

[NAME] RETIREMENT COMMUNITY

Notice of Residents' Meeting

Date: Day & Date HERE

Time: Time HERE

Location: [Community Centre/ Hall etc]

Nature of Business: To vote on special resolution as detailed in the attached meeting papers

[NAME] Retirement Living Coordinator
NAME Retirement Community

Date of Notice: DATE & TIME

INTRODUCTION

RSL Care is asking residents to vote to allow companion animal ownership in **Insert details HERE** Retirement Community. Residents are asked to vote to pass a resolution. The proposal requires the approval of the majority of residents before any change will be made

Prior to the Special Resolution Meeting (where you will vote) we will be holding an Information Session to provide you with an opportunity to find out more and ask questions. **We invite and encourage all residents to attend.**

Information Session

Date: Insert details HERE

Time: Insert details HERE

Location: Insert details HERE

Purpose: Information and your opportunity to ask questions

At this meeting residents will be provided further information regarding the RSL Care *Assistance and Companion Animal Care Guidelines*, discuss benefits to the village and residents of companion animals, outline the voting process and provide you with the opportunity to ask questions.

Special Resolution Meeting

Date: Insert details HERE

Time: Insert details HERE

Location: Insert details HERE

Purpose: To Vote

If you have concerns about the process or information provided to you, please do not hesitate to contact your Retirement Living Coordinator.

BACKGROUND INFORMATION

Historically, with the exception of three villages, RSL Care has not allowed companion animals to reside with residents in their units. In recent years, the number of requests RSL Care has received from prospective residents to allow companion animals has increased substantially.

In response to these requests, RSL Care undertook a policy review with respect to companion animals and broadly, the outcomes were:

- most other retirement village operators allow residents to have companion animals living with them in their units;
- the rate of companion animal ownership is increasing; and
- there are numerous proven health and well-being effects associated with companion animal ownership. See **Appendix 1** outlining the benefits of companion animals

Following these outcomes, RSL Care developed the *Assistance and Companion Animal Care Guidelines* and supporting documentation, a copy of which is contained in **Appendix 2** of this document. The purpose of this policy is to:

- permit residents to reside with companion animals in their units;
- establish criteria around the species and type of companion animal that would potentially be permitted in RSL Care villages; and
- establish a set of rules around companion animal ownership and responsibility in RSL Care villages to minimise negative impact on other residents.

Appendix 3 contains a number of frequently asked questions in relation to companion animals in retirement villages.

It is important to understand that whilst the draft policy refers to both assistance and companion animals, the purpose of the proposed vote is to allow companion animals into the village. RSL Care and residents are unable to stop assistance animals living in the village.

Assistance animals are covered under the *Disability Discrimination Act 1992* (Cth). Assistance animals are a type of animal trained sufficiently to **alleviate the effects of a disability**. RSL Care is unable to discriminate against individuals with assistance animals and accordingly these animals are legally entitled to reside in a village.

See **Appendix 4** for Queensland Government Guide, Hearing and Assistance Dogs Act 2009 as an example of Queensland legislation.

RSL Care supports allowing companion animal ownership in our retirement communities and seeks resident endorsement for this proposal. We are seeking a special resolution (vote) of residents to adopt the *Assistance and Companion Animal Care Guidelines* (refer **Appendix 2**) as a by-law for **Insert details HERE Retirement Community**.

WHAT DO I VOTE FOR?

- **To allow companion animals to reside in the village.** You can vote for this change by voting to introduce the *Assistance and Companion Animal Care Guidelines* (refer to **Appendix 2**) as a by-law for Insert details HERE Retirement Community.

WHAT DO I NOT VOTE FOR?

- **To allow assistance animals to reside in the village.** RSL Care is unable to discriminate against individuals with assistance animals and accordingly these animals are legally entitled to reside in a village. (refer to **Appendix 4**)

SUMMARY OF ADDITIONAL INFORMATION

For further information about the special resolution please refer to:

- **Appendix 1:** Benefits of companion animals
- **Appendix 2:** Frequently Asked Questions (FAQs)
- **Appendix 3:** *Assistance and Companion Animal Care Guidelines* and supporting documentation
- **Appendix 4:** *Queensland Government Guide, Hearing and Assistance Dogs Act 2009 (QLD)*

VOTING PROCESS

A Special Resolution is passed when at least 75% of the persons entitled to vote (including proxy or postal), vote in favour of the motion.

You may vote on the following special resolution by either:

1. Making a **Postal** Vote by placing it in a secure locked container provided by management in the administration office or retirement living. To provide you reasonable opportunity to cast your postal vote prior to the Special Resolution Meeting on **Insert details HERE**, **this box will be made available at the site administration office between Insert details HERE.**
2. In **person** by handing your vote to the selected resident or person (to be advised) at the Special Resolution Meeting on **Insert details HERE**
3. Appointing another person to vote for you by **Power of Attorney**.
 - a. Proof of Power of Attorney must be provided at the meeting.
4. Appointing another person (other than the Scheme Operator) to vote for you by **way of proxy**. Please note:
 - a. A person must not hold more than two (2) proxy votes for the meeting
 - b. A signed notice appointing the person to vote by way of proxy must be provided by you- we have provided a copy of the required form for your completion. Refer to page 8 of this document.

Please Note:

Voting is based one vote per unit (in line with section 133 of the Retirement Villages Act 1999 (QLD). All units are entitled to vote.

To vote we ask that you please follow the instructions on the Ballot Papers. Please then place your Ballot Paper in the envelope provided and make your vote via one of options (1) or (2) outlined above. Should a Proxy vote be undertaken, please complete the required Notice on page 8 of this documentation and provide this to the person you have appointed who will then take this form to the Special Resolution Meeting.

We wish to highlight that this is a Residents Meeting. This meeting will be introduced by RSL Care (the scheme operator) and then handed over to the Residents. If required the scheme operator representatives will leave the meeting prior to the commencement of voting on the Special Resolution. The counting of the votes will be performed by two persons as chosen by the Residents.