



Environment Online – Authorisation to act on behalf of an organisation

FORM 1 – Authorise a person to act as a Service Administrator in WARAM

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 WARAM

WA Relationship Authorisation Manager (**WARAM**) is a WA Government system used to manage an organisation's authorisations for some WA Government services. This solution is known in Environment Online as logging in to represent an entity using a digital identity (such as myID).

Use this application form to authorise a person to act as a Service Administrator using WARAM.

This form must be completed by:

1. 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); and
2. the person being authorised as the Service Administrator.

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

ORGANISATION DETAILS	
Organisation name	
Trading or business name	
Organisation ABN/ACN	
Postal or registered address	

ORGANISATION AGREEMENT AND ACKNOWLEDGEMENT

The organisation:

- agrees to and accepts the [Environment Online Terms of Use](#) and the [WARAM Terms and Conditions 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](#) and the [WARAM Terms and Conditions of Use](#);
- agrees that all persons it authorises to act on its behalf in Environment Online will also be subject to those same Terms of Use; and
- appoints the person named below to act as a Service Administrator for the organisation for Environment Online.

Service Administrator

The organisation acknowledges that a Service Administrator can:

- manage access permissions, and manage subsequent authorisations for others to represent the organisation in Environment Online (including inviting staff, consultants or other external persons), by:
 - using WARAM to add (and remove) other persons to be **Service Administrators** to act on the organisation's behalf, with all of the same permissions and authority as the original approved Service Administrator, including the ability to appoint further Service Administrators; and
 - using either WARAM or the Environment Online internal authorisations function to add (and remove) **Service Users** (including people external to the organisation) to act on the organisation's behalf for specific projects to which they are assigned, with all the permissions set out below for 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 User

The organisation acknowledges that Service Users can:

- 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 Service User.

Authorisations and identity

The organisation acknowledges:

- its sole responsibility to ensure 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;
- that individuals authorised by an organisation using WARAM will access Environment Online using their WARAM-approved digital identity (such as myID);
- that persons authorised via WARAM can only have their authorisation cancelled via WARAM (and that the cancellation does not take effect until it is acknowledged within WARAM);
- that persons authorised via Environment Online internal authorisations can only have their authorisation cancelled via the Disconnect user function in Environment Online; and
- that the Department relies on verification of the individual's identity by WARAM or by the organisation (as applicable) 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 (including a Service Administrator), 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 on behalf of the organisation, including those authorised through this form, through WARAM, or via Environment Online's internal authorisation function;
 - the authorisation of any person authorised by an organisation's Service Administrator; or
 - the information contained in this form.

The Department takes the fact of a user having been appointed by a Service Administrator to mean that the user is acting with the requisite authority to perform, for and on behalf of the organisation, 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 AUTHORISED WARAM SERVICE ADMINISTRATOR	
myID registered name	
myID registered email address	
Position title	
Organisation name	
Organisation ABN/ACN	
Postal or registered address	
Contact number	
Email	

Declaration by Service Administrator:

I, _____ declare that:

- I am capable of accepting an authorisation to act as a Service Administrator for the organisation specified above; and
- I accept that authorisation.

(Note that the authorisation will not take effect until it has been actioned through WARAM)

I undertake that, as a Service Administrator, I will:

- carry out only transactions and communications for which I am currently authorised by the organisation;
- cease to act as a Service Administrator (and Service User) if I cease holding the position or authority on which my authorisation is based (e.g. if I am no longer an employee of the organisation, or no longer engaged by the organisation as a consultant); and
- comply with any request made by the Department or (or any other WA Government agency) to verify my authorisation to act on behalf of the organisation.

I confirm that the information provided in this form is true and correct.

Signature	
Full name	
Position title	
Witness signature	
Witness name	
Date	

Please forward a copy of this completed form to the Environment Online Support team at eosupport@dwer.wa.gov.au