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ADOPTION ACT 1994

**ADOPTION REGULATIONS
1995**

WESTERN AUSTRALIA

ADOPTION REGULATIONS 1995

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ADOPTION ACT 1994
ADOPTION REGULATIONS 1995

Made by His Excellency the Governor in Executive Council.

PART 1 — PRELIMINARY

Citation

1. These regulations may be cited as the *Adoption Regulations 1995*.

Commencement

2. These regulations come into operation on the day on which the *Adoption Act 1994* comes into operation.

Interpretation

3. In these regulations, a reference to “the Act” includes a reference to these regulations.

Repeal

4. The *Adoption of Children Regulations 1986* are repealed.

PART 2 — PRIVATE ADOPTION AGENCIES

Interpretation

5. In this Part —

“**licence**” means a licence provided for by section 9 of the Act;

“**principal officer**”, in relation to a private adoption agency, includes a person who is acting in the office of principal officer of the agency.

Functions that may be performed under licence

6. (1) The functions that may be performed under a licence are those referred to in the provisions of the Act set out in the Table to this regulation that would otherwise be performed by the Director-General.

Provision	TABLE Description of function
section 12	appoint adoption applications committees for the agency
section 16	provide certain information and assistance to prospective birth parents
section 18 (1) (e)	accept delivery of form of consent to adoption
section 21	notify a man who may be the prospective adoptee's father
section 23	accept service of revocation of consent form
section 24	apply for an order to dispense with a person's consent to a child's adoption
section 25	apply for an order to dispense with a requirement to serve notice under section 21 (1) or to extend the period for service of notice
section 37	inform and counsel prospective adoptive parents
sections 38 and 39	consider applications from prospective adoptive parents
section 40	appoint persons to prepare assessment reports
section 43	perform certain duties in relation to the decisions of adoption applications committees
section 44	keep and maintain registers
section 45	perform certain duties in relation to the selection of prospective adoptive parents

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sections 46 and 50	perform certain duties in relation to the negotiation of adoption plans, selection of prospective adoptive parents and make related applications
sections 48, 49, 51, 52, 53 and 56	place prospective adoptees
section 54	supervise placements
section 55	decide who should agree adoption plans
sections 58 and 61	prepare reports for Court's use in proceedings for adoption orders
section 134	appoint representatives for children
section 139	supervise children adopted outside Australia

(2) The functions that may be performed under a licence also include those referred to in the provisions of Parts 4 and 5 of these regulations as are relevant to the sections of the Act set out in the Table in subregulation (1) where those functions would otherwise be performed by the Director-General.

Requirements to be satisfied by applicants

7. A body corporate can only apply to the Minister for a licence if it —
- (a) carries on activities or is formed for purposes consistent with the welfare and best interests of children; and
 - (b) does not carry on activities and was not formed for the purpose of trading or securing a pecuniary profit to its members.

Procedure for licence and renewal applications

8. An application for a licence or for a renewal of a licence is to —
- (a) be in writing;
 - (b) be in a form approved by the Minister;
 - (c) state the address of —
 - (i) the principal office of the applicant; and
 - (ii) the premises at which will be kept the records and documents relating to the conduct of adoption services;
 - (d) nominate a person to be the principal officer of the proposed private adoption agency and the persons who would act as the principal officer of the agency when the principal officer is unavailable; and
 - (e) provide information relating to the applicant that may be required by the Minister for making a decision in relation to the application.

Issuing and renewing licences

9. The Minister may issue or renew a licence but is not to do so if it appears to the Minister that the applicant —

- (a) is not or is no longer a person to which regulation 7 applies;
- (b) is not or is no longer a suitable person to conduct adoption services having regard to —
 - (i) the qualifications;
 - (ii) the experience;
 - (iii) the character; or
 - (iv) the availability,

of any person, who, if the licence were to be issued or renewed, would take part in the management or control of the applicant or conduct adoption services on behalf of the applicant,

or on the ground of any other relevant consideration.

Conditions etc. of licences

10. The Minister may issue or renew a licence subject to conditions and restrictions set out in, or provided with, the licence.

Notification of application results

11. The Minister is to cause each person who applies for the issue or renewal of a licence to receive written notice of the result of the application.

Not transferable

12. A licence is not transferable.

Duration of licence

13. A licence has effect for 3 years from the day specified in the licence as the commencement date.

Renewal of licence

14. (1) A private adoption agency that wishes to have a licence renewed must apply for the renewal before the expiration of the licence.

(2) A licence that is renewed has effect for 3 years from the expiration of the previous licence.

Offences in relation to licence applications

15. A person must not, in relation to an application for the issue or renewal of a licence, provide information in written or oral form that the person knows to be —

- (a) false or misleading in a material particular; or
- (b) likely to deceive in a material way.

Penalty: \$2 000.

