

**Version No. 010**  
**Health Services (Supported Residential  
Services) Regulations 2001**

**S.R. No. 141/2001**

Version incorporating amendments as at 16 March 2006

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**PART 1—PRELIMINARY**

**1. Objectives**

The objectives of these Regulations are to—

- (a) further provide for the administration of the **Health Services Act 1988** in respect of supported residential services; and
- (b) prescribe minimum standards for the care and wellbeing of residents and the installation of certain facilities and fixtures in those services; and
- (c) prescribe various forms, fees and other matters which that Act authorises to be prescribed by regulation.

**2. Authorising provision**

These Regulations are made under section 158 of the **Health Services Act 1988**.

**3. Revocations**

The Regulations listed in Schedule 1 are **revoked**.

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**4. Definitions**

In these Regulations—

Reg. 4 def. of  
"adminis-  
trator"  
revoked by  
S.R. No.  
173/2004  
reg. 5(a).

\* \* \* \* \*

Reg. 4 def. of  
"guardian"  
revoked by  
S.R. No.  
173/2004  
reg. 5(b).

\* \* \* \* \*

**"health service provider"** means a person who provides a service to a resident for, or purportedly for, the benefit of the resident by maintaining, improving or restoring the resident's health and wellbeing;

**"resident"** means a resident of a supported residential service;

**"the Act"** means the **Health Services Act 1988**.

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**PART 2—ADMINISTRATION AND REGISTRATION**

**5. Application for approval in principle**

For the purposes of section 70(2) of the Act—

- (a) the prescribed form of an application for approval in principle is the form in Schedule 2; and
- (b) the prescribed fee is 21·1 fee units.

Reg. 5(b)  
amended by  
S.R. Nos  
68/2003 reg. 5,  
112/2005  
reg. 4.

**6. Application for transfer or variation of a certificate of approval in principle**

For the purposes of section 74 of the Act—

- (a) the prescribed form of an application for transfer of a certificate of approval in principle is the form in Schedule 3; and
- (b) the prescribed form of an application for variation of a certificate of approval in principle is the form in Schedule 4; and
- (c) the prescribed fee to accompany an application referred to in either paragraph (a) or (b) is 14 fee units.

Reg. 6(c)  
amended by  
S.R. Nos  
68/2003 reg. 6,  
112/2005  
reg. 5.

**7. Application for registration**

For the purposes of section 82(2) of the Act—

- (a) the prescribed form for an application for registration is the form in Schedule 5; and
- (b) the prescribed fee is 48·2 fee units.

Reg. 7(b)  
amended by  
S.R. Nos  
68/2003 reg. 7,  
112/2005  
reg. 6.

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Reg. 8  
amended by  
S.R. Nos  
68/2003 reg. 8,  
112/2005  
reg. 7.

**8. Annual fee**

For the purposes of section 87 of the Act, the prescribed annual fee is 12 fee units.

**9. Application for renewal of registration**

For the purposes of section 88(2) of the Act—

- (a) the prescribed form of an application for renewal of registration is the form in Schedule 6; and
- (b) the prescribed fee 33·1 fee units.

Reg. 9(b)  
amended by  
S.R. Nos  
68/2003 reg. 9,  
112/2005  
reg. 8.

**10. Application for transfer or variation of registration**

For the purposes of section 92(2) of the Act—

- (a) the prescribed form for a variation of registration, which is an application for transfer of the certificate of registration to another person, is the form in Schedule 7; and
- (b) the prescribed form for an application for variation, other than an application for transfer of the certificate of registration to another person, is the form in Schedule 8; and
- (c) the prescribed fee for an application referred to in paragraph (a) is 42·2 fee units; and

Reg. 10(c)  
amended by  
S.R. Nos  
68/2003  
reg. 10(a),  
112/2005  
reg. 9(a).

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(d) the prescribed fee for an application referred to in paragraph (b) is 14 fee units.

Reg. 10(d)  
amended by  
S.R. Nos  
68/2003  
reg. 10(b),  
112/2005  
reg. 9(b).

**11. Seizure notice**

For the purposes of section 147(2)(a) of the Act, the prescribed form of the notice of seizure is the form in Schedule 9.

**12. Display of certificate of registration**

The proprietor of a supported residential service must display the current certificate of registration and any conditions to which the registration is subject in a prominent position within the supported residential service.

Penalty: 1 penalty unit.

