

Appendices

Diversity & Inclusion Policy Committee Terms of Reference

Role

The role of the Diversity & Inclusion Committee is to assist the RBA to achieve its aims relating to equity, diversity and inclusion in the workplace.

Functions

The Committee has the following functions:

- make recommendations to the RBA on equity and diversity principles and policy
- set the priorities for and monitor the implementation of an equity and diversity program for the RBA, including reviewing the work of the Accessibility Consultative Group
- monitor and report periodically to the Governor on these matters.

Membership

The Committee has 10 members:

- Chairperson – appointed by the Governor
- Deputy Chairperson – Head of Human Resources (ex officio)
- Secretary – Diversity & Inclusion Consultant, Human Resources (ex officio)
- Employee Representatives (four) – appointed by a Subcommittee comprising three existing Committee members via expressions of interest from employees
- Union Representative – an employee nominated by the Reserve Bank Officers' Section of the Finance Sector Union (and an alternate)
- Representative from the Accessibility Consultative Group (Chairperson, ex officio)
- Representative from the Diversity Contact Manager Network (Chairperson, ex officio).

Membership should include some representation from the various diversity groups as set out in the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*.

Membership will be for a period of 3-year terms for all positions, with the exception of ex-officio positions.

Meetings

The Committee will meet three times each year.

Membership as at 30 June 2013

Chairperson	Keith Hall
Deputy Chairperson	Melissa Hope
Secretary	Marija Dumovic
Employee Representative	Aaron Bovis
Employee Representative	Bernadette Donovan
Employee Representative	Alex Heath
Employee Representative	Vacant
Union Representative	Penny Smith
Union Representative (alternate)	Jason Jux
Representative of the Accessibility Consultative Group – Chairperson	Glen McLane
Representative of the Diversity Contact Manager Network – Chairperson	Marija Dumovic

Statistical Tables

Representation within Classification Levels

As at 30 June 2012 and 30 June 2013

Number (per cent of total employees within classification level)

Levels	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	12	13	12	13	12	13	12	13	12	13	12	13	12	13
Trainees		2 (11)	5 (24)	3 (16)	3 (14)	1 (5)	2 (10)	2 (11)	12 (57)	10 (53)	9 (43)	9 (47)	21 (100)	19 (100)
Cadets			1 (7)	2 (13)					9 (60)	7 (47)	6 (40)	8 (53)	15 (100)	15 (100)
Graduates	15 (22)	14 (18)	4 (6)	3 (4)			1 (1)		24 (35)	37 (46)	45 (65)	43 (54)	69 (100)	80 (100)
L1	11 (34)	10 (31)	3 (9)	1 (3)	1 (3)	2 (6)	2 (6)	2 (6)	20 (63)	19 (59)	12 (38)	13 (41)	32 (100)	32 (100)
L2	22 (27)	21 (27)	17 (20)	14 (18)	1 (1)	2 (3)	5 (6)	3 (4)	61 (73)	56 (73)	22 (27)	21 (27)	83 (100)	77 (100)
L3	50 (30)	48 (29)	24 (14)	23 (14)	2 (1)	2 (1)	8 (5)	9 (5)	104 (62)	103 (61)	63 (38)	65 (39)	167 (100)	168 (100)
L3/4	39 (25)	47 (26)	27 (17)	29 (16)			5 (3)	6 (3)	55 (35)	66 (37)	100 (65)	112 (63)	155 (100)	178 (100)
L4	92 (38)	99 (39)	32 (13)	35 (14)			9 (4)	9 (4)	91 (38)	93 (36)	148 (62)	162 (64)	239 (100)	255 (100)
L5	27 (17)	25 (15)	24 (15)	24 (15)			5 (3)	5 (3)	47 (30)	46 (28)	111 (70)	119 (72)	158 (100)	165 (100)
L6	6 (10)	7 (10)	7 (12)	8 (12)			2 (3)	2 (3)	22 (37)	26 (38)	37 (63)	43 (62)	59 (100)	69 (100)
Deputy Head	1 (5)	1 (4)	4 (20)	4 (17)					3 (15)	3 (13)	17 (85)	20 (87)	20 (100)	23 (100)
Department Head and above		1 (4)	1 (4)	1 (4)			1 (4)		8 (30)	8 (29)	19 (70)	20 (71)	27 (100)	28 (100)
Total	263 (25)	275 (25)	149 (14)	147 (13)	7 (1)	7 (1)	40 (4)	38 (3)	456 (44)	474 (43)	589 (56)	635 (57)	1045 (100)	1109 (100)