Revocation or suspension of licence

16. (1) The Minister may revoke or suspend a licence if the private adoption agency —

- (a) is no longer a suitable person to conduct adoption services, having regard to all relevant considerations including the matters referred to in regulation 9;
- (b) has contravened, or failed to comply with —
 - (i) a provision of the Act; or
 - (ii) the terms of the licence or a condition or restriction attached to it;

or

- (c) had, in relation to its application for the issue or renewal of the licence, provided information in written or oral form that the agency knew to be —
 - (i) false or misleading in a material particular; or
 - (ii) likely to deceive in a material way.

(2) A revocation or suspension of a licence is not effective unless the Minister has —

- (a) caused written notice of the intention to revoke or suspend the licence to be served personally or by certified mail on the agency's principal officer, stating the grounds on which the revocation or suspension is to be made and allowing the agency 21 days within which to respond to the notice;
- (b) considered the response of the private adoption agency made within that time; and
- (c) caused written notice of the revocation or suspension to be served personally or by certified mail on the agency's principal officer, stating the grounds on which the revocation or suspension is made.

(3) Despite subregulation (2), if it appears to the Minister that circumstances are of sufficient gravity to warrant the immediate suspension of a licence, the Minister may suspend the licence without complying with paragraphs (a) and (b) of that subregulation.

Appeal against refusal, revocation, suspension or terms of licence

17. (1) If the Minister —

- (a) refuses an application for a licence or renewal of a licence;
- (b) revokes or suspends a licence; or
- (c) attaches to a licence any condition or restriction that is not acceptable to the licensee,

the person affected by the Minister's decision may appeal to the District Court on the ground that the Minister made an error of law or of fact in making the decision.

(2) An appeal is to be made within 21 days of the day of service of the notice of the Minister's decision or such further period as the District Court allows, but an appeal cannot be instituted after 4 months from the day of service of the notice.

(3) Subject to subregulation (2), an appeal is to be made and determined in accordance with the *District Court (Appeal) Rules 1977*, and for the purposes of rule 30 of those rules —

- (a) a reference in rule 30 to an authority is to be taken to be a reference to the Minister;
- (b) a reference in those rules to a magistrate is to be taken to be a reference to the Minister; and
- (c) a reference in those rules to clerk of a Local Court is to be taken to be a reference to the Director-General.

(4) Effect is to be given to the decision of the District Court on an appeal.

Status of Minister's decision pending appeal

18. (1) If an appeal is instituted under this Part in relation to a decision of the Minister, the decision continues to have effect pending the appeal unless the District Court otherwise orders.

(2) The District Court may, at any time before the completion of the appeal, make an order as to the operation or otherwise of the decision and may revoke or amend an order made under subregulation (1).

Issue of licences etc. to be published in *Gazette*

19. (1) The Minister is to cause to be published in the *Gazette* notice of the following —

- (a) an issue of a licence;
- (b) a renewal of a licence;
- (c) the revocation or suspension of a licence; and
- (d) the variation or quashing of a decision of the Minister, on appeal to the District Court.

(2) A notice under subregulation (1) is to specify —

- (a) the name of the private adoption agency;
- (b) the address of the principal office of the private adoption agency; and
- (c) any conditions and restrictions attaching to the licence.

Acts of principal officer deemed acts of agency

20. Acts or omissions of —

- (a) the principal officer;
- (b) a person acting with the authority or approval of the principal officer; or
- (c) a person acting on behalf,

of a private adoption agency are to be treated, for the purposes of these regulations, as the acts or omissions of the private adoption agency.

Effect of expiry or revocation of licence

21. If a licence expires or is revoked —

- (a) all records and documents held by or under the control of the former licensee and which relate to the conduct of adoption services become, by force of this regulation, the property of the Director-General on the expiry or revocation;
- (b) the Director-General may arrange for the names of persons listed in a register under section 44 of the Act that was held by the former licensee to be transferred to the register of the Director-General or another private adoption agency; and
- (c) the Director-General may arrange for the Director-General or another private adoption agency to conduct the adoption services that were being conducted by the former licensee and may give the records and documents to the agency for that purpose.

Effect of suspension of licence**22. If a licence is suspended —**

- (a) then for the period of the suspension, the Director-General may take possession of all records and documents held by or under the control of the agency whose licence is suspended and which relate to the conduct of adoption services; and
- (b) the Director-General may arrange for the Director-General or another private adoption agency to conduct, during the period of the suspension, the adoption services that were being conducted by that agency.

Power of entry and offence

23. (1) The Director-General or a person authorized by the Director-General may, during business hours, enter premises at which are kept records and documents relating to the conduct of adoption services and may inspect and take copies, notes or extracts of, and take possession of, the records or documents.

(2) A person must not hinder or obstruct the Director-General or an authorized person in the exercise of a power conferred by this regulation.

Penalty: \$2 000.

PART 3 — ADOPTION APPLICATIONS COMMITTEES**Interpretation**

24. In this Part —

“committee” means an adoption applications committee;

“member” means a member of an adoption applications committee.