**13. Copy of Act and regulations**

The proprietor of a supported residential service must ensure that at least one up-to-date copy of the Act and these Regulations are kept in that service and that they are readily available for the use of staff, residents and visitors at all times.

Penalty: 10 penalty units.

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**PART 3—STANDARDS OF RESIDENT CARE**

**14. Choice of health service providers**

The proprietor of a supported residential service must take reasonable steps to ensure that a resident has access to his or her choice of health service providers.

Penalty: 20 penalty units.

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Reg. 15  
revoked by  
S.R. No.  
173/2004  
reg. 6.

**16. Activities**

The proprietor of a supported residential service must take reasonable steps to—

- (a) provide personnel and facilities to enable residents to engage in a range of activities designed to maintain a reasonable quality of life or arrange and co-ordinate the provision of those activities for residents; and
- (b) give all residents the opportunity and assistance necessary to participate in those activities.

Penalty: 20 penalty units.

**17. Privacy, dignity and security of residents**

For the purposes of section 108A of the Act, reasonable steps to ensure that residents are treated with dignity and respect and with regard to their entitlement to privacy include reasonable steps to ensure the following—

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- (a) the private property of a resident is not taken, borrowed or given to another person without the permission of the resident or the resident's guardian;
  - (b) residents are enabled to undertake personal activities, including bathing, toileting and dressing, in private;
  - (c) information about residents is treated confidentially;
  - (d) residents are dressed in their own clean clothing which is to be of their own choice and which is appropriate for the climate and time of day;
  - (e) residents are not subjected to unusual routines, particularly with respect to bed times, timing of meals, bathing and dressing;
  - (f) residents are not subjected to physical or verbal abuse;
  - (g) residents have access to a telephone which—
    - (i) may be used in private; and
    - (ii) is able to be used for incoming calls when received at the service and for making outgoing calls at any reasonable time requested by the resident; and
    - (iii) if people with disabilities are resident in the service, is suitable for use by people with those disabilities;
  - (h) screens are available for beds if the design or shape of a bedroom does not permit a resident to be private.

**Reg. 17(a)**  
**amended by**  
**S.R. No.**  
**173/2004**  
**reg. 7.**

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### **18. Personal hygiene of residents**

For the purposes of section 108B of the Act, reasonable steps to ensure that the personal hygiene of all residents is maintained at the best practicable level include reasonable steps to ensure the following—

- (a) each resident bathes or showers, or is bathed or showered, at least every second day and his or her hair is washed at least every 7 days;
- (b) each resident has the choice to use his or her own toiletries;
- (c) the finger nails of each resident are trimmed at least once each week, his or her toe nails trimmed as required and at least once every 6 weeks and that professional foot care is sought if any sign appears of foot complications;
- (d) medical or nursing assistance is sought for a resident if any sign appears of bed sores or other forms of breakdown of skin integrity;
- (e) the teeth of each resident are cleaned at least once each day, each resident has a dental check by a dentist or other dental care provider at least every 2 years and that any necessary assistance is provided for a resident in caring for and storing his or her dentures;
- (f) the assistance of a nursing or continence service is sought to assess any resident showing signs of incontinence and that a continence care plan for the resident is prepared in consultation with that service and that the plan is implemented.

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**19. Medication prescribed for residents**

- (1) For the purposes of section 108C of the Act, reasonable steps to maintain adequate standards of storage, distribution and administration of residents' prescribed medication include reasonable steps to ensure the following—
- (a) a resident's prescribed medication is administered in accordance with the instructions of the person who prescribed the medication; and
  - (b) a resident's prescribed medications are obtained promptly; and
  - (c) a record is kept of the medication prescribed for each resident, and when and in what dosage that prescribed medication is administered; and
  - (d) no alteration is made to any label affixed to a container supplied by the person who dispensed the prescribed medication; and
  - (e) medical advice is obtained in the event that the proprietor or a member of the staff—
    - (i) maladministers or fails to administer a medication to a resident; or
    - (ii) has reason to believe that a resident who administers their prescribed medication to himself or herself has maladministered or failed to administer that prescribed medication; and
  - (f) the proprietor or member of staff concerned makes a written report on the maladministration or failure referred to in paragraph (e); and

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- (g) a resident who personally administers prescribed medication to himself or herself takes adequate precautions for the safe storage of that prescribed medication; and
  - (h) each resident's prescribed medication is given to the resident upon his or her departure or transfer from the service to another service or health agency; and
  - (i) a resident's prescribed medication is safely disposed of if the resident no longer requires that medication.
- (2) Paragraphs (a) to (f) of sub-regulation (1) do not apply in the case of a resident who personally administers prescribed medication to himself or herself.

