



2025 Vacation Internship Program Applicant Information Pack

Start your career with our Vacation Internship Program!

About us

At Treasury, we are responsible for managing Western Australia's public sector finances and formulating and implementing the annual State Budget. We develop economic and revenue forecasts, and monitor developments in the State's economy, major revenue bases and public sector finances, to ensure Western Australia remains on track against the State Government's budgetary objectives and policies.

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 in a financially sustainable way.

So, if you want to launch your career making meaningful contributions in your workplace across a variety of current issues from social services to forecasting and economic modelling, then Treasury is the place to start.

To learn more about the meaningful work we do, visit www.wa.gov.au/treasury.

The opportunity

The Vacation Internship Program is a great way for you to gain valuable knowledge and skills working within one of Western Australia's central public sector agencies. At WA Treasury, our work is fundamental to the Government's decision-making processes on financial, social, and economic outcomes that impact all Western Australians.

2025 Summer Placement

From Monday 9 December 2024 to Friday 21 February 2025 (eight-week fixed term opportunity and a three-week unpaid break from Monday 23 December 2024 to Friday 10 January 2025).

2025 Winter Placement

From Monday 16 June 2025 to Friday 18 July 2025 (five-week fixed term opportunity).

Program highlights

- Valuable and authentic work experience in one of Treasury's five key business units;
 - o Office of the Deputy Under Treasurer;
 - o Advisory Services;
 - o Economic;

- o Strategic Policy and Evaluation; or
 - o Agency Budgeting and Governance.
- Exposure to key government projects and the opportunity to build your professional networks within the public sector;
- Extensive support network comprising of supervisors, colleagues, a dedicated buddy, and the Treasury Young Professionals Program (YPP);
- Paid opportunity with flexible working conditions and central Perth CBD location in a modern building with spectacular views of Perth;
- Valuable experiences and skill development which will assist you when applying for the Treasury Graduate Program upon completion of your studies.

What we are looking for

The Vacation Internship Program is open to university students in their penultimate or final year of an undergraduate or postgraduate degree. Ideally this will be in a relevant discipline (such as Accounting, Finance, Business, Commerce, Economics, Actuarial Studies, Law, Public Policy, International Relations, and Data Science or Mathematics) with an academic status of 'good standing'.

How to apply

Before applying, we strongly encourage you to read all the information provided to you to determine if the program is the right fit for you and for the best chance of success with your application. Documents provided include the job advertisement, the Role Statement, this Applicant Information Pack and the Level 1 Capability Framework.

International students can apply for this program; however, you must have working rights for short term employment in Australia and will be required to provide evidence of this as part of your application.

Please note that under no circumstances will late or pro forma applications be accepted.

Application dates and process

- **Applications Open:** Tuesday, 1 October 2024
- **Applications Close:** Thursday, 31 October 2024
- **Panel Shortlisting:** Thursday, 7 November 2024
- **Panel Interviews:** Thursday, 14 November 2024
- **Reference Checks:** Friday, 22 November 2024
- **Successful Applicants Notified:** From 29 November 2024

Step 1: Online Application Form

Complete the online application form through www.jobs.wa.gov.au by clicking the 'Apply for Job' button on the advertisement. You will then be asked to answer a few questions including whether you would like to be considered for both summer and winter placements completing 13 weeks in total with Treasury, or whether you will only have availability to complete one program (either summer or winter). If you are completing your degree mid-2025, then you will only be eligible to apply for the summer program.

You will need to upload the following documents with your application:

- A comprehensive CV (in Word or PDF format) that details your relevant qualifications, experiences, interests, and achievements;
- A copy of your current official academic record, which demonstrates an academic status of 'good standing'; and
- Provide two personal or professional referees that can comment on your personal behaviours, skills and/or abilities.

If you fail to provide any of the above required documentation with your application, you may not proceed to the next stage of the recruitment process.

Step 2: Assessment process

Applicants shortlisted after the application stage, will be asked to attend a virtual interview, which will be approximately 15 minutes in duration, and you may be asked a series of questions about your current studies and work experiences and how they relate to Treasury.

Applicants will have the opportunity to ask the panel any questions about the program, Treasury work/projects or the workplace.

For applicants found suitable, Treasury will contact your two nominated referees to provide referee reports verifying your suitability, skills, and knowledge.

Step 3: Notification to applicants

Once a decision has been made by the selection panel and the process has progressed through the necessary approval points, all applicants will be notified of the outcome of the selection process.

Successful applicants will be notified from 29 November 2024.

Unsuccessful candidates will be advised by email and be given the opportunity to seek feedback from the panel on their application.

Criminal and record screening

Successful applicants will be required to undertake a criminal screening process. A previous criminal conviction or pending charges will not necessarily preclude employment but will be considered when assessing suitability for employment.

Want to know more about Treasury?

If you would like to know more about the work we do, you can visit our [website](#) for information relating to our values, our Business Units and Directorates, as well as our latest projects. And don't forget you can also connect with us via [LinkedIn](#) and meet some of our fantastic people.

Contact us

If you require more information about the program or recruitment process, please contact Claudia Lango on (08) 6551 2757 or by emailing recruitment@treasury.wa.gov.au.

**Thank you for your interest in the Treasury WA
Vacation Internship Program.**