Membership etc.

25. (1) A committee is not to have more than 8 members.

(2) A person may be appointed to be a member of a committee by virtue of the position or office held by that person.

(3) A committee may invite a person who has relevant knowledge and experience in relation to a matter relevant to a particular application to assist the committee in its consideration of the application.

Presiding member

26. The presiding member of a committee is to be appointed —

(a) if the Director-General appointed the committee, by the Director-General; or

(b) if a private adoption agency appointed the committee, by the agency's principal officer.

Deputies

27. (1) If the presiding member is not available to act, the deputy presiding member is to act in his or her place.

(2) The presiding member of a committee is to appoint a deputy presiding member and if the presiding member is unable to make the appointment then the deputy presiding member is to be appointed —

(a) if the Director-General appointed the committee, by the Director-General; or

(b) if a private adoption agency appointed the committee, by the agency's principal officer.

(3) If no independent member referred to in regulation 31 (b) is available to act then a person is to be appointed to act in the place of an independent member —

(a) if the Director-General appointed the committee, by the Director-General; or

(b) if a private adoption agency appointed the committee, by the agency's principal officer.

Term of member's office

28. (1) A member holds office for such period, not exceeding 3 years, as is specified in the instrument of his or her appointment, and, in the case of a private adoption agency, for the duration of the licence of the agency, whichever is the shorter term.

(2) A member is eligible for re-appointment.

(3) A member, unless he or she sooner resigns or is removed from office, continues in office until his or her successor comes into office, even if the period for which he or she was appointed has expired.

Extraordinary vacancies

29. (1) A member may resign from office by notice in writing delivered —

- (a) if the Director-General appointed the committee, to the Director-General; or
- (b) if a private adoption agency appointed the committee, to the agency's principal officer.

(2) The Director-General or principal officer of a private adoption agency (as the case requires) may remove a member from office —

- (a) for —
 - (i) mental or physical inability to perform satisfactorily the duties of office;
 - (ii) neglect of duty; or
 - (iii) misconduct;
- (b) if the member is persistently absent without leave or reasonable excuse from committee meetings of which the member has had notice;
- (c) if the member ceases to hold the office or qualifications by virtue of which the member was appointed to the committee; or
- (d) if extraordinary circumstances render inappropriate the continuation of the person's membership of the committee.

(3) An extraordinary vacancy occurs if a member dies, resigns from or is removed from office or no longer holds the position or office by virtue of which he or she had become a member.

(4) If an extraordinary vacancy occurs, the Director-General or the principal officer of the private adoption agency (as the case requires) is to appoint, in accordance with section 14 of the Act, another person to be a member for the residue of the former member's term.

Committee meetings

30. (1) The first meeting of a committee is to be convened by the presiding member and subsequent meetings are to be held at such times and places as the committee determines.

(2) The committee may hold ordinary meetings at an interval to be determined by the committee and special meetings as required for the performance of the committee's functions.

Quorum

31. Four members constitute a quorum for a meeting of the committee and —

- (a) either the presiding member or the deputy presiding member must be present and preside at the meeting; and
- (b) at least one of the members who —
 - (i) in the case of a committee having been appointed by the Director-General, is independent of the Department; and
 - (ii) in the case of a committee having been appointed by a private adoption agency, is independent of the agency,must be present at the meeting.

Voting

32. (1) Each member who is present at a committee meeting is entitled to one vote.

(2) In the case of an equality of votes the presiding member has a casting vote in addition to his or her deliberative vote.

Minutes

33. The presiding member of a committee is to ensure that an accurate record is kept and preserved of the proceedings at each meeting of the committee.

Disclosure of interests

34. (1) A member who has a direct or indirect interest, other than as a member, in a matter before the committee —

- (a) must disclose the nature of the interest to the committee as soon as practicable after the person becomes aware of the matter; and
- (b) must not take part in any discussion or decision of the committee in relation to the matter without the approval of the committee.

Penalty: \$2 000.

(2) A disclosure made by a person under this regulation is to be recorded in the minutes of the meeting in relation to the matter.

Remuneration of some adoption applications committee members

35. A member who is independent of the Department and if relevant, the private adoption agency, is entitled to such remuneration and allowances as the Director-General from time to time determines.

PART 4 — PROSPECTIVE ADOPTIVE PARENTS***Division 1 — Applications to be prospective adoptive parents*****Definition**

36. In this Division, “application” means an application under section 38 of the Act.

Manner and time in which to commence application

37. (1) An application is to be commenced by the applicant lodging with the Director-General an expression of interest in a form approved by the Director-General.

(2) The Director-General is not to accept an expression of interest form unless —

(a) each applicant —

(i) has attended an adoption information session held by the Director-General; and

(ii) has read the information provided by the Director-General on the eligibility criteria for an application under section 38 of the Act,

and has completed a statement to that effect in the expression of interest form;

(b) evidence in relation to the matters referred to in section 39 of the Act that are to be satisfied by each applicant is provided with the form; and

(c) the form is lodged within 12 weeks of the attendance at the adoption information session referred to in paragraph (a).

