FOIMS – Agency Registration

FOIMS is available to users in two environments: The *Production* or 'live' environment which is used for recording and reporting activities on FOI applications and the *Test* environment which allows users to train in FOIMS without the risk of affecting data in the *Production* environment. This registration will create an account in the *Production* environment. Please indicate if you also require an account in the *Test* environment.

Create an Account in the *Test* environment?	YES / NO

Division Name - A Division is the sector to which your agency belongs (eg State Government, Local Government or University).

Principal Officer - The Principal Officer is defined under the *Freedom of Information Act 1991* as the person performing the duties of the chief executive officer, the presiding officer of a board, or in a single person agency, that person.

First and last names:

Principal Officer's title:

Does the Principal Officer wish to receive FOI notifications?	YES / NO

These notifications may be of changes to legislation, reporting or FOIMS system emails.

Does the Principal Officer require the ability to login to FOIMS?	YES / NO

Login will allow the Principal Officer to view News and generate monthly and statistical reports in relation to their agency and business units. They will not have access to FOI application details.

Principal Officer's email address:

Telephone:

Agency - An Agency is defined under section 4 of the *Freedom of Information Act 1991*.

Agency name:

Postal address:

Suburb:	State: SA	Postcode:	

Generate FOI Application Codes	YES / NO

If you select YES FOIMS can generate unique codes for each FOI application.
If you select NO you can use you own numbering system.

Agency Administrator - Each agency must have at least one Agency Administrator. An Agency Administrator's role is to maintain and update agency details, user management, and security audit functions, as well as the ability to create and manage applications and contracts, and generate reports and letters.

First and last names:

Position title:

FOI Accreditation status:	Accredited FOI Officer	YES / NO
Please select only one option.	Operational FOI Officer	YES / NO
See over page for definitions.	FOI Stakeholder	YES / NO

Email address:

Telephone:

FOI Accreditation Status

Accredited FOI Officer
Is an individual who meets all the legislative requirements of section 4(b) of the FOI Act – for more details see the Information Sheet: *What is an Accredited Officer?*

Operational FOI Officer
Is involved in processing applications and supporting the Accredited FOI Officer. While they may have undertaken accredited FOI officer training, they have not been designated as an Accredited FOI Officer.

FOI Stakeholder
Requires access to the system but does not have an accredited or operational FOI officer role.