**20. Other medication for residents**

For the purposes of section 108C of the Act, reasonable steps to maintain adequate standards of storage, distribution and administration of residents' non-prescribed medication include reasonable steps to ensure the following—

- (a) medical advice or advice of a person who dispenses prescribed medication is obtained prior to administration of a non-prescribed medication to a resident to ensure that the medication is appropriate for the treatment of the resident, taking into account the prescribed medication that the resident is taking; and
- (b) a record is kept of all non-prescribed medication administered to a resident by the proprietor or a staff member, including when and in what dosage that non-prescribed medication is administered.

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**21. Suitable nutrition for residents**

For the purposes of section 108D of the Act, a proprietor of a supported residential service must ensure that—

- (a) resident's choices in relation to food and beverages are taken into consideration in menu planning; and
  - (b) meals are provided at appropriate intervals allowing adequate time for meals and between meals; and
  - (c) meals are adequate in quantity and taste; and
  - (d) residents have ready access to adequate supplies of potable water and other appropriate beverages.
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**PART 4—FACILITIES AND FIXTURES**

**22. Home-like environment**

- (1) The proprietor of a supported residential service must take all reasonable steps to provide a home-like environment for residents.

Penalty: 20 penalty units.

- (2) For the purposes of sub-regulation (1) "**environment**" includes the building design and layout, decoration, arrangement of furniture and the provision of accommodation for residents' personal possessions.

**23. Heating and cooling**

The proprietor of a supported residential service must maintain the temperature of the service premises at a level that provides reasonable comfort to residents.

Penalty: 100 penalty units.

**24. Lighting**

The proprietor of a supported residential service must provide and operate sufficient lighting in passages, stairways, bathrooms, shower rooms and toilets to allow residents and staff to move safely around the service premises.

Penalty: 100 penalty units.

**25. First aid kit**

The proprietor of a supported residential service must provide and maintain a first aid kit for use at the service.

Penalty: 20 penalty units.

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**26. Grab rails**

The proprietor of a supported residential service must ensure that grab rails are provided in each toilet, shower room and bathroom for the safety of residents.

Penalty: 20 penalty units.

**27. Bedside lighting**

The proprietor of a supported residential service must ensure that every resident has access to a bedside light in addition to the general room lighting.

Penalty: 20 penalty units.

**28. Power outlets**

The proprietor of a supported residential service must ensure that every bedroom is equipped with sufficient general purpose power outlets to accommodate electrical appliances and to obviate the need for extension leads.

Penalty: 20 penalty units.

**29. Identification of rooms**

(1) The proprietor of a supported residential service must ensure that—

(a) a sketch plan of the service building—

- (i) is located in an accessible position; and
- (ii) clearly indicates the position of all rooms, the number designated to each bedroom and the name of the persons that are accommodated in each bedroom; and

- (b) the sketch plan is amended to reflect any relevant changes to the matters mentioned in paragraph (a).

Penalty: 20 penalty units.

- (2) The proprietor of a supported residential service must ensure that each bedroom in the service building is clearly marked with a number corresponding to the designated number on the sketch plan.

Penalty: 20 penalty units.

**30. Maintenance and cleanliness of supported residential service**

For the purposes of section 108I(1)(d) of the Act, the proprietor of a supported residential service must—

- (a) keep the premises and facilities free from flies, lice and other vermin; and
- (b) keep the premises and facilities free from any accumulation of materials which may become offensive; and
- (c) keep the premises and facilities free from any accumulation of materials which may become injurious to health; and
- (d) keep the premises and facilities free from any accumulation of materials which may facilitate the outbreak of fire; and
- (e) keep bedding and linen clean and in good repair; and
- (f) provide freshly laundered linen for every new resident; and

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- (g) ensure that—
- (i) all solid and liquid waste and refuse is removed at least once a day from all rooms; and
  - (ii) every container used for solid or liquid waste or refuse is thoroughly cleaned after use.

