



Register to manage Service Capacity on HSNet

Service Name: _____

[Find your service on HSNet](#)

Service address: (for multiple locations please use separate form) _____

Service Capacity Overview:

Displaying your service capacity allows other services to quickly and easily check whether you are accepting new clients, a waitlist applies or there is no capacity available. Capacity is displayed using a traffic light system (Red, Amber, Green) with space for an optional description.

The Statement of Agreement:

- is a record of the organisation’s request to participate in displaying and updating their service capacity details regularly in HSNet.
- describes the organisation’s responsibilities as a participant.
- is an agreement to abide by the rules and policies of HSNet.

An organisation authorised to manage their service capacity on HSNet commits the organisation to establish internal systems to monitor and update their service capacity. Organisations can terminate the agreement and remove their service capacity information at any time by emailing hsnet@facs.nsw.gov.au

The NSW Department of Family and Community Services reserves the right to remove services and their staff, without forewarning, from any HSNet application for any breach of this agreement.

Add or Delete	Full Name		Staff Email Address <small>Same email used for HSNet registration</small>	Phone	Position <small>eg Care Coordinator</small>
	First	Last			

Service Capacity Update Schedule: *eg. daily, weekly, monthly*

This service will manage and update Service Capacity (Choose the appropriate time frame)	
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Management Authority (I am authorised to provide approval for the staff listed above to manage Service Capacity for the service name provided).

I,		hold the position of	
within			
Signature:	Date:	Phone:	Email:

Forward the completed form to HSNet hsnet@facs.nsw.gov.au or Fax 02 9765 3141