

Russell Kennedy - Key Personnel Package for Approved Providers



As providers would now be aware the Aged Care and Other Legislation (Royal Commission Response) Bill 2022 (the Royal Commission Response Bill 2022) passed on 2 August 2022.

What are the new obligations in relation to key personnel?

Providers must be clear about which roles and personnel constitute key personnel and ensure that they:

1. Consider the new suitability criteria before engaging the person; and
2. Notify the Commission of any changes in key personnel or any suitability matters within 14 days. This is a shorter timeframe than previously required.

It is an offence for providers and their key personnel not to comply with the legislation.

Russell Kennedy Key Personnel Pack

Our team have developed a range of resources that providers can purchase individually or as a pack to assist with your compliance requirements.

1. Key Personnel documents:

- A letter to the employee providing a summary of the regulatory context and key obligations as key personnel;
- A checklist form for the approved provider and key personnel with a declaration to be completed by key personnel for the purposes of assessing suitability and form to record the approved provider's suitability assessment; and
- A guide for the approved provider to assessing suitability.

2. Training:

- Training about the new key personnel requirements, the assessment and decision-making process, and engaging and terminating employees, including reference checking, privacy issues and employment agreements presented by webinar (75 min).
- Provision of powerpoint for ongoing use.
- Optional – Key obligations of directors as key personnel (20 min).

3. Policy:

- Review of approved provider's Key Personnel Policy.
- Review of approved provider's Key Personnel Policy for Directors.
- Template Key Personnel Policy or template Key Personnel Policy for Directors.

4. Key Personnel documents for Directors:

- A letter to the Director providing a summary of the regulatory context and key obligations of Directors as key personnel.
- A checklist form for the approved provider and Key Personnel with a declaration to be completed by key personnel for the purposes of assessing suitability and form to record the approved provider's suitability assessment; and
- A guide for the approved provider to assessing suitability.

5. Employment Agreement

- Clause for standard employment agreement, for inclusion into current template, to be tailored by the employer.
- Review of 2 other Human Resources policies for compliance with the new requirements (eg. Code of Conduct, termination of employment etc).

How do I purchase this?

To purchase any of these resources or ask any questions, please send an email to rkagedcare@rk.com.au and one of our team members will contact you.

Your Russell Kennedy key contacts



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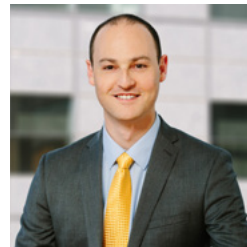
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