

Information sheet

Retirement Villages Act 2016 – guidance in line with the South Australian roadmap for easing COVID-19 restrictions

The aim of this factsheet is to provide guidance to retirement village operators and residents on restrictions and requirements for physical distancing, in line with the South Australian roadmap for easing COVID-19 restrictions.

It is hoped this will assist the retirement village community to return to doing the things they enjoy or are required to do under the *Retirement Villages Act 2016* (RV Act) in a safe and measured way.

Meetings

Budget consultation meetings, the annual meetings of residents, and residents' committees' annual meetings are indoor public meetings, and therefore are a defined public activity. A COVID-Safe Plan will be required. Capacity per room is subject to the density requirement of 1 person per 2 square metres, so the size of the room will determine the capacity. There is a calculator on the www.sa.gov.au website where you can enter the dimensions of a room or space, in metres, to find out the area and maximum number of people allowed.

Indoor public meetings and gatherings are required to keep a record of attendees in anticipation of the need to conduct contact tracing. All persons at the premises are required to provide their name and phone number or email address. The person providing the service retains a record of those contact details and produces them at the request of an authorised officer. The Contact tracing form is available for download at <https://www.covid-19.sa.gov.au/emergency-declarations/public-activities>.


We strongly encourage ongoing physical distancing of 1.5 metres. Continue to wash and sanitise hands, avoid close contact with others and wipe down frequently touched surfaces.

With the easing of restrictions, the Office for Ageing Well (OFAW) expects that operators will now not only provide the information required to be given to residents under the RV Act, but also conduct associated meetings.

If there is a residents' committee in the village, section 39 of the RV Act mandates that operators must consult with the committee in relation to the annual budget. The operator is obliged to convene two such budget meetings unless the residents' committee advises in writing that it does not require one or both of the meetings to occur. If remote or alternate meetings have not already been held, it is now possible for physical meetings to occur to meet the consultation requirements of this section.

Section 33(2) requires that the annual meeting of residents must be held within four months of the end of the financial year that applies to the retirement





village. In most cases, annual meetings must be held before 31 October 2020. It is now possible for physical meetings to be held and for operators to provide an invitation and agenda for residents to attend a meeting as usual. Operators may need to use a booking system to manage numbers in the venue. Density requirements may mean that more than one meeting is required, or only one resident per residence is able to attend. All residents may submit questions in writing to the operator before the meeting. The audited financial statements and budget estimates must be provided to residents as usual.

Annual meetings of residents' committees can now also take place, and committee members can be elected.

Activity/Hobby Groups

Activities such as craft groups, art groups, groups playing board games, dominoes or cards, computer groups, woodwork and men's sheds, and book clubs can occur.

Capacity per room is subject to the 1 person per 2 square metres rule so the size of the room will determine capacity.

We strongly encourage ongoing physical distancing of 1.5 metres. Continue to wash and sanitise hands, avoid close contact with others and wipe down frequently touched surfaces.

Sport and Recreational Activities

All types of sport are permitted from 29 June 2020. This includes indoor bowls, functional fitness, lawn bowls, table tennis, pool, snooker, bingo and darts, croquet, tai chi, yoga and dance. Sport, sport training, fitness or recreation activities are a defined public activity, and a COVID-Safe Plan will be required.

Capacity per room is subject to the 1 person per 2 square metres rule, so the size of the room, or enclosed space, will determine the capacity. Contact tracing records must be kept.

We strongly encourage ongoing physical distancing of 1.5 metres. Continue to wash and sanitise hands, avoid close contact with others and wipe down frequently touched surfaces.

Water Sports and Activities

A COVID-Safe Plan is required for water sports and activities such as swimming and aqua aerobics/water exercise.

Capacity is subject to the 1 person per 2 square metres rule so the size of the pool will determine capacity.

Communal showers can now be opened.

Socialising and Consumption of Food and Beverages

Happy hours, live music and shared meals can occur.

The community centre at a retirement village is deemed a public venue. Any gathering in a community centre is a private function being held in a public venue and restrictions apply. The following guidance is provided:

- Communal food service areas are not permitted, including buffet and salad bars. This includes both self-service and staff serving food.
- You can serve share plates to a table if it is to be shared amongst people who are part of the same group.
- You can serve platters/boards to a table if it is to be shared amongst people who are part of the same group. For example you cannot have a platter available for all guests but you can have a platter available for people seated at a table together that are part of the same group.
- You cannot hold a cocktail type function as this is similar to providing communal food from one area such as a buffet, however, cocktail type food can be served to a table if it is to be shared amongst the people at that table.
- If a function is held where people are eating shared food in groups, those groups should remain consistent throughout the function. People should not be swapping groups or tables while eating.
- You can have a sausage sizzle or BBQ as this is considered take away food, however, people being served must practice social distancing when lining up to order and practice good hygiene and there should be no self-service of condiments. Cooked food must be protected from contamination and stored away from the area where orders are placed.
- Drinking (sitting or standing) at the bar, and drinking standing up is now allowed.

As onsite consumption of food (whether indoor or outdoor) is a defined public activity and a COVID-Safe Plan will be required.

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We strongly encourage ongoing physical distancing of 1.5 metres. Continue to wash and sanitise hands, avoid close contact with others and wipe down frequently touched surfaces.

Health and beauty Services

Personal care services such as massage, beauty and nail services, hairdressing and barber shops, and the use of a spas or saunas are defined public activities. A COVID-Safe Plan is required for these activities. Communal showers can now be opened.

Capacity is subject to the 1 person per 2 square metres rule so the size of the space will determine capacity. Contact tracing records must be maintained. We strongly encourage ongoing physical distancing of 1.5 metres. Continue to wash and sanitise hands, avoid close contact with others and wipe down frequently touched surfaces.

The Office for Ageing Well will support operators and committees to meet their legislative obligations.

Should you have questions, please contact the Retirement Villages Unit, preferably via email: retirementvillages@sa.gov.au or by phoning 8204 2420 and leaving a message for return call.

Disclaimer: In developing this information sheet, every effort has been made to ensure that the information reflects the intent of the legislation and/or represents examples of best known practice. The information contained in these resources does not constitute legal advice. The Office for the Ageing recommends that you seek your own legal advice should you require interpretation of the legislation.

For more information

Office for the Ageing
Department for Health and Ageing
PO Box 196, Rundle Mall Adelaide 5000
Telephone: (08) 8204 2420
Email: retirementvillages@sa.gov.au
www.sa.gov.au/seniors/retirementvillages

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