

DOCUMENT OFFICE MANAGEMENT ENVIRONMENT (DOME)

TERMS AND CONDITIONS - ELECTRONIC TRANSACTIONS AND DATA STORAGE

GENERAL RULE ABOUT VALIDITY OF TRANSACTIONS FOR COMPLIANCE WITH APPLICABLE STATE LAWS

1. Validity of electronic transactions

- (1) A transaction is not invalid under a State law merely because it took place wholly or partly by 1 or more electronic communications.
- (2) However, the general rule in subsection (1) does not apply for the validity of a transaction to the extent to which another, more specific, provision of this chapter deals with its validity.

In this division—

“give information” includes, but is not limited to, the following—

- (a) make an application;
- (b) make or lodge a claim;
- (c) give, send or serve a notification;
- (d) lodge a return;
- (e) make a request;
- (f) make a declaration;
- (g) lodge or issue a certificate;
- (h) make, vary or cancel an election;
- (i) lodge an objection;
- (j) give a statement of reasons.

2. Requirement to give information in writing

- (1) If, under a State law, a person is required to give information in writing, the requirement is taken to have been met if the person gives the information by an electronic communication in the circumstances stated in subsection (2).
- (2) The circumstances are that—
 - (a) at the time the information was given, it was reasonable to expect the information would be readily accessible so as to be useable for subsequent reference; and
 - (b) the person to whom the information is required to be given consents to the information being given by an electronic communication.

3. *Permission to give information in writing*

(1) If, under a State law, a person is permitted to give information in writing, the person may give the information by an electronic communication in the circumstances stated in subsection (2).

(2) The circumstances are that—

- (a) at the time the information was given, it was reasonable to expect the information would be readily accessible so as to be useable for subsequent reference; and
- (b) the person to whom the information is permitted to be given consents to the information being given by an electronic communication.

4. *Other particular laws not affected*

Sections 2 and 3 do not affect the operation of another State law that makes provision about requiring or permitting information to be given, in accordance with particular information technology requirements—

- (a) on a particular kind of data storage device; or
- (b) by a particular kind of electronic communication.

5. *Requirement for signature*

If, under a State law, a person's signature is required, the requirement is taken to have been met for an electronic communication if—

- (a) a method is used to identify the person and to indicate the person's approval of the information communicated; and
- (b) having regard to all the relevant circumstances when the method was used, the method was as reliable as was appropriate for the purposes for which the information was communicated; and
- (c) the person to whom the signature is required to be given consents to the requirement being met by using the method mentioned in paragraph (a).

6. *Other particular laws not affected*

Section 5 does not affect the operation of another State law that makes provision for or in relation to requiring—

- (a) an electronic communication to contain an electronic signature, however described; or
- (b) an electronic communication to contain a unique identification in

- an electronic form; or
- (c) a particular method to be used for an electronic communication to identify the originator of the communication and to indicate the originator's approval of the information communicated.

7. Production of document

Requirement to produce document

- (1) If, under a State law, a person is required to produce a document that is in the form of paper, an article or other material, the requirement is taken to have been met if the person produces, by an electronic communication, an electronic form of the document in the circumstances stated in subsection (2).
- (2) The circumstances are that—
 - (a) having regard to all the relevant circumstances when the communication was sent, the method of generating the electronic form of the document provided a reliable way of maintaining the integrity of the information contained in the document; and
 - (b) when the communication was sent, it was reasonable to expect the information contained in the electronic form of the document would be readily accessible so as to be useable for subsequent reference; and
 - (c) the person to whom the document is required to be produced consents to the production, by an electronic communication, of an electronic form of the document.
- (3) For subsection (2)(a), the integrity of information contained in a document is maintained only if the information has remained complete and unaltered, apart from—
 - (a) the addition of any endorsement; or
 - (b) immaterial change;
 - arising in the normal course of communication, storage or display.

8. Permission to produce a document

- (1) If, under a State law, a person is permitted to produce a document in the form of paper, an article or other material, then, instead of producing the document in that form, the person may produce, by an electronic communication, an electronic form of the document in the circumstances

stated in subsection (2).