**31. Communications systems in supported residential service**

- (1) For the purposes of section 108J of the Act, the electronic communications system must—
  - (a) enable calls to be made from each bedroom, toilet, shower room and bathroom of the service; and
  - (b) be operational at all times.
- (2) If the electronic communications system referred to in sub-regulation (1) is shut down for servicing or fails to operate, the proprietor of a supported residential service must ensure that a back-up communications system commences operation immediately the electronic communications system is shut down or fails to operate.

**32. Supply of water must be safe**

For the purposes of section 108K of the Act—

- (a) hot and cold water must be supplied to all showers, baths and hand basins used by residents; and
  - (b) a system or mechanism must control the hot water outlet temperature to baths and showers used by residents to avoid the risk of scalding.
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**PART 5—SUPERVISION AND STAFFING**

**33. Personal care co-ordinator**

- (1) The proprietor of a supported residential service must employ a person in the position of personal care co-ordinator in the service who, on behalf of or in co-ordination with the proprietor, is to be responsible for the co-ordination and continuity of the special or personal care provided in the service.

Penalty: 10 penalty units.

- (2) The proprietor of a supported residential service must not employ a person as a personal care co-ordinator unless the person—
- (a) has been awarded a Certificate III in Community Services (Aged Care Work) by a TAFE college or other institution in Australia; or
  - (b) has been awarded a Certificate III in Community and Health Services, Personal Carer by a TAFE college or other institution in Australia; or
  - (c) holds a qualification that has been certified as equivalent to either of the certificates referred to in paragraph (a) or (b) by—
    - (i) the Overseas Qualifications Unit of the Department of Infrastructure; or
    - (ii) the National Office of Overseas Skills Recognition of the Commonwealth Department of Employment, Education, Training and Youth Affairs; or

- (iii) a TAFE college or other institution in Australia that conducts a course of study leading to the certificate referred to in paragraph (a) or (b).

Penalty: 10 penalty units.

- (3) The proprietor of a supported residential service must employ—
  - (a) a personal care co-ordinator full time for not less than 38 hours a week; or
  - (b) two part-time personal care co-ordinators whose combined hours of employment are not less than 38 hours per week.

Penalty: 10 penalty units.

- (4) Despite sub-regulations (1) and (3), the proprietor of a supported residential service who is qualified in accordance with sub-regulation (2) may carry out the duties of a personal care co-ordinator for all or some of the hours required by sub-regulation (3).
- (5) Despite sub-regulation (2), a registered medical practitioner within the meaning of the **Medical Practice Act 1994** or a registered nurse within the meaning of the **Nurses Act 1993** may be employed as a personal care co-ordinator.

#### **34. Resignation or termination of employment of personal care co-ordinator**

- (1) If the employment of a personal care co-ordinator is terminated or a personal care co-ordinator resigns, the proprietor of a supported residential service must—
  - (a) notify the Secretary within 7 days; and
  - (b) employ a new personal care co-ordinator within 12 weeks.

Penalty: 10 penalty units.

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- (2) The proprietor of a supported residential service must employ an acting personal care co-ordinator during any period when—
- (a) there is a vacancy in the position of personal care co-ordinator; or
  - (b) a personal care co-ordinator is—
    - (i) absent on leave; or
    - (ii) unable to perform adequately the physical or intellectual work required of a personal care co-ordinator.

Penalty: 10 penalty units.

- (3) The proprietor of a supported residential service must ensure that an acting personal care co-ordinator is employed—
- (a) full time for not less than 38 hours a week; or
  - (b) part time in conjunction with another personal care co-ordinator or acting personal care co-ordinator provided that their combined hours of employment are not less than 38 hours a week.

Penalty: 10 penalty units.

- (4) If an acting personal care co-ordinator is to be employed for more than 12 weeks, the proprietor of a supported residential service must ensure that the person employed as the acting personal care co-ordinator holds a qualification referred to in regulation 33(2).

Penalty: 10 penalty units.

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**35. Minimum staff requirements**

- (1) For the purposes of section 108L of the Act, the proprietor must ensure that during the day—
  - (a) at least one special or personal care staff member, who may also be the person who is employed as the personal care co-ordinator for the service in accordance with regulation 33, is employed and on duty for each 30 residents or fraction of 30 at the service; and
  - (b) if necessary, special or personal care staff are employed, in addition to that required by paragraph (a), to ensure that the special or personal care requirements of each resident are fully met in a timely manner.
- (2) For the purposes of section 108L of the Act, the proprietor must ensure that at night—
  - (a) at least one special or personal care staff member is employed and available at the service to meet any special or personal care circumstance that a resident or residents may require; and
  - (b) if necessary, special or personal care staff are employed in addition to that required by paragraph (a), to enable the premises to be inspected as often as is required to ensure the safety of the residents of the service.
- (3) If necessary, the proprietor must ensure that additional support staff are employed to assist in the proper functioning of the service and to ensure that the special and personal care staff are not unduly hindered in their provision of the timely and individual care needs of each resident.
- (4) For the purposes of sub-regulations (1) and (2), **"during the day"** and **"at night"** collectively mean a consecutive period of 24 hours each day.

