exterior require prior written consent from the Management Company and Owners Corporation.

Structural alterations or modifications to the interior or exterior also require prior written consent. Consent for interior works will not be unreasonably withheld.

Residents must obtain written approval before changing the outside appearance of their unit.

Management cannot unreasonably refuse sustainability items such as solar panels but may set reasonable conditions (e.g., placement, colour).

Residents must notify Management before starting any works that may affect common property or other residents.

Safety Devices – Residents may install security screens or locks if they match the building style and are kept in good condition. Owners Corporation consultation is recommended.

8. Insurance Compliance

Occupants must not engage in any activity that increases insurance premiums or invalidates insurance policies held by the Management Company and Owners Corporation.

9. Animals

No animal or bird may be kept in a Unit without prior written consent with the Operator.

If an animal is causing nuisance or danger on common property, Management may require its removal.

Note: Assistance animals are exempt. Refer to the separate Pet Policy for specific guidelines.

10. Vehicles and Parking

Residents and visitors must not:

- Park in another resident's allocated space.
- Park on driveways, communal facilities, or in visitors' car spaces.
- Block driveways, paths, or entrances.
- Park on common property unless it is a designated parking area.

Emergency access must always be kept clear.

11. Absence from Unit

Occupants must notify the manager if absent from their Unit for more than one month.

12. Visitors and Occupancy

No person other than the Occupant or their spouse may stay in a Unit for more than seven (7) days without prior approval from the manager.

The Operator reserves the right to exclude any non-Occupant at any time.

Units must not be occupied by more than two persons without the consent of the City of Kingston, except for immediate relatives visiting for up to 28 days.

Residents must ensure their visitors behave respectfully and do not disturb others.

13. Noise and Conduct

Noise must be always kept to a reasonable level.

Written approval is required for activities that may create unavoidable noise (e.g., renovations and current Kingston council noise regulations must be followed).

Occupants must not make unreasonable demands on the Operator's time.

14. Damage and Alterations to Village Property

Residents must not damage or alter common property without written approval.

Damage to a Unit caused by an Occupant (or their visitor) must be repaired at the Occupant's expense.

15. Compliance with Owners Corporation Model Rules

Occupants must comply with the requirements of the Owners Corporation model rules according to the *Owners Corporations Act 2006* and the *Australian Consumer Law and Fair-Trading Act 2012*. These cover day-to-day issues such as parking, pets, and noise.

16. Dispute Resolution

If a dispute arises between residents or between a resident and the Village:

- The person making the complaint must put it in writing.
- The Operator will review the issue and may arrange a meeting with the parties involved.
- Meetings may be held in person or via phone/video.
- If the matter cannot be resolved, residents may seek further action under the Owners Corporations Act.

Note: New laws relating to Dispute Regulations in retirement villages in Victoria were passed on 28 May 2025 expand on the existing internal procedures. In addition, parties will also be able to apply to the Department of Government Services to undergo conciliation under a new scheme to be set up within that Department, encouraging the resolution of disputes without unnecessary expenditure or stress. This process does not prevent residents from seeking external advice or assistance at any time.

17. Responsibilities of Residents

All residents must:

1. Follow Village rules and policies.
2. Respect neighbours and staff
3. Use common property safely.
4. Seek approval for changes to units or gardens.
5. Ensure visitors comply with Village rules.

18. Review

These by-laws will be reviewed:

- Every two years, or
- When legislation changes, or
- When operational needs require an update.