



FREEDOM OF INFORMATION OFFICER

Position Number: 006969 & 006970 Level: 4

ANZSCO: 561311

JOB DESCRIPTION FORM

THE ROLE

The position receives and actions applications for access to documents requested under the provisions of the Western Australian *Freedom of Information Act 1992* (the FOI Act). Contributes to the development and review of internal policies and procedures to ensure compliance with the FOI Act and other relevant legislation. This role supports and assists the Team Leader Information Services by reviewing Freedom of Information applications, researching, analysing and evaluating requested documents and providing written recommendations on release under the FOI Act.

REPORTING RELATIONSHIPS

ORG STRUCTURE

Corporate Services
Finance and Business Services
Information Services

THIS ROLE REPORTS TO

Team Leader Information Services (006705) Level: 5

POSITIONS THAT REPORT TO THIS ROLE

Nil

POSITION INFORMATION

LOCATION: Cockburn Central

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

Employees in this position may be required to undertake occasional intrastate travel (by air and/or road).

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

- Processes allocated FOI application requests and monitors compliance with timeframes as prescribed under relevant legislation.
- Undertakes initial reviews for requested documents and liaises with relevant areas to obtain documents held in specialised systems.
- Research and evaluates requested documents to determine suitability for release and provides recommendations to the Team Leader Information Services and/or Decision Maker.
- Provides advice and guidance to internal staff, external agencies, stakeholders and the public on FOI applications, relevant policies, legislation, procedures and the release of documents under the FOI Act.
- Assist applicants to submit requests and refine their scope for access to documents under the FOI Act.
- Assist with the viewing of documents in accordance with *section 27(2)(c) of the FOI Act – documents under copyright*.
- Ensures a best practice customer focus in relation to outcomes for access applications.
- Ensures compliance with the *Financial Management Act 2006* and other regulations and policies relating to the receipt of monies relating to Freedom of Information (FOI) application fees and charges.
- Ensures and maintains security and confidentiality of documents and secure storage.
- Manage conflicts of interest in accordance with relevant legislation, policies and procedures.

Training and Statistics

- Contributes to the research, review and development of internal policies, procedures and guidelines to ensure compliance with the *WA Freedom of Information Act 1992* (the FOI Act) and relevant legislation.
- Supports the Team Leader Information Services in maintaining statistical information relating to FOI applications for internal and external reporting purposes.
- Contributes and provides advice in relation to the development and delivery of FOI and other related training programs.

Other

- Performs other duties as directed to support the functions of the Information Services branch.
- Undertakes searches for documents required in response to subpoenas.
- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- Undertake other duties as required.

EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
Lead collectively	Seek and build key relationships, work together and focus on the greater good.
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. Demonstrated knowledge and interpretation of the *Freedom of Information Act 1992* and other relevant legislation.
2. Experience in researching, analysing and evaluating requested documents for release, with the ability to identify and redact exempt information.
3. Demonstrated interpersonal and negotiation skills, including the ability to liaise with staff at all levels and work effectively in a team environment and independently.
4. Well-developed oral and written communication skills, with an emphasis on quality customer service.

DESIRABLE CRITERIA

1. Experience in delivering education awareness and training programs.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created	7 March 2025	10 March 2025	Andrea Dawson
Vs 2.0	Minor updates and role classified	14 October 2025	16 October 2025	Andrea Dawson