

1.0 Policy Statement

Lower Murray Water (LMW) understands the true value and importance of diversity, equity and inclusion in the workplace and as such has a strategic objective to achieve a high performing, engaged and diverse workforce. We are committed to a culture that welcomes individuals from all backgrounds and values their unique perspectives, experiences, and talents.

LMW considers individual employee differences as a strength of our team and a resource to learn how to do our core work better. We are committed to providing reasonable adjustment to individual employees to ensure everyone has the opportunity to thrive in our workplace and reach their full potential.

2.0 Purpose

This policy provides the framework by which LMW will actively manage and encourage diversity and inclusion and achieve equity across our organisation to ensure all employees feel welcome, respected and valued.

This means that we will:

- actively and flexibly seek to understand the unique needs of each employee
- commit to ensuring that all employees are treated with respect, dignity, and consistency
- seek to ensure that our business practices, policies, and procedures are fair and equitable

3.0 Scope

This policy applies to the below stakeholders, and they must be notified of any changes to this policy by the Custodian.

- Board directors
- All employees
- All contractors
- Board sub committees

4.0 References

- [Sex Discrimination Act 1984](#) + Respect@Work Amendments
- [Equal Opportunity Act 2010](#)
- [Gender Equality Act 2020](#)
- [Occupational Health and Safety Act 2004](#)
- [Fair Work Act 2009](#)
- [Australian Human Rights Commission Act 1986](#)
- [Racial Discrimination Act 1975](#)
- [Disability Discrimination Act 1992](#)
- [Age Discrimination Act 2004](#)
- [Privacy Act 1988](#)
- Victorian Public Sector Commission (VPSC) [Code of Conduct for Victorian Public Sector Employees](#)

5.0 Definitions

Term/Abbreviation	Description
LMW	Lower Murray Water
RMS	Records Management System
Diversity	Refers to the visible and invisible spread of variability, or differences, that exist between people, including (but not limited to) race or ethnicity, physical features, sex, sexual orientation, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity, or trade union membership. It also refers to diverse ways of thinking and ways of working.
Inclusion	Refers to ensuring that current, future and potential employees have equality of opportunity in the organisation without any barriers or obstacles as a result of their race or ethnicity, physical features, sex, sexual identity, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity or trade union membership.
Equity	Acknowledges that people do not start with the same level of advantage or barriers. Refers to the concept of fairness and justice in how all prospective or current employees are treated and rewarded, regardless of their background, characteristics, or personal circumstances.
Equal Employment Opportunities (EEO)	Is the principle that all persons can have equal access to employment opportunities based on merit, without fear of discrimination or harassment.

6.0 Policy/Guidelines

6.1 Diversity Principles

- Decisions regarding recruitment, selection, training and development and promotion are based on merit, performance, capabilities and potential as a collective assessment.
- The organisation embraces fairness, equity and inclusiveness and does not tolerate unlawful discrimination, bullying, harassment, or victimisation.
- Diversity, equity and inclusion initiatives are based on sound business objectives.
- Diversity, equity and inclusion is everyone's business – it is part of how the organisation works.

6.2 Equity Principles

LMW aims to create an environment where all employees have equal opportunities and are treated with respect and impartiality.

This may apply when making decisions regarding:

- recruitment and selection
- internal promotion and remuneration reviews
- performance management
- education, training and development
- career advancement

- flexibility
- accessibility
- policies and procedures

LMW is committed to supporting all employees and managers in the achievement of a diverse and inclusive workplace. Managers are responsible for developing and encouraging an environment where all employees are treated with respect and dignity.

6.3 Inclusion Principles

LMW is committed to and expects all employees at all levels of the organisation to contribute to creating an inclusive environment where all employees regardless of position or level within the organisation feel they have ability to:

- have input to the future direction of the organisation
- have influence on what and how work is done
- provide constructive feedback to each other with the intent to support personal and professional growth
- raise concerns without fear of retribution
- identify a career or growth pathway within the organisation and be supported to progress their career

6.4 Strategy and measurable objectives

LMW partners with the broader water sector and our General Manager People and Customers acts as the Chair for the VicWater Diversity and Inclusion Steering Committee.

This committee is responsible and accountable for the development and delivery of the Water Industry Equity, Diversity and Inclusion Strategy which includes an annual action plan of initiatives and activities to support the achievement of aggregate targets identified in the water sector strategy.

LMW adopts the Water Sector Equity, Diversity and Inclusion Strategy as our strategy and sets our own organisational targets which ensure we are striving to achieve a high performing, engaged and diverse workforce which is representative of the communities in which we serve.

In addition to the Water Sector Strategy, LMW has a Gender Equality Framework and Action Plan (CTD/004169) which is a three year plan and sets out key actions that we will take to work towards achieving equality across our workforce and in the delivery of our services to our communities. While this action plan has a focus on gender equality and forms part of our obligations under the Gender Equality Act, the plan considers all areas of intersectionality.