Reg. 35(2)(b)  
amended by  
S.R. No.  
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reg. 8.

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**36. Residents not to be employed**

The proprietor of a supported residential service must not employ a resident to work in the service.

Penalty: 20 penalty units.

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**PART 6—PROCEDURES FOR RESIDENT COMPLAINTS**

**37. Complaint procedures**

- (1) For the purposes of section 108G(1) of the Act, the proprietor of a supported residential service must—
  - (a) receive and deal with complaints from residents or complaints made on behalf of residents or nominate a member of staff to receive and deal with those complaints; and
  - (b) provide the name of any nominee in writing to the Secretary within 7 days of the making of that nomination.
- (2) The proprietor must ensure that—
  - (a) all complaints are treated in a confidential manner; and
  - (b) a written record is kept of every complaint including—
    - (i) the nature of the complaint; and
    - (ii) the date of the complaint; and
    - (iii) the action taken in respect of the complaint; and
  - (c) all complaints are dealt with promptly; and
  - (d) every resident and member of staff is informed of the complaints procedures; and
  - (e) the person making the complaint is informed of any action taken in respect of the complaint.

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**PART 7—INFORMATION AND RECORDS**

Reg. 38  
amended by  
S.R. No.  
173/2004  
reg. 9.

**38. Information for prospective residents and other interested persons**

For the purposes of section 106B of the Act, the following matters are prescribed—

- (a) the type of service being conducted; and
- (b) the objectives and philosophies of the management of the service; and
- (c) the number of residents cared for at the service; and
- (d) the goods and services offered directly to residents and all fees and charges applying to those goods and services at the date the information is given and the mechanisms by which residents would be informed of any changes to the provision of those goods and services and the fees and charges applicable to them; and
- (e) the health and community services available to residents from outside the service; and
- (f) the times of routines affecting residents of the service; and
- (g) the procedures for receiving and handling complaints, including the external avenues of complaint available to residents; and
- (h) the options for ongoing management of the resident's financial and legal affairs.

Penalty: 5 penalty units.

**39. Residential statements—prescribed information**

For the purposes of section 106(2) of the Act, the prescribed information to be included in the residential statement is—

- (a) the type of service being conducted; and
- (b) the objectives and philosophies of the management of the service; and
- (c) the number of residents cared for at the service; and
- (d) the goods and services offered directly to residents and all fees and charges applying to those goods and services at the date the information is given and the mechanisms by which residents would be informed of any changes to the provision of those goods and services and the fees and charges applicable to them; and
- (e) the health and community services available to residents from outside the service; and
- (f) the times of routines affecting residents of the service; and
- (g) the procedures for receiving and handling complaints, including the external avenues of complaint available to residents; and
- (h) the options for the ongoing management of the resident's financial and legal affairs; and
- (i) any conditions of the resident's tenure or stay at the service which may include—
  - (i) the grounds for eviction or ejection of the resident from the service and the period within which a notice of eviction or ejection must be given to the resident;

Reg. 39(h)  
substituted by  
S.R. No.  
173/2004  
reg. 10.

Reg. 39(i)  
inserted by  
S.R. No.  
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reg. 10.

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- (ii) if the resident wishes to leave the service, the period within which the resident must give notice to the service of his or her intention to leave.

Reg. 39A  
inserted by  
S.R. No.  
173/2004  
reg. 11.

**39A. Management of resident's money by proprietor**

For the purposes of section 108H(1) of the Act, in relation to a particular resident, the prescribed amount is the amount equal to the money payable by the resident to the proprietor in relation to accommodation for 1 month at the relevant supported residential service.

