



Authority to Access mywater

Instructions to the Department for Environment and Water

This form should be completed by the Office Bearers of organisations that hold water Instruments under the *Landscape South Australia Act 2019*.

Please complete all the details on this form and return to the mywater Contact Centre via



dew.mywater@sa.gov.au

To find out more visit mywater.sa.gov.au or call **08 7133 7333**

General Guidance Note

Why do you need to fill out this form?

Your organisation's water rights are valuable. The Department for Environment and Water (DEW) requires this information from the organisation's office bearer(s) for the purposes of verifying proof of the authority of individual(s) ('natural people') who act on behalf of the organisation before any dealings in relation to the organisation's water rights can occur via mywater.

Regulations 28 and 34 of the *Landscape South Australia (Water Register) Regulations 2020* provide authority for this information to be sought.

An organisation that holds a water instrument

An organisation cannot have its own mywater login. Rather, an organisation as the holder of an instrument must authorise individuals as 'office bearers' or 'representatives' to view records and undertake certain dealings through their mywater user profile (or 'mywater login').

For an organisation to begin using mywater to deal with water instruments it holds or to manage its water related activities, the organisation's office bearers must request mywater logins.

Next, organisations must provide instructions and details of the minimum number of office bearers required to consent to a transaction relating to an instrument held by the organisation. This is because office bearer consent is necessary for various types of transactions that can be executed (on behalf of the organisation) in mywater.

Once you have completed this form, please return to DEW via email, making sure that the minimum number of office bearers and all nominated representatives request a mywater login via mywater.sa.gov.au for activation purposes.

For more information, please see the [Water Register FAQs](#).



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1. Organisation Details

Name of Organisation (the registered name of the organisation)

Reference Number (ABN/ACN/ICN)

Registered Place of Business

Postal Address

Suburb

Postcode

Phone Number

Email Address

Preferred Contact Method

Post OR Email

2. Instrument Details

An instrument is a licence, approval or permit. Please only list current or valid instruments.

Instrument Reference Number	Description / Site Name <i>(the prescribed water resource the instrument relates to – e.g., River Murray Prescribed Water Course)</i>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If your organisation holds more instruments, please attach additional sheets.



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3. Office Bearer(s) Details

Who is an Office Bearer?

A natural person who holds a position of authority or office in the organisation (e.g., director of a company; company secretary; chairperson or secretary of an incorporated association).

Responsibility of an Office Bearer

Some applications require the consent of a minimum number of office bearers (e.g., a licence transfer application). The minimum number of office bearers must also provide instructions, via this form, in relation to who can represent the organisation for other purposes and other types of transactions.

NB: The minimum number of office bearers will need to apply for a mywater login via mywater.sa.gov.au

What is the minimum number of office bearers for your organisation?

Please provide details for the minimum number of office bearers required to act on behalf of your organisation. If your organisation requires more than two office bearers, please attach additional sheets. **Please provide a current ASIC extract or copy of company registration within 14 days in support of this verification process.**

Office Bearer 1

Given Name

Other Given Names

Family Name

Postal Address

Suburb

Postcode

Phone Number

Email Address

Preferred Contact Method

 Post OR Email

Role within Organisation / Job Title

Office Bearer 2

Given Name

Other Given Names

Family Name

Postal Address

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Preferred Contact Method

 Post OR Email

Role within Organisation / Job Title



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4. Principal Representative(s) Details

What is a Principal Representative?

A natural person who is authorised by the organisation's office bearers (via this form) to provide instructions on behalf of the organisation, for example in relation to changes to the organisation's representatives.

All official correspondence from DEW, such as meter read reminders, levy invoices and compliance notifications, will be sent to the organisation's Principal Representative.

As for other organisational representatives (see below) and Principal Representative can also be authorised to undertake particular transactions on behalf of the instrument holder (the organisation).

NB: All Principal Representatives will need to apply for a mywater login via mywater.sa.gov.au

Principal Representative 1

Given Name

Other Given Names

Family Name

Postal Address

Suburb

Postcode

Phone Number

Email Address

Preferred Contact Method

Post OR Email

Role within Organisation / Job Title

Principal Representative 2 (optional)

Given Name

Other Given Names

Family Name

Postal Address

Suburb

Postcode

Phone Number

Email Address

Preferred Contact Method

Post OR Email

Role within Organisation / Job Title

If your organisation requires more than two principal representatives, please attach additional sheets.



