

Equity & Diversity

Annual Report 2007



Reserve Bank of Australia

Equity in employment opportunity assists in addressing disadvantage experienced by designated groups in the workplace, including women, Indigenous Australians, people with disabilities and people from non English speaking backgrounds. Equity also provides an important platform underpinning workplace diversity policies for gender, age, language, ethnicity, cultural background, sexual orientation, religious belief and family responsibilities. Diversity covers all these areas, but also includes other ways in which people are different such as educational level, life experience, work experience, socio-economic background, personality and marital status.

EQUITY & DIVERSITY

ANNUAL REPORT

2007



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FOREWORD

This is the twentieth annual report of the Reserve Bank of Australia (RBA) as required under the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*.

The RBA's Diversity Program, as it has evolved over the past 20 years, aims to ensure that all staff are treated with dignity and respect in the workplace and experience equal opportunity throughout their careers with the Bank.

We have taken the opportunity of this twentieth anniversary of the abovementioned Act to change the format of the report and to focus on core diversity issues, initiatives and statistical outcomes. The report now comprises five sections: Equity & Diversity at the RBA; Workplace Profile; Human Resources Policies & Practices; Work/Life Balance; and Statistical Data Tables. Details of the RBA's current Workplace Diversity Plan, which featured in recent annual reports, are now contained in a separate publication *Workplace Diversity Plan 2006-2008*, incorporating the Bank's Disability Action Plan. A new Workplace Plan will be developed next year using the statistical outcomes established in this Report as the basis for future robust initiatives.



Bob Rankin

Chairperson
Equity & Diversity Policy Committee

SECTION I

EQUITY & DIVERSITY AT THE RBA

Commitment

The Bank is committed to embedding the principles of equity and diversity into its everyday work practices. To assist in reaching this goal, the *Workplace Diversity Plan 2006-2008* has been designed to promote and implement policies and resources to create a workplace that is fair, inclusive and free from all forms of unacceptable behaviour. The main goal of the Plan is to ensure that equity and diversity are viewed as mainstream to the Bank's operations and integral to its policies and programs.

Legislation

The table below details the legal obligations that underpin the diversity program. The various pieces of legislation have provided a basis for the introduction of policies and practices aimed at ensuring a fair and equitable workplace.

RBA Diversity Program		
Workplace Diversity Plan		
Racial Discrimination Act 1975	Privacy Act 1988	Occupational Health & Safety (Commonwealth Employment) Act 1991
Sex Discrimination Act 1984	Freedom of Information Act 1989	Disability Discrimination Act 1992
Human Rights & Equal Opportunity Commission Act 1986	Workplace Relations Act 1996	Commonwealth Disability Strategy 1999 and Review 2005
Equal Employment Opportunity (Commonwealth Authorities) Act 1987	Age Discrimination Act 2004	

Responsibility for Equity & Diversity

The Equity & Diversity Policy Committee has the responsibility to develop and implement the Bank's Workplace Diversity Plan. The Committee is a consultative body which makes recommendations to the Governor on equity and diversity issues. The Terms of Reference of the Committee are set out at Appendix 5.1.

The Head of each functional group has responsibility for equity and diversity activities and performance within their areas, with Staff Training & Development Section, Personnel Department providing specialist services to assist in the development, implementation and monitoring of the overall program.

Diversity Contact Managers within each function are responsible for monitoring implementation of the Diversity Plan in their department. 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. Overall accountability for the Bank's Equity & Diversity Program rests ultimately with the Governor.



Equity & Diversity Policy Committee, 20th Anniversary Celebrations

Collection of Equity & Diversity Data

Voluntary information is sought from staff to provide their individual EEO information when they commence employment at the Bank. The EEO Form includes questions regarding disability, ethnic origin and education. The quality of the Bank's EEO statistics relies on the responses provided on this form. Additional information on speaking/writing abilities in languages other than English is also collected and updated every year thus providing a database for access by Bank staff for interpreter or translation assistance.

Consultation

As part of the process of developing and implementing its enterprise agreements with staff, the Bank consults with workplace unions on a range of diversity issues. For the 2007 Enterprise Agreement the Bank also held extensive discussions with staff. The Bank also continues to consult with employees through a number of forums on diversity issues to encourage discussion, pass on information and gain feedback. Participation on working committees and project teams provided liaison with a range of staff on matters related to equity and diversity such as the Bank's childcare centre and staff amenities, flexible work arrangements and policies for staff with disabilities. Workshops and induction sessions took place throughout the year, including modules on equity and diversity, discrimination and harassment.

The principal means of providing information to staff about equity and diversity issues are via: *Staff Matters*, the staff newsletter, *Currency*, the monthly staff magazine and Personnel Department's intranet site. The *Equity & Diversity Annual Report 2006* was distributed to staff via email, placed on the Bank's intranet and hard copies made available on request.

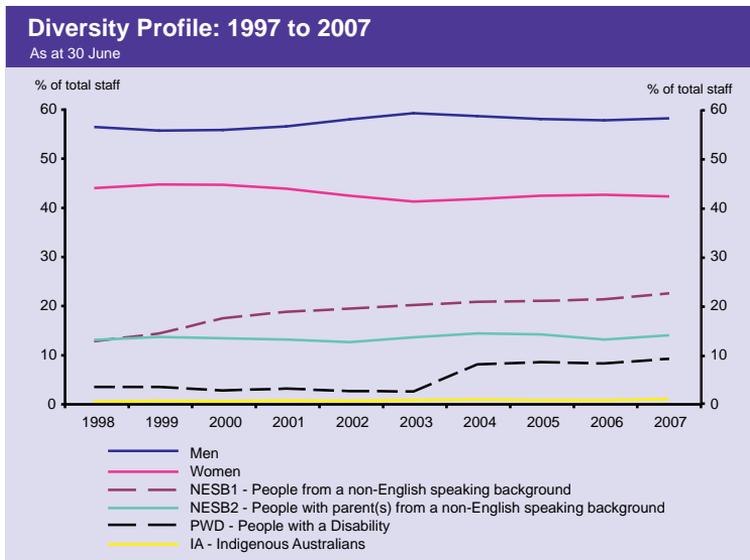


SECTION 2

WORKPLACE PROFILE

2.1 Diversity Profile

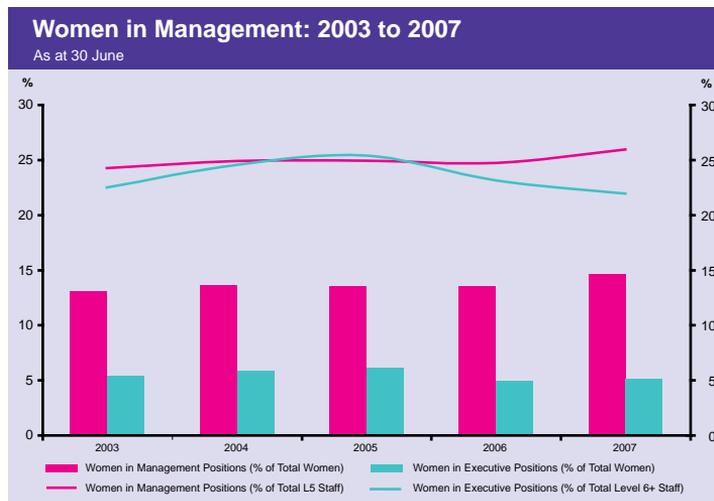
The current number of total staff is 896. This is a slight increase on last year's figure of 872 and reflects an upward trend over the past four years. This increase in overall staff numbers has not had any significant impact on the designated diversity groups as shown in the graph below.



