



Notify the Commission of certain matters within 14 days

Effective governance and leadership are vital to ensuring the safety and quality of aged care and positive experiences of older people.



These responsibilities align to the organisational requirements in Standard 8 as well as elements of Standards 6 and 7 of the Quality Standards.



They apply to approved providers of residential, home and flexible care, including short-term restorative care.



If you operate under a grant agreement such as the Commonwealth Home Support Programme or National Aboriginal and Torres Strait Islander Flexible Aged Care Program, these responsibilities do not apply to your service.

You need to notify the Commission of changes that relate to key personnel and material changes that may impact your suitability to provide aged care. It is important that the Commission is aware of these to support you to manage any related risks.

You need to notify the Commission within 14 days of:



the discovery of a material change to your suitability as an approved provider



any change to key personnel including:

- the commencement or end of employment of key personnel
- a change of circumstance relating to key personnel suitability.

How



You must submit a [Notification form](#) to communicate the above changes.

You need to keep records of the notification and matters relating to the circumstances prompting the notification. This includes your decision-making process and any supporting documentation.

Key information

- [Notification Form: Guide for approved providers](#)
- [Governing for Reform in Aged Care Program](#)
- [Provider responsibilities relating to governance: Guidance for approved providers November 2022](#)

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Write

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