(2) The circumstances are that—

- (a) having regard to all the relevant circumstances when the communication was sent, the method of generating the electronic form of the document provided a reliable way of maintaining the integrity of the information contained in the document; and
- (b) when the communication was sent, it was reasonable to expect the information contained in the electronic form of the document would be readily accessible so as to be useable for subsequent reference; and
- (c) the person to whom the document is permitted to be produced consents to the production, by an electronic communication, of an electronic form of the document.

(3) For subsection (2)(a), the integrity of information contained in a document is maintained only if the information has remained complete and unaltered, apart from—

- (a) the addition of any endorsement; or
 - (b) any immaterial change;
- arising in the normal course of communication, storage or display.

9. Other particular laws not affected

Sections 7 and 8 do not affect the operation of another State law that makes provision for or in relation to requiring or permitting electronic forms of documents to be produced, in accordance with particular information technology requirements—

- (a) on a particular kind of data storage device; or
- (b) by a particular kind of electronic communication.

10. Recording information

(1) If, under a State law, a person is required to record information in writing, the requirement is taken to have been met if the person records the information in electronic form in the circumstances stated in subsection (2).

(2) The circumstances are that—

- (a) at the time the information was recorded, it was reasonable to expect the information would be readily accessible so as to be

- useable for subsequent reference; and
- (b) if a regulation requires the information to be recorded on a particular kind of data storage device, the requirement has been met.

11 Keeping written documents

- (1) If, under a State law, a person is required to keep, for a particular period, a document that is in the form of paper, an article or other material, the requirement is taken to have been met if the person keeps, or causes another person to keep, an electronic form of the document for the period in the circumstances stated in subsection (2).
- (2) The circumstances are that—
 - (a) having regard to all the relevant circumstances when the electronic form of the document was generated, the method of generating the electronic form of the document provided a reliable way of maintaining the integrity of the information contained in the document; and
 - (b) when the electronic form of the document was generated, it was reasonable to expect the information contained in the electronic form of the document would be readily accessible so as to be useable for subsequent reference; and
 - (c) if a regulation requires the electronic form of the document to be kept on a particular kind of data storage device, the requirement has been met for the period.
- (3) For subsection (2)(a), the integrity of information contained in a document is maintained only if the information has remained complete and unaltered, apart from—
 - (a) the addition of any endorsement; or
 - (b) any immaterial change;
arising in the normal course of communication, storage or display.

12 Keeping electronic communications

- (1) If, under a State law, a person (“keeper”) is required to keep, for a particular period, information that was the subject of an electronic communication, the requirement is taken to have been met if the keeper keeps, or causes another person to keep, in electronic form, the information

for the period in the circumstances stated in subsection (2).

(2) The circumstances are that—

- (a) at the commencement of the keeping of the information, it was reasonable to expect the information would be readily accessible so as to be useable for subsequent reference; and
- (b) having regard to all the relevant circumstances at the commencement of the keeping of the information, the method of keeping the information in electronic form provided a reliable way of maintaining the integrity of the information contained in the electronic communication; and
- (c) during the period, the keeper also keeps, or causes the other person to keep, in electronic form, such additional information obtained by the keeper as is enough to enable the identification of the following—
 - (i) the origin of the electronic communication;
 - (ii) the destination of the electronic communication;
 - (iii) when the electronic communication was sent;
 - (iv) when the electronic communication was received; and
- (d) at the commencement of the keeping of the additional information mentioned in paragraph (c), it was reasonable to expect the additional information would be readily accessible so as to be useable for subsequent reference; and
- (e) if a regulation requires the information to be kept on a particular kind of data storage device—the requirement has been met for the period.

(3) For subsection (2)(b), the integrity of information that was the subject of an electronic communication is maintained only if the information has remained complete and unaltered, apart from—

- (a) the addition of any endorsement; or
- (b) any immaterial change;
arising in the normal course of communication, storage or display.
Time of dispatch and receipt

13 Time of dispatch

- (1) If an electronic communication enters a single information system outside the control of the originator of the communication, then, unless otherwise agreed between the originator and the addressee of the communication, the dispatch of the communication occurs when it enters the information system.
- (2) If an electronic communication enters successively 2 or more information systems outside the control of the originator of the communication, then, unless otherwise agreed between the originator and the addressee of the communication, the dispatch of the communication occurs when it enters the first of the information systems.