The Bank's diversity profile has remained relatively stable over the past four years. Indigenous Australians continue to account for a very small proportion of staff, 0.8 per cent; 22 per cent of staff identified themselves as NESB1 (staff who were born overseas and whose first language is not English) and the number of staff who have identified as having a disability in 2007 totalled 80, representing nine per cent of total staff. This latter figure does not capture staff who may have acquired a disability since commencing employment, particularly an age onset disability. It also does not include temporary disabilities experienced from various injuries but which are duly accommodated under the principles of reasonable adjustment in the workplace.

The representation of women in employment has also remained stable over the past four years at around 42 per cent, while women continue to be under-represented at the management levels of the Bank, in particular at the senior executive level.

Since 2003, the representation of women in management positions as a proportion of total female staff has increased incrementally from 24 per cent to 26 per cent. However, only five per cent of all women at the Bank are employed in management positions, similar to last year, compared with 14 per cent of men. Over the past five years the number of women at Manager Level 5 and above has increased by 25 per cent; the total number of staff in management positions has increased by 16 per cent over the same period. To ensure that progress continues, the Equity & Diversity Policy Committee identified a new approach for investigating strategies to increase the proportion of women in management positions. This involves analysing more deeply the career experience of women in the Bank to assess whether there are obstacles that inhibit their progression to management roles.

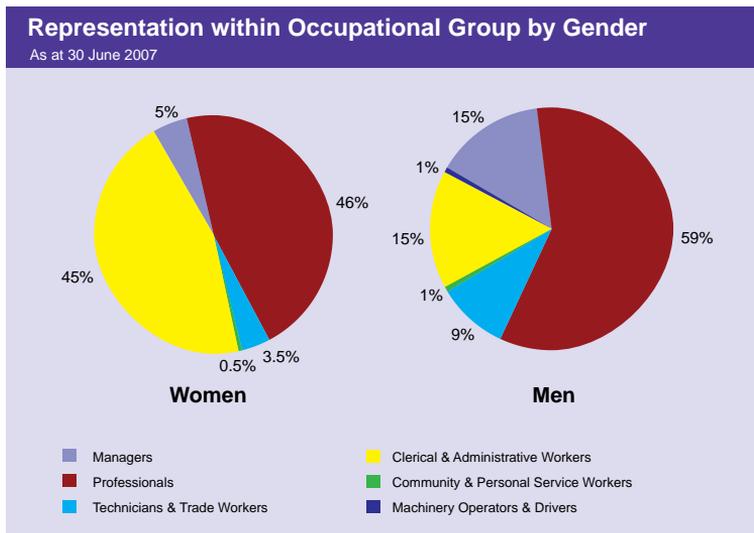


2.2 Occupational Groups

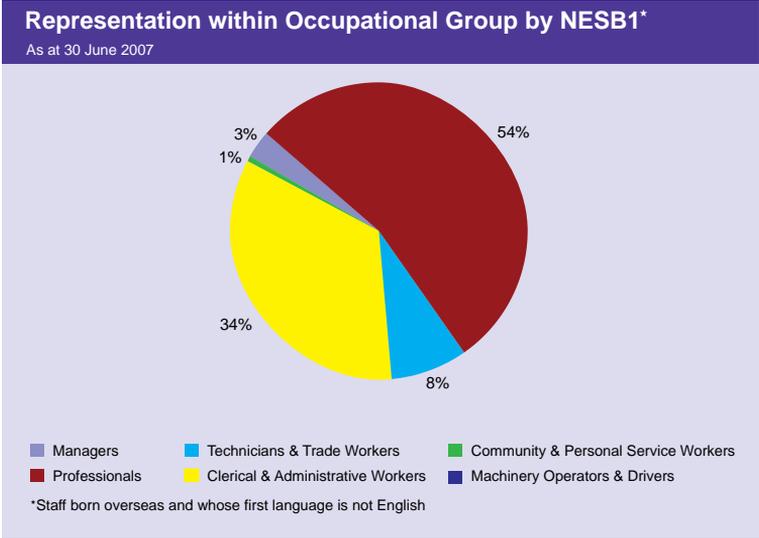
During the reporting year, the Bank's occupational groups were reviewed and updated with the *Australian and New Zealand Standard Classification of Occupations* (ANZSCO) replacing the *Australian Standard Classification of Occupations* (ASCO). All Bank positions were reviewed and recoded to reflect the revised occupational groups contained in the new regime of ANZSCO. However, due to the conversion of positions from ASCO to ANZSCO, no direct comparisons of occupational groups with past years will be possible. This year, the figures will reflect 2006/07 only; next year a second year of ANZSCO figures will be available for comparative analysis.

Classification of Occupations	
ASCO	ANZSCO
Managers & Administrators	Managers
Professionals	Professionals
Associate Professionals	Technicians & Trade Workers
Tradespersons & Related Workers	Community & Personal Service Workers
Advanced Clerical & Service Workers	Clerical & Administrative Workers
Intermediate Clerical, Sales & Service Workers	Sales Workers
Intermediate Production & Transport Workers	Machinery Operators & Drivers
Elementary Clerical, Sales & Service Workers	Labourers
Labourers & Related Workers	

The Bank continues to change from an organisation predominantly comprising clerical and administrative positions to one of a predominantly professional nature. Currently, 46 per cent of all women at the Bank occupy professional positions compared with 59 per cent of all men. There continues to be an over-representation of women in the clerical/administrative occupational group with 45 per cent of all women employed in clerical positions, compared with only 15 per cent of men.



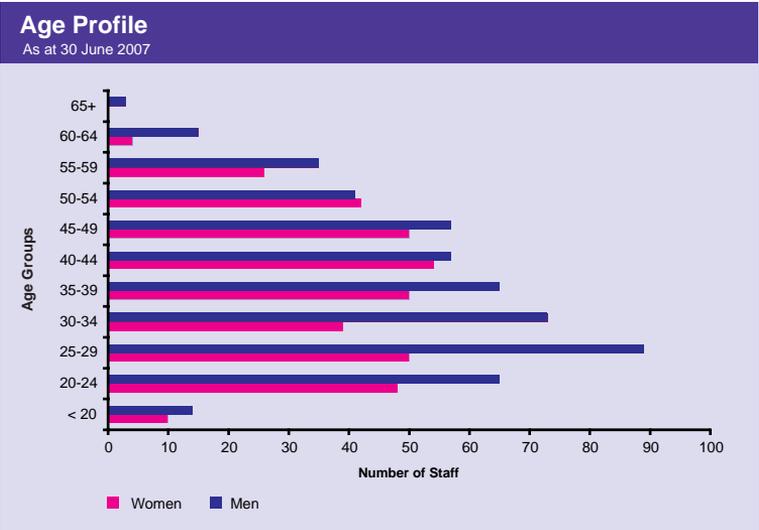
The NESB1 group is highly represented in the professional occupational category with 54 per cent of all NESB1 staff employed in professional roles. Thirty four per cent are currently employed in clerical/administrative positions and three per cent represented in management positions. NESB1 employees are not equally distributed across the Bank but cluster in the information technology, accounting and audit departments.

