

Please complete and return this checklist to confirm your organisation's compliance with the new requirements under the **Aged Care Act 2024 (Cth)** and associated rules.

Return to: brokerage@lwb.org.au by **Friday 28 November 2025**.

What do I need to do?

Ensure you and your staff understand and follow the new requirements. These resources are available:

- ☐ Plain and Easy English fact sheets summarise key aspects of the Aged Care Act.
- ☐ Familiarise yourself with the Strengthened Aged Care Quality Standards. This poster is a handy guide.
- ☐ Review the Code of Conduct for Aged Care

Legal & Program Transition

- ☐ We have reviewed the Aged Care Act 2024 and Aged Care Rules 2025.
- ☐ We have accessed and reviewed the Support at Home Program Manual.
- ☐ We are actively monitoring the Department of Health, Disability and Ageing website for updates.
- ☐ *(If applicable)* We have reviewed the updated CHSP Manual.

Statement of Rights & Person-Centred Care

- ☐ We have read and understood the Statement of Rights.
- ☐ Our services uphold client rights and support **person-centred care**.
- ☐ All relevant personnel have been trained in:
 - ☐ The Statement of Rights
 - ☐ Person-centred care practices

Worker Screening

All personnel:

- ☐ Are not subject to exclusion decisions or banning orders
- ☐ Hold a valid police certificate (≤ 3 years old) with no disqualifying convictions
- ☐ We have a system for personnel to report changes in suitability.
- ☐ We will notify Life Without Barriers immediately of any suitability concerns or investigations.

Privacy, Records & Incident Management

- ☐ We protect client personal information in accordance with the **Aged Care Act 2024** and relevant privacy laws.
- ☐ We retain service records for a minimum of **7 years**.

Our processes align with Life Without Barriers and personnel have been trained in:

- ☐ Incident management and reporting
- ☐ Complaints and feedback procedures
- ☐ Whistleblower protection procedures
- ☐ Privacy and Confidentiality

Child Safety Compliance

- ☐ We have read and acknowledged Life Without Barriers' commitment to Child Safety and Wellbeing – We Put Children First
- ☐ We have read and understood Life Without Barriers' Child Protection Policy Working Together to Keep Children Safe
- ☐ We have read and acknowledged Life Without Barriers' Accountability Statement – Our Accountability Statement

To support Life Without Barriers' annual Child Safety Compliance statement, we:

- ☐ Have policies and practices in place to support child safety.
- ☐ Provide assurance to enable Life Without Barriers to truthfully sign the annual declaration.
- ☐ We have reviewed and understood the National Principles for Child Safe Organisations, the National Standards for Out-of-Home Care, and the applicable child safe standards and frameworks in our state (links available on page 4-5).

Reporting Obligations

We will notify Life Without Barriers immediately of:

- ☐ Changes in client funding or eligibility classification
- ☐ Any steps taken by or for clients to change their classification

Immunisation & Infection Control

- ☐ We provide and support correct use of **PPE** for clients and personnel.
- ☐ We have an effective **infection prevention and control system** in place.
- ☐ We ensure **hygienic practices** during service delivery.

Evidence of Service Delivery

- ☐ We keep records and evidence of service delivery.

This can include:

- Record of worker sign in and out (electronic or hand-written)
- Geolocation data that registers worker location and service times.
- Care notes, progress notes, clinical records or reports detailing episodes of service.
- Photos for the delivery of equipment and/or completion of services such as gardening or home maintenance, where there are no privacy concerns.

Service Fees and Invoicing

- ☐ We acknowledge that **service fees remain unchanged** under our current agreement with Life Without Barriers.
- ☐ We will provide itemised invoices referencing the work order received by Life Without Barriers

Ongoing Readiness

- ☐ We are aware of the commencement of the **Aged Care Act 2024** on **1 November 2025**.
- ☐ We will stay informed of any further updates or directions from Life Without Barriers.

Declaration

Organisation Name: _____

Contact Person: _____

Position: _____

Date Completed: _____

Signature: _____

Who can I talk to about these changes?

You can email us on brokerage@lwb.org.au or call 1800 879 012. Monday to Friday 8:30am to 5:00pm AEDT.

Child Safe Standards and Frameworks by Jurisdiction

Jurisdiction	Resource
National	<u>NDIS Practice Standards</u>
National	<u>National Principles for Child Safe Organisations</u>
	<u>National Standards for Out of Home Care</u>
SNAICC	<u>Keeping Our Kids Safe - Cultural Safety and the National Principles for Child Safe Organisations</u>
	<u>The Aboriginal and Torres Strait Islander Child Placement Principle: A Guide to Support Implementation</u>
ACT	<u>Children and Young People (Care and Protection Organisation) Standards 2018</u>
	<u>Aboriginal and Torres Strait Islander Reflection Flower</u>
NSW	<u>Child Safe Standards for Permanent Care</u>
	<u>Code of Practice - Specialised Substitute Residential Care Code of Practice</u>
	<u>Code of Practice Implementation Handbook for Designated Agencies and Adoption Service Providers</u>
	<u>Child Safe Standards</u>
	<u>Specialist Substitute Care</u>
NT	<u>Quality Assurance Program</u>
QLD	<u>Human Services Quality Framework</u>
	<u>Child Safe Standards</u>
	<u>Guidelines and Self-Assessment Tool for Implementing the Universal Principle and Child Safe Standards in Queensland</u>

Jurisdiction	Resource
SA	<u>QIC (Health & Community Service Standards)</u>
	<u>Child Safe Environments Program</u>
TAS	<u>Out of Home Care Standards 2022</u>
	<u>Child and Youth Safe Standards</u>
	<u>Interim Compliance Guidance for Organisations for Tasmania's Child and Youth Safe Standards and Universal Principle for Aboriginal Cultural Safety</u>
VIC	<u>Social Service Standards</u>
	<u>Child Safe Standards</u>
	<u>Short Guide to the Child Safe Standards</u>
	<u>Aboriginal and Torres Strait Islander Cultural Safety Framework Guidelines</u>
WA	<u>Better Care, Better Services: Standards for Children and Young People in Protection and Care</u>
	<u>Child Safe Organisations</u>