Government of **Western Australia**
Department of **Water and Environmental Regulation**

Job Description Form

Freedom of Information Officer

Position Number:	101884	Portfolio:	Strategy and Performance
Classification:	Level 4	Reports to:	Freedom of Information Coordinator, L5
Location:	Joondalup	Direct Reports:	Nil

Description

This role manages Freedom of Information (FOI) applications in accordance with the Freedom of Information Act 1992 (FOI Act) and departmental procedures. The position researches and evaluates relevant information, prepares draft decisions in collaboration with decision makers, and liaises with stakeholders to support the timely and compliant release of information. Through the effective management of FOI matters, the role contributes to the department meeting its statutory obligations and maintaining public trust in its information access processes.

Responsibilities

In context of above description, the role:

- Manages Freedom of Information (FOI) applications in accordance with the Freedom of Information Act 1992 (FOI Act) and departmental procedures, including researching and evaluating relevant information and preparing draft decisions in collaboration with decision makers.
- Research, analyses and evaluates information to support Freedom of Information assessments, prepares draft decisions and contributes to informed decision-making.
- Applies legislative and procedural requirements to prepare information and documentation for release, including undertaking redactions where required.
- Builds and maintains productive working relationships with decision makers, applicants, third parties and other stakeholders to support the progression of applications and achievement of quality outcomes.
- Identifies issues, risks and complex matters, exercising judgement within established frameworks and escalating matters where appropriate to support effective service delivery and governance.
- Maintains accurate records and information management practices, ensuring the appropriate handling of confidential and sensitive information in accordance with legislative and organisational requirements.
- Provides advice, guidance and knowledge sharing to support understanding of Freedom of Information requirements and contribute to capability development across the department.
- Maintains professional knowledge and skills and contributes to continuous improvement activities that support effective and consistent Freedom of Information service delivery.
- Applies legislation, policies, procedures and governance requirements, and contributes to a safe, respectful and inclusive workplace.

- 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.



Work related requirements

Read these requirements in context of the above contents.

1. You have experience applying the Freedom of Information Act 1992 and information access and release processes to assess requests, identify legislative and procedural issues, and support timely, fair and compliant outcomes. (You embody the spirit of public service).
2. You apply information and records management principles and practices to maintain accurate records, protect information and support legislative and organisational compliance. (You embody the spirit of public service).
3. You communicate effectively, both verbally and in writing, and build productive working relationships with internal and external stakeholders to obtain information, prepare documentation and achieve outcomes. (You lead collectively).
4. You have demonstrated ability to analyse and interpret information, identify legislative, privacy and information risks, apply critical thinking and sound judgement, and recommend practical solutions to support informed FOI decision-making. (You think through complexity).
5. You organise and prioritise work effectively, manage competing demands and monitor progress to meet statutory timeframes and service standards. (You deliver on high leverage areas).

Special requirements

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