



Title	Principal Information Officer	Classification	Level 7
Number	946555	Group	Corporate Support
Reports to	Information Management and Records Manager	Division	Office of the Commission
Supervises	2	Section	Information Management and Records

Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Business Unit Overview

The Office of the Commission provides strategic and executive support to the Chief Executive and the Board of Commissioners and coordinates corporate governance and risk, legal services, corporate communications and stakeholder relations, and policy and research consistent with the organisation's purpose and direction.

Position Overview

Lead the Insurance Commission's Privacy and Responsible Information Sharing (PRIS) and Freedom of Information (FOI) functions. Provide authoritative advice to senior leaders, oversee compliance frameworks, and champion a culture of privacy, transparency, and responsible information sharing. Performs the Information Sharing Officer functions in accordance with the PRIS Act.

Position Responsibilities

- Develop and maintain ICWA's Privacy Management Framework aligned to PRIS Information Privacy Principles (IPPs) and Responsible Sharing Principles (RSPs).
- Performs the functions of Information Sharing Officer for the Insurance Commission in accordance with the PRIS Act.
- Lead the FOI function, ensuring timely and compliant processing of requests, statutory reporting, and stakeholder engagement.
- Advise the Executive on privacy and FOI risks, emerging legislation, and strategic data



governance initiatives.

- Lead privacy impact assessments (PIAs) for high-risk projects; approve PIAs and endorse data sharing agreements (DSAs).
 - Maintain privacy and FOI risk registers and activity registers, and report quarterly to the Executive Risk Committee.
 - Ensure compliance with PRIS Act, FOI Act 1992 (WA), State Records Act 2000, and State Records Standards.
 - Own the Privacy Incident Response Plan, coordinating breach investigations and notifications in collaboration with IT Security, Legal and Enterprise Data Office.
 - Design and deliver privacy and FOI training programs to build organisational capability.
 - Monitor trends, benchmark against best practice, and recommend enhancements to privacy and information release processes.
 - Utilise technology and automation to streamline privacy and FOI workflows and reporting.
 - Establish KPIs and metrics for compliance, service delivery, and operational performance.
 - Represent the Insurance Commission in inter-agency forums and consultations on privacy, FOI, and information sharing.
 - Contributes to continuous improvement and innovation in all activities, including maximisation of opportunities to harness technology to optimise productivity.
 - Contributes to a positive work environment that reflects the values of the Insurance Commission.
 - Collaborate across the Information Management function to ensure best practice information management principles and processes are embedded.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

Capability to:

1. Lead privacy, FOI, or information governance programs in a complex organisation.
 2. Interpret and apply complex legislation and frameworks into organisational policy.
 3. Provide clear advice and training on privacy, FOI, and information sharing obligations.
 4. Effectively engage and influence stakeholders, and develop positive, collaborative relationships that will contribute to the delivery of organisational goals.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identity check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024

Certification

Approved by the delegated authority and registered on:

17 April 2026