

# Queensland local government Employer online access form

M21



## Employer details

Employer name	Reporting centre code	
Address		
Suburb	State	Postcode
Telephone		

## Employees authorised to access Employer online

I request the following employees receive access to LGIASuper's Employer online.

Access lvl	Name	Email	Date of birth / /
Access lvl	Name	Email	Date of birth / /
Access lvl	Name	Email	Date of birth / /
Access lvl	Name	Email	Date of birth / /

### Access levels

Level 1 — Read only

Level 2 — Terminations

Level 3 — Submitting contributions date

Please cancel access to Employer online for the following employees:

**Please note:** any user who has not accessed the system for more than 12 months will have their access cancelled.

Name	Email	Date of birth / /
Name	Email	Date of birth / /
Name	Email	Date of birth / /
Name	Email	Date of birth / /

## Declaration

- ☐ I have read the Terms and conditions over the page.
- ☐ I acknowledge the above employees will conduct superannuation dealings directly with LGIASuper via this system as per my request.

CEO/Responsible officer signature	CEO/Responsible officer name	Date / /
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T 1800 444 396  
F 07 3244 4344

E membership@lgiasuper.com.au  
W lgiasuper.com.au

GPO Box 264  
Brisbane Qld 4001

LGIASuper Trustee ABN 94 085 088 484 AFS Licence No. 230511  
LGIASuper ABN 23 053 121 564

  
**LGIA Super**  
Let's Grow

The following terms and conditions of use (conditions) apply to this system and must be accepted in order to use it. LGIAsuper's Privacy policy and disclaimer also apply to the use of this system. By using this system, you are accepting and agreeing to these conditions, as well as the LGIAsuper *Privacy policy* and the LGIAsuper disclaimer.

You can view the LGIAsuper *Privacy policy* and disclaimer from the LGIAsuper website ([lgiasuper.com.au](http://lgiasuper.com.au)).

### What is this system?

This system provides an interactive employer section within the LGIAsuper online website which allows authorised employees to:

- View a list of all current and past LGIAsuper members with their employer
- Notify LGIAsuper of payment of the various contribution types
- Notify LGIAsuper of periodic employee contribution details
- Notify LGIAsuper when employees terminate employment

### Who has access to this system?

Only authorised employees can access this system. It is the employer's responsibility to cancel access for any authorised employee who terminates employment.

### How can authorised employees access this system?

Access to this system is via a personalised employer ID, user name and password. To gain authorisation, an employer must register an employee/s with LGIAsuper first by using the attached form (*Queensland local government Employer online access form*).

Employer registration for one or more authorised individuals with a Queensland local government employer can only be made by using the attached form, and must be signed, by either the CEO or a responsible officer of that employer.

LGIAsuper is not liable for any loss, damage, or consequential loss or damage from authorised employees' use or attempt to access this system.

### Authorised password

It is the authorised employee/s responsibility to protect their password from becoming known to a third party.

The authorised employee/s can be liable for unauthorised actions carried out by unauthorised persons who use their log on information.

The authorised employee/s must not keep their password in any form, encoded or decoded, in a location where it may be copied or used by any other person.

The authorised employee/s must not give, show or tell their password to anyone, including family, friends, account aggregators, or advisers.

The authorised employee/s must exit this system as soon as they have finished using it, by clicking on the Log out button.

This system allows users three attempts to enter their log in information. After the third failed attempt to enter their log in information, they will be denied access to this system, which can only be reactivated by LGIAsuper.

### What if someone else knows the authorised employee/s password?

The authorised employee/s should notify LGIAsuper immediately on 1800 444 396 if they know or suspect their password has become known to a third party, or if they know or suspect any unauthorised use of their password (refer to Employer liability below).

### Employer liability

The authorised employee/s are solely responsible for any activity or loss caused by use of their log on information.

They are responsible for any access to this system as a result of using their log on information, including any use they or the CEO/Responsible officer may not have approved.

The employer agrees to indemnify the Queensland Local Government Superannuation Board (QLGSB) (the party) against all actions, suits, claims, demands, liabilities, costs, expenses, loss, and damage (including legal fees on a full indemnity basis) incurred or suffered by the parties as a direct or indirect consequence of unauthorised use (or use by any other person using an authorised employee log on information) of this system, a breach of these conditions, or a breach of any rights of third parties.

The employer will be liable for any changes made to salary review data or electronically advising LGIAsuper of any terminations of employment, which occur before notifying LGIAsuper the authorised employee/s think or suspect that a third party knows of, their log on password if they:

- tell, give, or show someone, or allow access to their password; or
- unreasonably delay notifying LGIAsuper that they know or suspect someone of knowing their password.

### Cancellation or suspension of access

LGIAsuper, in its sole discretion, can cancel or suspend employer access to this system or any function or service incorporated in this system at any time.

LGIAsuper, in its sole discretion, can delay or refuse to process employer instructions.

The agreement set out in these conditions and Queensland local government employer access to this system, may be terminated by LGIAsuper at any time without notice.

All disclaimers and limitations of liability by LGIAsuper will continue after termination.

Transactions requested via this system will be processed in the normal course of business.

LGIAsuper is not responsible for delays, errors, inaccuracies, or omissions due to failure in a computer system, or ancillary equipment, or any other circumstances beyond LGIAsuper's control.

### Changes to these conditions

These are the current conditions.

If these conditions change at any time, LGIAsuper will notify the employer via the LGIAsuper website.

### Applicable law

The employer is responsible for ensuring use of the system is lawful and does not infringe any third party's rights.

The laws of Queensland, Australia govern these conditions and the use of this system. Any claim relating to the use of this system will be heard by Queensland courts. If the employer chooses to access this system from a location outside Queensland, it does so on its own initiative and is responsible for compliance with applicable local laws.

If any portion of these conditions is found by a court to be unenforceable, the remainder of these conditions shall remain in full force and effect.

### Definitions

**Authorised employee/s** means an employee/s of an employer authorised by the CEO/Responsible officer of that employer to access LGIAsuper's Employer online for employer purposes.

**QLGSB** means the Queensland Local Government Superannuation Board, a body incorporated and continued under the *Local Government Act 2009*.