**INSTRUMENT OF DESIGNATION**

FREEDOM OF INFORMATION ACT 1991

<insert name of agency>

**The Designation of an Accredited Freedom of Information Officer by the   
Principal Officer**

Pursuant to the *Freedom of Information Act 1991* (FOI Act) agencies can designate Accredited Freedom of Information (FOI) Officers.

Section 4 of the Act details the requirements of an Accredited FOI Officer, who is not the Principal Officer of the agency.

This officer must:

* have completed training of a type that has been approved by the Minister responsible for the FOI Act;[[1]](#footnote-1)
* be employed in a position that usually reports to the principal officer of the agency or to the deputy or immediate delegate of the principal officer; and
* be designated by the Principal Officer of the agency as an Accredited FOI Officer of the agency.

I <i**nsert name of principal officer and name of agency**>, pursuant to section 4 of the FOI Act, **designate**

**<insert name of officer>**

as an Accredited FOI Officer for the <**insert name of agency>** as he/she has met the legislative requirements, having completed the approved training and is employed in a position that usually reports to the principal officer of the agency or to the deputy or immediate delegate of the principal officer.

………………………………..….

Principal Officer

**<insert title>**

**<insert name of agency>**

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1. If the person attended training from November 2009 onwards, they must complete all four modules of the approved training. [↑](#footnote-ref-1)