Changes of Circumstances - Responsible Persons

Steps to adding responsible persons and its connection to GPMS

Step	Suitability / Obligation	Link
1.	**Suitability and consent of the responsible person** • Organisation is responsible for making an assessment of who is responsible • The person must give consent to provide personal information per the form. • The responsible person should read the Commissions privacy policy and notice of collection before submitting the form	• Responsible person changes overview • Commissions Privacy policy • Notice of collection of personal information
2.	**Notify the commission** • Use the application, request or notifications page to: ○ Start a form ○ A registered provider ○ Change in circumstance notification ○ Add responsible person(s) ○ Download form pack	• Application, request or notifications • Overview – registration guidance including explanatory notes and evidence requirements **Instructions:** • how to find and submit change in circumstances forms
3.	**Fill out forms with relevant supporting documentation** • There are two forms to complete ○ Complete *change in circumstances form - baseform* ○ Complete the *Adding a person as a responsible person - subform* (can submit multiple subform).	*You'll need relevant supporting documentation – see below*

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4.	**Supporting documentation**
	• Job description/Job role
	• Qualifications and experience
	• Adverse findings and enforcement actions
	• Insolvency check
	• Worker screening details
	  ○ Police certificate
	  ○ Citizenship (if applicable)
		Registration Guidance:
		• Adding a person as a responsible person
		• Removing a person as a responsible person

	Submit completed forms • Access the application, request or notification page again and select submit completed forms • Fill out questions and submit • You will receive an email with a unique code/link – *this is time limited*. • Securely submit and upload forms via unique link.	• Application, request or notifications

5.	**Determination of suitable persons**
	• Commissioner to consider if a responsible person of a registered provider is suitable
	  ○ If suitable, will receive an email saying form is complete
	  ○ If not suitable, notice of intention to make determination – *allows for the responsible person and registered provider to make a submission for further consideration*.
	  ○ Notice of determination
		• 170 Determination relating to suitability of responsible persons of a registered provider
		
		Tip: *Consider employment contracts, volunteer agreements and role descriptions.*

6.	**Government Provider Management System - Commission** • Commission: When we finalise a notification form, we record new, ceased or updated responsible person information in GPMS. • Update responsible person details form – If a responsible persons details have changed, you can request an update to their existing GPMS record by completing the responsible person details update form.	• Responsible person changes • Responsible person details update form

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7.	**Government Provider Management System - DoHDA**
	
	• Registered providers can access the GPMS and view their responsible persons details
	• As at 1 July 2026, CHSP providers should now be able to access GPMS Organisational Tile and be able to make some updates.
	• Fields that cannot be edited include:
	  ○ Title
	  ○ Name
	  ○ Job Role
	  ○ Position Title
	  ○ Principle Responsibilities
	• Fields that can be updated include:
	  ○ Phone number
	  ○ Email address
	  ○ Days and times available
	• If you are not able to access these fields, contact GPMS team via My Aged Care service provider and assessor **helpline on 1800 836 799, option 4.**
		• GPMS Resources

Ongoing		
	Registered providers have an obligation to notify the Commissioner of certain events relating to Responsible persons. **You must notify the Commissioner within 14 days after the change or event occurs.** Notify the Commissioner when the following occurs: • An individual becomes a responsible person • An individual ceases to be a responsible person • Changes to the suitability of a responsible person These obligations relate to section 167 of Aged Care Act 2024.	***A contravention of this clause carries a maximum civil penalty of 30 penalty units (approximately $9,900)*** Compliance and enforcement Policy outlines determination of suitability of responsible persons & penalty points.

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