Progress against strategy and action plan delivery is reviewed by the Executive Leadership Team (ELT), Board and the Governance People, Safety and Culture Board sub-committee in accordance with the annual Board workplan.

6.5 Monitoring and reporting

The People and Safety team monitor and report against key workforce metrics and identified targets on a monthly basis and collate this monthly data into relevant Board and Board committee papers in accordance with the Annual Board Workplan.

Formal reporting will be completed and submitted to the Gender Equality Commission in accordance with requirements under the Gender Equality Act.

Disclosure of diversity, equity and inclusion reporting and outcomes will be made to key stakeholders on an annual basis. For example, via the organisation's annual report and other government reporting processes.

LMW will participate in the annual Victorian Public Sector Commission (VPSC) People Matter Survey and will actively analyse and respond to the results on an annual basis to confirm progress and opportunities for improvement.

6.6 Compliance

The People, Safety and Wellbeing team will work in partnership with all leaders across the business to ensure all employees undertake regular compliance training in relation to diversity, equity and inclusion, and legislative and other responsibilities relating to anti-discrimination, workplace bullying and harassment, and equal employment opportunity.

The People, Safety and Wellbeing team will also conduct regular reviews of the processes relating to recruitment, remuneration, promotion and advancement, performance management, flexibility, grievance handling and training and development to confirm the implementation of and compliance with this policy.

Outcomes of these reviews will be reported to the Executive Leadership team for action and resolution.

6.7 Related frameworks, policies procedures

In addition to the documents listed in Section 7 (below), LMW's approach to diversity, equity and inclusion is supported by a range of frameworks policies and procedures including:

- Discrimination, Bullying and Harassment Prevention
- VPSC Code of Conduct for Public Sector Employees
- Hybrid Work Arrangements
- Learning and Development
- Recruitment and Selection
- Leadership and Talent Management
- Professional Development Plan (PDP)

7.0 Supporting Documentation

Doc ID	Title
CTD/004121	LMW People Strategy
External Document	Water Sector Equity, Diversity and Inclusion Strategy 2024-28
CTD/004170	LMW Health Safety and Wellbeing Strategy
CTD/004169	Gender Equality Framework and Action Plan

8.0 Roles & Responsibilities

Position	Responsibility
Board	Provide guidance to the Executive Leadership team to support the successful delivery of the strategies and plans outlined in this policy and enable decision making in line with the organisation's risk appetite and strategic direction to achieve diversity, equity and inclusion.
Executive Leadership Team	Provide support and guidance to leaders and all employees on the actions and behaviours to achieve diversity, equity and inclusion in the workplace and role model behaviours consistent with an inclusive workplace. Engage leaders/managers in regular discussions regarding the value and importance of achieving diversity, equity and inclusion in the workplace and ensure actions are taken in your teams to

	<p>support the achievement of the strategic objective to achieve a high performing, engaged and diverse workforce</p> <p>Actively engage in the delivery of strategy initiatives and actions relevant to this policy.</p> <p>Ensure compliance with this policy</p>
Leaders/Managers	<p>Engage employees in regular discussions regarding the value and importance of achieving diversity, equity and inclusion in the workplace and ensure actions are taken in your teams to support the achievement of the strategic objective to achieve a high performing, engaged and diverse workforce.</p> <p>Actively engage in the delivery of strategy initiatives and actions relevant to this policy.</p> <p>Ensure compliance with this policy.</p>
All employees	<p>Act in accordance with LMW organisational values at all times as a representative of LMW both internally and externally to the organisation</p> <p>Actively participate in regular discussions regarding the value and importance of achieving diversity, equity and inclusion in the workplace and demonstrate a willingness and acceptance of the value of understanding individual differences as a strength.</p> <p>Actively engage in the delivery of strategy initiatives and actions relevant to this policy.</p> <p>Comply with this policy.</p>

9.0 Document History & Review

It is the responsibility of the Custodian of this policy to ensure it is reviewed as per the review due date listed in the table below and the controlled document metadata within the Records Management System (RMS).

Version	Date Approved	Review Due Date	Review Notes
A	July 2024	July 2027	

For users of this policy, please alert the Custodian to the need for review if any amendments are required to this policy before the review due date. Only Custodians or their delegates may make amendments, and these must be authorised by the Approver before distribution to LMW.

See the controlled document “Notes” in the RMS for amendments made during reviews.

Custodian	Approver
General Manager People and Customers	Governance People, Safety and Culture Committee
Subject Matter Experts	Endorsed By
Senior Manager Talent and People	NA

Experience	
------------	--

10.0 Location of Document

- Records Management System
- Intranet
- Internet