



Office of the Public Service  
**Directive**

(refer Public Service Act 1996 - Section 34)

**No: 8/98**

**Supersedes:  
Directive 6/98**

**1. TITLE: Notification of proposed appointments (advertising vacancies).**

**2. PURPOSE:** To outline the requirements for advertising vacancies in the Queensland Government Gazette or other relevant Gazette.

**3. LEGISLATIVE PROVISION:** Section 77 - *Public Service Act 1996*

**4. EFFECTIVE DATE: 24 July 1998**

**5. DIRECTIVE:**

5.1 Departments must advertise vacancies in the Gazette. The notification period for advertising shall be not less than 2 weeks.

5.2 A notification shall include:

- (a) a vacancy reference number;
- (b) a job title;
- (c) the department;
- (d) the centre at which the appointee is to be located;
- (e) the remuneration applicable;
- (f) any applicable classification symbol;
- (g) the closing date and time for receipt of applications;
- (h) the address to which applications should be forwarded;
- (i) the type of vacancy - tenured, temporary, part-time or contract; and
- (j) any other relevant information.

**6. NON APPLICATION:**

The requirement to advertise in the gazette does not apply to appointments to vacancies:

6.1 designated to be in a Ministerial office;

6.2 subject to an industrial determination by which the salaries, duties and designations of the job are modified;

6.3 at a base-grade level <sup>1</sup>;

6.4 to be filled in compliance with a progressional scheme contained within an industrial determination;

6.5 to be filled under a progressional or other scheme subject to an agreement between employee representatives and the Chief Executive as approved by the Public Service Commissioner;

6.6 to be filled on a temporary basis where the period will not exceed 12 months;

6.7 to be filled on secondment at level only;

6.8 to be filled on secondment to a higher level where the period will not exceed 12 months;

6.9 to be filled by promotion of an officer who has been redeployed within 1 year before the promotion and the promotion is to a classification level that is not higher than the officer's substantive classification level immediately before the redeployment;

6.10 in the office of a Chief Executive under Part 5, Division 2 of the Act;

6.11 in the office of the Public Service Commissioner under Part 4, Division 2 of the Act.

<sup>1</sup>Base-grade level means - AO1/2; TO1/2; PO1/2, OO1/2 and OO3 only if defined "base-grade" by an Industrial Determination