Total excludes locally employed staff in overseas offices

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

Representation within Salary Ranges

As at 30 June 2013

Number (per cent of total staff within salary range)

Salary	NESB1	NESB2	IA	PWD	Women	Men	Total Staff
Below \$40 000	2 (6)	5 (15)	1 (3)	2 (6)	17 (52)	16 (48)	33 (100)
\$40 000–\$49 999	4 (17)	1 (4)	2 (9)	1 (4)	14 (61)	9 (39)	23 (100)
\$50 000–\$59 999	18 (32)	8 (14)	2 (4)	3 (5)	38 (67)	19 (33)	57 (100)
\$60 000–\$69 999	27 (23)	13 (11)		2 (2)	70 (60)	47 (40)	117 (100)
\$70 000–\$79 999	22 (25)	9 (10)			45 (52)	42 (48)	87 (100)
\$80 000–\$89 999	49 (25)	31 (16)	1 (1)	10 (5)	86 (44)	110 (56)	196 (100)
\$90 000–\$99 999	44 (40)	15 (14)	1 (1)	7 (6)	53 (48)	58 (52)	111 (100)
\$100 000–\$109 999	23 (30)	11 (14)		3 (4)	33 (43)	43 (57)	76 (100)
\$110 000–\$119 999	39 (39)	15 (15)		2 (2)	29 (29)	70 (71)	99 (100)
\$120 000–\$129 999	16 (35)	6 (13)		1 (2)	15 (33)	31 (67)	46 (100)
\$130 000–\$139 999	11 (19)	4 (7)		2 (3)	13 (22)	45 (78)	58 (100)
\$140 000–\$149 999	6 (15)	7 (18)		2 (5)	15 (38)	24 (62)	39 (100)
\$150 000 and over	14 (8)	22 (13)		3 (2)	46 (28)	121 (72)	167 (100)
Total	275 (25)	147 (13)	7 (1)	38 (3)	474 (43)	635 (57)	1109 (100)

Total excludes locally employed staff in overseas offices

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

Representation within Occupational Groups

As at 30 June 2012 and 30 June 2013

Number (per cent of total staff within occupational group)

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	12	13	12	13	12	13	12	13	12	13	12	13	12	13
Managers	8 (7)	9 (7)	14 (12)	14 (12)			3 (3)	2 (2)	34 (30)	36 (30)	79 (70)	85 (70)	113 (100)	121 (100)
Professionals	177 (28)	189 (27)	87 (14)	93 (14)			20 (3)	20 (3)	233 (37)	257 (37)	396 (63)	431 (63)	629 (100)	688 (100)
Clerical and Administrative Workers	58 (24)	54 (23)	41 (17)	35 (15)	7 (3)	7 (3)	14 (6)	13 (6)	171 (71)	161 (69)	70 (29)	71 (31)	241 (100)	232 (100)
Technicians and Trade Workers	19 (33)	22 (35)	6 (11)	4 (6)			3 (5)	3 (5)	16 (28)	18 (29)	41 (72)	44 (71)	57 (100)	62 (100)
Community and Personal Services	1 (25)	1 (20)	1 (25)	1 (20)					2 (50)	2 (40)	2 (50)	3 (60)	4 (100)	5 (100)
Machinery Operators and Drivers											1 (100)	1 (100)	1 (100)	1 (100)
Total	263 (25)	275 (25)	149 (14)	147 (13)	7 (1)	7 (1)	40 (4)	38 (3)	456 (44)	474 (43)	589 (56)	635 (57)	1045 (100)	1109 (100)