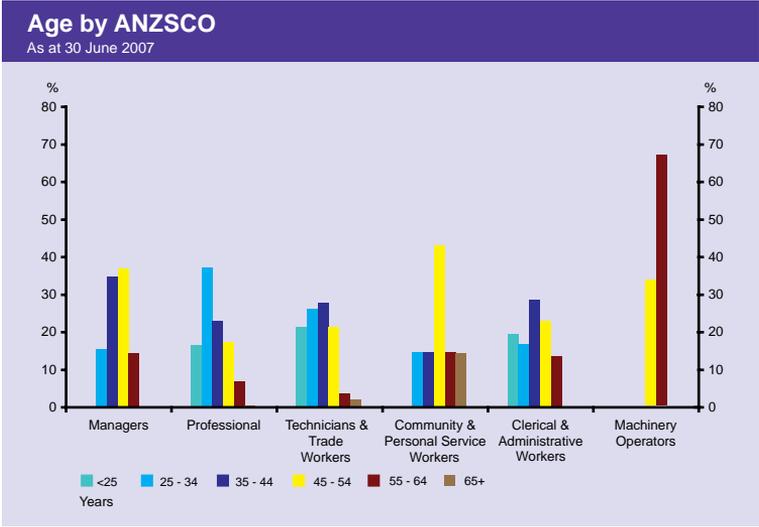


2.3 Age & Tenure

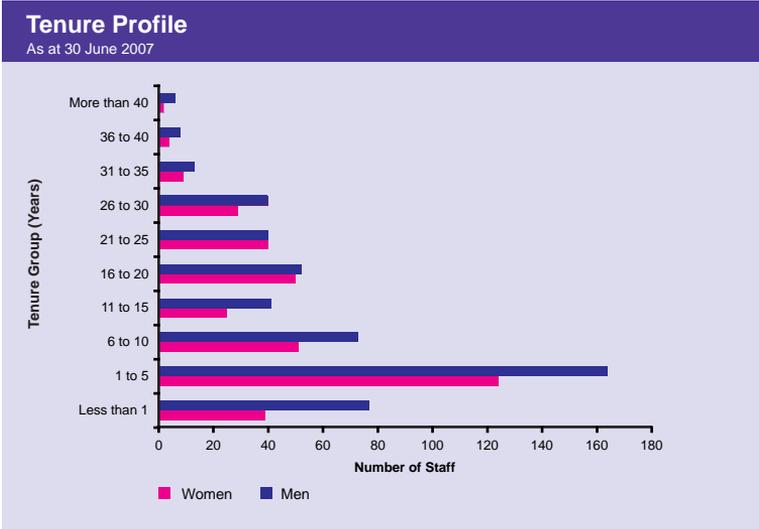
Age distribution and length of service data provide an interesting profile of the Bank and help determine strategies for succession planning and recruitment.

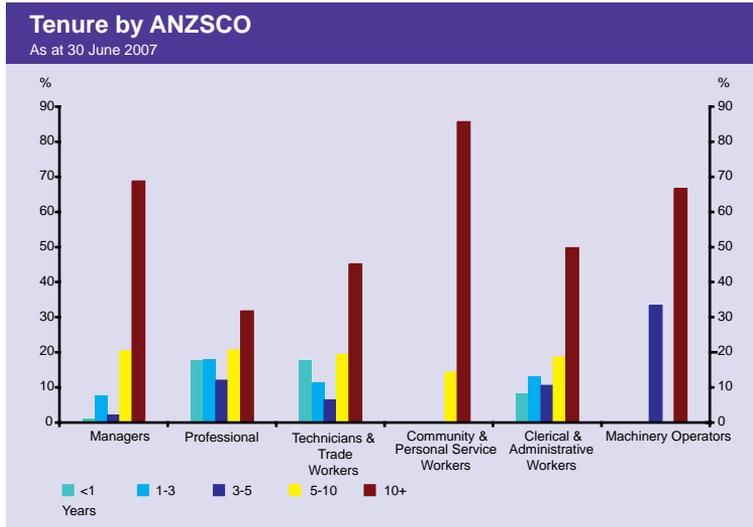
At the end of the 2006/07 year, 44 per cent of Bank staff were under the age of 35. As a group, male staff are younger than female staff, with 47 per cent of men compared with 39 per cent of women under the age of 35. The median age overall is 37. Comparatively, the ABS *Census 2006* data reveals that the median age of the general population is 37 while the APS had a median age of 42 as at June 2006. The percentage of Bank staff who are aged more than 55 years of age (eligible for retirement) is now nine per cent, compared with 8.4 per cent last year. It is expected that over the next five to 10 years, up to 28 per cent of current staff will be eligible for retirement.





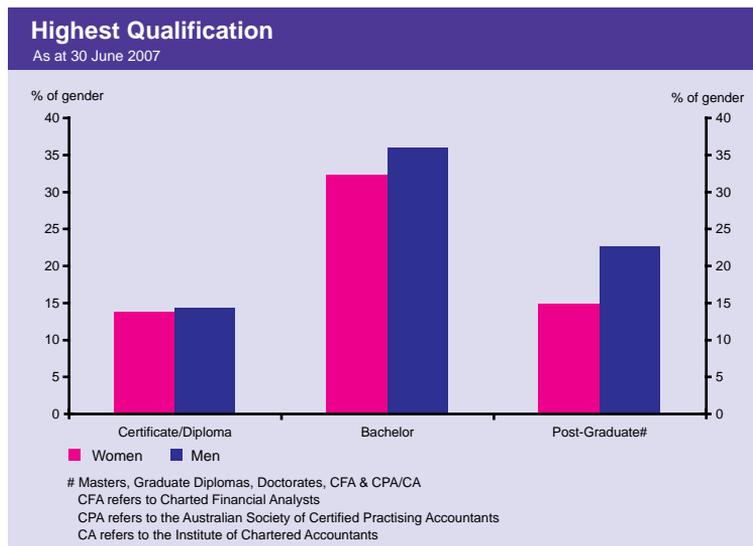
Length of service statistics provide a snapshot of the Bank's changing workforce. In 2000, 31 per cent of staff had been at the Bank for 20 years or more, while 35 per cent had less than five years service. Almost half of all staff (48 per cent) had less than 10 years service. Today, 25 per cent of all staff have been at the Bank for 20 years or more, while the percentage of staff with less than five years service has increased to 55 per cent. The average tenure of Bank staff is 11.4 years, a slight decrease from previous years.





