

# Principal Officer Information Kit

## How to quickly and easily protect your organisation against embarrassment in FOI matters

### 3 easy steps for protection

1. Purchase the Principal Officer Information Kit
2. Complete the flow chart to determine your 'Principal Officer'
3. Keep the complete Principal Officer Information Kit and provide a copy of the kit to your 'principal officer' and other necessary staff or management for future reference

The Kit is a complete and comprehensive information package to assist you in ensuring your 'principal officer' is fully aware of their powers, functions, obligations and duties and all freedom of information decision-making structures are properly set up.

The Victorian *Freedom of Information Act 1982* (FOI Act) and Professional Standards impose powers, functions, obligations and duties on 'principal officers' of government agencies. It is important that agencies and their principal officers are aware of just what that means.

Agencies are often shocked to learn that their 'principal officer' was incorrectly identified. This can have potentially serious and embarrassing consequences which can be avoided.

### Why is this important?

It is important for agencies and their 'principal officers' to be aware of:

- a. Who the correct 'principal officer' actually is; and
- b. What the powers, functions, obligations and duties are of the 'principal officer'.

This is because:

- The 'principal officer' has decision-making powers under the FOI Act;
- Decision-making by other officers under the FOI Act **must** be authorised by the 'principal officer';
- The 'principal officer' is the initial contact with the Information Commissioner in reviews of most decisions and complaints;
- The correct 'principal officer' should be made aware of precisely what their powers, functions, obligations and duties are under the:
  - FOI Act
  - Professional Standards.

If the wrong person is identified as the 'principal officer' it can be embarrassing and can result in legally flawed decisions being made. It can also mean the responsibility for freedom of information related compliance is not being considered at the right level in your organisation.

### How can you quickly and easily fix this problem?

Purchase the 'Principal Officer Information Kit', a package of material to help you fix the problem and eliminate any risk of embarrassing non-compliance.

Our 'Principal Officer Information Kit' includes:

- A fast and easy flowchart to help you quickly and accurately determine your agency's 'principal officer' under the FOI Act;
- An Executive Summary of the powers, functions, obligations and duties of your 'principal officer';
- A detailed description of those powers, functions, obligations and duties; and
- A copy or extract from relevant source documents for easy future reference

### Your details

Name:		Position:	
Organisation:			
Telephone:		Email:	

### Organisation details

DX Address (preferred):			
Postal/Physical Address:			
City:		Postcode:	

A tax invoice from **Batskos Holdings Pty Ltd** will be issued upon receipt of your order form. Unfortunately, we do not have credit card payment facilities.

Purchase order number:	
\$495.00 + GST	Insert no. of copies required

### Please return your completed form to FOI Solutions:

**DX address (preferred):** DX 345, Melbourne or Level 9, 99 William Street, Melbourne, 3000

**Email:** [marketing@foisolutions.com.au](mailto:marketing@foisolutions.com.au)