|  |
| --- |
| The administrators/managers of the services are required to:  Provide the names of all staff members who will be authorised to use the S2S eReferral system.  Inform the Online Applications Support Team (apps@infoxchange.net.au) if a staff member leaves so that their access to S2S can be disabled.  Ensure that users of S2S comply with the Australian Privacy Act 1988 and the relevant State privacy acts. |

I, **Write your full name** from **Organisation name as per S2S** verify that the people listed on the table below are staff members of this Organisation and Service and are authorised to perform the roles as described in the S2S eWaitlist System and that they have been advised of their obligations under the Federal and State privacy acts.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Service as displayed in S2S**  (*eg. Baptcare, Northern*) | **Region** | **Username**  *(if known)* | **Name of User** | **Email Address** | **Phone** | **Job Title** | **Action Request** |
|  |  |  |  |  |  | Case Manager |  |
|  |  |  |  |  |  | Case Manager |  |
|  |  |  |  |  |  | Case Manager |  |
|  |  |  |  |  |  | Case Manager |  |
|  |  |  |  |  |  | Case Manager |  |
|  |  |  |  |  |  | Case Manager |  |
|  |  |  |  |  |  | Case Manager |  |

|  |  |
| --- | --- |
| Key Contact Person/Agency Administrator: | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone:       Email: | Date: |

To see your Organisation and Service as displayed in S2S, visit <https://waitlist.s2s.org.au/listservices.chtml>.