

SPECIAL MEASURES

Employment Instruction Number 15

1. **Scope**

1.1 This Employment Instruction:

- a) sets out the requirements and conditions for approval by the Commissioner of agency special measures programs, plans or arrangements;
- b) is issued in accordance with section 16 of the *Public Sector Employment and Management Act* (the Act);
- c) is to be read in conjunction with sections 38B of the Act and sections 19 and 57 of the *Anti-Discrimination Act (NT)*.

2. **Requirements for Approval of Special Measures Programs, Plans or Arrangements**

2.1 An application for the Commissioner's approval of a special measures program, plan or arrangement must:

- a) identify the special measures target group to whom the measure will apply;
- b) explain the proposed program, plan or arrangement and how it is designed to promote equality of employment opportunity for a disadvantaged group;
- c) suggest an initial limited time period during which the program, plan or arrangement will be trialled and assessed;
- d) propose measures against which the success of the program, plan or arrangement will be assessed and reported.

3. **Conditions for Approval of Special Measures Recruitment and Selection Plans**

3.1 Special measures recruitment and selection plans must meet the following conditions:

- a) the intention to utilise a special measures plan must be made clear when advertising the relevant vacancy or vacancies, and

must use the required wording as set out in the Commissioner's Guideline to Special Measures, or other wording only if approved by the Commissioner;

- b) any applicants selected under the plan must meet all of the essential selection criteria and be suitable at the level of the position;
- c) applicants selected under the plan must provide proof of membership in the relevant special measures group by the method as set out in the Commissioner's Guideline to Special Measures
- d) if there is more than one applicant from the special measures group those applicants will be assessed against the other special measures applicants to select the one who is most suitable;
- e) selection decisions made under the special measures plan will be subject to review procedures as set out in the Commissioner's Guideline to Special Measures



CRAIG ALLEN

Commissioner for Public Employment

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