



Freedom of Information Officer

Position Number:	11512	Portfolio:	Strategy and Performance
Classification:	Level 4	Reports to:	Manager FOI Services, L7
Location:	Joondalup	Direct Reports:	Nil

Description

Freedom of Information Services manages access to departmental documents in accordance with the Freedom of Information Act 1992 (FOI Act) and relevant policies. The service involves interpreting legislation and policy, managing risks, conducting research, and ensuring the accuracy and integrity of information provided. Statistical information is reported to the Information Commissioner. The team also identifies opportunities to enhance service delivery, aiming to improve efficiency, timeliness, and the value of internal outputs that support departmental operations.

In accordance with the FOI Act and its Regulations, the role undertakes research, evaluates documents, and prepares draft decisions on the release of information on behalf of the decision maker. It liaises with internal and external stakeholders to provide a consultative service.

Responsibilities

In context of above description, the role:

- Prepares draft decisions on document access under the FOI Act, based on research and evaluation of relevant legislation, case law, and departmental records.
- Manages own workflow to support consistent, high-quality FOI outcomes and briefs the FOI Coordinator or Manager on complex matters.
- Engages with applicants, third parties, and government agencies to clarify application scope and negotiate access, exercising discretion on sensitive issues.
- Contributes to FOI compliance through policy development, quality assurance, and participation in related projects
- Supports Internal Stakeholders by providing FOI advice, training and educational materials.
- Represents the agency on committees and working groups as required.
- Upholds information security protocols and demonstrates integrity in line with the agency's Code of Conduct.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

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Work Related Requirements

Read these requirements in context of the above contents.

1. You have knowledge and experience in interpreting the Freedom of Information Act 1992 and related legislation, enabling you to assess requests, apply exemptions accurately, and make informed recommendations on the release of documents (*you think through complexity*).
2. You have strong verbal and written communication skills, enabling you to engage effectively with internal and external stakeholders, provide clear guidance on FOI processes, and prepare accurate, defensible written documents—including notices of decision, reports, memos, and correspondence—to support transparent and well-reasoned outcomes (*you lead collectively*).
3. You have the ability to negotiate application amendments and outcomes in a professional and impartial manner, often in sensitive or high-pressure situations, ensuring fair and transparent engagement with applicants and stakeholders (*you embody the spirit of public service*).
4. You have well-developed analytical skills that enable you to source, evaluate, and interpret information relevant to statute law, think laterally, and provide timely, defensible solutions to FOI issues (*you think through complexity*).
5. You have effective planning and organisational skills, allowing you to manage competing priorities, meet statutory FOI response timelines, and contribute to team and organisational objectives (*you deliver on high-leverage areas*).
6. You have the ability to apply sound research methodologies to locate, interpret, and analyse information and documents, ensuring accurate and comprehensive decision-making (*you think through complexity*).

Special Requirements

- The department will conduct a national police check before offering employment.