

WARAM authorisation request guide

for the Short-Term Rental Accommodation (STRA) Register

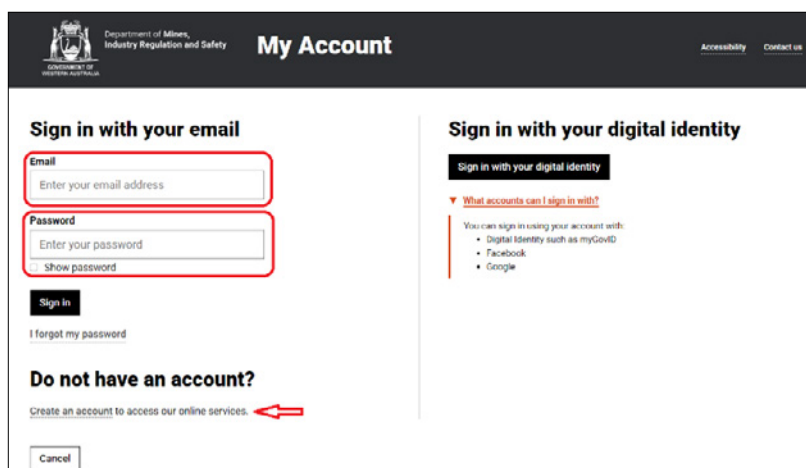
The WA Relationship Authorisation Manager (WARAM) manages authorisations that allow representatives to act on behalf of a business or person online. A business is anything which is not a person. A business can be a public or private company, partnership, trust, superannuation fund, sole trader, incorporated association, strata title, co-operative, diplomatic/consulate body or high commission, syndicate (who has an ABN), local government jurisdiction or a state, territory or commonwealth agency or any other type of non-person entity. If a STRA premise is owned by a business or being managed by a property manager, then the business will need to complete a business registration and be authorised using WARAM to enable them to access the STRA Register as a Business user.

Once registered with WARAM you can:

- be nominated as a property manager during a STRA registration (if applicable);
- if authorised as a service administrator, you can manage authorisations for others to act on your behalf or on behalf of your business; and
- view the businesses and people you are authorised to act on behalf of.

Registering with WARAM for the STRA Register

1. Access the STRA Register



The screenshot shows the 'My Account' login page for the Department of Mines, Industry Regulation and Safety. It features two main login options: 'Sign in with your email' and 'Sign in with your digital identity'. The email login section includes fields for 'Email' and 'Password', a 'Show password' link, and a 'Sign in' button. Below this is a link for 'I forgot my password'. The digital identity login section includes a 'Sign in with your digital identity' button and a dropdown menu for 'What accounts can I sign in with?' showing options like 'Digital Identity such as myGovID', 'Facebook', and 'Google'. At the bottom, there is a section 'Do not have an account?' with a link 'Create an account to access our online services.' and a 'Cancel' button. A red arrow points to the 'Create an account' link.

2. Sign into the STRA Register using your My Account login details

If you do not have a My Account, you can create one using the **'Create an account'** link.

3. Once logged into the STRA Register, select 'Business users'

If your business is not registered for the STRA Register you can complete a WARAM registration by clicking the '**Click here**' link.

4. You will then be taken into WARAM to request authorisation to act for an entity

Note: The requestor details will be pre-filled with your My Account registration details.

Select an entity

Search for the business that you are requesting authorisation for. You can search using a name, ABN, ACN or IARN.

Enter authorisation details

Select the authorisation type that you will require:

- **Service Administrator** – If you are authorised as a Service Administrator you can access the STRA Register on behalf of the entity and create and manage authorisations for other users.
- **Service User** – If you are authorised as a Service User you can access the STRA Register on behalf of the entity.
- Input the date you want the authorisation to commence.
- Input the end date that the authorisation should be ceased. If an end date is not applicable, tick **No end date** box.

Continue your request

You will need to review and accept the declaration and provide consent to continue your request.

The screenshot shows a web form for entering authorisation details. At the top is a dropdown menu labeled 'Authorisation type' with a red border and a downward arrow. Below it is a small red text prompt 'Select the authorisation type.' followed by a link 'What is an authorisation type?' with a right-pointing arrow. Below this is a date picker field labeled 'Start date' with a red border and a calendar icon. A red text prompt 'Enter the start date.' is below it. Next is another date picker field labeled 'End date' with a red border and a calendar icon. To its right is a checkbox labeled 'No end date'. A red text prompt 'Enter the end date or select no end date.' is below the 'End date' field. At the bottom are three buttons: 'Cancel', 'Back', and 'Next'.

5. How to complete the request

The STRA Register requires additional details in relation to the business. The details you provide will be used during a STRA registration when you are nominated as a property manager that will be managing a STRA.

The screenshot shows a web form for completing the request. It starts with a 'Trading Name' dropdown menu. Below it is a button 'Add Trading Name'. Then is a table with two columns: 'Visible trading names' and 'Action'. Below the table are four text input fields: 'Business Contact Name', 'Business Email', 'Business Phone Number', and 'Business Mail Address'. Below the 'Business Mail Address' field is a red text prompt 'Enter the Business Mail Address.'. At the bottom are two buttons: 'Complete' and 'Cancel'.

Once you have completed your submission, the request will be sent to the STRA Register team for review. You will receive email confirmation once your submission has been actioned.

Note: We encourage you to always be aware of who you are granting access to and the actions that they are undertaking on behalf of yourself or the entity. The service administrator will be responsible for all action, or lack of action, undertaken on behalf of the business by anyone you delegate authority to. If an employee joins or leaves your organisation, the service administrator can manage their access to your organisations STRA Registrations through the **'My entities'** tab. A step-by-step guide on how to manage authorisations for a person to act on behalf of a business can be found here: [WA Relationship Authorisation Manager User Guide – Managing authorisations to act on behalf of a business](#)

Need further assistance?

- Frequently asked questions on the use of WARAM can be found here – [WA Relationship Authorisation Manager – Frequently asked questions](#)
- Further user guides including step-by-step instructions on how to use WARAM can be found here – [WA Relationship Authorisation Manager User Guide](#)
- Contact the STRA Register team by phone on +61 8 6251 1234 or email: stra.enquiries@lgirs.wa.gov.au

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