

Environment Online – Managing authorisations to act on behalf of an organisation

FORM 2 – Nominate a person as IT Administrator in Microsoft Entra ID

Environment Online is provided by the State of Western Australia (also called the **WA Government**) to help people connect online with the Department of Water and Environmental Regulation (the **Department**).

Completing this form is one of the requirements for setting up an organisation (entity) to access Environment Online.

Authorisations for Environment Online

An **authorisation** is permission for a person to act on an organisation's behalf. For a person to act on behalf of an organisation in Environment Online, that person must be authorised by the organisation. For example, a person can be authorised to:

- use Environment Online to transact on the organisation's behalf online; and/or
- receive information from the Department on their organisation's behalf.

Before setting up an authorisation, the organisation should make sure that any required contracts are in place between the organisation and the authorised person. Also note that an authorisation is not (and does not replace) a power of attorney. The Department recommends seeking appropriate legal advice regarding Environment Online authorisations.

Managing authorisations using Microsoft Entra ID

An organisation's own Microsoft identification authentication and access management solution (**Microsoft Entra ID**) can be used to authorise users to log in to Environment Online using the Microsoft Work Account assigned to them by their organisation. This solution is known in Environment Online as logging in to represent an entity using a Microsoft Work Account Login.

Use this application form to nominate an IT Administrator (i.e. the organisation's Microsoft Entra operator) as the contact person for Environment Online, to onboard the organisation using a Microsoft Work Account. The IT Administrator will be responsible for managing membership of the Service Administrators group and the Service User group in Microsoft Entra. (Details of these groups are provided in the form.)

This form must be completed by a person authorised to bind the organisation, being:

- a person holding a position of, at a minimum, a Director or Company Secretary role (or equivalent) within the organisation; or
- a Duly Authorised Officer (being a person who has been properly authorised in writing by the organisation, in accordance with its governing rules and structures, to act on its behalf).

Note: any application to nominate an IT Administrator will not be effective until it is approved by, and actioned by, the Department. The Department, in its absolute discretion, reserves the right to deny any application.

ORGANISATION DETAILS				
Organisation name				
Trading or business name				
Organisation ABN/ACN				
Postal or registered address				
Tenant ID (in Microsoft Entra ID)				
Service Administrators group	Group name		Group ID (in Microsoft Entra ID)	
Service Users group	Group name		Group ID (in Microsoft Entra ID)	

ORGANISATION AGREEMENT AND ACKNOWLEDGEMENT				
The organisation: • agrees to and accepts the Environment Online Terms of Use • agrees that continued usage of Environment Online includes acceptance of any amendments that may be made from time to time to the Environment Online Terms of Use; • agrees that all those persons it authorises to act on its behalf in Environment Online will also be subject to those Terms of Use; • nominates the person named below as the IT Administrator, to act as the organisation's contact person for Environment Online; • agrees to notify the Department in writing of changes to the nominated IT Administrator; and • agrees that any communication between the nominated IT Administrator and the Department regarding authorisations and access permissions is deemed to be a communication between the organisation and the Department.				
IT Administrator The organisation warrants and agrees that the nominated IT Administrator: • has permission to set up Entra Tenant and Security Group IDs to establish the Environment Online Service Users and Service Administrators Groups; • has access to full details of the organisation's user groups, including the groups listed in the Organisation Details above (Environment Online Groups); • has responsibility for, and can change, the above Tenant and the Environment Online Groups (including membership), including using the above Tenant ID and Group IDs to add persons to and remove persons from Service Administrators and Service Users groups; • can receive, accept and send notices and other information on the organisation's behalf; • will comply with any request by the Department (or any other WA Government agency) to verify their authorisation to act on the organisation's behalf, and the membership of the above Groups; and • will otherwise comply with the Environment Online Terms of Use.				
Groups The organisation warrants and agrees that: • it has verified the Tenant and Group IDs, and they are correct; • each person the organisation, through its IT Administrator, allocates to one of the Environment Online Groups in Microsoft Entra ID is authorised to act for and on the organisation's behalf in respect of Environment Online in accordance with the roles, responsibilities and abilities of Service Administrator or Service User; • it is responsible for adding and removing any person in the above Environment Online Groups; and • it is responsible for managing any permissions it grants to any person by allocating them to one of the Environment Online Groups, including whether individuals can view, edit or submit information into the system, and which information individuals can access.				
Service Administrators and Service Users The organisation warrants and agrees that persons allocated to the Environment Online Groups by the IT Administrator in Microsoft Entra ID are authorised to act for and on the organisation's behalf in respect of Environment Online in accordance with the following permissions: • Service Administrators have permission to:				

