



Responsible person details update form

Not all updates to a responsible person require a [Change in circumstances form](#).

You must submit a Change in circumstances form if you need to notify us of:

- adding a responsible person
- removing a responsible person
- a change to the suitability of a responsible person.

If a responsible person's details have changed, you can request an update to their existing GPMS record by completing this form.

What you can update using this form

You can use this form to update the following information:

- title
- name
- preferred name
- principal purpose (for example, responsible for executive decisions)
- job role
- position title
- email address
- primary phone number
- alternate phone number
- time zone
- location
- key contact status

How to complete the form

Make sure you review the responsible person's details in GPMS before you start. **You must complete all fields in the form.**

We cannot update the record in GPMS if any field is incomplete, even if only some details are changing.

Privacy and your personal information

Your personal information is protected by law, including by the *Privacy Act 1988* (including the Australian Privacy Principles) and the *Aged Care Act 2024*.

We collect, use and disclose personal information to carry out our functions under the *Aged Care Act 2024*.

We use the information in this form to update your provider records, or to inform other regulatory activities.

We may share the information on this form with the Department of Health, Disability and Ageing, and with other state and Australian Government agencies, where allowed or required by law.

You can find more information about how we collect, use, disclose and manage your personal information in our privacy policy.

Complete the form

Please email the completed form to providernotifications@agedcarequality.gov.au

The email must be sent by a responsible person listed in GPMS.

Provider details	
Registered provider name	
Registered provider ID	PRV-
Responsible person details	
Responsible person ID	CON-
Title (Mr, Mrs, Ms, Miss, Mx, Dr)	
First name	
Middle name	
Last name	
Preferred name	
Date the responsible person started using their new name (DD/MM/YYYY)	
Former first name (enter N/A if no name change)	
Former middle name (enter N/A if no name change)	
Former last name (enter N/A if no name change)	
Contact relationship to be updated	CRL-
Principal purpose Select at least one that applies:	<p>Responsible for executive decisions</p> <p>Authorised or responsible for (or has significant influence over) planning, directing or controlling the activities of the business</p> <p>Responsible for day-to-day operations of an approved residential care home or service delivery branch</p> <p>A registered nurse responsible for management of the nursing services</p>

Role details	
Job role code from OSCA Enter one code that best describes this role (for example 1211 Chief Executives and Managing Directors)	
Position title (role title)	
Email address	
Primary phone number	
Alternate phone number	
Time zone (Brisbane, Sydney, Perth, Darwin, Adelaide, Lord Howe Island)	
Day/s this contact is available (add relevant days)	
Hours this contact is available	Time from: _____ Time to: _____
What type of contact is this responsible person? Select any that apply:	Key contact Contact or notification of Commission documents and communications Finance contact Member of governing body Contact for Commission audit (if applicable)
Start date (DD/MM/YYYY)	

Approved Residential Care Home (ARCH) location details

Is this person associated with an ARCH?

Yes – associated with an ARCH

ARCH name

ARCH ID

(The ARCH ID may display as SRV ID in GPMS)

No – an ARCH association is not applicable to this role

Details of person completing this form




Full name

Role or position

Phone

Email

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-  1800 951 822
-  agedcarequality.gov.au
-  Aged Care Quality and Safety Commission
GPO Box 9819, in your capital city

Find this resource online

agedcarequality.gov.au/providers/provider-governance/notifying-us-change-circumstances/responsible-person-changes

