# 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

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 <u>Water Register FAQs</u>.



e via <u>dew.mywater@sa.gov.au</u>

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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 1 Reference Number	Description / Site Name (the prescribed water resource the instrument relates to – e.g., River Murray Prescribed Water Course)
Instrument 2 Reference Number	Description / Site Name
Instrument 3 Reference Number	Description / Site Name
Instrument 4 Reference Number	Description / Site Name
Instrument 5 Reference Number	Description / Site Name
Instrument 6 Reference Number	Description / Site Name

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** *currentASIC 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	e Phone Number
Email Address		Preferred Contact Method
		Post OR Email
Role within Organisation / Job Title		
Office Bearer 2		
Office Bearer 2 Given Name	Other Given Names	Family Name
	Other Given Names	Family Name
	Other Given Names	Family Name
Given Name	Other Given Names	Family Name
Given Name	Other Given Names	
Given Name Postal Address		
Given Name Postal Address		
Given Name Postal Address Suburb		e Phone Number
Given Name Postal Address Suburb		e Phone Number Preferred Contact Method



and Water

# **Authority to Access mywater**

Instructions to the Department for Environment and Water

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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.



and Water

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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.

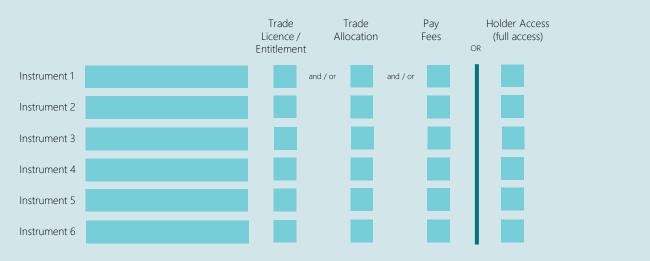
The organisation is responsible for managing access and authority to transact on behalf of an organisation. For example, if an employee leaves, it is the responsibility of the organisation to ensure the departing employee's access to mywater is revoked This can be done through mywater, or by providing 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
Postal Address		
Suburb	Postcode	Phone Number
Email Address		Preferred Contact Method
		Post OR 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 <u>Water Register FAQs</u>.





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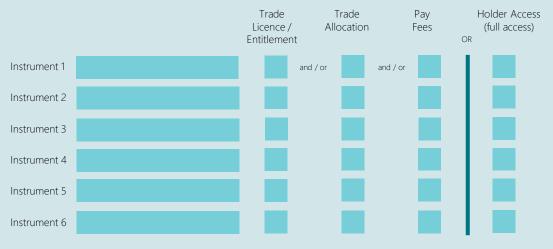
To find out more visit mywater.sa.gov.au or call 08 7133 7333

# 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 Post OR 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).



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 reau	res 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	



and Water