**40. Resident records**

- (1) For the purposes of section 109(1) of the Act the prescribed manner of keeping records of each resident is—
  - (a) in the English language; and
  - (b) by means of an effective records management system that enables information to be readily entered, maintained and retrieved.
- (2) For the purposes of section 109(1) of the Act the prescribed particulars to be kept in respect of each resident are—
  - (a) full name; and
  - (b) date of birth; and
  - (c) sex; and
  - (d) nationality; and
  - (e) languages spoken; and
  - (f) religious preference (if any); and
  - (g) name and contact details of the resident's relative or next of kin, the resident's administrator or the resident's guardian (if any); and

Reg. 40(2)(g)  
amended by  
S.R. No.  
173/2004  
reg. 12.

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- 
- (h) name and contact details of the resident's medical practitioner and other health service providers (if any); and
  - (i) name and contact details of the referring body (if known); and
  - (j) pension number and type of pension (if held by the resident and if known to the proprietor); and
  - (k) date of admission; and
  - (l) room number.
- (3) For the purposes of section 109(2) of the Act the prescribed period that the record of a resident is to be retained is—
- (a) if the resident is over 18 years, 7 years after the resident is discharged; or
  - (b) if the resident is under 18 years of age, until the resident or former resident is 25 years of age; or
  - (c) if access to a resident's records is requested for the purpose of legal proceedings—
    - (i) within the 7 year period prescribed in paragraph (a); or
    - (ii) within the final 7 years during which records are required to be retained by paragraph (b)—  
a further period of 7 years after receipt of that request.
-

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**41. Staff records**

- (1) For the purposes of section 109(1) of the Act the prescribed manner of keeping staff records is—
  - (a) in the English language; and
  - (b) by means of an effective records management system that enables information to be readily entered, maintained and retrieved.
- (2) For the purposes of section 109(1) of the Act the prescribed particulars to be kept in respect of each staff member are—
  - (a) full name; and
  - (b) date of birth; and
  - (c) date of employment; and
  - (d) date employment terminated (if applicable); and
  - (e) qualifications (if any); and
- (3) For the purposes of section 109(2) of the Act the prescribed period that the record of a staff member is to be retained is 7 years from the date of termination of employment of that staff member.

\* \* \* \* \*

Reg. 42  
revoked by  
S.R. No.  
173/2004  
reg. 13.

**43. Record of resident transfer**

- (1) The proprietor of a supported residential service must ensure that—
  - (a) a transfer form is completed in accordance with sub-regulation (2) when a resident is transferred to another supported residential service or health care agency; and

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- 
- (b) the original form is sent with the resident;  
and
  - (c) a copy of the form is kept as part of the  
resident's records at the transferring service.

Penalty: 20 penalty units.

- (2) The transfer form must contain at least the  
following particulars in relation to the resident—
  - (a) resident's name, date of birth and sex; and
  - (b) nationality and languages spoken; and
  - (c) religious preference (if any); and
  - (d) name and contact details of the resident's  
relative or next of kin, the resident's guardian  
or the resident's administrator; and
  - (e) the name of the transferring service and the  
name of the service or agency where the  
resident is transferred; and
  - (f) transfer date; and
  - (g) reason for transfer; and
  - (h) name and contact details of resident's  
medical practitioner and other health service  
providers (if any); and
  - (i) current medication; and
  - (j) details of any medication sent with the  
resident; and
  - (k) pension number and type of pension (if held  
by the resident and if known to the  
proprietor);
  - (l) a note about accompanying reports sent with  
the resident (if any).

**Reg. 43(2)(d)  
substituted by  
S.R. No.  
173/2004  
reg. 14.**

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**44. Community visitor records**

For the purposes of section 122 of the Act, the prescribed form of the record to be kept by a proprietor of a supported residential service in respect of visits to the service undertaken by a visitor is the form in Schedule 10.

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**Sch. 1**

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**SCHEDULES**

**SCHEDULE 1**

Regulation 3

**REGULATIONS REVOKED**

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<i>S.R. No.</i>	<i>Title</i>
14/1991	Health Services (Residential Care) Regulations 1991
193/1991	Health Services (Residential Care) (Amendment) Regulations 1991
20/1992	Health Services (Residential Care) (Fees) Regulations 1992
314/1992	Health Services (Residential Care) (Amendment) Regulations 1992
329/1992	Health Services (Residential Care) (Registration Fee) Regulations 1992
333/1992	Health Services (Residential Care) (Amendment No. 2) Regulations 1992
89/1995	Health Services (Residential Care) (Amendment) Regulations 1995
160/1996	Health Services (Residential Care) (Amendment) Regulations 1996
131/1998	Health Services (Residential Care) (Amendment) Regulations 1998
95/1999	Health Services (Residential Care) (Personal Care Co-ordinators) Regulations 1999