(3) The Director-General is to advise in writing each person who lodges an expression of interest form as to whether or not each applicant has satisfied the matters referred to in section 39 of the Act relevant to that person and, if so, that any invitation to proceed with the application will be at the time and in the manner provided for in regulation 38.

Manner and time in which to proceed with application

38. (1) The Director-General may, from time to time, invite any person whose expression of interest under regulation 37 has been accepted to proceed with the application.

(2) The Director-General is to determine the time when any application may be proceeded with having regard to —

(a) the number and requirements of children who have, or may reasonably be expected to, become available for adoption during a particular period of time;

- (b) the number and attributes of persons whose names are already registered under section 44 of the Act; and
 - (c) any other relevant matter.
- (3) An invitation under this regulation —
- (a) must be in writing; and
 - (b) is to be sent to applicants in the chronological order in which the respective expressions of interest were lodged unless —
 - (i) wishes have been expressed under section 45 of the Act by the birth parent of a child and the Director-General is seeking prospective adoptive parents whose attributes would be consistent with those wishes; or
 - (ii) the applicant has expressed an interest in adopting children who are siblings or a child who (in the opinion of the Director-General) has a disability, is more than 12 months old or is from outside Australia.
- (4) An applicant who wishes to proceed with an application after having been invited to do so is to —
- (a) pay the fee referred to in Part 9 unless the applicant is exempted under that Part from paying a fee; and
 - (b) provide to the Director-General, in a form approved by the Director-General, particulars that will be relevant to —
 - (i) the assessment of the suitability of the applicant for adoptive parenthood; and
 - (ii) the placement of prospective adoptees with the applicant.

Division 2 — Assessments and placements

Costs of providing information for assessments

39. Where an applicant is required by a person appointed under section 40 of the Act to provide information for the purposes of the assessment report, the applicant is to be responsible for any costs associated with the provision of the information.

Placements to be within 12 months of approval

40. Where a person has been approved by an adoption applications committee as a prospective adoptive parent, the Director-General is not to place a child with that person with a view to the child's adoption by that person if more than 12 months have elapsed since the date of the approval unless —

- (a) the Director-General is of the opinion that at the time of placement, the person would still be suitable for adoptive parenthood; or

- (b) an adoption applications committee has reviewed the person's current circumstances and is satisfied that at the time of placement, the person would still be suitable for adoptive parenthood.

Further restrictions on placement

41. (1) A child is not to be placed with a person with a view to the child's adoption by that person if, at the time of the proposed placement —
- (a) the adoption of any other child by the person has not been finalized; or
 - (b) the person is undertaking treatment for infertility.
- (2) The requirements of this regulation are not affected by any provision of, and cannot be changed, by any provision of an adoption plan.

Exemption

42. Subject to sections 52 and 53 of the Act, if a child cannot otherwise be placed, the Director-General may place the child with a prospective adoptive parent with a view to the child's adoption even though the prospective adoptive parent does not fulfil any of the requirements of regulation 40 or 41 which may be relevant to the placement of that child.

Division 3 — Register

Register may have divisions

43. A register under section 44 of the Act may be divided into different categories but a prospective adoptive parent's name can only be in one category at any one time.

Deletion of names from register

44. For the purposes of section 44 (2) of the Act, the name of a person may be deleted from a register if —
- (a) the person so requests;
 - (b) the person is found by an adoption applications committee to be unsuitable, or no longer suitable, for adoptive parenthood; or
 - (c) the person no longer satisfies the criteria applying to that person under section 39 of the Act.

Notification of deletion of names from register

45. For the purposes of section 44 (3) of the Act, a person whose name has been deleted from a register is to be advised, in writing sent by certified mail —
- (a) that his or her name has been deleted and the reason for the deletion; and

- (b) that he or she may apply to the Director-General in the manner set out in regulation 46 to have his or her name re-entered in the register.

Application to have name re-entered in register

46. (1) If a person's name has been deleted from a register on the basis that the person has been found by an adoption applications committee to be unsuitable, or no longer suitable, for adoptive parenthood, the person may apply to the Director-General to have his or her name re-entered in the register by —

- (a) applying in a form approved by the Director-General; and
- (b) providing with the application written evidence of the substituted decision of the committee following a review of, or appeal from, the original decision.

(2) If a person's name has been deleted from a register on the basis that the person no longer satisfies any criterion applying to that person under section 39 of the Act, the person may apply to the Director-General to have his or her name re-entered in the register by —

- (a) applying in a form approved by the Director-General; and
- (b) providing with the application written evidence in support of the proposition that, at the time of the application, the person satisfies the criteria applying to that person under that section.

Grounds for re-entering name in register

47. (1) On an application under regulation 46 (1), the Director-General is to re-enter a person's name in the register if he or she is satisfied that there has been a proper review of, or appeal from, the decision of the adoption applications committee, and it would be consistent with the outcome of the review or appeal to re-enter the person's name in the register.

(2) On an application under regulation 46 (2), the Director-General may re-enter a person's name in the register if he or she is satisfied that the person continues to satisfy the criteria applying to that person under section 39 of the Act.

Names can be re-entered in previous position

48. If the Director-General decides to re-enter a name in a register, he or she may also direct that the name be placed in the same position that it was in before the name had been deleted.

PART 5 — MEDICAL**Serology test**

49. For the purposes of section 51 of the Act, a serology test is to include testing for the diseases set out in the Table to this regulation and such other diseases as the Director-General thinks may be relevant to a particular child.

TABLE

Hepatitis B
Hepatitis C
Human Immunodeficiency Virus (HIV) infection
Syphilis.

Evidence in relation to pregnancy

50. For the purposes of section 52 (1) (a) (iv) of the Act, the means by which a female prospective adoptive parent is to provide evidence that she is not pregnant at the time of the proposed placement are as follows —

- (a) a negative result of a Beta HCG pregnancy test; or
- (b) written confirmation by a medical practitioner that the prospective adoptive parent has had a hysterectomy or otherwise does not have a uterus.

PART 6 — MESSAGES**When messages may be left**

51. For the purposes of section 79 (1), a person may leave a message for another person in relation to an adoption —

- (a) if a person has obtained identifying information under the Act about another person but has not been able to locate that person;
- (b) if the Director-General is providing mediation in relation to an adoption;
- (c) if a person has requested an information veto or a contact veto and wishes to leave information for a person who is affected by the veto; or
- (d) if a person is affected by an information veto or a contact veto and wishes to leave information for the person who requested the veto.

How messages are to be left

52. A person who wishes to leave a message is to —

- (a) apply to the Director-General to do so in a form approved by the Director-General;
- (b) satisfy the Director-General as to his or her identity;
- (c) be either 18 or more years of age or provide, with the application, the written consent of each parent or guardian to leave the message; and
- (d) before leaving a message, provide the Director-General with a statutory declaration to the effect that —
 - (i) he or she has read the regulations in relation to leaving messages;
 - (ii) the message is of a kind that is provided for by regulation 51; and
 - (iii) the message does not identify a person in respect of whom an information veto has been lodged.

Form of messages

53. A message may be in such written or recorded form as is approved by the Director-General.

For example: photographs, videotapes, audiotapes, and computer disks.

Information to be provided by Director-General

54. The Director-General is to ensure that copies of the regulations in relation to messages are available to persons who apply under this Part to leave messages and that such persons are informed of any contact veto or information veto that is relevant to the application.

Notifications by Director-General

55. (1) A person who is affected by an information veto or a contact veto and leaves a message for the person who requested the veto may also request the Director-General to contact that person and advise him or her that a message has been left.

(2) If —

- (a) a person has requested an information veto or a contact veto and leaves a message for a person who is affected by the veto; and
- (b) the person who is affected by the veto makes an enquiry to the Director-General in relation to the adoption,

the Director-General is to advise the person affected by the veto that a message has been left.

(3) If the person for whom a message has been left has been advised that the message has been left but has not collected the message, the person who left the message may request the Director-General to remind the person of the message and the Director-General may do so at such time as the Director-General thinks is appropriate.

(4) If a message is collected, the Director-General is to notify the person who left the message of the fact and date of collection.

Messages confidential

56. All messages left with the Director-General under this Part are confidential and not to be inspected by or on behalf of the Director-General.

No obligation to collect messages

57. A person does not have to collect a message if he or she does not wish to do so.

Holding and collecting messages

58. (1) A message left with the Director-General under this Part is to be held by the Director-General until —

- (a) the message is collected by the person for whom it was left; or
- (b) the message is withdrawn by the person who left the message.

- (2) A person cannot collect a message unless —
- (a) he or she satisfies the Director-General as to his or her identity;
and
 - (b) the person is 18 or more years of age or provides the written consent of each parent or guardian to collect the message.

PART 7 — CONTACT AND MEDIATION AGENCIES**Interpretation**

59. In this Part —

“**code of practice**” means a code of practice published by order of the Minister in the *Gazette* in relation to the conduct of a contact and mediation agency;

“**licence**” means a licence provided for by section 105 of the Act;

“**licensee**” means a person to whom a licence has been issued;

“**service**” means a contact or mediation service;

“**person**” means a natural person.

Information about applying for licence

60. (1) From time to time, the Minister is to cause to be published in a newspaper with circulation throughout the State and in the *Gazette*, information about how and where interested persons can apply for a licence.

(2) Nothing in subregulation (1) prevents a person from applying for a licence at any time of the year.