2.4 Educational Qualifications

Sixty-seven per cent of staff were recorded as having a post-secondary or tertiary qualification for this reporting period, the same as last year. Overall, 54 per cent of staff now hold a Bachelor Degree or higher, while 19 per cent hold a post-graduate qualification.



There is no significant difference in the percentage of women when compared with men holding Certificate/Diploma and Bachelor qualifications. However, a significant gap still exists in post graduate qualifications where only 15 per cent of women compared with

23 per cent of men hold post graduate qualifications – but this gap is narrowing. The time-series analysis of this data reveals that while the number of men holding post-graduate qualifications has remained static in the past five years, the number of women with post-graduate qualifications has increased significantly over the same period.



SECTION 3

HUMAN RESOURCE POLICIES & PRACTICES

3.1 Recruitment & Selection

The Bank's recruitment policy and guidelines integrate equity and diversity principles into the specific goals and strategies. This helps ensure that the Bank continues to attract high calibre candidates to its graduate, cadetship and traineeship recruitment programs. A key aspect of the recruitment policy includes an equitable approach to selection of candidates; including from groups under-represented in the Bank's staffing profile. The Bank uses a range of merit recruitment strategies to attract and select a diverse field of applicants.

Several initiatives have been implemented this year addressing equity and diversity in recruitment. Recruitment and selection processes were reviewed and changes were made to ensure continued compliance with anti-discrimination legislation. The content and mode of delivery of the *Selection Panel Guidelines* have been revised to allow discussion of equity issues and employment needs of specific organisational areas.



2007 graduates during a break at the training college



2007 graduate recruits

There has been a continuing emphasis on attracting more female candidates to the Bank. The Graduate Development Program is still the main avenue to attract qualified women into professional and management positions in departments. The Bank has continued its participation in The Australasian Graduate Recruitment Benchmarking Survey which assists in ensuring the Bank is well informed on best practice attraction strategies.

Graduate Recruits Gender Ratios				
Year	Women	Men	Total	Ratio
2007	11	30	41	27:73
2006	11	26	37	30:70
2005	15	25	40	38:63
2004	8	21	29	28:72
2003	8	26	34	24:76
2002	14	25	39	36:64
2001	7	26	33	21:79
2000	14	20	34	41:59

The Bank promotes a range of methods to invite applications from candidates who might not otherwise think of applying for work at the Bank. This year, on-line recruitment has featured more prominently as a medium to attract employees, with an increase in the use of internet job boards. Traditional methods also continue to be used to ensure that the largest possible pool of potential applicants is tapped. In order to broaden the pool of candidates for the Traineeship Program, various sources were used including relevant recruitment agencies, TAFE colleges, the internet and employment agencies representing people with disabilities and Indigenous Australians.



2007 trainees

Additional options for recruiting more Indigenous Australians at Head Office and the business recovery site were also investigated. During the next reporting period, the Bank intends to reconsider the Commonwealth Indigenous Cadetship Program as an additional way of targeting Indigenous Australians for employment opportunities within the Bank. The Bank continues to maintain a designated traineeship position with mentoring support and will be investigating further avenues to source applicants via the Indigenous Education Program at a number of NSW high schools.

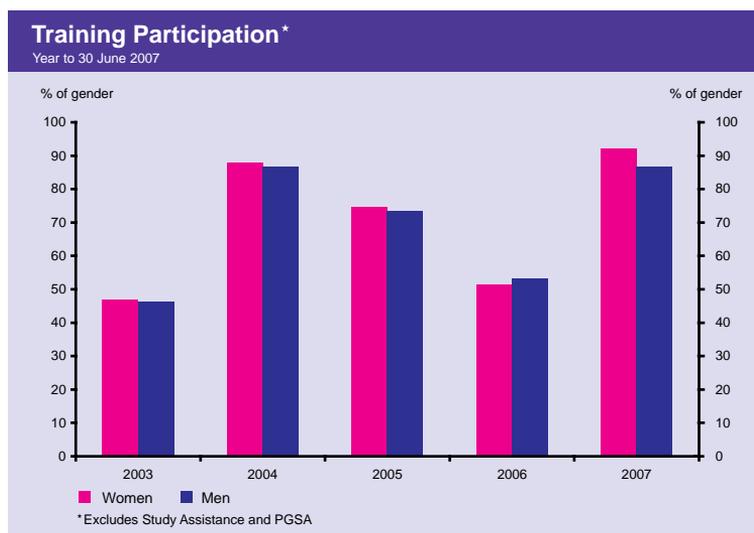
3.2 Staff Training & Development

Relevant equity and diversity issues are incorporated into training and development programs provided by the Bank. In 2007, programs were reviewed to ensure that the diverse needs of staff are considered whether they are cultural, religious, or disability related. Equity policies were integrated into staff induction which now incorporates a specific module on equity and diversity issues.

In addition, a number of programs addressing diversity and cultural awareness were implemented during 2006/07. The Bank introduced English language skills training for NESB staff in the form of writing and grammar coaching conducted via group and individual sessions. To acknowledge the varying communication styles used by different cultures and to assist staff with career progression, the Technical Writing and Business Writing Programs continue to be offered with the objective of providing tailored training in written communication relevant to the workplace.

The Bank continues to monitor women's access to and participation in training activities. Women have consistently made up a high proportion of staff attending in-house training activities, and participate at a higher rate than their representation in total staff.

Springboard, an external professional development program for non-managerial women, is another program the Bank has continued to support with five women attending in 2006/07.



During the reporting period, thirteen members of staff attended a Disability Awareness Workshop aimed at frontline customer service staff. The purpose of the workshop was to encourage participants to develop an understanding of disabilities and assist in identifying appropriate communication strategies for customers with different types of disability. The Bank has also purchased a training package for the Bank's in-house software developers; the WebAim CD Online Accessibility Tool will help improve awareness of accessibility needs.

Graduate Development Program

The two-year Graduate Development Program continues to provide extensive training and development opportunities as well as a strong foundation for longer-term professional development. Forty one graduates, predominantly with Honours degrees, joined the 2007 program. In this reporting period, the Bank investigated a number of coaching programs for female graduates where it could enhance their prospects for advancement to management/senior management positions.

Management Programs

The Bank provides a range of management programs to its staff. During this reporting period, the Bank ran its highly-regarded Central Banking Management Program. This leadership program is designed to enhance the skills of managers through greater awareness of themselves and their staff. This was attended by a total of 14 staff (eleven men, three women). Thirteen members of staff (nine men, four women) took part in the New Managers Program, designed to provide participants with understanding of characteristics of effective leadership, team building managing cultural diversity and effective conflict resolution. As part of the Executive Development Program, the Steps program has been piloted, aiming to enhance the skills of female managers and assist with their progression to senior management.



Participants at the New Managers Program

3.3 Staff Mobility: Promotions, Transfers & Secondments

Promotions, transfers and rotations within the Bank, including to overseas and regional offices, are an important means of staff development. Staff are also provided with opportunities to act in higher positions and to undertake secondments to other institutions. Over the past year, staff have worked at the Bank for International Settlements, UK Financial Services Authority, Bank of France, Australian Treasury, Australian Taxation Office, Australian Prudential Regulation Authority and Australian Securities and Investments Commission.

