



Reserve Bank of Australia

EQUITY
&
DIVERSITY

ANNUAL REPORT
2002

IJ Macfarlane
Governor
2 September 2002

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FOREWORD

This is the Bank's fifteenth annual report as required under the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*. It has been given a new name reflecting a wider policy focus, and has a changed format.

A four year workplace diversity plan was developed during 2001/02. In line with Government advice regarding Commonwealth employers' obligations under the above Act, the plan recognises the importance of workplace diversity and encourages the inclusion of diversity strategies in organisational plans. To better reflect the increased focus on diversity issues, the EEO Policy Committee has been renamed the Equity & Diversity Policy Committee.

Diversity covers gender, age, language, ethnicity, cultural background, sexual orientation, religious belief, and family responsibilities. Diversity also refers to the other ways in which people are different, such as educational level, life experience, work experience, socio-economic background, personality and marital status.

Workplace diversity builds on and broadens the principles of equal employment opportunity (EEO) by recognising the positive contribution that diverse skills, talents and perspectives can make to the workplace. EEO policies address continued disadvantage experienced by particular groups of people in the workplace, including women, Indigenous Australians, people with disabilities and those who suffer disadvantage on the basis of race-ethnicity. These policies remain an important foundation for the Bank's workplace diversity policies.

Under the Bank's *Workplace Diversity Plan* it is important that the values associated with equal employment opportunity – fairness, merit, equity and natural justice – are maintained and enhanced.

GH Board
Chairperson
Equity & Diversity Policy Committee

I. REVIEW OF POLICIES & PRACTICES

This section provides a summary of the outcomes over the past year in relation to diversity policies and practices; specifically, recruitment and selection, training and development, and conditions of employment.

I.1 RECRUITMENT & SELECTION

General Recruitment

The Bank continues to attract talented staff, particularly via the annual graduate, cadetship and traineeship recruitment programs. This year, on-line recruitment has featured more prominently as a medium to attract employees, with an increase in usage of internet job boards in conjunction with more traditional media such as press and recruitment agencies. Traditional methods will continue to be used to ensure that the largest possible pool of potential applicants is tapped.

Graduates and Cadets

In 2001/02, the Bank conducted a comprehensive graduate and cadetship recruitment campaign to ensure that it was well placed to source key talent. On-line recruitment featured strongly both in marketing the benefits of employment with the Bank and to assist in streamlining application processing. Advertising material was also distributed more broadly. Paper-based recruitment packs were mailed to universities Australia-wide for circulation to Honours students, and representatives from the Bank's regional offices visited universities to discuss employment opportunities. Functions such as careers fairs and the Economic Society's annual Graduate Careers evening were used as vehicles to promote graduate and cadetship recruitment. This year, the Bank again hosted the Economic Society function, which saw over 100 students attend from various universities. The guest speaker, a former RBA economist, provided a female perspective on a career in economics.



Graduate Recruitment Campaign 2002

The Bank recruited 39 graduates across the Bank via the 2002 intake of which 14 were women, double the number of the previous year. The majority of these graduates commenced under the new two-year Graduate Development Program. The figures also include the graduate intake from the recruitment program for the Bank's Systems and Technology department. The Cadetship Program saw 17 cadets offered graduate positions (effective at the completion of their Honours year); this included 3 women. This year offers to Cadets for graduate positions in 2003 were made following the work experience component of their cadetship, rather than the end of their Honours studies as in the past. This timing is aimed at securing higher numbers of cadets for graduate roles at the Bank.



Graduate Intake 2002



2002 Traineeship Intake & 2001 Trainees who successfully obtained ongoing employment.

Traineeships

The Bank continues to support the New Apprenticeship Scheme, formerly the Commonwealth Government's Traineeship Program. The 2002 Traineeship recruitment drive saw nine departments offer 12-month traineeships in business administration, print design and information technology. The trainees taking part in the program included five women, four men, one Indigenous trainee and one trainee with a disability. The program remains a worthwhile means of offering training and broader employment opportunities to school leavers, Indigenous Australians and the long-term unemployed. It also provides a source of recruitment, with five trainees from the 2001 intake being offered continuing employment.

Recruitment Initiatives

Re-employment of female staff

The Bank has re-employed a number of former employees who had earlier resigned during, or after, parental leave. In this way, the Bank has been able to draw from a pool of talented, experienced women to fill positions across the Bank, some working in job-share arrangements. This initiative benefits both the Bank and the employees by enabling them to use their skills and knowledge at a time that best fits with their family obligations.

Redeployment of staff

The closure of Cash Services operations in Sydney in 2001 resulted in the displacement of several long-serving staff, both male and female. Some of these staff are from the non-English speaking background (NESB) designated group and had worked only in Cash Services during their Bank employment. After consultation with supervisors and displaced staff, six were redeployed into positions elsewhere in the Bank. This required retraining for some, and for others provided an opportunity to use skills and experience gained from past employment.

1.2 STAFF TRAINING & DEVELOPMENT

A broad range of training programs has continued to be offered to staff during the year. However, in 2001/02 the training hours rose significantly due to the introduction of the Graduate Development Program and staff attending the Bank's 2002 Management Program.

Graduate Development Program

A series of training courses was scheduled for the two-year Graduate Development Program, implemented in February 2002. The courses are designed to assist new graduates establish themselves by developing business skills including PC applications, business writing, professional presentations, staff supervision, and career management. While these courses are available to staff more broadly, the Graduate Development Program sets out a formal training schedule over the two-year period.

Management Program

Twenty-one managers attended the Bank's Management Program which is held biennially. It was offered in two 5-day modules during March and May 2002. The program involves the Bank's senior management who present on the program. Over the three-month period, the program involves significant course and project work that is presented to members of senior management on the final day. Program participants considered staff management issues including diversity, performance management and feedback, motivation and talent management.



Management Program 2002

Orientation On-Line

A new on-line orientation program was made available to all new employees from February 2002. It brings together a range of information to acquaint new staff with the Bank's policies and work practices. Links are provided to the Personnel Department intranet site where the full policy documentation is located. The program has inbuilt tests that assess whether the recruit has absorbed the key elements. All new staff view the Bank's email, harassment, security and internet policy videos and their supervisors are provided with a list of discussion points that must be signed off for verification.