- manage access permissions for others, including staff, consultants or other external persons, to represent the organisation as Service Users (with all the permissions of Service Users set out below) for specific projects by using the Environment Online internal authorisations function to add (and remove) Service Users;
- create and manage projects and assign Service Users to them in Environment Online;
- update selected fields including entity details and invoice addresses for the organisation;
- accept applications on behalf of the organisation that have been provided by users not authorised to represent the organisation; and
- act as a Service User in Environment Online on the organisation's behalf, with all the permissions of a Service User.
- **Service Users** have permission to:
 - create, view, update, edit, submit and withdraw information (including proposals, applications, confidential attachments, declarations and consents) for projects that they have authorisation for;
 - receive, accept and send notices and other information on the organisation's behalf for projects that they have authorisation for;
 - manage instruments and their related obligations (e.g. licences and approvals); and
 - create, view and update the profile of that user.

Authorisations and identity

The organisation:

- acknowledges that the access permissions of persons allocated to the above Groups can only be cancelled by removing them from the above Groups, and the access permissions of persons authorised via Environment Online internal authorisations can only have their authorisation cancelled via the Disconnect user function in Environment Online;
- acknowledges its sole responsibility to ensure that all authorisations (including of any person executing this form) to act on its behalf are current, and that those authorised have the capacity to act on its behalf;
- acknowledges that individuals authorised by an organisation using Microsoft Entra ID will access Environment Online using their Microsoft Work Account assigned by the organisation;
- represents and warrants that:
 - it will complete a **100-point identity check** or equivalent to the same standard as a [myID standard identity strength](#) of each authorised individual prior to allocation to a Group; and
 - it is solely responsible for cancelling a person's authorisation and any permissions associated with membership in a Group; and
- acknowledges that the Department relies on the verification of the individual's identity by the organisation and does not independently check the identity of any person.

Security

The organisation agrees:

- to notify the Department immediately (in writing and giving full details), and comply with all directions of the Department, if it suspects or becomes aware of any unauthorised access to Environment Online, or any other actual or suspected data security issue, system security issue or suspicious activity in connection with Environment Online; and
- to immediately, if the Department requests, disable, suspend, restrict, remove or cancel access to Environment Online by any person, and advise the Department in writing that it has done so.
- Failure by the organisation to comply may result in full suspension of access to Environment Online. In addition, the organisation is liable for any losses or costs of the WA Government arising from that failure.

Department not responsible

The organisation acknowledges that the Department (and the WA Government) is not responsible for:

- managing or overseeing authorisations (including any authorisation of a Duly Authorised Officer), or for any authorisation or appointment that is not current;
- the disclosure of information to any unauthorised person;
- any unauthorised person carrying out a transaction (including making any applications); or
- verifying or independently checking:
 - the identity of any person accessing Environment Online;
 - the authorisation of any person who the organisation has authorised in writing to complete the authorisations in this form (the Director or Company Secretary or Duly Authorised Officer);

- any person's authority to act for and on behalf of the organisation, including those authorised through this form or via email using Environment Online's internal authorisation function;
- the authorisation of any person allocated to a Group by the organisation (including through its Microsoft Entra ID operator); or
- the information contained in this form.
- The Department takes the fact of a user being in either the Service Administrators or Service Users Group to mean that the user has been granted the requisite authority to perform all of the activities open to the user by virtue of their status as Service Administrator or Service User in Environment Online.

Declaration by Director or Company Secretary or Duly Authorised Officer:

I, _____, declare that:

- I am properly authorised to agree to the above terms and conditions on behalf of the organisation, and to appoint the below person as a Service Administrator to act on the organisation's behalf; and
- the information provided in this form is true and correct.

Signature	
Full name	
Position title	
Director ID	
Contact number	
Email	
Witness signature	
Witness name	
Date	

**DETAILS OF THE ORGANISATION'S NOMINATED
MICROSOFT ENTRA ID IT ADMINISTRATOR**

Full name	
Position title	
Organisation name	
Postal or registered address	
Contact number	
Email	
Support desk email	

Please forward a copy of this completed form to the Environment Online Support team at eosupport@dwer.wa.gov.au. Please include the Microsoft Tenant ID and Group IDs in your email for verification.