***[Example -*** ***Template Letter for Recruitment Advertising Exemption***

*\*\*to comply with the Recruitment Advertising Policy, this letter must be provided to your Client Service Manager at Universal McCann prior to, or at the same time that the signed Media Booking Authority is provided. Advertisements will not be booked prior to the receipt of a signed exemption letter. This letter does not need to be provided to the Department of Finance for approval.]*

[Insert Universal McCanncontact name]

Universal McCann

100 Chalmers Street

Surry Hills

NSW 2010

**EXEMPTION FROM THE RECRUITMENT ADVERTISING POLICY**

As the Accountable Authority (or official with the appropriate level of seniority), under paragraph 8 of the Resource Management Guide No. 408 - *Recruitment Advertising Policy*, I have approved an exemption from paragraph 9 of the Policy, which prohibits print recruitment advertising in national and major metropolitan newspapers.

Details of the exempted position are as follows:

**Position Level:** [e.g. SES Band 1]

**Position Title:** [e.g. Branch Manager]

**Position Description:** [e.g. Financial Management, Procurement]

In reaching this decision, I have considered [insert justification].

I have also taken into account my obligation under Section 15 (1) of the *Public Governance, and Performance and Accountability Act 2013,* and I am satisfied that this expenditure represents proper use of Commonwealth resources.

The position will be advertised on [insert date e.g. Saturday 24 August and Saturday 31 August 2016] in the [insert name/s of the newspaper e.g. The Canberra Times and The Sydney Morning Herald].

The [insert agency] contact in relation to this matter is [insert name] at [insert email address] or phone [insert phone number].

Yours sincerely

[Insert name]

[Insert position]

[Insert work area]

[Insert entity]

[Insert date]