This program has been added to the large range of "e-learning" options already available to staff, which provide greater flexibility in training delivery. Staff continue to use the on-line PC skills training which includes beginner to advanced level Microsoft Office applications, while specialist IT staff make use of the range of Microsoft accredited training courses.

General Training

Training has been offered to support the Bank's personnel policies covering selection panels, Grievance Contact Officers and performance appraisal. Staff are also trained in the use of the Bank's document management system. All the Bank's residential courses are available on a non-residential basis, to accommodate those with dependant care or other responsibilities.

The Bank regularly sends participants to a range of external courses in Australia and overseas. These include development and technical courses offered by the Bank of England, the Federal Reserve Bank of New York and SEANZA. Springboard, a professional development program for non-managerial women, has also continued to receive strong support from the Bank with seven women attending in 2001/02.

Training Expenditure Review

A review of training programs and expenditure for the period 1996 to 2001 was completed during the year. The review highlighted a shift in the proportion of in-house training dollars spent from the support and business areas to policy groups. This reflects both the closure of branches and reduction in the numbers of support staff in Sydney, as well as expanded graduate recruitment under the Graduate Development Program.

Educational Qualifications & Study Assistance

This is the third year that the Bank has reviewed data on the qualifications of its staff. Staff are asked annually (in March) to update and confirm the record of their personal details, including qualifications. Over the review period, there has been a marked increase in the percentage of staff with a post-secondary qualification – from 39% in 2000 to 64% in 2002. This is well above the community average. The increases are likely to reflect the larger numbers of graduates now being recruited into the Bank and earlier significant restructuring of non-core function areas.



Glenn Stevens



John Laker



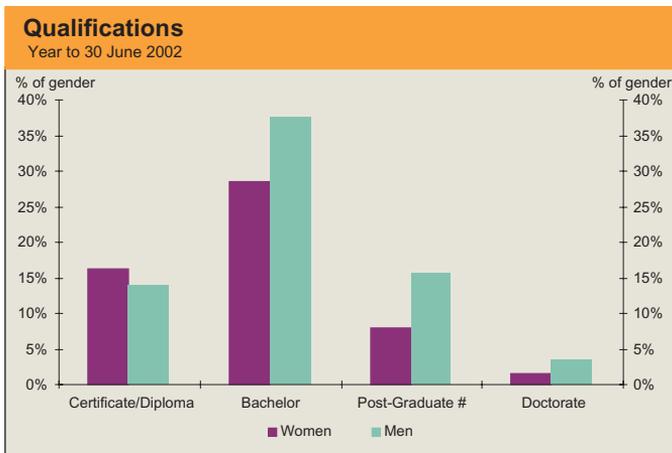
Ric Battellino

PGSA & Study Assistance Committee 2001

Qualifications

The data show that of the 64% of staff who hold a post-secondary or tertiary qualification, 53% hold bachelor degrees and 23% have post graduate qualifications. As the graph shows, there is still a substantial gap between the genders. 54% of women in the Bank hold a post-secondary qualification, compared to 71% of men. This partly reflects the gender ratio of graduate recruits and the representation of women in clerical occupations in the Bank.

Further analysis looked at qualifications based on functional areas. As expected, staff in the policy areas - Economic, Financial Markets and Financial System - were highly qualified as this is where the majority of graduates have traditionally been placed. Business Services Group had the lowest representation with 45% of staff with a post-secondary qualification. This may be an indication of the nature of work in that area which has a strong on-the-job training focus.



Masters, Graduate Diplomas & CPA/CAs.

CPA refers to the Australian Society of Certified Practising Accountants.

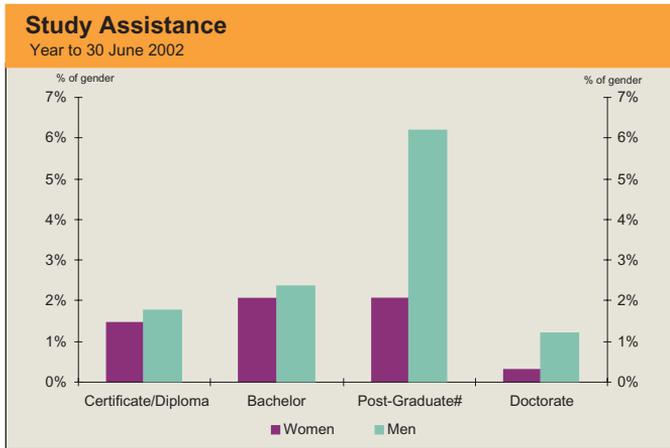
CA refers to the Institute of Chartered Accountants.



Frontline Management
Diploma Pilot Program

Study Assistance

The number of staff receiving study assistance continues to decline. This year 59 (7%) staff received assistance, compared to 73 (9%) last year. Last year's data showed that the percentage of women and men who received study assistance was the same (9%). However, the trend over the past three reporting periods shows that the representation of women has halved from 12% in 1999/00 to 6% in 2001/02.



Masters, Graduate Diplomas & CPA/CAs.

CPA refers to the Australian Society of Certified Practising Accountants.

CA refers to the Institute of Chartered Accountants.

Over the same period the percentage of men receiving study assistance has also shown a decline from 11% to 7%. Men are still the highest users of post graduate study assistance, in most cases via the Bank's Post Graduate Study Award (PGSA) program. During the year, 7 people (2 women) were studying via the PGSA program, and a further two staff members were granted leave without pay to pursue studies at their own cost.



PGSA & Study Assistance Recipients

1.3 CONDITIONS OF EMPLOYMENT

Flexible Work Arrangements

An objective of the Bank's Diversity Plan is to ensure that personnel practices and policies are fair and equitable and assist in the retention of valued staff. Within the context of this objective, the Bank and workplace unions have agreed under enterprise bargaining arrangements to review the Bank's current flexible work options. The aim is to streamline the current provisions and develop, by the end of 2002, a single set of arrangements that recognises both employee and Bank needs.

Working from Home

Under the same enterprise bargaining arrangements, the Bank and unions have agreed to review practices by comparable employers relating to work performed on an occasional basis from home or elsewhere outside the workplace. If it appears that the needs of particular employees and the Bank could be satisfied by such arrangements, it is intended that a trial be implemented. This review is scheduled for completion by the end of 2002.

