

## EMPLOYMENT INSTRUCTION NUMBER 11

# EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PROGRAMS

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### 1. SCOPE AND PURPOSE

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This Employment Instruction specifies the minimum requirements of an Equal Employment Opportunity Management Program. As every agency is different, each agency may develop different goals and procedures for each of its equal employment opportunity initiatives in order to best meet its objectives. The underlying principles of Equal Employment Opportunity in the Northern Territory Public sector include:

- the application of the merit principle as defined in Section 3(2) of the *Public Sector Employment and Management Act* (the Act) to all aspects of selection for promotion or appointment;
- the identification and elimination of all forms of discrimination and harassment in recruitment selection, professional development, personnel practices, job evaluation and conditions of service;
- action necessary to remedy the effects of past discrimination;
- the promotion of fair and equitable treatment for all employees in all operational policies and procedures; and
- reflecting the diverse nature of the Territory community and its needs in the composition of the workforce.

### 2. LEGISLATIVE BASIS

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Sections 3(2), 13(b), 13(c), 24(j) and 28(2)(f) of the Act.

Regulations 3(a), 3(b), 3(d) and 4(e) of the Public Sector Employment and Management Regulations.

In accordance with Section 13(1)(k) of the *Anti-Discrimination Act*, the Anti-Discrimination Commissioner is required to promote the development of Equal Employment Opportunity Management Programs within the Public Sector.

Applicable Certified Agreements.

### 3. OTHER SOURCES OF INFORMATION

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This section includes a number of readings related to recruitment and promotion. These are not intended to be exhaustive and may be updated from time to time.

The following may be read in conjunction with this Employment Instruction:

- The Northern Territory Public Sector Aboriginal Employment and Career Development Strategy.
- The Job Evaluation System Information Booklet.
- The Merit Selection Guide (March 2000)

The Northern Territory Anti-Discrimination Commission will provide advice if required.

#### **4. AGENCY ACTION REQUIRED**

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Chief Executive Officers shall devise and implement programs to ensure that employees have equal opportunities in relation to their employment. Equal Employment Opportunity Management Programs should be integrated with corporate, strategic and other agency planning processes.

All agencies should implement an Aboriginal Employment and Career Development program. The program should be developed within the framework of the Act and the Northern Territory Public Sector Aboriginal Employment and Career Development Strategy.

The needs of other target groups eg. employees with a non-English speaking background (NESB) should be reflected in the agency's program.

#### **5. REPORTING REQUIREMENTS**

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Under section 28(2)(f) of the Act, Chief Executive Officers must report annually on programs and initiatives in their agency designed to ensure that employees have equal employment opportunities and on the outcomes achieved.

Reports detailing specific action taken in relation to the agency Aboriginal Employment and Career Development program should be included in the report.

Reports should also include any measures to enable employees to balance work and family responsibilities.

#### **6. DEVELOPMENT OF AN EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PROGRAM**

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An Equal Employment Opportunity Management Program is a working document which sets out an agency's objectives, strategies and implementation details for ensuring equality of employment opportunity for all employees. Equal Employment Opportunity Management Plans are most effective when integrated with corporate, strategic and other agency planning processes.

At a minimum, an Equal Employment Opportunity Management Program must:

- clearly identify the agency's equal employment opportunity objectives;
- define policies and programs to be implemented within the agency in order to achieve the objectives of equal employment opportunity;
- provide for the regular review of human resource management policies and practices, including ongoing review of recruitment and selection procedures and the collection of appropriate statistical information to identify discrimination;
- ensure communication of equal employment opportunity policies and programs to all employees;
- include mechanisms such as performance indicators for evaluating the success of policies and programs;
- provide for ongoing review of recruitment selection procedures;
- provide for equitable opportunities in access to staff development and training;
- ensure that there is no discrimination applied to conditions of service;
- provide for regular revision and amendment of the program itself;
- collect appropriate statistical information to identify patterns of direct, indirect or systemic discrimination; and
- include guidelines for the identification and elimination of workplace harassment including sexual harassment.
- actively encourage all employees to participate in cross cultural awareness training.

(Original signed)

**D J HAWKES**  
**COMMISSIONER FOR PUBLIC EMPLOYMENT**

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Amended: 4 May 1999