The Bank has the following policies and processes in place to ensure the provision of a fair and equitable method of assessment for promotion and transfer and to remove possible barriers to career mobility:

- provisions relating to equity and diversity within selection policy and guidelines;
- specified gender representation in the composition of the selection panels;
- training for selection panel members which contains information on the equity responsibilities of the panel members and the implications for the process;
- centralised job evaluation mechanisms;
- established criteria for assessing merit; and
- eligibility for part-time staff to apply for promotion.



Internal mobility rates for staff continue to be monitored across all equity groups. With regard to gender, in this reporting period, the transfer and promotion rate for female staff was 37 per cent and 39 per cent respectively, comparable to their participation rate of 42 per cent. Overall, 18 per cent of all women have been transferred this year, compared to five per cent last year. These figures reflect staff movements associated with internal restructuring and staffing of the Bank's new business resumption site (BRS).

The BRS was built to provide comprehensive back up for critical Reserve Bank operations in Head Office. The Bank therefore developed a strategy to staff the BRS with appropriate skills and experience. This involved close consultation with senior personnel in relevant departments on issues of job design, determining the basis on which positions could be best filled, and training for managing remote teams. The process, while lengthy, was designed to provide a fair outcome for staff and minimal disruption to business operations. To assist with that, a BRS Intranet page was created to provide staffing information on transport

links, childcare centres in the vicinity and relief arrangements. The BRS is scheduled to be fully operational in the second half of 2007, and will ultimately have a total staffing complement of 60.



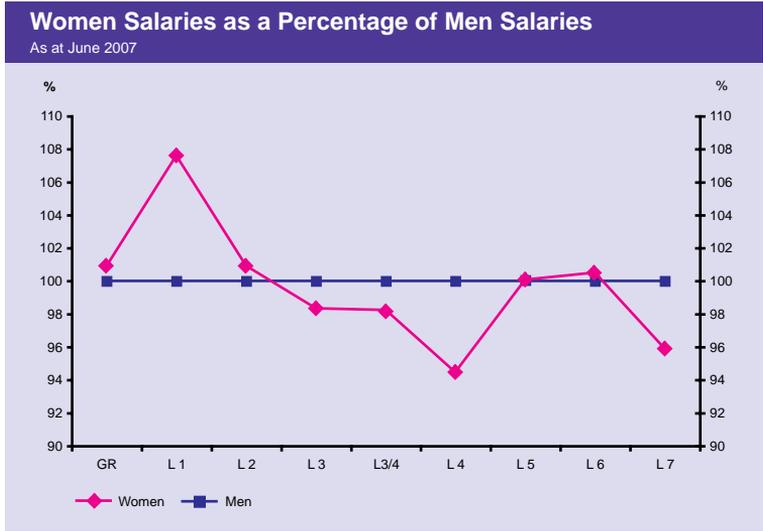
The Business Resumption Site at dusk, photo taken by RBA staff member.

3.4 Remuneration

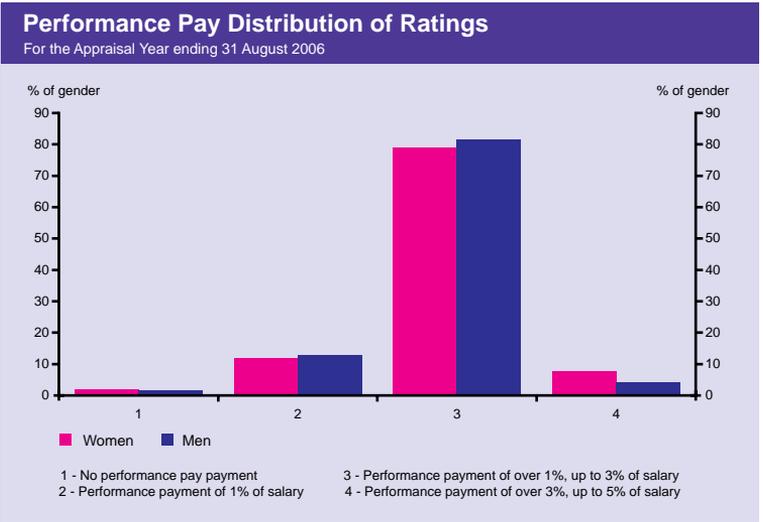
The Bank has developed a transparent and merit-based remuneration system that discourages any policies or practices that may lead to wage discrimination on the grounds of gender. The remuneration system ensures pay equity through the use of a job evaluation methodology and market benchmarking as well as an annual skill and performance review process. The Bank undertakes regular job evaluations that involve describing and articulating the roles in the Bank, comparisons with other jobs with similar work value and skill requirements and external benchmarking to ensure these jobs are properly valued and correctly remunerated.

Pay distribution continues to be monitored to see if any changes are occurring over time. An analysis of salaries of all staff, irrespective of whether staff are on individual employment contracts or are covered by the Bank's Enterprise Agreement, indicates that there is no gender inequity in pay distribution. Overall, in 2006/07 women in the Bank earned on average 99 per cent of what men earned; well above the national average of 84 per cent. Under the 2007 Enterprise Agreement, the Bank has undertaken to continue to analyse issues around pay equity.

In the following graph there are three elements requiring further explanation for women at Level 1, Level 4 and Level 7. Firstly, there are more women at Level 1 with higher tenure in the position, hence they are at the top of their salary band; secondly, the situation for Level 4 women is that a larger number of these positions are held by men in the Bank's IT area; and finally, Level 7 women generally have much shorter tenure when compared to Level 7 men.



In 2006/07, average performance pay outcomes were similar for men, women, people from non-English speaking backgrounds, and people with disabilities.



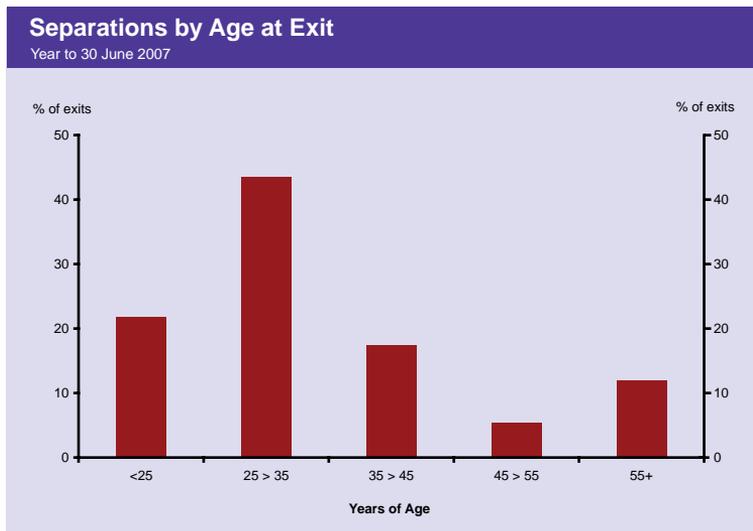
3.5 Turnover

The Bank continues to monitor separation data annually to identify any adverse impact on equity groups, particularly in areas undergoing change. There were 92 separations in 2006/07, compared with 83 the previous year. Women represented 38 per cent of all staff separations in this reporting period which is comparable to their participation rate of 42 per cent. The separation rate for NESB1 staff was eight per cent, below their participation rate of 22 per cent.

