

Resources & Information Kit - Assessment of “fit & proper” & “financial capacity”

Supported Residential Services

The Mission Statement of The Department of Health, which is responsible for, among other areas, the regulation of many of Victoria’s aged care facilities and services, is ***‘to enhance and protect the health and well-being of all Victorians, emphasising vulnerable groups and those most in need’***.

Responsibility for the regulation of Supported Residential Services (SRS) falls to the Aged Care Branch of the Rural & Regional Health and Aged Care Services Division.

In our role as regulator of the SRS industry under the *Health Services Act 1988*, the Department of Health is required to assess whether you, as potential proprietors, are “fit & proper” and likely to have, or will continue to have, the “financial capacity” to carry on the establishment. In order to carry out this role effectively, we need to ask many questions of you and so we have developed guidelines to assist you in preparing your application.

The role of the proprietor(s) of a SRS is vital to ensuring the health and well being of the residents, many of whom are part of a particularly vulnerable group of our society; the aged and those with a disability.

The department’s role in registering proprietor(s) who are fit and proper is equally important. We want to make sure you have appropriate skills to perform your obligations as proprietor(s) in delivering suitable standards of care and that you have the proper financial resources and support to ensure this care can be provided. A SRS that fails because of poor management or lack of financial resources has widespread ramifications for residents, families and you as proprietor(s).

The guidelines we have provided have been developed with these considerations in mind. They ask the questions that need to be asked and for documents that need to be produced to satisfy the Department that you, as proprietor(s), will be able to operate effectively in the premises you have chosen for the SRS.

Please complete your application and provide the documentation as laid out in the guidelines and assessment of your application will be a much speedier process. If you have any questions regarding the information we are seeking, please feel free to contact the Senior Registration Officer on 9096 6930.

The information shown over the page relates to the relevant parts of the Act covering “fit & proper” and financial capacity.
(Continued)

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As at the date of the Guidelines for Completing an Application for Approval In Principle for a Supported Residential Service, the relevant parts of the *Health Services Act 1988* (the Act) that deal with the Secretary’s powers and obligations to assess ‘fit & proper’ and financial capacity include:

For an Approval In Principle	Section 71(2) Section 70(4)
For Variation or Transfer of certificate of Approval in Principle	Section 74(2)
For Registration	Section 82(3) Section 83(1)(c) Section 83(1)(d)
For Renewal of Registration	Section 89(b) Section 89(c)
For Variation of Registration	Section 93(1)

The following quotes the Act in regard to ‘fit & proper’ and financial capacity for an Approval In Principle. The other sections above contain similar provisions or refer to these sections.

Section 71

- (2) The Secretary must not grant approval in principle for the use of land or premises as a health service establishment or for the variation of the registration of a health service establishment if the Secretary considers that the person who is or is likely to be the proprietor of the establishment or, if the person is a body corporate, any director or other officer of the body corporate who exercises or may exercise control over the establishment-
- (a) is not a fit and proper person to be such a proprietor, or to be a proprietor of the establishment if the registration is varied, or to exercise such control; or
 - (b) is not likely to have, or to continue to have, the financial capacity to carry on the establishment, or to carry on the establishment if the registration is varied.

Section 70

An applicant for approval in principle must give the Secretary any further information relating to the application that the Secretary requests including information about any proposed proprietor of and, if the proposed proprietor is a body corporate, any director or officer of the body corporate who may exercise control over the health service establishment to which the application relates.

Resources & Information Kit -SRS New and Prospective Proprietors Information Seminar

SRS New & Prospective Proprietors Information Seminars Program

Dates

For dates for the current program see our website:
<http://www.health.vic.gov.au/srs/res/training.htm>

Time

10am – 4.00pm (Registration from 9.30am)

Venue

50 Lonsdale Street
Melbourne VIC 3000

Cost

Free / no charge to participants
Lunch is not provided

Presenters and Topics

Speakers from private and public sector organisations will cover a range of topics including

- Overview of SRS Sector
- Legislative and regulatory frameworks
- Factors to consider when selecting a facility
- Business management issues in an SRS

How are SRS regulated?

Legislation for SRS facilities is detailed in the Health Services Act 1988 and the Health Services (Supported Residential Services) Regulations 2001.

Participants can obtain a copy of the legislation from Information Victoria, or from the Internet at <http://www.legislation.vic.gov.au/>.

Benefits for prospective proprietors

There are obvious benefits in gaining knowledge about the industry and legislative requirements. In addition, the seminars assist prospective proprietors to determine whether or not to pursue registration.

The Department believes it is essential that new proprietors have a good knowledge of the operation of supported residential services and these seminars contribute significantly towards achieving that knowledge and will ultimately benefit the residents who will be receiving care.

The Department determined that from 1 January 1998, it would be a requirement for new proprietors to attend the seminar before registration or alternately, if that is not possible, a condition will be placed on the certificate of registration requiring the proprietor to attend the seminar within six months of obtaining registration.

Resources & Information Kit -SRS New and Prospective Proprietors Information Seminar

Registration contact

To register please contact Executive Assistant to the Residential Services Unit on 9096 6964 or email srs@dhs.vic.gov.au

A Certificate of Attendance will be awarded to participants for the sessions attended.

Resources & Information Kit - SRS Resources List

Publications

There are a range of publications and resources with more information about SRSs, how they operate and what they provide.