Total excludes locally employed staff in overseas offices

KEY

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

Recruitment
Year to 30 June 2012 and 30 June 2013
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	12	13	12	13	12	13	12	13	12	13	12	13	12	13
Managers		2	1						1	2	3	5	4	7
Professionals	28	20	4	8			1	1	35	39	61	60	96	99
Clerical and Administrative Workers	2	5	6	1	3	1	4	2	25	22	6	13	31	35
Technicians and Trade Workers	5	3	4	1					3	2	8	6	11	8
Community and Personal Services												1		1
Machinery Operators and Drivers											1		1	0
Total (per cent of total recruitment)	35 (24)	30 (20)	15 (10)	10 (7)	3 (2)	1 (1)	5 (3)	3 (2)	64 (45)	65 (43)	79 (55)	85 (57)	143 (100)	150 (100)

Figures are based on total staff recruitment and includes trainees, cadets and graduates; excludes renewal of contract and cadets rehired as graduates

Total excludes locally employed staff in overseas offices

KEY

NESB1 People from non-English speaking backgrounds

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

IA Indigenous Australians

PWD People with a disability

Separations
Year to 30 June 2012 and 30 June 2013
Number (per cent of total)

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	12	13	12	13	12	13	12	13	12	13	12	13	12	13
Managers	1 (17)	1 (33)	2 (33)				1 (17)	1 (33)	1 (17)	1 (33)	5 (83)	2 (67)	6 (100)	3 (100)
Professionals	16 (29)	12 (28)	6 (11)	4 (9)				1 (2)	20 (36)	20 (47)	36 (64)	23 (53)	56 (100)	43 (100)
Clerical and Administrative Workers	6 (29)	2 (8)		6 (24)	3 (14)	1 (4)	1 (5)	3 (12)	16 (76)	18 (72)	5 (24)	7 (28)	21 (100)	25 (100)
Technicians and Trade Workers	2 (18)		1 (9)	2 (50)			1 (9)		3 (27)	1 (25)	8 (73)	3 (75)	11 (100)	4 (100)
Community and Personal Services														
Machinery Operators and Drivers											1 (100)		1 (100)	
Sales Workers														
Labourers														
Total (per cent of total departures)	25 (26)	15 (20)	9 (9)	12 (16)	3 (3)	1 (1)	3 (3)	5 (7)	40 (42)	40 (53)	55 (58)	35 (47)	95 (100)	75 (100)

Figures are based on total staff terminations, excluding retirements
Excludes staff rehired at end of contract and cadets rehired as graduates
Total excludes locally employed staff in overseas offices

KEY

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PWD People with a disability

Retirements
Year to 30 June 2011 and 30 June 2012
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	12	13	12	13	12	13	12	13	12	13	12	13	12	13
Managers	1										2		2	
Professionals	3						1		2	2	2	3	4	5
Clerical and Administrative Workers	1	2					1			5	1		1	5
Technicians and Trade Workers														
Community and Personal Services														
Machinery Operators and Drivers														
Sales Workers														
Labourers														
Total	5	2					2		2	7	5	3	7	10
(per cent of total departures)	(71)	(20)					(29)		(29)	(70)	(71)	(30)	(100)	(100)

Figures are based on total staff retirements, redundancies above retirement age and early retirements
Total excludes locally employed staff in overseas offices

KEY

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

Promotions
Year to 30 June 2012 and 30 June 2013
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	12	13	12	13	12	13	12	13	12	13	12	13	12	13
Managers	1	1	2	1					4	3	11	8	15	11
Professionals	15	12	9	7				1	25	20	31	40	56	60
Clerical and Administrative Workers		1	5	3		3		1	12	19	3	4	15	23
Technicians and Trade Workers	1									1	1	3	1	4
Community and Personal Services														
Machinery Operators and Drivers														
Total (per cent of total promotions)	17 (20)	14 (14)	16 (18)	11 (11)	0 (0)	3 (3)	0 (0)	2 (2)	41 (47)	43 (44)	46 (53)	55 (56)	87 (100)	98 (100)

Excludes locally employed staff in overseas offices

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