How to apply for licence

61. An application for a licence is to be made to the Minister in a form approved by the Minister and is to be accompanied by —

(a) either —

(i) a copy of a document which is evidence of the applicant's tertiary qualification in social work or psychology; or

(ii) a statutory declaration of a person (who the Minister thinks is appropriate) to the effect that —

(I) the applicant has had at least 2 years' full-time counselling experience in relation to adoption with such individual or body as is specified in the declaration; and

(II) the counselling was of a high quality and conducted in a manner consistent with any code of practice in effect at the time of the application;

(b) a certificate of completion of a training course in relation to providing services where the course has been approved by the Director-General;

- (c) police certificate evidence to establish that the applicant has not been convicted, within the 10 year period immediately before the application is made —
 - (i) of an offence against the law of any State or a Territory or of the Commonwealth; or
 - (ii) of an offence against the law of any overseas country where the applicant lived within that period, but only if specifically requested by the Minister;
- (d) the names and contact details of 3 persons, 2 of whom are to provide references in relation to the applicant's professional capabilities and conduct and the other of whom is to provide a character reference in relation to the applicant;
- (e) details as to each address from which the applicant intends to conduct services;
- (f) evidence as to the arrangements that the applicant has made to ensure the security and confidentiality of records in relation to services; and
- (g) any other information relating to the applicant that may be required by the Minister for making a decision in relation to the application.

Issue of licences

62. The Minister is not to issue a licence unless he or she is satisfied that —

- (a) the applicant has provided all the information required under regulation 61 and that that information and the references given in relation to the applicant establish that the applicant is in all respects a fit and proper person to hold a licence;
- (b) during the proposed licence period the applicant will be able to comply with —
 - (i) the provisions of the Act;
 - (ii) any condition or restriction to which the licence is to be subject; and
 - (iii) any code of practice in effect during the licence period;and
- (c) the applicant has not been involved in professional conduct of a nature or standard that renders the applicant unsuitable to hold a licence.

How and when to apply for renewal of licence

63. (1) An application for the renewal of a licence is to be made to the Minister in a form approved by the Minister and accompanied by —

- (a) the names and contact details of 3 persons, 2 of whom are to provide references in relation to the licensee's professional capabilities and conduct and the other of whom is to provide a character reference in relation to the licensee;
- (b) details as to each address from which the licensee intends to conduct, or continue to conduct, services; and
- (c) any other information relating to the licensee that may be required by the Minister for making a decision in relation to the application.

(2) An application for the renewal of a licence is to be made no later than 42 days before the day on which the licence is due to expire.

Renewal of licences

64. The Minister is not to renew a licence unless he or she is satisfied that —

- (a) the licensee has provided all the information required under regulation 63 and that that information and the references given in relation to the licensee establish that the licensee continues in all respects to be a fit and proper person to hold a licence;
- (b) during the previous licence period the licensee has not been convicted of any offence against the law of any State or a Territory of the Commonwealth in circumstances rendering the renewal of the licence to be inappropriate;
- (c) the licensee has not contravened, or failed to comply with —
 - (i) a provision of the Act;
 - (ii) the licence or a condition or restriction to which the licence is subject; or
 - (iii) any code of practice in effect during the licence period,in circumstances rendering the renewal of the licence to be inappropriate;
- (d) during the proposed licence period the licensee will be able to comply with —
 - (i) the provisions of the Act;
 - (ii) any condition or restriction to which the licence has been or is to be subject; and
 - (iii) any code of practice in effect during the licence period;

and

- (e) that the licensee has not been involved in professional conduct of a nature or standard that renders him or her unsuitable to continue to hold a licence.

Conditions and restrictions

65. The Minister may issue or renew a licence subject to conditions and restrictions set out in, or provided with, the licence.

Duration of licences

66. A licence may be issued or renewed for such period as the Minister thinks fit but the period cannot exceed 3 years from the day of issue or renewal of the licence.

Not transferable

67. A licence is not transferable.

Offences in relation to licence applications

68. A person must not, in relation to an application for the issue or renewal of a licence, provide information in written or oral form that the person knows to be —

- (a) false or misleading in a material particular; or
- (b) likely to deceive in a material way.

Penalty: \$2 000.

Time limit for processing applications

69. On an application for the issue of a licence, the Minister is to issue the licence or decline the application within 42 days from the day on which the application was received by the Minister, or such further time as the Minister needs to make a decision in respect of the application.

Notice of issue or renewal of licence or refusal to do so

70. (1) Where the Minister issues or renews a licence, the Minister is to cause the applicant to be served, by certified mail and no later than 28 days after the decision is made, with written notice setting out the decision.

(2) Where the Minister declines to issue a licence, the Minister is to cause the applicant to be served, by certified mail and no later than 28 days after the decision is made, with written notice setting out the decision and the reasons for the decision.

(3) Where the Minister declines to renew a licence, the Minister is to cause the applicant to be served, by certified mail and no later than 14 days before the day on which the licence is due to expire, with written notice setting out the decision and the reasons for the decision.

