

# Authorisation

## Administrative user representative authorisation

### Authorisation of administrative user representative for an organisation with the Department of Environment and Science's Online Services

*This authorisation is to be used by organisations when assigning administrative user responsibility to an individual representing the organisation's interest for the first time in using the Department's online services. An organisation must have an authorised administrative user representative before any online access is granted to the department's online services. This authorisation will be sent to the Department of Environment and Science for review before access to the organisation's customer account will be granted. This authorisation can also be used if the organisation needs to replace an administrative user representative where the organisation no longer has access to the current administrative user representative's online services account.*

The undersigned ('the customer'), being a customer of the Department of Environment and Science (DES) online services, authorises the following online services administrative user representative, whose signature appears below, to complete business registration and to interact with DES through online services on any business matters on the customer's behalf, including maintaining customer information.

The customer also authorises the administrative user representative to authorise additional general user representatives whose authorisation will be limited to submission of applications and read only access to customer information.

Additionally, the administrative user representative will have the authority to promote a general user representative to the role of administrative user representative. More than one Administrator per Customer record will be permitted.

#### Details of authorised administrative user representative (must be over 18)

Full Name	Date of birth
Email (will be used as username)	

## Authorisation of administrative user representative for an organisation with the Department of Environment and Science's Online Services

---

The authorised administrative user representative nominated above (and any subsequent administrative representative or general user representatives authorised by the administrative user representative) has the customer's explicit authority to undertake all activities under the Biodiscovery Act 2004, Cape York Peninsula Heritage Act 2007, Coastal Protection and Management Act 1995, Environmental Protection Act 1994 (EP Act), Environmental Offsets Act 2014, Forestry Act 1959, Gurulmundi Secure Landfill Agreement Act 1992, Lake Eyre Basin Agreement Act 2001, Marine Parks Act 2004, Mineral Resources Act 1989, Mount Isa Mines Limited Agreement Act 1985, National Environment Protection Council (Queensland) Act 1994, Nature Conversation Act 1992, Newstead House Trust Act 1939, North Stradbroke Island Protection and Sustainability Act 2011, Queensland Heritage Act 1992, Recreation Area Management Act 2006, Waste Reduction and Recycling Act 2011, Water Act 2000 or any other associated legislation including any corresponding Regulations with DES in relation to activities within the department's online services

The customer acknowledges that it is the customer's responsibility to be informed of any actions undertaken by the authorised administrative user representative (and any subsequent administrative user or general user representatives authorised by the administrative user representative) on behalf of the customer.

The customer also acknowledges that the customer may be liable in the event that the authorised administrative user representative (and any subsequent administrative or general user representatives authorised by the administrative user representative) knowingly and/or intentionally gives false, misleading or incomplete statements or documents provided through the department's online services to the administering authority under the abovementioned legislation, or in circumstances where each, or any one of them, ought reasonably to have known that such misleading or incomplete statements or documents were false.

By registering to use the department's online services and by providing a nominated email address, the customer consents to the use of that information for the purpose of DES sending correspondence electronically. If the customer wishes to opt out of receiving correspondence electronically, please contact DES's Digital Operations Support Team. If the customer's engagement with DES is in relation to the *Environmental Protection Act 1994* (EP Act) please note that there are provisions within the EP Act that permits DES to communicate with the customer electronically, which is **not** reversed if the customer opts out of receiving correspondence electronically.

By providing details and signing below the customer declares that the administrative user representative is properly authorised to carry out the functions referred to in this authorisation on behalf of the customer and that DES may rely on such declaration.

### Details and signature of customer giving this authorisation (all fields must be completed)

Organisation name	
Organisation number (e.g. ACN/ARBN etc.)	Phone
Registered business address	
Postal address (if different from above)	Email

*Note: if the customer is a corporation signing must be in accordance with section 127 Corporations Act 2001 (Cth) unless signed by an attorney under a registered power of attorney (a copy of which must be provided with this authorisation).*

## Authorisation of administrative user representative for an organisation with the Department of Environment and Science's Online Services

*If customer is a corporation:*

Signed in accordance with section 127 Corporations Act 2001 (Cth):	
Name of Director/Sole Director:	Date
Signature of Director/Sole Director:	
Name of Director/Secretary:	Date
Signature of Director/Secretary:	

**OR**

*If customer is not a corporation:*

Signed for and on behalf of the organisation by:	
Full name of authorised person:	
Position of authorised person:	
Who warrants that they are duly authorised to act in that behalf	
Signature of authorised person:	Date
Signed in the presence of:	Full name of Witness:
Signature of Witness:	

### Replacing an inactive administrative user representative

If the current administrative user representative is no longer related to the customer organisation and/or cannot access the department's online services, please confirm their replacement by ticking the box below.

I authorise DES to replace the current administrative user representative details with the details outlined above.

### Authorised administrative user representative

I understand and accept the responsibilities of the authorised administrative user representative referred to in this authorisation.

# Authorisation of administrative user representative for an organisation with the Department of Environment and Science's Online Services

---

## Signature of authorised administrative user representative

Full name of authorised administrative user:	
Signature of authorised administrative user:	Date:
Signed in the presence of: Signature of Witness:	Full name of witness: