



Making a difference

Information Release and Ministerial Coordinator

Classification	Level 6
Position number	00034010
Business Area	Office of the Under Treasurer
Team	Executive and Ministerial Support Unit
Award and Agreement	Public Service Award 1992 and relevant Public Sector CSA Agreement

About us

The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.

We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

The Business Area

The [Office of the Under Treasurer](#) comprises the Communications team, and the Executive and Ministerial Support Unit. The Directorate is the central liaison point between DTF and the Treasurer's and Minister's Offices, provides support to the Under Treasurer and plays an active role in internal and external communications and correspondence.

The role

Key responsibilities

The **Information Release and Ministerial Coordinator** is primarily responsible for:

- interpreting and applying relevant legislation, policies and procedures relating to the release of confidential information, including the *Freedom of Information Act 1992* (FOI Act) and other applicable legislation
- coordinating the Department's response to applications for information requested by external parties, and researching and proposing process improvement strategies to support effective and compliant information release; and
- liaising extensively with internal and external stakeholders while maintaining the confidentiality of highly sensitive information

Key duties

- Interprets complex legislation, policies and information sharing arrangements relating to the release of information under the FOI Act and to external agencies and bodies under relevant legislation.
- Manages complex and sensitive FOI matters end to end, including processing applications for document requests under the FOI Act, coordinating document searches across business areas, researching and evaluating documents, managing statutory timeframes, and resolving issues arising during the processing of requests.
- Applies sound statutory interpretation and professional judgement to undertake the draft decision-making process on the release of information, including preparing well-reasoned recommendations and draft Notices of Decision for review and approval by delegated decision-makers.
- Ensures the protection of confidential information, including the appropriate preparation of disclosable material and the controlled release of documents to applicants.
- Provides a consultancy and advisory service to management and staff across the Department on FOI Act obligations, processes and complex or sensitive matters.
- Develops policies, guidelines and training materials that facilitate organisational capability and compliance with the FOI Act.
- Supports FOI review processes, including internal review and engagement with oversight bodies, as required.
- Coordinates the provision of quality, customer focused and accurate responses to Ministerial, Parliamentary and Cabinet requests, as required.
- Quality assures all final documents to ensure that the style and content is consistent, and in accordance with policy and standards.
- Provides accurate and timely advice to the Under Treasurer, Executive team and other members of staff relating to parliamentary, ministerial and correspondence enquiries.
- Exhibits accountability, professional integrity and respect consistent with DTF's values, Code of Conduct and the Public Sector Code of Ethics.
- Undertakes other duties as required.

Key requirements

Core competencies

The five core capabilities below, part of the [Capability Framework](#), articulate the desired behaviours and skills required for successful performance in the role. Each capability is supported by a set of behavioural indicators. You will need to ensure that you consider and demonstrate the behavioural indicators relevant to the classification level and within the context of the role.

1. Shapes and manages strategy
2. Achieves results
3. Build productive relationships
4. Displays personal drive and integrity
5. Communicates and influences effectively

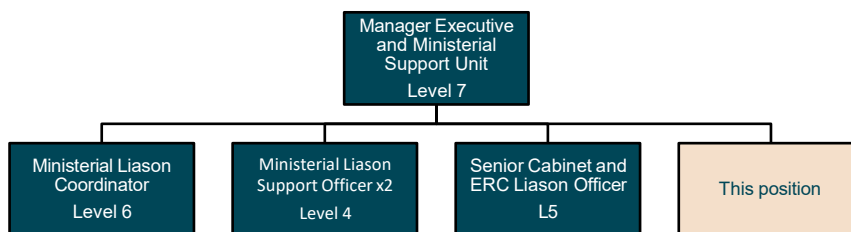
Essential role-specific requirements

1. Demonstrated comprehensive knowledge of the *Freedom of Information Act 1992*, and related legislation, agreements and frameworks governing information access and sharing.
2. Proven experience in the preparation of FOI decisions, including the ability to analyse complex information, exercise sound judgement, apply legislation appropriately, and prepare clear, accurate and high-quality written correspondence for a range of stakeholders.

Desirable role-specific requirements

1. Experience in ministerial, Parliamentary and Cabinet processes.

Reporting relationships



Certification

The details contained in this document are an accurate statement of the key responsibilities, duties and other requirements of the position.

Assistant Director, People and Culture 7/05/2026