Provision of information

71. By 31 August each year, each licensee is to provide to the Director-General an annual report containing the following information —

- (a) the number and outcome of contacts made and mediations conducted solely by the licensee in the previous 12 month period commencing 1 July and finishing on 30 June;
- (b) the number and outcome of contacts made and mediations conducted in the previous 12 month period commencing 1 July and finishing on 30 June by the licensee in conjunction with other persons, and the names of those persons; and
- (c) the changes, if any, to any of the criteria by virtue of which the licence was issued to the licensee.

Suspension and revocation of licences

72. (1) Subject to subregulation (2), the Minister may —

- (a) suspend a licence for such period, not exceeding the remaining period of the licence, as the Minister thinks fit; or
- (b) revoke a licence.

(2) The Minister may exercise a power referred to in subregulation (1) if —

- (a) during the licence period the licensee has been convicted of an offence against the law of any State or a Territory of the Commonwealth in circumstances rendering the continued holding of a licence by the licensee to be inappropriate;
- (b) the licensee has contravened, or failed to comply with —
 - (i) a provision of the Act;
 - (ii) the licence or a condition or restriction to which the licence is subject; or
 - (iii) any code of practice in effect during the licence period, in circumstances rendering the continued holding of a licence by the licensee to be inappropriate;
- (c) the licensee no longer satisfies the criteria required to be satisfied by an applicant for the issue or renewal of a licence;
- (d) the licensee has been involved in professional conduct of a nature or standard that renders him or her unsuitable to continue to hold a licence; or

- (e) the licensee had, in relation to his or her application for the issue or renewal of the licence, provided information in written or oral form that the licensee knew to be —
 - (i) false or misleading in a material particular; or
 - (ii) likely to deceive in a material way.

Notice of suspension, revocation

73. (1) If The Minister suspends or revokes a licence, he or she is to cause written notice of the decision to be served on the licensee within 3 working days from the day on which the decision was made, stating the grounds on which the decision was made.

(2) A person who has received notice under subregulation (1) must comply with any directions of the Minister in relation to delivering up the licence.

Penalty: \$2 000.

(3) If a licence is suspended under this regulation it is to be treated as being of no effect during the period of suspension.

Minister to investigate if information received

74. Where the Minister or the Director-General receives information to the effect that there may be a ground for the suspension or revocation of a licence in relation to a licensee, the Minister is to conduct such investigations as satisfy the Minister that the ground can, or cannot, as the case may be, be established in relation to the licensee.

Effect of suspension

75. Where the Minister has suspended a licence —

- (a) the Minister is to reinstate the licence if and when the Minister is satisfied that the licensee is fit to resume conducting services; and
- (b) the Minister may subsequently revoke the licence if and when the Minister is satisfied that the licensee is not fit to resume conducting services.

Effect of revocation

76. A person who has had his or her licence revoked is, by force of this regulation, to be treated as being disqualified from re-applying for a licence for such period as is set out by the Minister in the notice of revocation, but that period cannot exceed 10 years.

Appeal against refusal, revocation, suspension or terms of licence

77. (1) If the Minister —
- (a) refuses an application for a licence or renewal of a licence;
 - (b) revokes or suspends a licence; or
 - (c) attaches to a licence any condition or restriction that is not acceptable to the licensee,

the person affected by the Minister's decision may appeal to the District Court on the ground that the Minister made an error of law or of fact in making the decision.

(2) An appeal is to be made within 21 days of the day of service of the notice of the Minister's decision or such further period as the District Court allows, but an appeal cannot be instituted after 4 months from the day of service of the notice.

(3) Subject to subregulation (2), an appeal is to be made and determined in accordance with the *District Court (Appeal) Rules 1977*, and for the purposes of rule 30 of those rules —

- (a) a reference in rule 30 to an authority is to be taken to be a reference to the Minister;
- (b) a reference in those rules to a magistrate is to be taken to be a reference to the Minister; and
- (c) a reference in those rules to a clerk of a Local Court is to be taken to be a reference to the Director-General.

(4) Effect is to be given to the decision of the District Court on an appeal.

Status of Minister's decision pending appeal

78. (1) If an appeal is instituted under this Part in relation to a decision of the Minister, the decision continues to have effect pending the appeal unless the District Court otherwise orders.

(2) The District Court may, at any time before the completion of the appeal, make an order as to the operation or otherwise of the decision and may revoke or amend an order made under subregulation (1).

Application for licence after revocation period

79. Where a person's licence has been revoked and any period during which the person was disqualified from re-applying for a licence has passed, the person may re-apply for a licence but only if —

- (a) the application is made and considered as if it were an application for the issue, not the renewal, of a licence; and
- (b) the person provides evidence to support the proposition that the circumstances in which the licence was revoked no longer apply

and that there is no reasonable prospect of those circumstances arising if the licence is re-issued.