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Sch. 2

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**SCHEDULE 2**

Health Services (Supported Residential Services) Regulations 2001

Regulation 5

**APPLICATION FOR APPROVAL IN PRINCIPLE—SUPPORTED  
RESIDENTIAL SERVICE**

**SECTION A**

Full name of applicant:

Postal address of applicant:

Contact person (if the applicant is a body corporate, provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of contact person during business hours:

Interest of applicant in the proposal to which this application relates:

**SECTION B**

Indicate the proposal to which this application relates (tick)—

- use of particular land as a supported residential service;
- use of particular premises as a supported residential service;
- for premises proposed to be constructed for use as a supported residential service;
- for alterations or extensions to premises used or proposed to be used as a supported residential service;
- for a variation of the registration of a supported residential service being an alteration in the number of beds to which the registration relates.

Address of the land or premises to which this application relates:

Signature of applicant(s)

Name of each signatory:

Date:

\_\_\_\_\_

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Sch. 3

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**SCHEDULE 3**

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Regulation 6(a)

**APPLICATION FOR TRANSFER OF A CERTIFICATE OF  
APPROVAL IN PRINCIPLE—SUPPORTED RESIDENTIAL  
SERVICE**

Full name of applicant:

Postal address of applicant:

Contact person (if the applicant is a body corporate, provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of contact person during business hours:

Being the current holder(s) of certificate of approval in principle numbered:

Apply for transfer of the certificate to—

Full name of transferee:

Postal address of transferee:

Contact person (if the transferee is a body corporate, provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of the contact person during business hours:

If the transferee is not the owner of the land to which the application relates, state the name and postal address of the owner.

Address of the land or premises to which this application relates:

Signature of applicant(s)

Name of each signatory:

Date:

\_\_\_\_\_

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Sch. 4

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**SCHEDULE 4**

Health Services (Supported Residential Services) Regulations 2001

Regulation 6(b)

**APPLICATION FOR VARIATION OF A CERTIFICATE OF  
APPROVAL IN PRINCIPLE—SUPPORTED RESIDENTIAL  
SERVICE**

Full name of applicant:

Postal address of applicant:

Contact person (if the applicant is a body corporate, provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of contact person during business hours:

Being the current holder(s) of certificate of approval in principle numbered:

Apply for variation of the certificate to (tick)—

- use of particular land or premises as a supported residential service;
- premises proposed to be constructed for use as a supported residential service;
- alterations or extensions to premises used or proposed to be used as a supported residential service;
- a variation of the registration of a supported residential service being an alteration in the number of beds to which the registration relates;
- a condition to which the certificate is subject.

Set out details and reasons for the proposed variation:

Address of the land or premises to which this application relates:

Signature of applicant(s)

Name of each signatory:

Date:

\_\_\_\_\_

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Sch. 5

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**SCHEDULE 5**

Health Services (Supported Residential Services) Regulations 2001

Regulation 7

**APPLICATION FOR REGISTRATION—SUPPORTED  
RESIDENTIAL SERVICE**

**SECTION A**

Full name of applicant (Note that the applicant must be the person who intends to be the proprietor of the supported residential service):

Postal address of applicant:

Contact person (if the applicant is a body corporate provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of contact person during business hours:

**SECTION B**

Proposed name of service:

Address of service:

Is the applicant the owner or tenant of the premises?

If tenant, state the name and address of the owner and provide a copy of the lease agreement:

State the total number of beds sought to be registered:

Signature of applicant(s)

Name of each signatory:

Date:

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**Sch. 6**

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**SCHEDULE 6**

Health Services (Supported Residential Services) Regulations 2001

Regulation 9

**APPLICATION FOR RENEWAL OF  
REGISTRATION—SUPPORTED RESIDENTIAL SERVICE**

Name of proprietor:

Postal address of proprietor:

Contact person (if the proprietor is a body corporate provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of contact person during business hours:

Name of supported residential service:

Address of supported residential service:

Certificate of registration number:

Expiry date:

Is the applicant the owner or tenant of the premises?

