



**NDIS Quality
and Safeguards
Commission**

Dear Provider

NOTICE TO NDIS COMMISSIONER OF COVID-19 RELATED EVENTS AND CHANGES

As you will be aware, it is a condition of your registration as a registered NDIS provider that you notify the Commissioner of the NDIS Commission of any change or event that is specified in section 13 or 13A of *National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018*.

I have attached a copy of those sections to this email.

I am writing to you today to inform you of a new form that must be used to notify the Commission of any change or event specified in section 13 or 13A that relates to the impact of the COVID-19 virus, including the impact on a participant to whom you are or having been providing supports or services or one of your workers being diagnosed as having the virus.

The form is published on the NDIS Commission's [website](#) with instructions about where to send the completed form and a Commission phone number to ring if you have any enquiries about completing the form.

It is important to note that the form does not require provision of the name of any affected person or any other information that could reasonably identify the affected person. This is because health information is sensitive information for the purposes of the Australian Privacy Principles.

If you are notifying a change under section 13 you must submit the form as soon as practicable after you become aware of the change or when the change occurs (whichever is the earlier).

If you are notifying an event under section 13A you must submit the form as soon as practicable after the event occurs.

During this rapidly evolving COVID-19 pandemic the health, wellbeing and safety of NDIS participants is paramount to both you as a registered NDIS provider and to the NDIS Commission. To ensure that the NDIS Commission is aware of the impacts this pandemic is having on your business it is vital that you notify us immediately on becoming aware of the matters contained within the COVID-19 notification form.

These notifications will allow the NDIS Commission to monitor the market understand impacts and emerging risks to participants and providers. It will also allow the NDIS Commission to ensure that those within the National Disability Insurance Agency who need to know this information are made aware as we both seek to support you during this time.

Your sincerely

Graeme Head AO
Commissioner

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National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018.

13 Giving Commissioner notice of certain changes

- (1) The registration of each registered NDIS provider is subject to the condition that the provider must give the Commissioner notice of any of the following changes:
 - (a) a change to any of the provider's contact details that have been provided to the Commissioner;
 - (b) a change in the scale of the provider relating to the supports or services the provider is registered to provide, including the following:
 - (i) a change to the geographical area or areas in which the provider provides a support or service;
 - (ii) a change to the locations at or from which the provider provides a support or service;
 - (iii) a significant increase or decrease in the number of participants being provided with a support or service;
 - (iv) a significant increase or decrease in the number of workers providing a support or service on behalf of the provider.
- (2) Notice of such a change must be given to the Commissioner:
 - (a) in the form approved by the Commissioner; and
 - (b) as soon as practicable after the earlier of the following times:
 - (i) when the provider becomes aware that the change will occur;
 - (ii) when the change occurs.

13A Giving Commissioner notice of certain events

- (1) The registration of each registered NDIS provider is subject to the condition that the provider must give the Commissioner notice of any of the following events:
 - (a) an event that significantly affects the provider's ability to comply with any of the provider's conditions of registration;
 - (b) a change that adversely affects access by a person with disability to the supports or services the provider is registered to provide;
 - (c) an adverse change in the provider's financial capacity to provide any of the supports or services the provider is registered to provide;
 - (d) a significant change in the organisation or governance arrangements of the provider;
 - (e) an event, relating to the suitability of the provider to provide supports or services to people with disability, to which the Commissioner would be required to have regard under any of paragraphs 9(2)(c) to (h) if the provider were an applicant for registration as a registered NDIS provider;
 - (f) an event, relating to the suitability of the provider's key personnel to be involved in the provision of supports or services that the provider is registered to provide, to which the Commissioner would be required to have regard under any of paragraphs 10(2)(b) to (g) if the provider were an applicant for registration as a registered NDIS provider.
- (2) Notice of such an event must be given to the Commissioner:
 - (a) in the form approved by the Commissioner; and
 - (b) as soon as practicable after the event occurs.