Salary Sacrifice for Superannuation

Salary sacrifice arrangements for superannuation were introduced from July 2001. The new arrangements and related changes provide employees with greater choice in making tax effective superannuation contributions to the Officers' Superannuation Fund.

Child Care Arrangements

During the year the Bank concluded a lengthy investigation of the possibility of introducing, through a joint venture, a Bank-provided child care facility for staff under salary sacrifice arrangements. The outcome was that such an arrangement would not be cost-effective for the Bank under current taxation requirements, and staff would not be able to salary sacrifice. However, the Bank has decided to continue to keep the matter under review and explore possibilities as they arise.

Long Service Leave Accrual

Changes to the long service leave accrual rates for employees who had not attained 10 years' service were implemented from July 2001. One of the aims of the change is to ensure the accurate determination of long service leave entitlements for employees who work for a period on a part time basis.

Consultation with Employees

The Bank continues to consult with employees through a number of forums on diversity issues and initiatives. One of the key aims of the new Diversity Plan is to raise awareness amongst staff generally on diversity issues and flexible work practices.

Information on equity and diversity continues to be distributed via the Bank's staff information sheet, *Staff Matters*, the in-house magazine, *Currency*, and the Bank's intranet. The Diversity Contact Managers' Network, with 14 members selected from senior management positions, provides invaluable information at a departmental level on workplace issues.



Grievance Contact Officers

The Bank's 22 Grievance Contact Officers, nominated by their departments and trained annually, provide advice to staff to ensure that any workplace discrimination and harassment issues are dealt with effectively and efficiently. No grievances were lodged with the Grievance Authority during 2001/02.

Bank management and staff representatives jointly participated in various committees that consider issues relevant to equity and diversity.

Consultation with Workplace Unions

During the year the Bank consulted regularly with the main workplace union, primarily on issues relating to the introduction of flexible remuneration for some groups of staff. Consultation with workplace unions also took place on a range of award, health and safety and other general employment matters.

2. WORKPLACE DIVERSITY PLAN 2001-2005

The Bank announced its formal commitment to equal employment opportunity in May 1984 and since then has implemented and reported on six plans to progressively achieve the objectives of its EEO program. The program is intended to encourage good personnel management practices for all staff, while meeting legal obligations for the designated groups. The Bank's previous plan, 2000/01, recognised the diversity of the Bank's staff and sought to accommodate that diversity within broader Bank objectives regarding recruitment and selection, staff training and development and conditions of employment.

The development of the new plan involved assessing the Bank's policies and performance against the requirements of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*, as well as principles endorsed in the *Public Service Act 1999*, the *Equal Opportunity for Women in the Workplace Act 1999* and the Human Rights & Equal Opportunity Commission's *Best Practice Guidelines*. Accordingly, the *Workplace Diversity Plan 2001-2005* reflects changing trends, new legislative directions and places greater emphasis on diversity management.

The areas for action identified in the new plan include- Gender; Work Life Balance; Indigenous Australians; Race-Ethnicity; and People with Disabilities. A first-stage initiative of the plan was to compile a comprehensive workplace profile covering designated groups, age and tenure, residential location, qualifications, and management composition. This profile is to provide a basis for analysing the effectiveness of the Plan and identifying further initiatives. To facilitate this process, copies of the profile will be given to Diversity Contact Managers.



Diversity Contact Managers Meeting March 2002

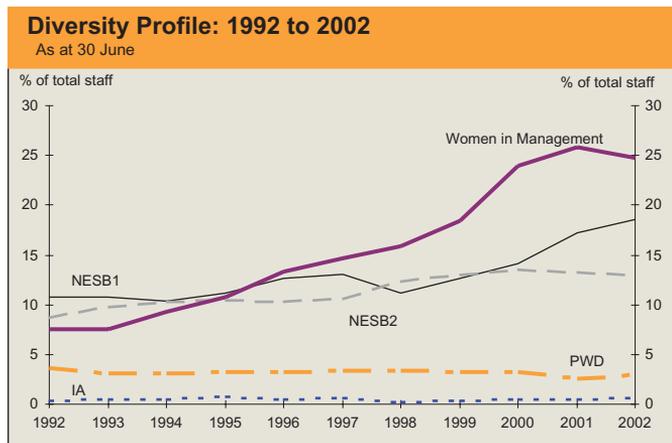
Gender Diversity & Age Profiles

There has been a significant decline in staff numbers over the past decade, much of which has been concentrated in the Bank's branches. Over the past year or two, change has been more incremental. For the first time since 1986, overall staff numbers increased this year. However, this was not reflected in the percentage representation of women, which declined by 2% from 2001.



Women's representation in management has steadily increased over the past 10 years. The slight decline during the past 12 months occurred against a background of an overall increase in the number of management positions.

Representation of people from non-English speaking backgrounds (NESB1) in the workplace has continued to increase.



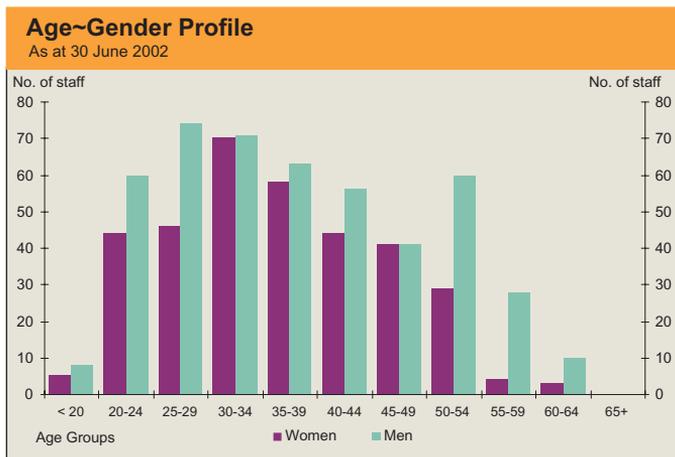
Key:

- NESB1 – people from a non-English speaking background.
- - NESB2 – people with parent(s) from a non-English speaking background.
- - IA – Indigenous Australians.
- - PWD – people with disabilities.

Age distribution and length of service data show little change from last year. 46% of the Bank's population is under 35 years of age; nearly 50% of women are under 35 compared to 43% of men. The Bank's median age in 2002 is 37, similar to the broader community[^] (35 years) and younger than the Australian Public Service* (42 years).

Half of all Bank staff have less than 10 years service while 22% have over 20 years service.

[^] ABS Census 2001 *APS State of the Service Report 2001



2.1 GENDER

Impact of Salary Packaging

In recent years, the Bank has benchmarked the responsibilities and remuneration of executive, managerial, professional and clerical staff. Subsequently, individual employment contracts, which provide a degree of flexibility in remuneration, were offered to staff. The approach has been particularly successful in targeting staff with marketable skills. The change to individual contracts has been voluntary. Staff who declined the offer of contract employment have retained their existing conditions. The take-up on contracts was highest in the managerial and professional groups, both for men and women.

STAFF ON INDIVIDUAL CONTRACTS

% of Occupational Group

Occupational Group	Women	Men	Total
Managers	9	82	91
Professionals	22	50	72
Associate Professionals	8	38	46
Clerical*	5	4	9

As at 30 June 2002

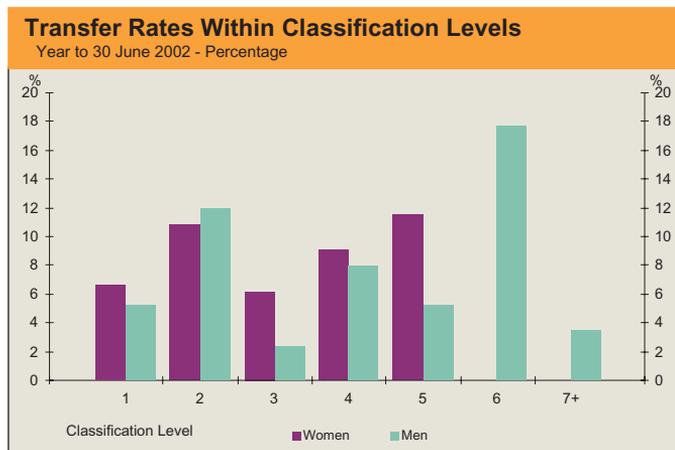
* Includes advanced and intermediate clerical staff.

Pay Equity

Australian Bureau of Statistics (ABS) data indicate that women earn on average 84% of what men earn. The Bank's experience is broadly consistent with that finding. Analysis of pay equity data for the Bank for the past five years indicates that it is occupational segregation – women highly represented in clerical positions relative to management positions – and unequal workforce participation, that are the major contributing factors. This is consistent with the data obtained in workplace reports submitted to the Equal Opportunity for Women in the Workplace Agency.

Internal Transfers by Functional Group

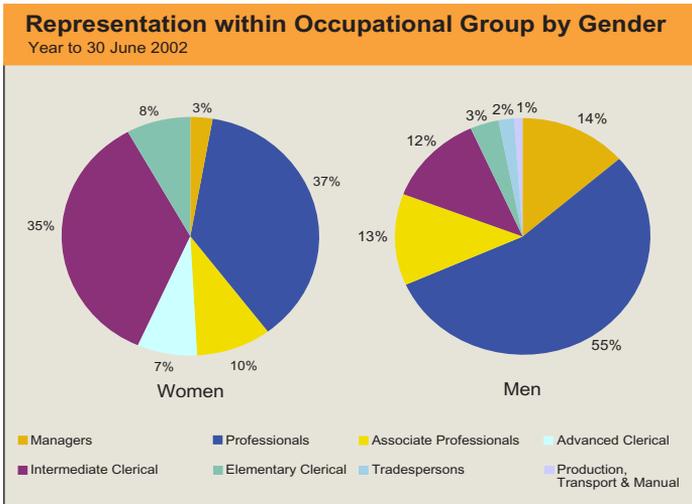
Over the past five years, internal transfers notified formally via the Bank's *Vacancies & Appointments Circular* have declined from 136 in 1997/98 to 56 this year. Further analysis of this data will be undertaken during the next reporting period to identify any emerging trends. In the current reporting period, the overall transfer rate gap between women and men has narrowed. Compared to last year's data, the transfer rate for women has remained the same at 8%, whilst the rate for men has declined from 13% to 7%.



Occupational Groups & Gender Representation

The Bank continues to monitor gender representation in the various occupational groups, as well as changes in occupational structure over time. The two main occupational groups are clerical and professional. As the chart shows, 50% of all women are in clerical positions. This is a 2% decline from last year. By contrast, there has been a 3% increase in women in professional positions to 37%.

Of total Bank staff, 30% are now engaged in clerical occupations compared to 50% five years ago (refer Appendix 3.3). 70% of these positions are held by women, compared to 68% last year. Professional occupations accounted for 47% of total Bank staff. While this reflected an increase in the percentage of professional positions overall, the proportion of these positions held by women decreased slightly to 33%, compared to 34% last year.



*See Appendix A.3 for a description of these occupational groups.

Graduate Recruitment Gender Ratio

Typically, women comprise around 30-40% of the Bank's graduate recruits (36% in 2002). The Bank recognised some years ago that there is a scarcity of female economic graduates. Since then, it has sought to benchmark the Bank's female graduate intake against the gender ratio of economic enrolments at universities. Each year, the Bank collects gender statistics on its graduate recruitment intake and conducts analysis of the recruitment process. As in previous years, the proportion of female graduate recruits for 2002 was similar to the gender ratio of relevant university enrolments. Throughout the selection process, applicants were tracked to ensure merit principles were applied.

Women in Management

Although the percentage of management positions held by women has declined over the last two reporting periods it is currently at 23%, significantly higher than the 8% recorded a decade ago. One area for action identified in the Bank's *Workplace Diversity Plan* involves attracting and retaining female graduates, and in time, increasing the number of women in management positions.

2.2 WORK LIFE BALANCE

Flexible Work Arrangements

A new intranet page has been developed to promote the Bank's flexible work arrangements. It includes information on the Bank's part time work options for staff, rostered day scheme, half hour lunch breaks available to staff with caring responsibilities (to enable a later start or earlier finish time), parental leave, carer's leave, and links to relevant external sites provided by the Commonwealth Government. These include the Child Care Hotline, Elder Care information, Families portal and Youth portal for federal government information and services. Quarterly statistics on site activity will help ensure continuing relevance.

Carer's Leave

An initiative introduced in 2000 - carer's leave on a full or half day basis - has been well received with 39% of staff using this leave type during the year. This represented a 2% increase in usage of carer's leave during the past year. The entitlement is 5 full days per calendar year (pro-rata for part time staff) and the total average days taken was 2.5.

Part Time Work

The Bank provides various part time work options and these are to be revised into a more user-friendly format. The numerous labels attached to part time work in the Bank, for example, part time work contiguous with parental leave (PTWCPL), temporary part time work (TPTW) and permanent part time work (PPTW), have caused confusion over options available. New arrangements for part time work, including a new information pack for staff, are scheduled for release during the next reporting period.

Changes to parental leave arrangements, effective 1 January 2000, provided a guaranteed six months part time work with an option to extend up to a year. An analysis of part time work over the past 12 months has shown increasing use of flexible work options. Overall, 35 women worked part time during the year, in permanent and temporary arrangements.

Although it is too early to say, it could be that this initiative introduced in 2000 is providing an opportunity for on-going part time work not previously available. During the next reporting period, the Bank will continue to track the usage of part time work to gain a better understanding of the demand for this option.

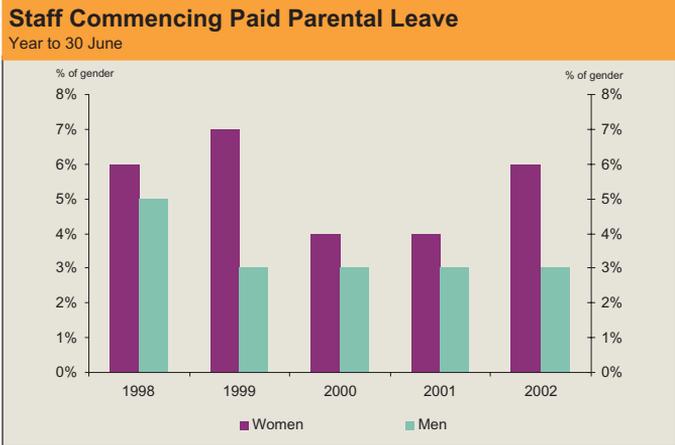


Flexible work has included job sharing and part time work after parental leave.

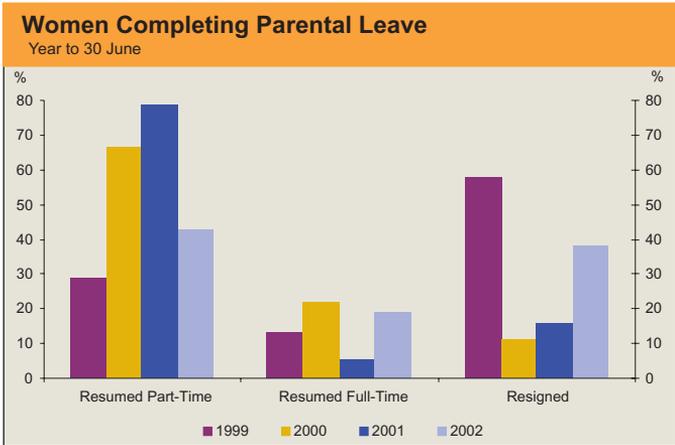
Parental Leave

The Bank introduced paid parental leave – fourteen weeks for women and one week for men – in February 1974. The chart on the following page shows paid parental leave taken by both genders over the past five years. During the current reporting period, there were 22 women and 15 men.

Statistics for women completing parental leave have previously been reported as a percentage of staff. This year the Bank is reporting by number of staff to provide a more accurate picture of actions taken by staff at the end of parental leave. Of the 21 women completing parental leave this year, 8 resigned (including 3 who were retrenched).



Women returning to work from parental leave during the reporting period were tracked to ascertain their use of part time work. Of the 13 who returned to work, 11 resumed part time and the majority of these worked part time for longer than the guaranteed initial period.



2.3 INDIGENOUS AUSTRALIANS

Australian Bureau of Statistics (ABS) figures indicate that only 10% of Indigenous Australians complete Year 12, compared with 30% for the total population. The general educational requirements attached to most jobs in the Bank mean that the representation of Indigenous Australians continues to be quite low. There is a designated position under the Bank's traineeship program and as part of the new plan, the Bank intends to consider the Commonwealth Indigenous Cadetship Program.

2.4 RACE-ETHNICITY

The Bank has monitored race-ethnicity in its previous reports by classifying people as being from a non-English speaking background (NESB). However, the Australian Public Service, through the *Public Service Act 1999*, no longer refers to people from non-English speaking background (NESB) as a designated group. Instead, the indicator of disadvantage is based on race-ethnicity. The Bank has now adopted this approach.

As yet, the Australian Bureau of Statistics has not finalised a specific measure for assessing diversity or employment-related disadvantage. In the absence of this measure, the Bank has sought to identify characteristics that might disadvantage staff in the workplace. The characteristics identified directly related to people from non-English speaking backgrounds (NESB1), that is, people born overseas and whose first language was not English. The Bank intends to revise the current *New Employment* form to better capture information regarding race-ethnicity during the next reporting period.

Although approximately 20% of staff have identified themselves as being from such a background it doesn't necessarily follow that they all suffer from disadvantage. Of these employees, 44% were located in the Bank's Corporate Services Group. In particular, they were heavily represented in the Bank's information technology, accounting and audit departments. Further analysis has shown that a characteristic of these clusters of employees is that they are generally more highly qualified than other staff in these departments, reflecting the nature of the employment market. To ensure that this group is afforded equal opportunity in career progression, data will be maintained on their occupational groupings for future development initiatives.

2.5 PEOPLE WITH DISABILITIES

Currently, 2% of Bank staff have identified themselves as having a disability. As noted in last year's report, this figure may be conservative since the definition of a disability is subjective and fear or embarrassment may reduce the numbers who are willing to identify their disabilities. Furthermore, any disability acquired after commencing employment is not included as the data is only collected at recruitment. The Bank's *Disability Action Plan* has been incorporated into the *Workplace Diversity Plan 2001-2005* and will undergo annual reviews to ensure strategies are implemented and new targets identified.

2.6 SUMMARY OF DIVERSITY PLAN INITIATIVES

GENDER

- Monitor uptake of contracts by women and conduct further analysis on the identified gap between genders and classification levels.
- Review contract remuneration outcomes annually to track any significant variations between women and men in comparable positions. A detailed analysis of occupations by gender representation and remuneration will also be included in the review.
- Review, for effectiveness, specific initiatives associated with the Graduate Development Program designed to enhance the scope for advancement of female graduates into management positions over time.
- Monitor graduate recruitment gender ratio statistics and compare with university enrolment statistics. Provide the graduate recruitment team with relevant statistical data. Monitor gender ratio within the graduate applicant pool.
- Identify where succession plans might not adequately comprehend future retirements.
- Identify opportunities to encourage higher representation of women in management positions.
- Review ASCO codes during the next reporting period to ensure accuracy in classifications and data integrity. Monitor progress of women within professional occupations.
- Establish educational qualifications data integrity standards at recruitment stage.

WORK LIFE BALANCE

- Launch Intranet site on Work & Family.
- Monitor use of flexible work arrangements.
- Release part time work information pack during next reporting period.
- Develop a formal Welcome Back program for women returning from parental leave.
- Investigate Working Parents Forums to provide networking opportunities for new parents.
- Use workplace profile analysis to review effectiveness of policies, for example, flexible work arrangements.

INDIGENOUS AUSTRALIANS

- Investigate the feasibility of using the Commonwealth Indigenous Cadetship Program.
- Maintain designated traineeship position with mentoring support.
- Consider conducting Cultural Awareness Workshops.
- Highlight opportunities to recognise Indigenous culture, for example NAIDOC Week (July).

RACE-ETHNICITY

- Revise the Bank's current equal employment opportunity form to better capture information on race-ethnicity.
- Increase opportunities for NESB1 employees to develop written communication skills.
- Highlight opportunities to recognise cultural diversity, for example, Harmony Day (March).

PEOPLE WITH DISABILITIES

- Conduct Disability Awareness Workshop annually.
- Maintain designated traineeship position with mentoring support.
- Provide reasonable adjustment advice to departments employing people with disabilities.
- Review disability access and equity strategies annually. Evaluate, modify, and introduce, where necessary, initiatives to enhance effectiveness and relevance.
- Consider implementing self service access to the Bank's HR database to enable staff to update their personal information.

3. APPENDICES

A.1 RESPONSIBILITY FOR EQUITY & DIVERSITY

Overall accountability for the Bank's Diversity Program rests with the Governor. Responsibility for overseeing the program rests with the Equity & Diversity Policy Committee and Personnel Department. The Equity & Diversity Policy Committee is a consultative body, including employee representatives, which makes recommendations to the Governor on equity and diversity issues. The Committee normally meets on a quarterly basis to identify and prioritise equity and diversity issues within the Bank, and to monitor the activities of each functional area. The Terms of Reference of the Committee are set out on the following page.

Staff Training & Development Section of Personnel Department provides support to the Equity & Diversity Policy Committee. This section researches diversity policy issues, disseminates diversity information, liaises with Diversity Contact Managers in the Bank, coordinates and monitors progress reports and maintains links with public and private sector networks in relation to equity and diversity matters.

The Head of each functional area is responsible for the implementation of the Workplace Diversity Program in their area. They, or their Diversity Contact Manager, prepare annual reports (usually in May) on their progress. Each supervisor is responsible for ensuring that equity and diversity principles are adhered to in the workplace.

All staff have a responsibility to ensure that the decisions they take and their actions in the workplace are consistent with equity and diversity principles.

A.2 EQUITY & DIVERSITY POLICY COMMITTEE TERMS OF REFERENCE

Role

The role of the Committee is to assist the Bank to achieve its aims for equal opportunity in employment.

Functions

The Committee has the following functions:

- To make recommendations to the Bank on equity and diversity principles and policy.
- To keep under examination the development of an appropriate equity and diversity program for the Bank.
- To monitor and report periodically to the Governor on these matters.

Membership

The Committee comprises four members:

- Chairperson – appointed by the Governor;
- Deputy Chairperson – Head of Personnel (ex-officio);
- Union Representative – an employee nominated by the Reserve Bank Officers' Section of the Finance Sector Union; and
- Bank Representative – an employee nominated by the Bank.

The members nominated by the union and the Bank may each have an alternate. The Manager, Staff Relations & Conditions Section, Personnel Department, participates as a non-voting member in all meetings of the Committee. The Committee may invite participation in discussion by staff or unions representing particular work areas or having particular expertise in the matters under consideration.

Meetings

Three members must be present to constitute a quorum, including the Chairperson or Deputy Chairperson; the Bank Representative or Alternate; the Union Representative or Alternate. The Senior Consultant, Staff Training & Development Section, acts as Secretary to the Committee (ex-officio).

CURRENT MEMBERS

Geoff Board	<i>Chairperson</i>	
Graham Rawstron	<i>Deputy Chairperson</i>	
Melissa Hope	<i>Bank Representative</i>	Claire Warner
Lucy Carmona	<i>Union Representative</i>	Lyn Grivell
John Anderson	<i>Co-Opted Member</i>	
Rob Thompson	<i>Manager, Staff Relations & Conditions</i>	
Sonja Godfrey-Chan	<i>Secretary</i>	

A.3 STATISTICAL DATA

Collection of Statistics

Statistics are collected by designated group representation within salary ranges and classification levels, occupational groups, age distribution and staff movements (recruitment, promotions and terminations). Where available, information is also collected from external organisations for comparative purposes. Other statistics, collected predominantly by gender, include participation in training/development and study, composition of selection panels, resumptions and resignations following parental leave, use of carer's leave, and incidence of part time work.

All positions in the Bank have been assigned an ASCO code, the standard developed by the Australian Bureau of Statistics. Positions are assigned an ASCO code based on the skill/knowledge requirements of the job. There are eight occupational groupings:

Occupational Group	Examples in the Reserve Bank
Managers	<i>Heads of functional areas, senior managers and managers.</i>
Professionals	<i>Economists, analysts, computer programmers, graphic designers, archivists, accountants & auditors.</i>
Associate Professionals	<i>Administrative officers & foreign exchange dealers.</i>
Tradespersons	<i>Electricians, engineering tradespersons & printers.</i>
Advanced Clerical	<i>Personal assistants and secretaries.</i>
Intermediate Clerical	<i>Statistics clerks & payroll clerks.</i>
Elementary Clerical	<i>Records clerks, switchboard operators & trainees.</i>
Production, Transport & Manual	<i>Storehands & drivers.</i>

APPENDIX 3.1

REPRESENTATION WITHIN SALARY RANGES

30 June 2002

Number (% of Total Staff Within Salary Range)

Salary	NESB1	NESB2	IA	PWD	Women	Men	Total Staff
Below \$20,000	3	6			14	22	36
	(8)	(17)			(39)	(61)	
\$20,000 - \$29,999	10	2	1	2	31	12	43
	(23)	(5)	(2)	(5)	(72)	(28)	
\$30,000 - \$39,999	23	17		3	63	44	107
	(21)	(16)		(3)	(59)	(41)	
\$40,000 - \$49,999	41	26	2	3	90	78	168
	(24)	(15)	(1)	(2)	(54)	(46)	
\$50,000 - \$59,999	21	18		7	49	53	102
	(21)	(18)		(7)	(48)	(52)	
\$60,000 - \$69,999	24	14		2	45	84	129
	(19)	(11)		(2)	(35)	(65)	
\$70,000 - \$79,999	12	3		1	19	36	55
	(22)	(5)		(2)	(35)	(65)	
\$80,000 - \$89,999	12	8		1	9	42	51
	(24)	(16)		(2)	(18)	(82)	
\$90,000 - \$99,999	4	1		1	6	28	34
	(12)	(3)		(3)	(18)	(82)	
\$100,000 & over	7	6	1		18	72	90
	(8)	(7)	(1)		(20)	(80)	
TOTAL	157	101	4	20	344	471	815
	(19)	(12)		(2)	(42)	(58)	

** 2002 Total Staff excludes 8 locally-employed representative office staff based in London and New York.

KEY

- NESB1 People from non-English speaking backgrounds
- NESB2 People with parent(s) from non-English speaking backgrounds
- IA Indigenous Australians
- PWD People with disabilities

APPENDIX 3.2

REPRESENTATION WITHIN CLASSIFICATION LEVELS

June 2001 and June 2002
Number (% of Total Staff Within Classification Level)

Levels	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	01	02	01	02	01	02	01	02	01	02	01	02	01	02
L1	19 (30)	18 (31)	9 (14)	5 (9)			1 (2)	2 (3)	40 (63)	36 (62)	23 (37)	22 (38)	63	58
L2	35 (28)	25 (26)	19 (15)	18 (18)	1 (1)	1 (1)	3 (2)	3 (3)	77 (63)	73 (74)	46 (37)	25 (26)	123	98
GR		7 (19)		3 (8)						12 (33)		24 (67)		36
L3	31 (20)	36 (26)	26 (16)	21 (15)	1 (1)	1 (1)	5 (3)	4 (3)	93 (59)	88 (62)	65 (41)	53 (38)	158	141
L3/4		9 (13)		10 (15)						16 (24)		52 (76)		68
L4	37 (18)	38 (21)	27 (13)	21 (12)			5 (2)	6 (3)	69 (33)	65 (37)	138 (67)	113 (63)	207	178
L5	10 (11)	13 (13)	9 (9)	11 (11)			4 (4)	2 (2)	28 (29)	26 (26)	67 (71)	75 (74)	95	101
L6	1 (3)	2 (4)	3 (8)	5 (11)	1 (3)	1 (2)			10 (25)	13 (28)	30 (75)	34 (72)	40	47
L7	1 (6)								3 (19)	2 (11)	13 (81)	16 (89)	16	18
L8+	1 (7)	1 (7)	1 (7)	1 (7)							15 (100)	14 (100)	15	14
L1-8+	135 (19)	149 (20)	94 (13)	95 (13)	3	3	18 (3)	17 (2)	320 (45)	331 (44)	397 (55)	428 (56)	717	759
TOTAL														
OTHER	10 (16)	8 (14)	7 (11)	6 (11)	1	1	5 (8)	3 (5)	21 (33)	13 (23)	43 (67)	43 (77)	64	56
STAFF														
TOTAL	145 (19)	157 (19)	101 (13)	101 (12)	4	4	23 (3)	20 (2)	341 (44)	344 (42)	440 (56)	471 (58)	781	815

** 2002 Total Staff excludes 8 locally-employed representative office staff based in London and New York.

*** 2001 Total Staff excludes representative office staff based in London and New York (19 local and Bank-seconded staff).

KEY

GR Graduates hired in 2002 under the Graduate Development Program

Level 3/4 Broadbanded graduate positions in the policy areas of Economic, Financial Markets & Financial System. (The broadbanding acknowledges the overlap in job content and skills/knowledge requirements).

Other Staff Legal Counsel, Occupational Health Nurse, Printing & Publishing staff, Maintenance staff, Support Officers, trainees and cadets.

NESB1 People from non-English speaking backgrounds

NESB2 People with parent(s) from non-English speaking backgrounds

IA Indigenous Australians

APPENDIX 3.3

REPRESENTATION WITHIN OCCUPATIONAL GROUPS

June 2001 and June 2002
Number (% of Total Staff Within Occupational Group)

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	01	02	01	02	01	02	01	02	01	02	01	02	01	02
Managers	3 (4)	2 (3)	4 (6)	6 (8)	1 (1)	1 (1)	1 (1)		11 (15)	10 (14)	60 (85)	64 (86)	71	74
Professionals	68 (20)	85 (22)	41 (12)	43 (11)			10 (3)	10 (3)	117 (34)	127 (33)	223 (66)	257 (67)	340	384
Associate Professionals	8 (9)	10 (11)	16 (17)	14 (15)			1 (1)	2 (2)	33 (36)	33 (35)	59 (64)	60 (65)	92	93
Advanced Clerical	6 (24)	6 (24)	4 (16)	4 (16)	1 (4)	1 (4)	1 (4)	1 (4)	25 (100)	25 (100)			25	25
Intermediate Clerical	41 (23)	42 (23)	26 (15)	28 (16)	1 (1)	1 (1)	6 (3)	5 (3)	115 (66)	121 (67)	60 (34)	59 (33)	175	180
Elementary Clerical	18 (29)	11 (26)	8 (13)	4 (9)	1 (2)	1 (2)	4 (6)	2 (5)	39 (62)	27 (63)	24 (38)	16 (37)	63	43
Tradespersons			2 (18)	2 (18)					1 (9)	1 (9)	10 (91)	10 (91)	11	11
Production, Transport & Manual	1 (25)	1 (20)									4 (100)	5 (100)	4	5
TOTAL	145 (19)	157 (19)	101 (13)	101 (12)	4	4	23 (3)	20 (2)	341 (44)	344 (42)	440 (56)	471 (58)	781	815

** 2002 Total Staff excludes 8 locally-employed representative office staff based in London and New York.

*** 2001 Total Staff excludes representative office staff based in London and New York (19 local and Bank-seconded staff).

KEY

- NESB1 People from non-English speaking backgrounds
- NESB2 People with parent(s) from non-English speaking backgrounds
- IA Indigenous Australians
- PWD People with disabilities

APPENDIX 3.4

RECRUITMENT

Year to 30 June 2001 and 30 June 2002

Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	01	02	01	02	01	02	01	02	01	02	01	02	01	02
02Managers												4		4
Professionals	15	21	5	8					18	28	47	57	65	85
Associate Professionals		1								1	2	1	2	2
Advanced Clerical									2				2	
Intermediate Clerical	1	3		2					7	12	5	10	12	22
Elementary Clerical	4	3	3	1	1	1	3	1	14	6	7	5	21	11
Tradespersons														
Production Transport & Manual														
TOTAL	20	28	8	11	1	1	3	1	41	47	61	77	102	124
(% of Total Recruitment)	(20)	(23)	(8)	(9)	(1)	(1)	(3)	(1)	(40)	(38)	(60)	(62)		

* Figures are based on total staff recruitment. Includes trainees and cadets. Excludes renewal of contract.

** 2002 Total Staff excludes 8 locally-employed representative office staff based in London and New York.

*** 2001 Total Staff excludes representative office staff based in London and New York (19 local and Bank-seconded staff).

KEY

- NESB1 People from non-English speaking backgrounds
- NESB2 People with parent(s) from non-English speaking backgrounds
- IA Indigenous Australians
- PWD People with disabilities

APPENDIX 3.5

PROMOTIONS

Year to 30 June 2001 and 30 June 2002

Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	01	02	01	02	01	02	01	02	01	02	01	02	01	02
Managers											3	3	3	3
Professionals	10	14	14	8					22	11	49	38	71	49
Associate Professionals	1		1	1					2	1	8	3	10	4
Advanced Clerical														
Intermediate Clerical	6	6	5	1			1	1	19	10	12	9	31	19
Elementary Clerical	1	2	1						4	4	1		4	5
Tradespersons														
Production Transport & Manual														
TOTAL	18	22	21	10			1	1	47	26	72	54	119	80
(% of Total Promotions)	(15)	(28)	(18)	(13)			(1)	(1)	(39)	(33)	(61)	(68)		

** 2002 Total Staff excludes 8 locally-employed representative office staff based in London and New York.

*** 2001 Total Staff excludes representative office staff based in London and New York (19 local and Bank-seconded staff).

KEY

- NESB1 People from non-English speaking backgrounds
- NESB2 People with parent(s) from non-English speaking backgrounds
- IA Indigenous Australians
- PWD People with disabilities

APPENDIX 3.6

RESIGNATIONS

Year to 30 June 2001 and 30 June 2002

Number (Percentage of Total)

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	01	02	01	02	01	02	01	02	01	02	01	02	01	02
Managers		1 (25)							1	1 (25)	1	3 (75)	2	4
Professionals	6 (11)	5 (11)	6 (11)	7 (16)			1 (2)		24 (44)	19 (42)	31 (56)	26 (58)	55	45
Associate Professionals	1 (10)	1 (11)							2 (20)	2 (22)	8 (80)	7 (78)	10	9
Advanced Clerical														
Intermediate Clerical	2 (11)	8 (31)	1 (5)	3 (12)			1 (4)		14 (74)	13 (50)	5 (26)	13 (50)	19	26
Elementary Clerical	4 (24)	3 (21)	1 (6)	3 (21)	1 (7)		2 (14)		11 (65)	8 (57)	6 (35)	6 (43)	17	14
Tradespersons											3 (100)		3	
Production Transport & Manual														
TOTAL	13	18	8	13	1		4		52	43	54	55	106	98
(% of Total Departures)	(12)	(18)	(8)	(13)	(1)		(4)		(49)	(44)	(51)	(56)		

* Figures are based on total staff resignations, end of contract & redundancies below retirement age. Also excludes staff rehired at end of contract.

** 2002 Total Staff excludes 8 locally-employed representative office staff based in London and New York.

*** 2001 Total Staff excludes representative office staff based in London and New York (19 local and Bank-seconded staff).

KEY

NESB1 People from non-English speaking backgrounds

NESB2 People with parent(s) from non-English speaking backgrounds

IA Indigenous Australians

PWD People with disabilities

APPENDIX 3.7

RETIREMENTS

Year to 30 June 2001 and 30 June 2002
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	01	02	01	02	01	02	01	02	01	02	01	02	01	02
Managers											2		2	
Professionals									2		1		3	
Associate Professionals									1		2	1	3	1
Advanced Clerical														
Intermediate Clerical														
Elementary Clerical			1								2		2	
Tradespersons														
Production Transport & Manual														
TOTAL			1						1	2	6	2	7	4
(% of Total Retirements)			(14)						(14)	(50)	(86)	(50)		

* Figures are based on total staff retirements, redundancies above retirement age & early retirements.

** 2002 Total Staff excludes 8 locally-employed representative office staff based in London and New York.

*** 2001 Total Staff excludes representative office staff based in London and New York (19 local and Bank-seconded staff).

KEY

NESB1 People from non-English speaking backgrounds

NESB2 People with parent(s) from non-English speaking backgrounds

IA Indigenous Australians

PWD People with disabilities