If tenant, state the name and address of the owner:

Signature of applicant(s)

Name of each signatory:

Date:

  

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Sch. 7

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**SCHEDULE 7**

Health Services (Supported Residential Services) Regulations 2001

Regulation 10(a)

**APPLICATION FOR TRANSFER OF  
REGISTRATION—SUPPORTED RESIDENTIAL SERVICE**

Full name of applicant:

Postal address of applicant:

Contact person (if the applicant is a body corporate, provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of contact person during business hours:

Name of supported residential service:

Address of supported residential service:

Being the current holder(s) of certificate of registration numbered:

Apply for transfer of the registration to—

Full name of transferee:

Postal address of transferee:

Contact person (if the transferee is a body corporate, provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of the contact person during business hours:

If the transferee is not the owner of the land to which the application relates, state the name and postal address of the owner:

Signature of applicant(s)

Name of each signatory:

Date:

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Sch. 8

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**SCHEDULE 8**

Health Services (Supported Residential Services) Regulations 2001

Regulation 10(b)

**APPLICATION FOR VARIATION OF  
REGISTRATION—SUPPORTED RESIDENTIAL SERVICE**

Full name of applicant:

Postal address of applicant:

Contact person (if the applicant is a body corporate, provide the name of the person responsible on behalf of the body corporate for the application and state that person's relationship with the body corporate):

Telephone number of contact person during business hours:

Name of health service establishment:

Address of health service establishment:

Apply for variation of registration to (tick)—

- vary any condition to which the registration is subject;
- vary the number of beds to which the registration relates;
- change a registered private hospital or day procedure centre to a registered supported residential service.

Set out details and reasons for the proposed variation:

Signature of applicant(s)

Name of each signatory:

Date:

\_\_\_\_\_

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**SCHEDULE 9**

Health Services (Supported Residential Services) Regulations 2001

Regulation 11

**NOTICE OF SEIZURE OF DOCUMENTS OR THINGS FROM A  
SUPPORTED RESIDENTIAL SERVICE**

Name of supported residential service:

Address of supported residential service:

I, \_\_\_\_\_, being an authorised officer of the Department, am  
(Print Full Name)

seizing under section 147 of the **Health Services Act 1988** the documents or things listed below.

The seized documents or things will be returned to place of seizure within 48 hours from the time of seizure.

**DOCUMENTS OR THINGS SEIZED**

- 1.
- 2.
- 3.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Authorised Officer)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Proprietor/staff member)

**DOCUMENTS OR THINGS RETURNED**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Authorised Officer)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Proprietor/staff member)

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**Sch. 10**

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**SCHEDULE 10**

Health Services (Supported Residential Services) Regulations 2001

Regulation 44

**RECORD OF VISITS BY COMMUNITY VISITORS\***

Name of supported residential service:

Address of supported residential service:

Date:

Number of registered beds:

Beds occupied:

Name of Community Visitor: (PLEASE PRINT)

Arrival Time:                      Departure Time:

MATTERS DISCUSSED DURING VISIT

Name of person in charge: (PLEASE PRINT)

Signature of person in charge:

Signature of Community Visitor\*\*:

\* One form must be completed for each visit.

\*\* If more than one visitor visits a supported residential service, each visitor must sign this form.

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Endnotes

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**ENDNOTES**

**1. General Information**

The Health Services (Supported Residential Services) Regulations 2001, S.R. No. 141/2001 were made on 4 December 2001 by the Governor in Council under section 158 of the **Health Services Act 1988**, No. 49/1988 and came into operation on 4 December 2001.

The Health Services (Supported Residential Services) Regulations 2001 will sunset 10 years after the day of making on 4 December 2011 (see section 5 of the **Subordinate Legislation Act 1994**).

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**Endnotes**

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**2. Table of Amendments**

This Version incorporates amendments made to the Health Services (Supported Residential Services) Regulations 2001 by statutory rules, subordinate instruments and Acts.

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Health Services (Supported Residential Services) (Fees) Regulations 2003,  
S.R. No. 68/2003

*Date of Making:* 17.6.03  
*Date of Commencement:* 1.7.03: reg. 3

Health Services (Supported Residential Services) (Amendment) Regulations 2004,  
S.R. No. 173/2004

*Date of Making:* 14.12.04  
*Date of Commencement:* 31.12.04: reg. 3

Health Services (Supported Residential Services) (Fees) Regulations 2005,  
S.R. No. 112/2005

*Date of Making:* 20.9.05  
*Date of Commencement:* 20.9.05

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**Endnotes**

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**3. Explanatory Details**

No entries at date of publication.

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