14 Time of receipt

- (1) If the addressee of an electronic communication has designated an information system to receive electronic communications, then, unless otherwise agreed between the originator of the communication and the addressee, the time of receipt of the communication is the time when it enters the information system.
- (2) If the addressee of an electronic communication has not designated an information system to receive electronic communications, then, unless otherwise agreed between the originator of the communication and the addressee, the time of receipt of the communication is the time when it comes to the attention of the addressee.

15 Place of dispatch and receipt

- (1) Unless otherwise agreed between the originator of an electronic communication and the addressee of the communication—
 - (a) the communication is taken to have been dispatched from the originator's place of business; and
 - (b) the communication is taken to have been received at the addressee's place of business.
- (2) For subsection (1)—
 - (a) if the originator or addressee of the communication has more than 1 place of business, and 1 of the places (the "relevant place") has a closer relationship to the underlying transaction the communication is about—the relevant place is taken to be the

- originator's or addressee's only place of business; and
- (b) if the originator or addressee has more than one place of business, but paragraph (a) does not apply—the originator's or addressee's principal place of business is taken to be the originator's or addressee's only place of business; and
- (c) if the originator or addressee does not have a place of business—the place where the originator or addressee ordinarily resides is taken to be originator's or addressee's place of business.

16 Attribution of electronic communications

- (1) For a State law, unless otherwise agreed between the purported originator of an electronic communication and the addressee of the communication, the purported originator of the communication is bound by the communication only if it was sent by the purported originator or with the purported originator's authority.
- (2) Subsection (1) does not limit a State law that provides for—
- (a) conduct engaged in by a person within the scope of the person's actual or apparent authority to be attributed to another person; or
- (b) a person to be bound by conduct engaged in by another person within the scope of the other person's actual or apparent authority.

17 DICTIONARY

"consents"

includes consent that can reasonably be inferred from the conduct of the person concerned, but does not include consent given subject to conditions unless the conditions are complied with.

"data"

includes the whole or part of a computer program within the meaning of the Copyright Act 1968 (Cwlth).

"data storage device"

means any article or material (for example, a disk) from which information is capable of being reproduced, with or without the aid of another article or device.

"electronic communication" means—

- (a) a communication of information in the form of data, text or images by guided or unguided electromagnetic energy; or
- (b) a communication of information in the form of sound by guided or unguided electromagnetic energy, if the sound is processed at its destination by an automated voice recognition system.

“give information”,

see section 1 above.

“information” means ---

information in the form of data, text, images or sound.

“information system” means—

a system for generating, sending, receiving, storing or otherwise processing electronic communications.

“information technology requirements” includes software requirements.

“non-profit body” means a body that—

- (a) is not carried on for profit or gain to its individual members; and
- (b) is, under the body’s constitution, prohibited from making any distribution, whether in money, property or otherwise, to its members.

“place of business”, for a government, an authority of a government or a

non-profit body, means a place where any operations or activities are carried out by that government, authority or body.

“State law” means—

- (a) any law in force in the State, whether written or unwritten; or
 - (b) any instrument made or having effect under a law mentioned in paragraph (a);
- but does not include—
- (c) the Corporations Law or the Corporations Regulations; or
 - (d) a law of the Commonwealth, whether written or unwritten, or an instrument made or having effect under a written or unwritten law of the Commonwealth.

“transaction” includes any transaction in the nature of a contract,

agreement or other arrangement, and also includes any transaction of a non-commercial nature.

Terms and Conditions acknowledgement

To the DOME user, after reading the above Terms and Conditions you are acknowledging that the applicable State laws for the Electronic Transaction Laws are to be complied with for your particular jurisdiction.

Homeworthy DOME has requested that you formally confirm your acceptance and shall acknowledge that whilst every endeavour to comply with the security of applicable laws, Homeworthy shall not be responsible for any errors or omissions created by the user during the data entry within this platform. The user also acknowledges that Homeworthy will not be responsible to any parties whatsoever that is beyond our control for any damages for the error or omission.

Your acceptance of these terms are confirmed and acknowledged by the user during the registration process and will be held on file and record by Homeworthy Inspection System Pty Ltd

You are also advised that some jurisdictions may have minor variances to the Laws, and you are requested to comply with these requirements at all times.

Thank You

Further reading can be obtained from

ELECTRONIC TRANSACTIONS (QUEENSLAND) ACT 2001

<https://www.legislation.qld.gov.au/view/pdf/2013-08-29/act-2001-042>