The graduate turnover rate, currently 12 per cent, continues to be higher than for other staff but is still lower than the separation benchmark rate (14 per cent) for the finance sector identified in the Bank's benchmarking data; the average tenure of exited Bank graduates is 3.25 years. The total figures for graduate exits show that 54 per cent of all female graduates have resigned (79 out of 145 since 1991) compared with 52 per cent of all male graduates (172 out of 330 since 1991).

However, when the data is looked at over a shorter time period – the five years since 2002 – the average tenure of departing graduates has declined to 2.34 years with 24 per cent of all female graduates resigning compared with 27 per cent of all male graduates. Further analysis of these figures will be undertaken over the coming reporting period. Graduate retention rates will continue to be monitored with a view to identifying appropriate retention strategies, especially in relation to women where retention overall is marginally lower than for men.

The likelihood of staff staying with the Bank to retirement age is of interest to the Bank within a workforce planning context. Staffing strategies, as well as communication and work flow arrangements, need to be planned around employee movements in and out of the Bank to ensure the organisation remains effective in the long term. The changes to taxation of superannuation benefits from 1 July 2007 is a new factor that the Bank investigated during the reporting period in the context of developing a policy to cover 'transition to retirement' for current employees.



SECTION 4

WORK/LIFE BALANCE

4.1 Flexible Working Arrangements

The Bank's *Workplace Diversity Plan* has the objective of ensuring that work/life balance practices and policies are fair and equitable and assist in the retention of valued staff. A number of policies that provide scope for staff to better balance work and family were reviewed over the year.

During the year, the Bank concluded an investigation of options for additional leave flexibility for staff through a purchased leave (48/52) scheme or annual leave on half pay. While deciding that existing arrangements provided adequate flexibility for staff the Bank decided to undertake a comprehensive review of its flexible work options and possible improvements during the next reporting period.

Work also continued on developing flexible working arrangements that would accommodate both the special needs of staff and the operational needs of the Bank in a contingency situation such as a flu pandemic. Improvements were made to remote access to the Bank's computer systems and a policy developed to encourage identified essential staff to install broadband internet connections at home.

The Bank considered a proposal for volunteering leave prepared by a number of staff that involved the Bank providing one day's leave per year for staff to work for a charity or community-based organisation. After considering the proposal, the Bank agreed to implement a volunteering program during the second half of 2007 under which staff could donate a day of paid or unpaid leave and the Bank would in turn make an equivalent financial donation to the staff member's selected charity.



RBA Staff selling merchandise for the Cancer Council on Daffodil Day 2006

Personal Leave

Personal leave arrangements were reviewed during this reporting period. The proposed new Enterprise Agreement includes an amendment to Personal Leave which allows an increased amount of accrued Personal Leave which may be taken each year for caring purposes. An additional two days unpaid carer's leave once the paid leave entitlement has been exhausted will also be available. Personal Leave for caring purposes can still be taken either on a half or full day basis.

In 2006/07, carer's leave was used by 393 staff (44 per cent), a decrease of two per cent from last year. Of all staff who took the leave, 54 per cent were men, the same as last year. However, 48 per cent of all women used Personal Leave for caring purposes compared with 41 per cent of all men.

The new Enterprise Agreement also incorporates the *Australian Fair Pay and Conditions Standard* as it applies to Compassionate Leave. Staff will be permitted two days paid compassionate leave per occasion when a member of an employee's immediate family is seriously ill/injured.

Part-Time Work

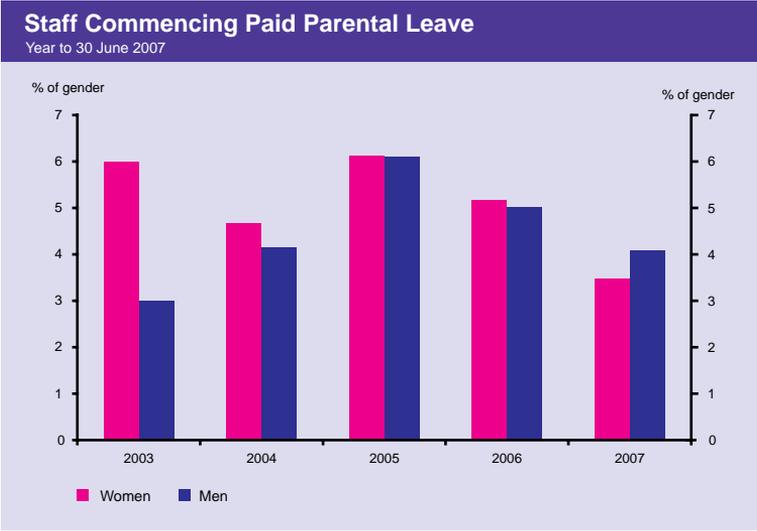
During the reporting period, existing part-time arrangements were reviewed and streamlined in order to enhance flexibility, encourage the establishment of more part-time work opportunities, and enable staff to better understand the options and conditions applicable to part-time work. The modified arrangements are also to make it easier for managers to implement and manage part-time work for their staff. Statistics will be monitored during the next reporting period to analyse and assess the impact of this amended policy.

During the year, 60 staff worked part-time (55 women, five men) compared with 61 (55 women, six men) in 2006.

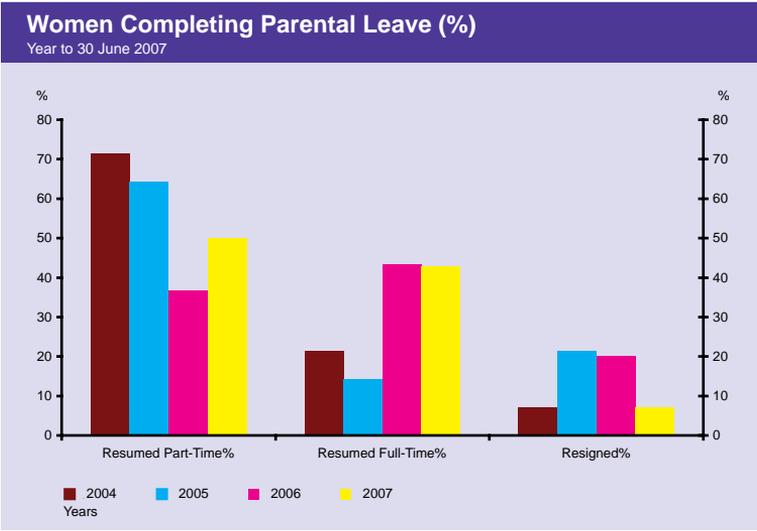
Parental Leave

New parental leave provisions were introduced this reporting period covering maternity leave on half pay. Women commencing paid maternity leave now have an option of 28 weeks on half pay as an alternative to the existing entitlement of 14 weeks on full pay. Men are entitled to two week's paid paternity leave but this is not available as a half-pay option at this stage.

