

# FOIMS – Agency Registration

Please fill out this form and return to the FOIMS System Administrator at [foims@saugov.sa.gov.au](mailto:foims@saugov.sa.gov.au) or by fax to (08) 8204 8777. If you have any questions contact the State Records FOI team on (08) 8226 7750. Once agency registration is complete, the Agency Administrator will receive a system email containing a username and password.

There are two instances of the FOIMS system, the production, or 'live', system that is used to record and report on FOI applications, and the Test system that is used for testing and training purposes. If you have an account on Test you can experiment and train other users without concerns this may affect your actual data and statistics.

Create an Account on Test System?

YES/NO

Create an Account on Production System?

YES/NO

**Division Name:** A Division is the sector (Local Government, University or Minister) to which your agency reports. A complete list of Divisions is appended to this form.

**Principal Officer** - The Principal Officer of your agency is the person so designated under the [Freedom of Information Act 1991](#).

First and last names:

Position title:

Should the Principal Officer receive notice of the FOI Forum?

YES/NO

*These will be delivered via the email address provided below.*

Should the Principal Officer receive FOI Notifications?

YES/NO

*These notifications may be of changes to legislation or reporting and will be delivered via the email address provided below.*

Will the Principal Officer require the ability to login to FOIMS?

YES/NO

Email address:

Telephone:

## Agency

Agency Name:

Postal Address:

Suburb:

State: SA

Postcode:

Entirely exempt agency under Schedule 2 or by Regulations:

YES/NO

Generate Application Codes - *The system can generate unique codes for each FOI*

YES/NO

*application entered or you can use a numbering system internal to your agency. Indicate YES if you would like the system to generate reference numbers*

**Agency Administrator** - Each agency must have at least one Agency Administrator. This role can carry out all functions of an FOI Officer– create applications, generate reports and letters - but is also responsible for maintenance of agency details, user management, and security audit.

First and last names:

Position title:

FOI Accreditation Status: Accredited FOI Officer

**Highlight the status which applies**

Operational FOI Officer – Accredited

Operational FOI Officer – Not Accredited

FOI Stakeholder

Email Address:

Telephone:

## **List of Divisions (as at 29 March 2006)**

Local Government

Universities

Hon Michael Rann

Hon Kevin Foley

Hon Paul Holloway

Hon Patrick Conlon

Hon Michael Atkinson

Hon John Hill

Hon Michael Wright

Hon Jane Lomax-Smith

Hon Jay Weatherill

Hon Rory McEwen

Hon Karlene Maywald

Hon Carmel Zollo

Hon Jennifer Rankine

Hon Paul Caica

Hon Gail Gago