Issue of licences etc. to be published in *Gazette*

80. (1) The Minister is to cause to be published in the *Gazette* notice of the following —

- (a) an issue of a licence;
- (b) a renewal of a licence;
- (c) the revocation or suspension of a licence; and
- (d) the variation or quashing of a decision of the Minister, on appeal to the District Court.

(2) A notice under subregulation (1) is to specify the name and address of the person to whom the notice applies.

PART 8 — MISCELLANEOUS***Division 1 — Identification*****Proving identity**

81. If under the Act a person is required to prove, or satisfy another person as to, his or her identity, the person is to prove his or her identity in accordance with this Division.

Proof by single document

82. A person may prove his or her identity by producing for inspection one of the following —

- (a) the person's current motor driver's licence but only if it bears a photograph of the person;
- (b) the person's current passport; or
- (c) an identification card issued to the person by —
 - (i) a tertiary education institution; or
 - (ii) the Public Service,but only if it bears a photograph of the person.

Proof by 2 documents

83. If a person cannot prove his or her identity in accordance with regulation 82, the person may prove his or her identity by producing for inspection —

- (a) any one of the following —
 - (i) a certificate or an extract from a certificate of the person's birth;
 - (ii) a certificate of the person's marriage;
 - (iii) a certificate of the person's citizenship of, or naturalisation in, a country;
 - (iv) if the person's name has changed, the deed poll (or corresponding document from outside this State) by which the change of name was effected; or
 - (v) a document issued by the department of the public service of the Commonwealth principally responsible for assisting the Commonwealth minister for immigration, which establishes the person's identity;

plus

- (b) any one of the following —
- (i) the person's current motor driver's licence (without a photograph of the person);
 - (ii) an identification card issued to the person (without a photograph) by —
 - (I) a tertiary education institution; or
 - (II) the Public Service;
 - (iii) the person's Medicare card;
 - (iv) a social security card issued to the person;
example: a Health Benefit Card, a Health Care Card, a Pensioner Health Benefits Card/Travel Card or a Veterans Health Benefits Card issued by the Department of Social Security or the Department of Veterans' Affairs of the Commonwealth or a concession card issued by a department of the Public Service of this State;
 - (v) a statement not more than 12 months old or a current card issued to the person by a bank or other financial institution in relation to an account held by the person or a credit facility provided to the person;
 - (vi) the current notice of assessment for council, water or land tax rates in relation to the person's property;
 - (vii) an account for the person's use of a telephone or power within the previous 6 months; or
 - (viii) the person's income tax assessment notice for the previous financial year.

Proof by other means

84. If a person cannot prove his or her identity in accordance with either regulation 82 or 83, the person may prove his or her identity by producing for inspection —

- (a) the statutory declaration of a person who has known the first-mentioned person for at least 12 months and who is unrelated to that person; or
- (b) such other proof as may be required by the Director-General.

Division 2 — Court records

Court documents to be specified in authority

85. If a person applies under section 82 of the Act for access to the record of proceedings in a court in relation to an adoption or a proposed adoption and the Director-General decides to give his or her authority for the applicant to

have access to the record, the Director-General is to specify in the authority each document constituting the record to which the applicant may have access.

What constitutes Family Court record of proceedings

86. (1) For the purposes of regulation 85, the following documents are to be taken as constituting the record of proceedings in the Court —

- (a) each form signed by a birth parent of the child in which the birth parent consented to the child's adoption;
- (b) if relevant, each Application to Dispense with Consent(s) being Form 4 in the Second Schedule to the *Adoption of Children Rules 1970*¹;
- (c) the application for the adoption order;
- (d) the adoption order;
- (e) if relevant, the order discharging the adoption order; and
- (f) in the case of an applicant who is the adoptee, that portion of any document naming the adoptee's birth father but only if the birth father had provided evidence, accepted by the Court, by which he admitted that he was the father of the child.

(2) For the purposes of subregulation (1), if the adoption was conducted under the *Adoption of Children Act 1896*², a reference in that subregulation to an adoption order is to be taken to be reference to an order of adoption within the meaning of that Act.

¹Repealed by the *Adoption Rules 1995*.

²Repealed by the *Adoption Act 1994*.

PART 9 — PAYMENT FOR SERVICES**Fee on proceeding with application to be prospective adoptive parent**

87. The fee for the purposes of regulation 38 (4) (a) is \$750.

Exemptions from paying fee

88. A person who has applied to adopt a child who (in the opinion of the Director-General) has a disability is exempted from paying the fee referred to in regulation 87.

Responsibility for other costs not affected

89. Nothing in this Part affects any requirement of a person to pay —

- (a) fees charged by a private adoption agency in relation to services provided by it in accordance with its licence; or
- (b) legal costs associated with an application to the Court by the person for an adoption order.

By His Excellency's Command,

M. C. WAUCHOPE, Clerk of the Council.