The chart below provides a breakdown based on gender for staff commencing paid parental leave. During the reporting period, a total of 34 staff commenced paid parental leave (13 women and 21 men). Analysis reveals an emerging trend of an equal or higher percentage of men taking paid parental leave compared to women. This could be a contributing factor behind the higher utilisation of the Bank's childcare centre by men.



For this reporting period, a total of 14 women returned from parental leave. Seven of those returning resumed part-time, 6 resumed full-time work and one resigned. A 93 per cent return rate was experienced this year compared to 80 per cent last year. The percentage of women resigning prior to completing parental leave for this reporting period was 7 per cent (one woman), 13 per cent lower than for 2005/06 (six women).



4.2 Facilities & Services

Childcare Facilities

The Bank offers salary sacrifice childcare arrangements through its joint venture operation, Billabond Children's Centre, for children aged five years and under. As at end June, 10 Bank parents (two women and eight men) were utilising the Centre with 12 children in attendance. During the reporting period, an investigation commenced into the practicalities of providing Vacation Care programs for children aged 5-12 years. A survey was carried out to assess the demand and the feasibility of vacation care payments to be made via salary sacrifice.



Paintings on display from children at the Billabond Children's Centre

To complement the childcare centre, a well-equipped Parent Room is available for use by staff within the Bank. The room provides a private facility for women returning to work who would like to maintain breastfeeding. Staff on parental leave visiting the Bank that need a private space to breastfeed or change a nappy may also use the room. The room has been accredited by the Australian Breastfeeding Association.

Health & Wellbeing Services

The Bank is committed to ensuring the health, safety and welfare of its staff. The Bank's Health Centre, managed by a qualified Occupational Health Nurse, provides primary health care, ergonomic workstation assessment for all new employees and people experiencing difficulties, counselling and support services for staff and managers/supervisors, and rehabilitation case management for both work-related and non-work-related conditions.

The Bank encourages a healthy lifestyle and as part of its health and wellbeing program offers subsidised Pilates and Yoga classes to Bank staff. In addition, the Bank operates a fitness facility for staff at Head Office.



2006 Interdepartmental run / walk

During the reporting period, a series of lunchtime health and wellbeing sessions were introduced and these will continue to be held throughout the year on a regular basis. The interactive sessions covered a number of topics including nutrition, stress, diabetes, mental health and maintaining energy levels.

Assistive Technologies

Assistive technology is a general term for specialised hardware and software designed for use by people with disabilities who are normally unable to use standard PCs either permanently or for a period of time. The Bank's System Accessibility Technical Group (SATG) set up a facility to test a wider range of assistive technologies that can help staff with a permanent or temporary disability. During the reporting period, the Bank conducted a survey to find out whether staff would benefit from using, any assistive software, electro-mechanical, electronic, computer or other device to assist them in their work. The responses received from this survey were used to help select the technologies installed on the test facility, which will then be used to test new systems and hardware for compatibility.

The Bank continues to investigate satisfactory solutions for conference/meeting rooms to accommodate people with hearing impairments.

Employee Assistance Program

In 2007, the Bank introduced an Employee Assistance Program (EAP) for staff. The aim of the scheme is to assist staff to resolve personal problems at an early stage and avoid situations which might otherwise ultimately affect their work performance or attendance. The EAP covers a wide variety of problems and concerns such as balancing family and

work responsibilities, career and vocational issues, managing and coping with change, and dealing with difficult situations. Access to the EAP is available to all staff within Australia and overseas with initial contact via telephone and, if necessary, subsequent face-to-face sessions.

The Bank also continues to offer the Manager Assist program which provides specialist support and advice to managers and supervisors to assist them in responding to people management situations that may be difficult, complex or unusual.



SECTION 5

APPENDICES

5.1 Equity & Diversity Policy Committee Terms of Reference

Role

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

Functions

The Committee has the following functions:

- To make recommendations to the Governor on equity and diversity principles and policy.
- To keep under examination the development of an appropriate equity and diversity program for the RBA.
- 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
- RBA Representative – an employee nominated by the RBA.

The members nominated by the Union and the RBA 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 Manager, Staff Training & Development also 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 RBA Representative or Alternate; the Union Representative or Alternate. The Senior Consultant, Staff Training & Development Section, acts as Secretary to the Committee (ex officio).

Equity & Diversity Policy Committee	
Chairperson	Bob Rankin
Deputy Chairperson	Graham Rawstron
RBA Representatives	Ric Deverell & Claire Warner
Union Representatives	Ersilia Celio & Rekha Pillay
Co-opted Member	John Anderson
PD Management Representatives	Rob Thompson (SRC) & Kolleen Wallace (ST&D)
Secretary	Sonja Godfrey-Chan



5.2 Statistical Data Tables

REPRESENTATION WITHIN SALARY RANGES

As at 30 June 2007

Number (% of Total Staff Within Salary Range)

Salary	NESB1	NESB2	IA	PWD	Women	Men	Total Staff
Below \$20,000	2	1			5	4	9
	(22)	(11)			(56)	(44)	
\$20,000 - \$29,999	7	6	1	3	23	20	43
	(16)	(14)	(2)	(7)	(53)	(47)	
\$30,000 - \$39,999	6	8	1	2	24	16	40
	(15)	(20)	(3)	(5)	(60)	(40)	
\$40,000 - \$49,999	23	13	2	8	53	27	80
	(29)	(16)	(3)	(10)	(66)	(34)	
\$50,000 - \$59,999	40	20		17	63	84	147
	(27)	(14)		(12)	(43)	(57)	
\$60,000 - \$69,999	30	20	2	13	70	64	134
	(22)	(15)	(1)	(10)	(52)	(48)	
\$70,000 - \$79,999	27	17		10	41	58	99
	(27)	(17)		(10)	(41)	(59)	
\$80,000 - \$89,999	24	11		7	33	49	82
	(29)	(13)		(9)	(40)	(60)	
\$90,000 - \$99,999	15	3		4	12	32	44
	(34)	(7)		(9)	(27)	(73)	
\$100,000 & over	24	23	1	16	49	160	209
	(11)	(11)		(8)	(23)	(77)	
TOTAL	198	122	7	80	373	514	887
	(22)	(14)	(1)	(9)	(42)	(58)	

* Total Staff excludes 7 locally-employed representative office staff based in London and New York and two Sydney-based casual employees.

