

Your Aged Care Compliance Readiness Checklist





From 1 November 2025, the new Aged Care Act brings stronger oversight and clearer expectations for providers.

Use this checklist to see whether your systems support the continuous compliance that provider registration requires.

1: Rights-Based Care Foundation

UNDERSTANDING AND IMPLEMENTATION

Staff understand and can demonstrate the Statement of Rights for older people

Care processes uphold dignity, choice, and safety

Your governing body understands its role in delivering rights-based care

All team members can explain how their role supports person-centered care

Onboarding includes comprehensive training on the *Statement of Rights*

2: Workforce Capability and Conduct

These requirements align with the **Aged Care Code of Conduct** and provider registration conditions.

CODE OF CONDUCT COMPLIANCE

All workers understand and follow the Aged Care Code of Conduct

Leaders meet the heightened standards for responsible persons

You can identify and address Code breaches quickly

Staff understand the consequences of non-compliance

SUITABILITY AND CAPABILITY

All workers and responsible persons meet suitability requirements (police checks, working with children checks, etc.)

Qualifications and certifications are current and verified

You can identify expiring credentials in advance

Staff have the skills and training to meet the Quality Standards

Training covers service-specific requirements (e.g., restrictive practices, dementia care)

RECORDKEEPING

Workforce records are current, complete and easily accessible

You can provide evidence of capability on request

Code of Conduct acknowledgments are documented

3: Quality, Safety and Incident Management

These requirements reflect the **strengthened Quality Standards** and registration conditions.

INCIDENT MANAGEMENT

Serious incidents are identified, managed, and reported appropriately

Staff understand what constitutes a reportable incident

You can show how incident responses protect residents' rights and safety

RESTRICTIVE PRACTICES (IF APPLICABLE)

Use is properly authorised, documented, and reviewed

Staff are trained in safe and appropriate use

COMPLAINTS HANDLING

Residents, families, and staff know how to raise concerns

Protections are in place against retaliation

Complaints are tracked, investigated, and resolved transparently

Information about the Aged Care Complaints Commissioner is available and visible

QUALITY STANDARDS ALIGNMENT

Care delivery meets the strengthened Quality Standards

Continuous improvement processes are active and documented

Leadership regularly reviews quality and safety data

4: Data and Governance Systems

These systems underpin your ability to prove compliance when it matters.

INFORMATION MANAGEMENT

You can quickly generate evidence of compliance

Protected information is managed in line with Chapter 7

Records maintain a clear audit trail

Teams have access to consistent, up-to-date workforce data

GOVERNANCE AND OVERSIGHT

Your board receives regular compliance and risk reports

Responsible persons understand their reporting obligations

Financial and Prudential Standards (where applicable) are met

Leadership has visibility into workforce risks and capability gaps

REGULATORY PREPAREDNESS

Compliance reports can be generated efficiently

Staff know how to respond to Commission information requests

Documentation supports your self-assessment of registration compliance

5: Employment Law Compliance

Separate from the Aged Care Act, but just as critical.

FAIR WORK AND AWARD COMPLIANCE

SCHADS and other modern awards are correctly interpreted

Pay, penalties, and overtime are accurately calculated

Leave and entitlements are properly tracked

Timesheets, rosters, and pay records align

WORKFORCE PLANNING

Rosters ensure appropriately qualified staff are always available

Fatigue and overtime risks are monitored

Staffing requirements (e.g., 24/7 RN coverage) are consistently met



Your Compliance Confidence Assessment

Count your ticks in each section:

Section 1 (Rights Foundation): / 5

Critical – This is the Act's core purpose

- 4–5: Strong rights-based foundation
- 2–3: Gaps in fundamental understanding
- 0–1: Urgent – this underpins everything

Section 2 (Workforce): / 10

Essential – Registration conditions require this

- 8–10: Strong workforce compliance
- 5–7: Some areas need attention
- 0–4: Significant gaps in capability demonstration

Section 3 (Quality & Safety): / 10

Critical – Central to Commission oversight

- 8–10: Robust safety and quality systems
- 5–7: Processes need strengthening
- 0–4: Major compliance risk

Section 4 (Data & Governance): / 9

Important – Enables demonstration of compliance

- 7–9: Strong systems for evidence generation
- 4–6: Systems improvements would reduce burden
- 0–3: Manual processes creating risk

Section 5 (Employment Law): / 5

Essential – Different regulator, equally important

- 4–5: Solid Fair Work compliance
- 2–3: Some payroll/roster issues
- 0–1: Significant Fair Work risk

What Your Score Means

- **35+ ticks:** Strong foundations. Maintain and optimise.
- **20–34 ticks:** Solid base but gaps to close. Focus on Sections 1–2.
- **Under 20 ticks:** Immediate action needed. Review systems and training.

How ELMO helps you stay compliant



The Aged Care Act requires providers to demonstrate ongoing commitment to rights-based care through transparent, accountable systems.

ELMO's unified HR platform helps you meet these obligations by:

- **Support rights-based care:** Track qualifications, licences, certifications, and renewals automatically
- **Demonstrate workforce capability:** Maintain verified records and automate credential alerts
- **Enable confident governance:** Give leadership visibility through real-time dashboards and audit trails

Talk to our aged care specialists about how ELMO's integrated platform can reduce administrative burden while strengthening your compliance foundation.

IMPORTANT DISCLAIMER

This checklist is designed to help aged care providers assess their readiness to demonstrate compliance with the Aged Care Act 2024. It is not legal advice and should not be relied upon as a substitute for professional legal or compliance advice.

For authoritative information about your obligations under the Aged Care Act, consult:

- **The Aged Care Act 2024 and Aged Care Rules 2025**
- **Aged Care Quality and Safety Commission guidance at www.agedcarequality.gov.au**
- **Your legal advisors**

Releasing HR's Full Potential

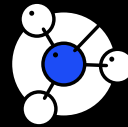
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ELMO's AI-forward HR and payroll software empowers HR professionals to lead with strategy and confidence. The platform unifies the entire employee lifecycle – from recruitment and onboarding to learning, payroll and beyond – in one secure, modular system. Backed by ISO-certified security, Australian-based data hosting and a local support model, ELMO helps organisations build reliable, scalable and future-ready people management solutions.



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