



Position Details

| | |
|------------------------------|---------------------------------------|
| Position title: | Freedom of Information Officer |
| Award Classification: | Band 6 |
| Department: | Governance |
| Division: | Governance and Performance |
| Date Approved: | March 2026 |
| Approved By: | Manager Communications and Governance |

Organisational Relationships:

| | |
|-------------------------------|--|
| Reports To: | Senior Privacy & FOI Advisor |
| Supervises: | N/A |
| Internal Stakeholders: | Council Employees and Managers, Executive Leadership Team and Councillors |
| External Stakeholders: | FOI applicants, members of the public, Office of the Victorian Information Commissioner (OVIC), legal representatives, consultants and contractors |

Position Objectives

- Ensure Council complies with the *Freedom of Information Act 1982* by co-ordinating and administering FOI requests in a timely and accurate manner.
- Provide clear, expert advice to staff and stakeholders regarding FOI obligations, statutory requirements and best-practice information handling.
- Support organisational transparency, good Governance and statutory reporting through accurate documentation, analysis and record-keeping relating to FOI matters.



Key Responsibilities and Duties

- Manage the end-to-end processing of FOI applications, including validation, consultation, search, assessment and preparation of decisions and ensuring compliance with legislative timeframes.
- Prepare and maintain statistical information and reporting for OVIC's Annual Report and Council's annual reporting obligations.
- Respond to internal and external enquiries regarding FOI processes, requirements and access to information.
- Co-ordinate Council's responses to, OVIC reviews and VCAT matters relating to FOI decisions.
- Develop and deliver FOI guidance materials and awareness initiatives across the organisation.
- Provide support to the Senior Privacy and FOI Advisor on privacy-related matters and assist the broader Governance team with priority projects as required.

Accountability and Extent of Authority

- Act as Council's primary FOI contact, ensuring all applications are processed accurately, fairly and in accordance with legislation.
- Operate under the *Freedom of Information Act 1982*, associated Regulations and Council policies, with guidance and support from the Senior Privacy and FOI Advisor as required.
- Exercise sound judgment when interpreting legislation, determining exemptions, and managing sensitive or confidential material.

Judgement and Decision Making

- Apply specialised knowledge of FOI legislation to interpret requests, identify relevant documents, determine appropriate exemptions, and prepare decision notices.
- Make day-to-day decisions, with access to internal and external expert advice when necessary.
- Exercise discretion and confidentiality in managing politically sensitive or complex FOI matters within legislative frameworks and established Council policies, with guidance available as required.

Specialist Skills and Knowledge

- Strong understanding of the *Freedom of Information Act 1982*, associated Regulations, OVIC guidelines and relevant Information Management principles.
- Interpret FOI legislation and assess detailed and sensitive information within established statutory frameworks and Council policies.



- Proficiency in corporate systems (e.g., OneCouncil, SharePoint, Adobe Acrobat, Microsoft 365) to support compliant document searches, redaction workflows and decision documentation.”
- Communicate statutory FOI requirements clearly to diverse audiences, aligned with the FOI Act, OVIC guidance and Council policies.

Management Skills

- Ability to plan, prioritise and manage own workload to meet statutory timeframes and competing deadlines.
- Provide guidance and practical support to employees on FOI processes, information handling and governance good practice, without formal supervisory accountability.
- Demonstrated commitment to continuous improvement and high-quality customer service.

Interpersonal Skills

- Strong written communication skills, including the ability to prepare clear, accurate and legally sound FOI decision notices and correspondence.
- High-level verbal communication and relationship-building skills to work effectively with staff at all levels and external stakeholders.
- Proven ability to handle confidential and sensitive information with discretion.

Qualifications and Experience

- **Qualifications:** Tertiary qualifications in a related field (e.g., law, public administration, information management); and / or
- **Experience:** Experience administering FOI matters within local government or the public sector.

Mandatory Requirements

- N/A.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child



abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.

Key Selection Criteria

- Demonstrated experience in administering the *Freedom of Information Act 1982* and applying related statutory requirements.
- High-level analytical, problem-solving and research skills with the ability to interpret legislation.
- Excellent written communication skills, including preparing accurate and defensible FOI decision notices.
- Proven ability to work collaboratively and build effective relationships across all levels of the organisation.



- Strong organisational and time-management skills with the ability to meet statutory deadlines.
- Demonstrated ability to maintain confidentiality and handle politically sensitive or complex matters.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.