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 CLASSIFICATION LEVELS

As at 30 June 2006 and 30 June 2007
Number (% of Total Staff Within Classification Level)

Levels	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	06	07	06	07	06	07	06	07	06	07	06	07	06	07
L1	16	14	4	5	1	1	4	4	31	23	16	20	47	43
	(34)	(32)	(9)	(11)	(2)	(2)	(9)	(9)	(66)	(55)	(34)	(45)		
L2	28	28	13	12	1	2	9	7	59	60	29	25	88	85
	(32)	(33)	(15)	(14)	(1)	(2)	(10)	(8)	(67)	(70)	(33)	(30)		
GR	7	15	9	11			6	9	27	23	47	51	74	74
	(9)	(20)	(12)	(15)			(8)	(12)	(36)	(31)	(64)	(69)		
L3	42	48	25	25	2	2	11	14	91	95	57	63	148	158
	(28)	(30)	(17)	(16)	(1)	(1)	(7)	(9)	(61)	(60)	(39)	(40)		
L3/4	9	6	12	12			4	6	19	22	55	57	74	79
	(12)	(8)	(16)	(15)			(5)	(8)	(26)	(28)	(74)	(72)		
L4	56	61	25	27			19	21	78	80	105	109	183	189
	(31)	(32)	(14)	(14)			(10)	(11)	(43)	(42)	(57)	(58)		
L5	12	15	17	18			7	8	31	35	91	90	122	125
	(10)	(12)	(14)	(14)			(6)	(6)	(25)	(29)	(75)	(71)		
L6	4	4	6	7			3	3	14	15	32	36	46	50
	(9)	(8)	(13)	(14)			(7)	(6)	(30)	(30)	(70)	(70)		
L7				1	1	1	3	3	4	3	17	20	21	23
				(4)	(5)	(4)	(14)	(13)	(19)	(13)	(81)	(87)		
L8+	1	1	1				3	2		1	16	14	16	15
	(6)	(7)	(6)				(19)	(13)		(7)	(100)	(93)		
L1-8+	175	192	112	118	5	6	69	77	354	357	465	485	819	842
	(21)	(23)	(14)	(14)	(1)	(1)	(8)	(9)	(43)	(42)	(57)	(58)		
OTHER	8	6		4	1	1	1	3	13	16	33	29	46	45
	(17)	(13)		(9)	(2)	(2)	(2)	(7)	(28)	(36)	(72)	(64)		
STAFF														
TOTAL	183	198	112	122	6	7	70	80	367	373	498	514	865	887
	(21)	(22)	(13)	(14)	(1)	(1)	(8)	(9)	(42)	(42)	(58)	(58)		

* Total Staff excludes 7 locally-employed representative office staff based in London and New York and two Sydney-based casual employees.

KEY

GR Graduates hired in 2006/07 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, 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
PWD People with Disabilities

REPRESENTATION WITHIN OCCUPATIONAL GROUPS

As at 30 June 2006 and 30 June 2007
Number (% of Total Staff Within Occupational Group)

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	06	07	06	07	06	07	06	07	06	07	06	07	06	07
Managers	6		9		1		10		19		75		94	
	(6)		(10)		(1)		(11)		(20)		(81)			
Professionals	107		68				43		171		304		475	
	(22)		(14)				(9)		(36)		(64)			
Technicians & Trade Workers	16		7				7		14		48		62	
	(26)		(11)				(11)		(23)		(77)			
Clerical & Administrative Workers	68		37		6		20		167		79		246	
	(28)		(15)		(2)		(8)		(68)		(32)			
Community & Personal Service Workers	1		1						2		5		7	
	(14)		(14)						(29)		(71)			
Machinery Operators & Drivers											3		3	
											(100)			
TOTAL	183	198	112	122	6	7	70	80	367	373	498	514	865	887
	(21)	(22)	(13)	(14)	(1)	(1)	(8)	(9)	(42)	(42)	(58)	(58)		

* Total Staff excludes 7 locally-employed representative office staff based in London and New York and two Sydney-based casual employees.

** Due to conversion of positions from ASCO to ANZSCO, no direct comparison of occupational groups with last year is possible.

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

RECRUITMENT

Year to 30 June 2006 and 30 June 2007
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	06	07	06	07	06	07	06	07	06	07	06	07	06	07
Managers		1										1		1
Professionals		71		9				13		27		53		80
Technicians & Trade Workers		4		3				1				12		12
Clerical & Administrative Workers		9		3		1		3		15		7		22
Community & Personal Services Workers														
Machinery Operators & Drivers														
TOTAL	74	85	4	15	1	1	1	17	50	42	74	73	124	115
% of Total Recruitment	(60)	(74)	(3)	(13)	(1)	(1)	(1)	(15)	(40)	(87)	(37)	(60)		

* Total Staff excludes 7 locally-employed representative office staff based in London and New York and two Sydney-based casual employees.

** Figures are based on total staff recruitment; includes trainees and cadets, excludes renewal of contract.

*** Due to conversion of positions from ASCO to ANZSCO, no direct comparison of occupational groups with last year is possible.

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

PROMOTIONS

Year to 30 June 2006 and 30 June 2007
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	06	07	06	07	06	07	06	07	06	07	06	07	06	07
Managers	1		3						3		18			21
Professionals	6		9				7		21		32			53
Technicians & Trade Workers	3						1		2		4			6
Clerical & Administrative Workers	10		2		1		2		19		12			31
Community & Personal Service Workers														
Machinery Operators & Drivers														
TOTAL	13	20	17	14	1	1	12	10	30	45	60	66	90	111
(% of Total Promotions)	(14)	(18)	(19)	(13)	(1)	(1)	(13)	(9)	(33)	(41)	(67)	(59)		

* Total Staff excludes 7 locally-employed representative office staff based in London and New York and two Sydney-based casual employees.

**Due to conversion of positions from ASCO to ANZSCO, no direct comparison of occupational groups with last year is possible.

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

SEPARATIONS

Year to 30 June 2006 and 30 June 2007
Number (Percentage of Total)

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	06	07	06	07	06	07	06	07	06	07	06	07	06	07
Managers				1				1		1		4		5
				(20)						(20)		(80)		
Professionals	12		5				5		16		43		59	
	(20)		(8)				(8)		(27)		(73)			
Technicians & Trade Workers							1		2		3		5	
							(20)		(40)		(60)			
Clerical & Administrative Workers	3		1						16		6		22	
	(14)								(73)		(27)			
Community & Personal Service Workers														
Machinery Operators & Drivers	1										1		1	
	(100)										(100)			
TOTAL	10	16	10	7			2	7	31	35	43	57	74	92
(% of Total Departures)	(14)	(17)	(14)	(8)			(3)	(8)	(42)	(38)	(58)	(62)		

* Total Staff excludes 7 locally-employed representative office staff based in London and New York and two Sydney-based casual employees.

** Due to conversion of positions from ASCO to ANZSCO, no direct comparison of occupational groups with last year is possible.

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

RETIREMENTS

Year to 30 June 2006 and 30 June 2007
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	06	07	06	07	06	07	06	07	06	07	06	07	06	07
Managers							1				2			2
Professionals	1						2				3			3
Technicians & Trade Workers							1				1			1
Clerical & Administrative Workers											1			1
Community & Personal Service Workers														
Machinery Operators & Drivers														
TOTAL	1	1					4	3			6	7	9	7
(% of Total Retirements)	(11)	(14)					(57)	(33)			(67)	(100)		

* Total Staff excludes 7 locally-employed representative office staff based in London and New York and two Sydney-based casual employees.

** Total Staff excludes 7 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