



## Freedom of Information Coordinator

Position Number:	3113466	Portfolio:	Strategy and Performance
Classification:	Level 5	Reports to:	Manager Freedom of Information, Level 7
Location:	Joondalup	Direct Reports:	FTE 1

### Description

The position coordinates and processes Freedom of Information (FOI) applications in accordance with the *Freedom of Information Act 1992* (FOI Act) and Freedom of Information Regulations 1993. This includes conducting thorough searches for relevant documents, assessing content, applying appropriate exemptions, and preparing draft decisions on behalf of the decision maker.

In addition to processing FOI applications, the role is responsible for raising agency awareness of FOI obligations and contributing to the development and implementation of information policies, processes, and procedures. The position provides leadership and support in developing FOI staff, offering advice and guidance on FOI decisions, and interpreting relevant legislation and policy to ensure consistent, lawful application.

### Responsibilities

- Provide leadership and supervision, guiding and developing team members to ensure professional growth.
- Coordinate the FOI workflow, prioritise tasks, and perform quality assurance to maintain a high standard of service delivery.
- Process complex and high-impact FOI applications, particularly those with significant strategic, organisational, or legislative implications, ensuring adherence to the FOI Act and *Freedom of Information Regulations 1993*. All decisions must comply with established protocols and legal requirements.
- Conduct research and document analysis, offering informed advice to document custodians on the application of the FOI Act, including key issues for consideration.
- Liaise with FOI applicants to clarify the scope of requested information, manage expectations, and provide professional, customer-focused responses to requests.
- Facilitate the understanding and application of the FOI Act among key stakeholders, including Executive Directors, Directors, and Branch Managers, regarding compliance with government policies and legislative obligations.
- Provide specialist advice and support to document custodians, offering guidance on the risks and options related to document release.
- Maintain accurate statistical records of FOI applications for Departmental annual reports, Ministerial reporting, and reporting to the Information Commissioner, as required.
- Processes subpoenas, includes managing, coordinating and responding to the relevant Court.



- Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Applies curiosity and performs other duties as required.
- Demonstrates leadership behaviours and upholds our values in all actions.

## This position leads a small team delivering a business-critical service:

Manager Freedom of Information Services, Level 7

**Freedom of Information Coordinator, Level 5**

- Freedom of Information Officer, Level 3 (1)

Total number of staff: (1)

Other positions that report to this position:

- Freedom of Information Officer
- Freedom of Information Coordinator

## Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

We serve to make a difference | We build trust | We care | Open minds | Better Together

## Work Related Requirements - Consider the following requirements in relation to the role description and responsibilities outlined above.

### Essential

- You have demonstrated knowledge and experience in interpreting and applying the *Freedom of Information Act 1992* (WA) and related legislation, ensuring compliance while facilitating access to information (you act with integrity and accountability).
- You have experience processing complex FOI applications, including making defensible decisions and applying legal exemptions, balancing transparency with legal obligations (you exercise sound judgment).



- You have demonstrated experience in leadership and supervision, actively supporting FOI Officers through mentoring, training, and guidance to enhance team capability (you develop and empower others).
- You have strong analytical and problem-solving skills, allowing you to evaluate information critically, identify key issues, and make informed, strategic decisions (you think through complexity).
- You have excellent communication and stakeholder engagement skills, with the ability to convey complex FOI information clearly to diverse audiences, including senior executives and external applicants (you connect and collaborate).
- You have a proven ability to work independently and manage competing priorities in a high-pressure environment, ensuring deadlines are met without compromising accuracy or quality (you deliver on outcomes).
- You have experience in records management and information governance, ensuring compliance with legislative and organisational policies while improving information accessibility and security (you drive continuous improvement).

### **Desirable**

- You have familiarity with Western Australian public sector policies and procedures, enabling you to navigate regulatory frameworks effectively (you understand the bigger picture).
- You have experience using FOI tracking systems and records management software to efficiently manage applications, track requests, and maintain accurate records (you leverage technology for efficiency).
- You have knowledge of legal discovery and information release processes, including subpoenas and ministerial requests, ensuring accurate and timely responses in accordance with legal requirements (you manage risk effectively).

## **Special Requirements**

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