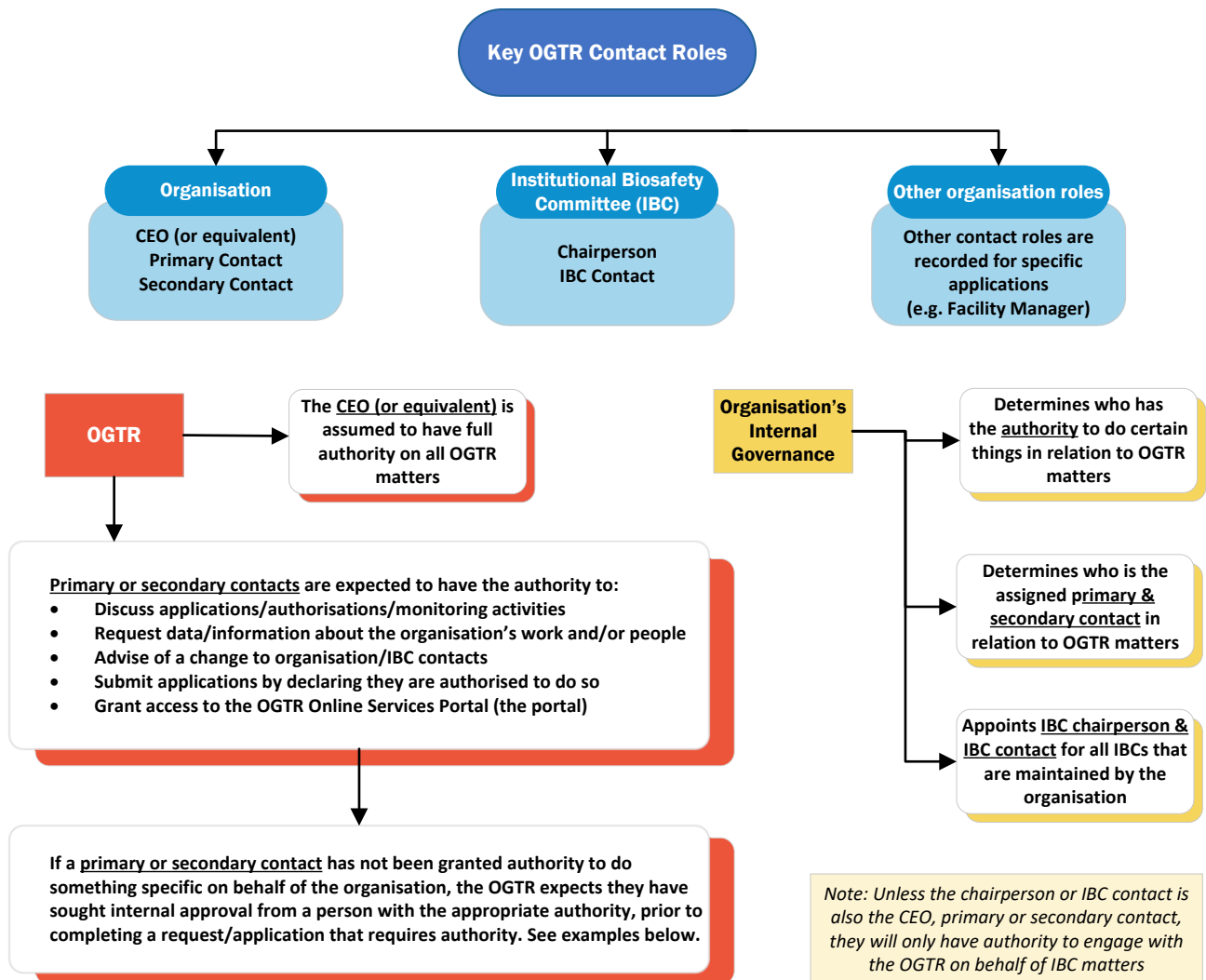




OGTR Contact Roles and Authorisation

When organisations engage with the OGTR we require appropriate people to be assigned key contact roles. The below guidance outlines the relationship between contact roles and the authority expected when interacting with the OGTR. When authority is unclear, the OGTR will seek clarification from these key contacts.



Examples of seeking the appropriate authority

Example 1
Joe is the primary contact for a small organisation that has not conducted Notifiable Low Risk Dealings (NLRDs) before now. Joe gains access to the portal and commences an NLRD reporting form. Upon reaching the declaration page, Joe is unsure if they have the authority to submit the NLRD form. Upon asking their manager, Joe finds out they are not authorised for this purpose, so their manager seeks access to the portal and makes the declaration on the form. The form is submitted with an appropriately authorised person having made the declaration. Joe is able to continue being the primary contact. In future, where Joe does not have authorisation, then Joe should take the necessary steps to ensure someone with the appropriate authority completes the submission.

Example 2
Jane has accessed an application form from the OGTR website. Jane reaches the declaration page of the form and realises they may not have the authorisation to submit the form. Jane asks the appropriate authorised person, in this case the CEO, to confirm. Jane receives an email from the CEO stating that Jane is authorised for this purpose. Jane is now able to submit the application form, having received the appropriate authorisation from the CEO. The OGTR does not need to see evidence of this authority (unless specifically requested).

Authority for Portal Access

The OGTR's policy is that Primary and Secondary Contacts have the authority to grant access to the portal, for users from their organisation. If this is not the case, users should seek internal approval from the appropriate person. If a request for access to the portal has not come from a primary or secondary contact, they will be contacted to confirm that access to the portal can be granted to the requesting user.

Portal users will need to accept the Terms and Conditions (available [here](#)) each time they access the portal.

Access to the portal will allow users to undertake the following for their organisation:

- access available OGTR services
- create/submit application and notification forms
- review/edit/delete draft submissions
- view limited information about the past 5-8 years of applications or notifications

Access can be granted to each available service individually. The assigned Primary and Secondary contacts in an organisation can request, or approve requests, for additional services to be added to individual user profiles. For example, limiting a user's access to managing NLRD submissions or the certification of physical containment facility services.