



**RAMJO**  
Riverina & Murray Joint Organisation

October 2026

# Equal Employment Opportunity (EEO) Management Plan

Version

1

Responsible Officer

Executive Officer

Review Timeframe

Four years or earlier if legislative or operational requirements change.

Effective Date

16 October 2026

Related documents

RAMJO Code of Conduct  
RAMJO Work Health and Safety Policy  
RAMJO Flexible work Arrangement Policy  
Fair Work Act 2009  
Sex Discrimination Act 1984  
Disability Discrimination Act 1992  
Racial Discrimination Act 1975  
Age Discrimination Act 2004  
Australian Human Rights Commission Act 1986  
Workplace Gender Equality Act 2012  
Anti-Discrimination Act 1977 (NSW)  
Work Health and Safety Act 2011 (NSW)

## Purpose

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The Riverina and Murray Joint Organisation (RAMJO) is committed to providing a workplace that promotes Equal Employment Opportunity (EEO), diversity, inclusion, fairness and respect. This EEO Management Plan outlines RAMJO's commitment to ensuring all employees, contractors, volunteers, and applicants are treated equitably and have access to employment opportunities based on merit.

RAMJO recognises that a diverse workforce strengthens organisational capability, improves decision-making, enhances innovation, and better reflects the communities served by member councils across the Riverina and Murray regions.

RAMJO is committed to creating a workplace where all individuals are treated fairly, have equal access to employment opportunities, and can contribute their skills and experience in an environment that values diversity, inclusion, respect and professional excellence. Through this commitment, RAMJO aims to foster a culture that reflects the values of integrity, collaboration, accountability and service to the member councils and communities of the Riverina and Murray region

## Objectives

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The objectives of this EEO Management Plan are to:

- Eliminate unlawful discrimination, harassment, bullying and victimisation.
- Promote a workplace culture based on dignity, respect and inclusion.
- Ensure recruitment, promotion, training and development opportunities are based on merit.
- Encourage workforce diversity and equitable participation.
- Support flexible working arrangements where operationally feasible.
- Create a safe and inclusive workplace for all employees.
- Meet legislative obligations relating to Equal Employment Opportunity and workplace conduct.
- Foster a workplace where individual differences are valued and respected.

## Scope

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This Plan applies to:

- All RAMJO employees.
- Board members where applicable.
- Contractors and consultants engaged by RAMJO.
- Temporary and casual staff.
- Volunteers and work experience participants.
- Job applicants throughout recruitment processes.

## EEO Principles

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RAMJO will:

### Merit-Based Employment

Ensure that recruitment, appointment, promotion and development opportunities are based solely on skills, qualifications, experience, capability and performance.

### Fair Treatment

Provide all employees with equitable access to:

- Employment opportunities.
- Professional development.
- Career advancement.
- Workplace benefits and resources.

### Diversity and Inclusion

Promote an inclusive workplace that values diversity across:

- Gender
- Age
- Disability
- Aboriginal and Torres Strait Islander identity
- Cultural background
- Religious beliefs
- Sexual orientation
- Gender identity
- Family and caring responsibilities
- Socioeconomic background

### Respectful Workplace

Maintain a workplace free from:

- Discrimination
- Harassment
- Bullying
- Vilification
- Victimisation

## Responsibilities

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### Board

The RAMJO Board will:

- Demonstrate leadership in promoting EEO principles.
- Support policies and initiatives that encourage diversity and inclusion.
- Monitor organisational compliance.

### Executive Officer

Executive Officer will:

- Lead by example.
- Ensure employment decisions are based on merit.
- Address workplace concerns promptly and fairly.
- Promote awareness of EEO responsibilities.
- Support flexible work practices where appropriate.

### Employees

Employees are expected to:

- Treat colleagues, stakeholders and community members with respect.
- Comply with EEO policies and procedures.
- Report incidents of discrimination, harassment or bullying.
- Participate in relevant training and awareness activities.

## Recruitment and Selection

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RAMJO will ensure recruitment processes are:

### Inclusive

- Position descriptions focus on genuine job requirements.
- Job advertisements use inclusive language.
- Employment opportunities are broadly promoted.

### Fair and Transparent

- Selection criteria are applied consistently.
- Recruitment decisions are documented.
- Selection panels are objective and impartial.

### Accessible

Reasonable adjustments will be provided where required to support applicants with disability throughout the recruitment process.

## **Workplace Flexibility**

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RAMJO recognises the benefits of flexible work arrangements in supporting workforce participation and wellbeing.

Where operationally feasible, arrangements may include:

- Flexible work hours.
- Part-time employment.
- Remote or hybrid working arrangements.
- Purchased leave arrangements.
- Family and carers' leave provisions.

Requests will be considered fairly and consistently.

## **Training and Development**

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RAMJO will promote EEO awareness through:

- Staff induction programs.
- Workplace behaviour training.
- Anti-discrimination and harassment awareness training.
- Diversity and inclusion education.
- Leadership development programs.

Professional development opportunities will be offered equitably across the workforce.

## **Prevention of Discrimination, Harassment and Bullying**

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RAMJO adopts a zero-tolerance approach to:

- Unlawful discrimination.
- Workplace harassment.
- Sexual harassment.
- Workplace bullying.
- Victimisation of any employee who reports concerns.

Employees experiencing or witnessing unacceptable behaviour are encouraged to report concerns promptly.

- All complaints will be handled:
- Confidentially where possible.
- Fairly and impartially.
- In accordance with procedural fairness principles.

## Complaints Management

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Employees may raise concerns through:

- Their supervisor or manager.
- The Executive Officer.
- The Chair.

RAMJO will:

- Investigate complaints promptly.
- Maintain confidentiality where appropriate.
- Protect complainants from victimisation.
- Take corrective action where breaches are identified.

## Diversity and Inclusion Initiatives

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RAMJO will seek to:

### Aboriginal and Torres Strait Islander Participation

- Encourage culturally safe workplaces.
- Promote opportunities for Aboriginal and Torres Strait Islander people.
- Support relevant cultural awareness training.

### Gender Equity

- Promote equitable employment practices.
- Support career development regardless of gender.
- Encourage balanced participation in leadership opportunities.

### Accessibility

- Provide reasonable workplace adjustments where required.
- Improve accessibility of workplace systems and communication.

### Flexible Workforce Practices

- Support work-life balance.
- Recognise family and caring responsibilities.

## Monitoring and Reporting

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RAMJO will monitor the effectiveness of this Plan through:

- Workforce demographic data.
- Recruitment and promotion outcomes.
- Training participation rates.
- Staff feedback and engagement surveys.
- Workplace complaints data.
- Employee retention information.

Monitoring results may be reported annually to management and the Board.

## Performance Measures

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RAMJO will seek to achieve:

| Measure                            | Target                                 |
|------------------------------------|----------------------------------------|
| EEO Training Completion            | 100% of staff                          |
| Recruitment on Merit               | 100% compliance                        |
| Workplace Harassment Complaints    | Prompt investigation of all complaints |
| Flexible Work Requests             | Considered within 21 days              |
| Employee Participation in Training | 100% staff eligibility                 |

## Communication

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This Plan will be:

- Available to all employees.
- Included in staff induction processes.
- Reviewed and communicated following any significant legislative or organisational changes.