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5. Appoint Other Organisational Representatives

What is an Organisational Representative?

A natural person who is authorised to undertake particular transactions on behalf of the instrument holder (the organisation).

An organisational representative can undertake certain dealings in accordance with the instructions given in this form by the organisation's minimum number of office bearers.

The organisation is responsible for managing access and authority to transact on behalf of an organisation. For example, if an employee leaves, it is the responsibility of the organisation to ensure the departing employee's access to mywater is revoked. This can be done through mywater, or by providing instructions to DEW.

NB: Any representatives you appoint will need to have a mywater login. A mywater login can be requested via mywater.sa.gov.au

Representative 1

Given Name	Other Given Names	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address		
<input type="text"/>		
Suburb	Postcode	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Preferred Contact Method	
<input type="text"/>	<input type="checkbox"/> Post OR <input type="checkbox"/> Email	

List the instruments that the organisation authorises this representative to view and the specific dealings they are authorised to undertake regarding each instrument below (by placing a tick in the boxes that you want to allow).

For more information, please see the [Water Register FAQs](#).


		Trade Licence / Entitlement	and / or	Trade Allocation	and / or	Pay Fees	OR	Holder Access (full access)
Instrument 1	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Instrument 2	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Instrument 3	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Instrument 4	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Instrument 5	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Instrument 6	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>



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5. Appoint Organisational Representatives (*continued*)

NB: Any representatives you appoint will need to have a mywater login for DEW to be able to create the representative relationship. A mywater login can be sought via mywater.sa.gov.au

Representative 2

Given Name	Other Given Names	Family Name
Postal Address		
Suburb	Postcode	Phone Number
Email Address	Preferred Contact Method	
	<input type="checkbox"/> Post OR <input type="checkbox"/> Email	

List the instruments that the organisation authorises this person to view and the specific dealings they authorised to undertake regarding each instrument below (by placing a tick in the boxes that you want to allow).

		Trade Licence / Entitlement	and / or	Trade Allocation	and / or	Pay Fees	OR	Holder Access (full access)
Instrument 1		<input type="checkbox"/>	and / or	<input type="checkbox"/>	and / or	<input type="checkbox"/>	OR	<input type="checkbox"/>
Instrument 2		<input type="checkbox"/>	and / or	<input type="checkbox"/>	and / or	<input type="checkbox"/>	OR	<input type="checkbox"/>
Instrument 3		<input type="checkbox"/>	and / or	<input type="checkbox"/>	and / or	<input type="checkbox"/>	OR	<input type="checkbox"/>
Instrument 4		<input type="checkbox"/>	and / or	<input type="checkbox"/>	and / or	<input type="checkbox"/>	OR	<input type="checkbox"/>
Instrument 5		<input type="checkbox"/>	and / or	<input type="checkbox"/>	and / or	<input type="checkbox"/>	OR	<input type="checkbox"/>
Instrument 6		<input type="checkbox"/>	and / or	<input type="checkbox"/>	and / or	<input type="checkbox"/>	OR	<input type="checkbox"/>

If your organisation has more than two representatives, please attach additional sheets.



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6. Organisational Sign Off

Office Bearers must provide evidence of their proper appointment as an office bearer before their mywater login can be activated. Acceptable evidence includes an ASIC company extract or alternate documentation evidencing proper appointment as an office bearer.

Office Bearer 1

I hereby declare that all the information provided in this document is true and accurate to the best of my knowledge and belief, and that I am an office bearer of the organisation listed in this Authority to Access mywater form.

Name of Office Bearer

Date

Signature

Office Bearer 2 (if applicable)

I hereby declare that all the information provided in this document is true and accurate to the best of my knowledge and belief, and that I am an office bearer of the organisation listed in this Authority to Access mywater form.

Name of Office Bearer

Date

Signature

If your organisation requires the consent of more than two office bearers, please attach additional sheets.

7. Contact Details

Please specify who DEW should contact if we have questions about any details supplied in this form.

Name of Contact and Position

Email Address

Phone Number

Preferred Contact Method

Post OR

Email