Documents to download



[SRS resident's handbook - A guide for residents of SRSs \(346kb, pdf\)](http://www.health.vic.gov.au/srs/downloads/srsresi.pdf)

(www.health.vic.gov.au/srs/downloads/srsresi.pdf)



[Your rights and responsibilities in an SRS \(142kb, pdf\)](http://www.health.vic.gov.au/srs/downloads/srsrights.pdf)

(www.health.vic.gov.au/srs/downloads/srsrights.pdf)

Considering a Supported Residential Service

Published by SRS and Accommodation Support Unit, Victorian Department of Health. A guide for carers, family members and anyone considering moving into a Supported Residential Service

Phone: (61 3) 9096 7227.



[Considering a Supported Residential Service \(365kb, pdf\)](http://www.health.vic.gov.au/srs/downloads/srshbook.pdf)

(www.health.vic.gov.au/srs/downloads/srshbook.pdf)

Design Guidelines

These are guidelines to promote appropriate design of an SRS to support the provision of care and comply with relevant codes, legislation and standards.

The current version can be obtained from the SRS website (www.health.vic.gov.au/srs/reg.htm)
Hardcopies are available by calling (61 3) 9096 6930.

Meeting the need - A guide to providing quality care in SRSs

Published by SRS and Accommodation Support Unit, Victorian Department of Health. Provides guidance to SRS proprietors on relevant legislation, standards and requirements for operating an SRS and provides for self-assessment.

All SRS proprietors should have a copy of this document or contact SRS and Accommodation Support Unit



[Meeting the need \(779kb, pdf\)](http://www.health.vic.gov.au/srs/downloads/meeting_the_need_web_version_sep2007.pdf)

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A guide to services for senior Victorians

Resources & Information Kit - SRS Resources List

Published by the Victorian Department of Health. This guide includes information about services such as aged care assessment services, pensioner concession cards, leisure activities and health information.

Copies can be obtained by calling the Seniors Centre on (61 3) 9616 8241:

A guide for families and carers to the 'how, when, what and where' of residential care

Published by the Victorian Department of Health. Copies can be obtained by calling the Seniors Centre on (61 3) 9616 8241 or visiting:

www.health.vic.gov.au/agedcare/publications/index

Where to Find:

Health Services Act 1988	Information Victoria 356 Collins Street Melbourne 1300 366 356 www.legislation.vic.gov.au/ (select Victorian Law Today then link then select Acts)
Health Services (Supported Residential Services) Regulations 2001	Information Victoria www.legislation.vic.gov.au/ (Select Victorian Statute Book then 2001 Statutory Rules)
SRS Bed Number Guidelines	Contact SRS & Accommodation Support Unit (03) 9616 7727
Recreation Handbook for People with Disabilities	www.health.vic.gov.au/agedcare/publications/index.htm
Building Code of Australia	www.abcb.gov.au/index.cfm?fuseaction=ProductList
SRS Design Guidelines	SRS & Accommodation Support Unit, Rural & Regional Health & Aged care Services 9096 6930

Resources & Information Kit - SRS Resources List

Business Resources:

Business Licence Information Service (BLIS)	Information and application forms on permits, licences and regulations involved with starting and operating a business 13 22 15 www.business.channel.vic.gov.au/blis
Small Business Counselling Service Inc.	Non-profit business advisory/counselling service provided by experienced business people www.sbcs.org.au
Victoria Business Line	Solicitors, accountants and consultants willing to provide assistance free of charge for the first hour 13 22 15 Information and referral service – general information on starting and running a business, handling disputes and referral to other organisations offering specialised assistance 13 22 15 Workshops and seminars offered on subjects like buying a business, financing business growth, tendering to government 13 22 15
Consumer & Business Affairs Victoria	Registering business names, legislative requirements and other advice given on running a small business www.consumer.vic.gov.au
Victorian Business Channel	Comprehensive business related information and services from State, Commonwealth & local government. Includes information on topics such as business planning and choosing a name plus more. www.business.channel.vic.gov.au
Pre-business Workshops	Provides guidance for new starters in small business 1800 136 034
Other Websites	Small Business support www.businessaccess.vic.gov.au Useful links www.smallbusiness.info.au/links.htm

Business/Industry Associations:

Victorian Employers' Chamber of Commerce & Industry (VECCI)	1800 672 731 www.vecci.org.au/
Residential Care Association	Carol Allen 9808 3855 Email: info@rca.asn.au
Victorian Hospital's Industrial Association	23 Wellington St, St Kilda 3182 www.vhia.com.au/vhia.nsf/weben/HR%20Services

Resources & Information Kit - SRS Resources List

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Where to get information about care issues:

Alzheimer's Association Victoria	1800639331
Dementia Help Line (information and support for those caring for older people with dementia)	1800 639 331
National Behaviour Advisory Service (for carers and workers caring for people with dementia and behavioural issues, accessing respite care)	1300366448
ARBIAS (for residents with an acquired brain injury)	94177071
Headway (for people with brain injury)	9642 2411
Carers Victoria	9650 9966
Information and support for carers	1800 242 636
Aged Persons Mental Health Service Victorian Department of Health	9616 7777
National Association for Loss and Grief	9331 3555 or freecall country Victoria 1800 100 023
National Ageing Research Institute (NARI)	83872148
Office of the Public Advocate	9603 9500
Residential Care Rights	9602 3066
Aged Care Information Line (about high and low care facilities)	1800500853
Quality Care for Older Australians Aged Care fact sheets, Commonwealth Department of Health and Aged Care	1800500853